

# State of Wisconsin\Government Accountability Board

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KEVIN J. KENNEDY  
Director and General Counsel

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## **MEMORANDUM**

**TO:** Ad-Hoc Clerk Communication Advisory Committee Members  
(Please see attached member list)

**FROM:** Nathaniel E. Robinson, Elections Division Administrator  
Wisconsin Government Accountability Board

**DATE:** July 3, 2009

**SUBJECT:** Appointment of Ad-Hoc Clerk Communication Advisory Committee Members

The Government Accountability Board (G.A.B.) is working to assemble an ad hoc committee of interested county and municipal clerks who will advise the G.A.B. with respect to improving methods and procedures by which information is dispensed to county and municipal clerks.

### **Committee Members**

We are pleased that nine county clerks volunteered for this committee at the March 3, 2009 Conference. Nine municipal clerks have either volunteered for the committee or their name has been suggested as a clerk who is interested in improving G.A.B./Clerk communications. We want to keep the committee size manageable. Therefore, we would like a balance of clerks from large, medium and small-sized jurisdictions, representing both counties and municipalities, and who have different levels of technological background and support. *If you are not interested in serving on this committee, please contact Diane Lowe at 608-266-3276 or [diane.lowe@wi.gov](mailto:diane.lowe@wi.gov).*

### **Meeting Schedule**

The plan is for the committee to meet only twice. At the first meeting, which will be held in Madison, the committee will be asked to review the communication procedures and protocols developed by G.A.B. staff, and provide comments and suggestions. (The procedures and protocols are included with this communication for your review.) At the conclusion of the first meeting, the date and location of the second meeting will be decided.

The second meeting will take place after G.A.B. staff has completed a series of "listening session" throughout the state. The listening sessions will offer a chance for other interested clerks to review the communication procedures and protocols developed by G.A.B. staff and offer input. The purpose of the second meeting is to review the information gleaned from the "listening sessions," and to settle on communication plan. All clerks will be notified of the committee's meetings, agendas and drafts, and will be invited to provide commentary. We would like to schedule the first meeting soon. *Please indicate on which of the following dates you are available to attend the first meeting, and provide that information to Diane Lowe at 608-266-3276 or [diane.lowe@wi.gov](mailto:diane.lowe@wi.gov).*

**Wednesday, August 5, 2009**

**Thursday, August 6, 2009**

**Thursday, August 13, 2009**

### **Other Information**

A draft agenda is attached for your comment. Also, attached is a summary of contact information for committee members. You will be reimbursed for allowable travel/logistical incurred expenses associated with advising us, and lunch will be provided.

The G.A.B. Clerk Communication Team and I look forward to working with you on this very important issue. If needed, please contact Diane Lowe at [diane.lowe@wi.gov](mailto:diane.lowe@wi.gov), or at (608 266 3276). Thank you!

Attach. : Draft Agenda/Committee Charge Memo/Prospective Member Contact Information  
G.A.B. Staff Procedures and Protocols for Clerk Communication

cc: All Wisconsin County and Municipal Clerks