

State of Wisconsin\Government Accountability Board

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KEVIN J. KENNEDY
Director and General Counsel

MEMORANDUM

TO: All Municipal Clerks and the Milwaukee City Board of Election Commissioners
All County Clerks and the Milwaukee County Board of Election Commissioners

FROM: Allison Coakley
Elections Division Training Coordinator

DATE: October 13, 2009

SUBJECT: Information about the Ad Hoc Clerk Training Advisory Committee

The Government Accountability Board (G.A.B.) has assembled 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 training is delivered to county and municipal clerks and other election workers.

Committee Members

The attached list of committee members were invited to participate. Our goal was to keep the committee size manageable, with a balance of clerks from large, medium and small-sized jurisdictions, representing both counties and municipalities.

Meeting Schedule

The first meeting of the committee is scheduled for October 14, 2009 in Madison. The committee will be asked to discuss and review the Election Division's current training practices and procedures, and provide comments and suggestions. 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 current training practices and procedures and offer input. The purpose of the second meeting is to review the information gleaned from the "listening sessions," and to settle on a training development plan. All clerks will be notified of the committee's meetings, agendas and drafts, and will be invited to provide commentary. If you have any comments you would like directed to the committee members, please contact me at allison.coakley@wi.gov.

Other Information

A committee agenda and committee charge memo is attached for your information. Also, attached is a summary of contact information for committee members.

The G.A.B. Clerk Training Team and I look forward to working with you on this very important issue.

Attach. : Committee Agenda/Committee Charge Memo/Member Contact Information

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JUDGE MICHAEL BRENNAN
Chair

KEVIN J. KENNEDY
Director and General Counsel

MEETING OF MUNICIPAL AND COUNTY CLERKS: Ad-Hoc Training Advisory Committee

Government Accountability Board
212 East Washington Avenue, 3rd Floor
Madison, WI 53702

Wednesday, October 14, 2009
9:30 am – 3:00 pm

AGENDA

1. Greetings / Remarks / Introductions
2. Purpose of Meeting / Objectives of the Day / Approach to Today's Task
3. Division Administrator's Charge to the Training Ad-Hoc Advisory Committee
4. Ad-Hoc Advisory Committee Members' Concerns about Training
(Round-robin Discussion)
5. General Discussion of Training
(Questions to Commence Discussion)
 - A. What is our main goal with respect to effective training?
 - B. What are Clerks' concerns?
 - Chief Inspector Baseline training and recertification
 - Municipal Clerk Core training and recertification
 - SVRS training
 - Other types of training
 - C. Other Matters
4. Review Schedule for Planned Training Listening Feedback Sessions
5. Identification of Future Issues
6. Set Date for Next Meeting
7. Closing / Adjournment

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JUDGE MICHAEL BRENNAN
Chair

KEVIN J. KENNEDY
Director and General Counsel

DATE: September 23, 2009

TO: Members, Ad-Hoc Clerk Training Advisory Committee

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

SUBJECT: Charge Statement to the Clerk Ad-Hoc Training Advisory Committee

Thank you for your consideration to serve on our clerk ad-hoc committee. This committee will help identify clerks' concerns about training, and advise on how to best address those concerns. The committee will make recommendations to the Government Accountability Board's staff on how the Board's training program may be improved.

During meetings with the ad-hoc clerk communications advisory committee, and during the communications listening sessions, we heard repeated requests from clerks for the need to review our training program. We made a commitment to form a clerk ad-hoc training advisory committee to assist us in this endeavor.

The ad-hoc committee's charge: We are seeking your advice on:

- The Board's role and responsibility for training clerks;
- What areas of the Board's training program that may be confusing and need clarification;
- Identifying clerks' specific concerns about training;
- County clerks' role and responsibility for training municipal clerks;
- Municipal clerks' role and responsibility for reporting training for themselves and tracking training for their respective election officials; and,
- Suggestions, ideas and recommendations for improving the Board's Training Program.

We are looking to you to help us sort out these and related issues. We appreciate your willingness to serve, and we are grateful for the time and commitment that you are making to assist us on this very important step toward achieving a more effective partnership with our valued clerk partners and customers.

cc: Kevin J. Kennedy
Director and General Counsel
Government Accountability Board

Allison Coakley
Training Coordinator
Government Accountability Board

Diane Lowe
Lead Elections Specialist
Government Accountability Board

Committee Members

Members, Municipal and County Clerks Training Advisory Committee

County Clerks	County	Phone	E-Mail
Beth Hauser	Calumet County	(920) 849-1458	hauser.beth@co.calumet.wi.us
Sue Moll	Columbia County	(608) 742-9654	sue.moll@co.columbia.wi.us
Bob Ohlsen	Dane County	(608) 266-4121	ohlsen@co.dane.wi.us
Jamie Aulik	Manitowoc County	(920) 683-4004	jamieaulik@co.manitowoc.wi.us
Nancy Christensen	Outagamie County	(920) 832-5077	christnc@co.outagamie.wi.us
Wendy Christensen	Racine County	(262) 636-3482	wendy.christensen@goracine.org
Denise Wetzal	Rusk County	(715) 532-2100	dwetzal@ruskcountywi.us
Rosemary Bohm	Shawano County	(715) 526-9150	clkrosie@co.shawano.wi.us
Paul Syverson	Trempealeau County	(715) 538-2311	tcclerk@tremplocounty.com
Kim Bushey	Walworth County	(262) 741-4245	kbushey@co.walworth.wi.us
Sue Ertmer	Winnebago County	(920) 236-4890	sertmer@co.winnebago.wi.us

Municipal Clerks	Municipality/County	Phone	E-Mail
Carol Alexander	City of Beloit/Rock	(608) 364-6681	alexandc@ci.beloit.wi.us
Tanya O'Malley	Village of Fox Point/Milwaukee	(414) 351-8900	tomalley@vil.fox-point.wi.us
Chris Carl	Town of Bloomington/Grant	(608) 732-7844	mccarl@wildblue.net
Karen Weinschrott	Town of Grand Chute/Outagamie	(920) 832-1573	karen.weinschrott@grandchute.net
Teresa Hartvig	Village of Rosholt/Portage	(715) 677-4510	rosholt@nc3tv.com
Diana Dykstra	City of Lake Geneva/Walworth	(262) 248-3673	ddykstra@cityoflakegeneva.com
Dawn George	Town of Rutland/Dane	(608) 455-3925	dgeo4177@aol.com
Tina Butteris	Town of Windsor/Dane	(608) 846-3854	tina@windsorwi.gov
Maribeth Witzel-Behl	City of Madison/Dane	(608) 266-4601	mwitzel-behl@cityofmadison.com