



# **AGENDA OF THE AD HOC COMMITTEE ON ELECTIONS**

**THURSDAY, MAY 21, 2020, 5:00 PM**

**Virtual Meeting**

**Please also view at**

**[www.YouTube/CityOfGreenBay](http://www.YouTube/CityOfGreenBay)**

**A. Zoom Meeting Information**

- I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

**B. Roll Call.**

- I. Alder Barbara Dorff; Alder Chris Wery; Clerk Teske; Chief of Staff Jeffreys; Terri Racine; Karen Schley, Susan Smith; H. Smet; Prof. Alison Staudinger.

**C. Approval of the Agenda.**

- I. Approval of the Agenda for May 21, 2020.

**D. Approval of Minutes.**

- I. Approval of the Minutes from May 14, 2020.

**E. Regular Business.**

- I. Appeal to the state to move the election from the first Tuesday of a month to the first Saturday. (Alder Scannell)
2. Appeal to the state to facilitate mail in voting. (Alder Scannell)
3. Consideration with possible action to review the policies and procedures for curbside voting for the remaining 2020 elections and how to communicate curbside voting information to all voters and poll workers in Green Bay. (Alder Vander Leest)

4. Consideration with possible action that plans be made and implemented by July 20th to avert any future problems with in-person voting and absentee voting. This is to include, training of staff and volunteers, acquisition of necessary equipment, establishment of secondary voting sites, and any other resources needed. (Alder Bill Galvin)
5. Discussion with possible action on the creation of subcommittees.
  - Polling Places Subcommittee (Chair--Alder Dorff, members: Clerk Teske, PRF and DPW staff)
  - Poll Workers, Retention and Recruitment Subcommittee (Co-Chairs--Alder Wery and Susan Smith, members: Terri Racine and Karen Schley)
  - Early In-Person Absentee Voting Subcommittee, includes expanding participation among underrepresented groups (Co-Chairs--H. Smet and A. Staudinger, members: CoS Jeffreys, Kim Wayte)
6. Discussion with possible action on identifying costs for the upcoming election, including personal protective equipment for poll workers, equipment to facilitate faster tabulation of votes, and other equipment for polling locations, e.g., heaters, fans, access ramps.
7. Discussion with possible action on creating an advertising and awareness campaign for early in-person absentee voting and absentee voting, including associated costs.
8. Discussion with possible action on identifying new polling locations, including outlining the parameters for choosing a polling location. Examples of new locations are: Bay Beach Pavilion, Triangle Hill Shelter, Colburn Park Shelter, KI Convention Center, Brown County-owned buildings, Green Bay Area Public School Buildings, Lambeau Atrium or abandoned stores.

## **F. Informational.**

1. Description of Early In-Person Absentee Polling and Absentee voting processes.
2. Update on current polling locations and status of number of poll workers (including recruitment).
3. Update on impending deadlines.
4. Update on federal funds allocated to states and municipalities.

## **G. Adjournment.**

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT [www.greenbaywi.gov](http://www.greenbaywi.gov)
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Ad Hoc Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.

- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



# Virtual Meeting Instructions



## Ad Hoc Committee on Elections for 5-21-20

### Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/82086950124?pwd=ZVp4WTJ6djZOQjFtRHpYd2lsS3Y1dz09>

**Meeting ID: 820 8695 0124**

**Password: 883394**

One tap mobile

+13017158592,,82086950124#,,1#,883394# US (Germantown)

+13126266799,,82086950124#,,1#,883394# US (Chicago)

### Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 820 8695 0124

Password: 883394

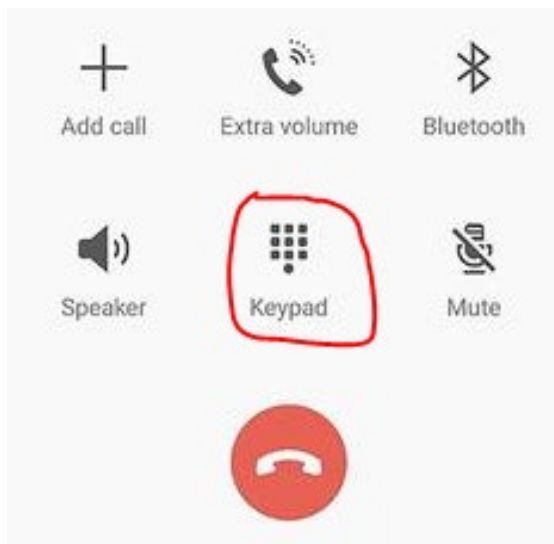
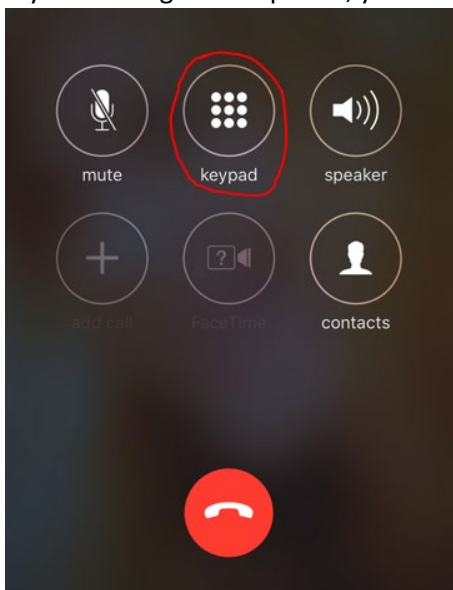
Find your local number: <https://us02web.zoom.us/u/kd2OqO2hou>

## Additional Information

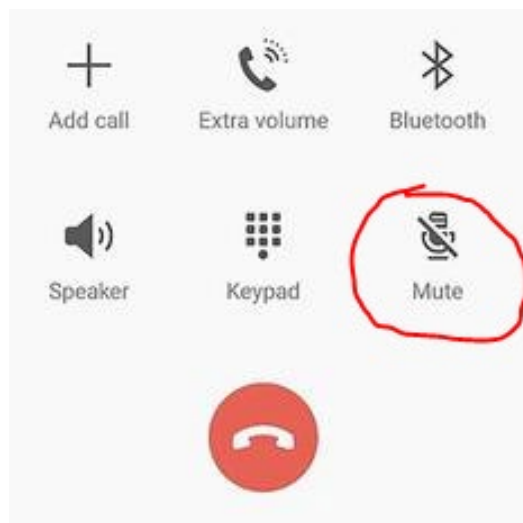
1. Wisconsin Open Meetings Law still applies
  - a. Persons interested in speaking to an item must give their name and address
  - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
  - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
  - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
  - a. When you call in, all callers/participants will be placed in a “waiting room.”
  - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
  - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
  - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
  - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
  - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
  - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
  - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
  - a. Smart phone (please see more detailed instructions on page 3)
  - b. Land line
  - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
  - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
  - e. For tablet and computer users--if you download the app you will be asked to verify your email.
10. Zoom etiquette
  - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
  - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
  - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
  - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to [www.youtube.com/CityofGreenBay](http://www.youtube.com/CityofGreenBay)

## Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
  - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
  - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # C.I**

Approval of the Agenda for May 21, 2020.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # D.I**

Approval of the Minutes from May 14, 2020.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # E.1**

Appeal to the state to move the election from the first Tuesday of a month to the first Saturday. (Alder Scannell)

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # E.2**

Appeal to the state to facilitate mail in voting. (Alder Scannell)

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # E.3**

Consideration with possible action to review the policies and procedures for curbside voting for the remaining 2020 elections and how to communicate curbside voting information to all voters and poll workers in Green Bay. (Alder Vander Leest)

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Protection and Policy Committee  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # E.4**

Consideration with possible action that plans be made and implemented by July 20th to avert any future problems with in-person voting and absentee voting. This is to include, training of staff and volunteers, acquisition of necessary equipment, establishment of secondary voting sites, and any other resources needed. (Alder Bill Galvin)

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # E.5**

Discussion with possible action on the creation of subcommittees.

--Polling Places Subcommittee (Chair--Alder Dorff, members: Clerk Teske, PRF and DPW staff)

--Poll Workers, Retention and Recruitment Subcommittee (Co-Chairs--Alder Wery and Susan Smith, members: Terri Racine and Karen Schley)

--Early In-Person Absentee Voting Subcommittee, includes expanding participation among underrepresented groups (Co-Chairs--H. Smet and A. Staudinger, members: CoS Jeffreys, Kim Wayte)

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # E.6**

Discussion with possible action on identifying costs for the upcoming election, including personal protective equipment for poll workers, equipment to facilitate faster tabulation of votes, and other equipment for polling locations, e.g., heaters, fans, access ramps.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # E.7**

Discussion with possible action on creating an advertising and awareness campaign for early in-person absentee voting and absentee voting, including associated costs.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # E.8**

Discussion with possible action on identifying new polling locations, including outlining the parameters for choosing a polling location. Examples of new locations are: Bay Beach Pavilion, Triangle Hill Shelter, Colburn Park Shelter, KI Convention Center, Brown County-owned buildings, Green Bay Area Public School Buildings, Lambeau Atrium or abandoned stores.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # F. I**

Description of Early In-Person Absentee Polling and Absentee voting processes.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # F.2**

Update on current polling locations and status of number of poll workers (including recruitment).

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # F.3**

Update on impending deadlines.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
Ad Hoc Committee on Elections  
of the City of Green Bay

**MEETING DATE**

May 21, 2020

**PREPARED BY**

**AGENDA ITEM # F.4**

Update on federal funds allocated to states and municipalities.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None