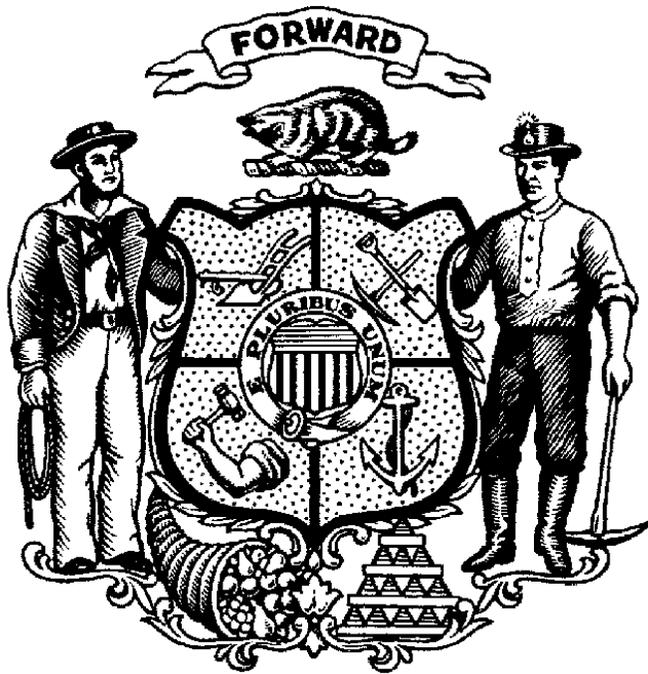


State of Wisconsin

Government Accountability Board



Agency Budget Request
2015 – 2017 Biennium
September 15, 2014

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State of Wisconsin\Government Accountability Board

212 East Washington Avenue, 3rd Floor
Post Office Box 7984
Madison, WI 53707-7984
Voice (608) 266-8005
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
<http://gab.wi.gov>



JUDGE THOMAS H. BARLAND
Chair

KEVIN J. KENNEDY
Director and General Counsel

September 15, 2014

The Honorable Mike Huebsch, Secretary
Department of Administration
101 East Wilson Street, 10th Floor
Madison, WI 53702

Dear Secretary Huebsch:

Enclosed is the 2015-2017 budget submission for the Government Accountability Board. The Government Accountability Board (G.A.B.) has included five separate decision items for consideration by the Executive Office as it prepares the executive budget for submission to the Legislature. These decision items will ensure statutorily required agency programs are properly funded.

The proposed decision items address key agency goals to enable management and professional staff to leverage technology to ensure transparency and accountability in state government while increasing the level of support to local government in a cost effective manner. With the passage of significant election administration legislation, including voter ID, the agency needs to sustain its current staffing to carry out its mandated responsibilities.

The foundation of our agency is the dedicated and professional staff who implements the program responsibilities of the agency. The base budget authorizes 26 federally funded project positions. The appointment authority for those positions expires on June 30, 2015. The agency has enough federal funds to support those positions for an additional budget cycle. The Board requests budget authority for 22 permanent federal positions in the coming biennium. This will enable the agency to retain key personnel to ensure Wisconsin can maintain its current level of resources to administer state and federal elections in the coming election cycle.

The agency also requests the addition of a .25 GPR funded FTE position to enable the agency to have a full-time webmaster/public records officer along with funding for IT support for the Ethics and Accountability Division. Both of these initiatives are designed to provide Wisconsin citizens with easy and full access to information about the conduct of Wisconsin government.

The agency budget request is designed to enable the Government Accountability Board to carry out its legislative mandate to maintain the integrity of the electoral process and provide complete, accurate and timely information to the public and other participants with a stake in Wisconsin government. The proposed decision items reflect the cost to carryout current program requirements developed by the Legislature.

The Government Accountability Board and its staff are excited about continuing to serve the citizens of Wisconsin and contribute to Wisconsin's legacy of clean and open government supported by fair and impartial elections. If you have any specific questions concerning the Government Accountability Board's budget request, please contact Sharrie Hauge at 266-0404. I can also be reached at 261-8683.

Thank you for your support.

Government Accountability Board

A handwritten signature in cursive script that reads "Kevin J. Kennedy".

Kevin J. Kennedy
Director and General Counsel

AGENCY DESCRIPTION

The board is comprised of six members, each of whom must have formerly been elected to and served as a judge of a court of record in Wisconsin. Members are appointed to six-year terms by the Governor from nominations submitted by a nominating committee called the Government Accountability Candidate Committee consisting of four current Court of Appeals Judges selected randomly by the Supreme Court Chief Justice for a two-year term. Board Members are required to be non-partisan. The new agency is unique to the United States.

The director and general counsel serves as the agency head and the chief election officer of the state. The board staff also is non-partisan. The agency is organized into two divisions: The Elections Division, and the Ethics and Accountability Division. The board is responsible for the administration and enforcement of campaign finance, elections, ethics and lobbying laws. The agency has a staff of 14.30 GPR and 3.45 PR full-time employees. The agency also has 26 federally funded project positions which will expire in the FY13-15 biennium. These project positions may be extended for an additional 12 months with proper approval.

The Board administers and enforces Wisconsin law pertaining to elections, ethics, campaign finance and lobbying (Wisconsin Chapters 5-12); Chapter 13 (Lobbying, Subchapter III; and, Chapter 19 (Ethics, Subchapter III). The mission of the Board is to enhance representative democracy by ensuring the integrity of the electoral process and furthering Wisconsin's tradition of clean and open government through its administration of Wisconsin's elections codes, ethics codes, campaign finance and lobbying laws and dissemination of information to the public.

Board activities are arranged by five general functions: general administration; assistance to state public officials, candidates, lobbyists, principals, political committees and officeholders; assistance to local governments; education and training; and enforcement. Within these functional areas, the Board develops policy, issues formal opinions, promulgates administrative rules, prescribes procedures and forms, audits disclosure reports, carries out investigations, conducts hearings and reviews appeals, brings civil actions to assess forfeitures, and related activities.

The Board has eight general program areas which are described below:

Election Administration

Elections in Wisconsin are conducted by 1,923 local clerks at the town, village, city and county levels, with support from the Elections Division. The Division ensures compliance with state election laws, and certifies state and federal election results. Candidates for Statewide Constitutional Offices, the Legislature and District Attorney, as well as State Superintendent of Public Instruction, Justice of the Supreme Court, Court of Appeals Judge and Circuit Court Judge file ballot access documents with the Division.

Support for Local Election Officials

Local election officials receive education training, technical support, consultation and direct provision of resources from the Elections Division. Courses and classes for election officials are available on the Internet through the Web-Based Election Training System (WBETS) and an extensive webinar series. The Division also offers in-person classes, and presentations to various professional associations and other groups. The Division prepares detailed manuals to assist local election officials in carrying out their election-related responsibilities.

Voter Information

The MyVote Wisconsin microsite, linked to the agency website (GAB.wi.gov), enables voters to check their voter registration status, polling place information, and ballot information on the Internet. In addition to the features available through our voter public access portal, the microsite enables voters to click on a link, complete and print a voter registration application and mail it to their municipal clerk. The information completed by the voter is saved in the Statewide Voter Registration System (SVRS) to expedite the voter's registration. The microsite also provides a secure method for military voters to apply for an absentee ballot and have it delivered to them electronically. The microsite is My Vote WI and can be accessed at <http://myvote.wi.gov>. Additional resources are available to the public on the website: <http://gab.wi.gov>. The agency also has responsibilities for assisting members of the public with obtaining valid identification for voting.

Voter, Candidate and Polling Place Data

Wisconsin has a centralized database of all state voters, the Statewide Voter Registration System (SVRS). The SVRS provides information such as poll lists; absentee, military and overseas voter records; lists of candidates, polling place records, and various reports for clerks and the public. It is maintained by the Elections Division. Local election officials rely on this application to conduct all federal, state and local elections with oversight from the Division.

Campaign Finance

Wisconsin campaign finance law requires candidates for state public office to register with the G.A.B., disclose campaign receipts and disbursements, and abide by certain contribution limits and prohibitions. The Ethics and Accountability Division is responsible for auditing campaign finance reports and enforcing registration and reporting requirements along with limits on the source and amount of campaign funding. Information is available to the public on Agency website: <http://gab.wi.gov>.

Lobbying

Wisconsin lobbying law requires registration of businesses, organizations, and individuals that attempt to influence government decisions. Registrants must identify who lobbies on their behalf, issues in which they have an interest, and provide other information, all available to the public on Agency website: <http://gab.wi.gov>.

Ethics

The Ethics and Accountability Division fosters ethical conduct of public officials by advising them about ethics laws and providing information about officials' financial interests to identify any potential conflicts of interest. State public officials file annual Statements of Economic Interests with the Division.

State Purchasing

The Contract Sunshine program is mandated by the Legislature to allow the public to view the process state agencies use to procure goods and services from vendors. Additional information about the program is available on the website: <http://gab.wi.gov/contract-sunshine>.

MISSION

The mission of the board is to enhance representative democracy by ensuring the integrity of the electoral process and further Wisconsin's tradition of clean and open government through its administration of Wisconsin's elections and ethics codes, campaign finance and lobbying laws, and dissemination of information to the public.

PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

Program 1: Administration of Elections, Ethics and Lobbying Laws

Goal: Ensure open, fair and transparent elections, by cultivating public confidence in the integrity of the electoral process.

Objective/Activity: Administer state-level election responsibilities and provide educational, training and customer service resources to local elections officials, candidates, voters and the general public.

Goal: Make readily available to voters complete information as to who is supporting or opposing a candidate or cause and to what extent, whether directly or indirectly. The board makes the following information available on the internet and in its office: list of reports filed, summary of data reports, information about late campaign activity and detailed campaign finance report information.

Objective/Activity: Provide educational, training and informational resources to candidates, committees, and treasurers on the requirements of campaign finance laws and on using the Board's electronic filing system (CFIS). Enter campaign finance report data received on paper on the day of receipt, and prepare and post reports on Web site within 24 hours of receipt.

Goal: Identify interests influencing government and identify conflicting interests.

Objective/Activity: Identify for the public the businesses, organizations and individuals attempting to influence governmental decisions, the issues in which they have an interest, and other pertinent information; and provide information about governmental officials' financial interests to confirm for the public the absence of conflicting interests or to identify conflicts meriting attention. Provide for the regular update and enhancement of an interactive Web site, which permits anyone with Internet access capabilities to search for and view data relating to lobbyists, the organizations that employ them, the issues on which they are lobbying, lobbying activity and expenditures for current and past sessions.

Goal: Enforce statutory requirements. This goal fosters the continued high standards of ethical conduct by state government officials, lobbyists and lobbying organizations through independent investigation and reassures the public that the State of Wisconsin is equipped to redress conduct that falls short of statutorily established standards.

Objective/Activity: Investigate possible violations of the ethics code, lobbying law, and campaign finance law and seek appropriate remedies or exoneration as circumstances warrant.

PERFORMANCE MEASURES

2013 AND 2014 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2013	Actual 2013	Goal 2014	Actual 2014
1.	Monitor the number of contacts the public makes to G.A.B.	100,000	475,000	130,000	1,012,000
1.	Monitor public satisfaction with G.A.B. through agency's complaint system.	100	125	12	25
1.	Consult with local elections partners to determine voter satisfaction with Wisconsin's electoral processes.	4	5	3	5
1.	Maintain data and records on the number of educational outreach activities, training and technical assistance provided to local elections partners and the general public.	75	104	220	85
1.	Number of contacts relating to requests for campaign finance information by Web site hits to campaign finance section.	25,000	87,000	50,000	100,000
1.	Customer satisfaction.	Oral and written communications indicate lobbying organizations and officials will be satisfied with reporting mechanisms	Comments from lobbyists and lobbying organizations have been uniformly positive.	Oral and written communications indicate lobbying organizations and officials will be satisfied with reporting mechanisms	Comments from lobbyists and lobbying organizations have been uniformly positive.
1.	Customer usage.	Web site usage among legislators, executive branch and citizens will remain high	Website hits continue to demonstrate high usage. (300,000+ page views)	Web site usage among legislators, executive branch and citizens will remain high	Website hits continue to demonstrate high usage. (300,000+ page views).
1.	Impact.	The number and depth of publicity, analysis and commentary on information related to lobbying and financial interests of state officials will remain high	The G.A.B. is constantly in the news.	The number and depth of publicity, analysis and commentary on information related to lobbying and financial interests of state officials will remain high	The G.A.B. is constantly in the news.

Note: Based on fiscal year.

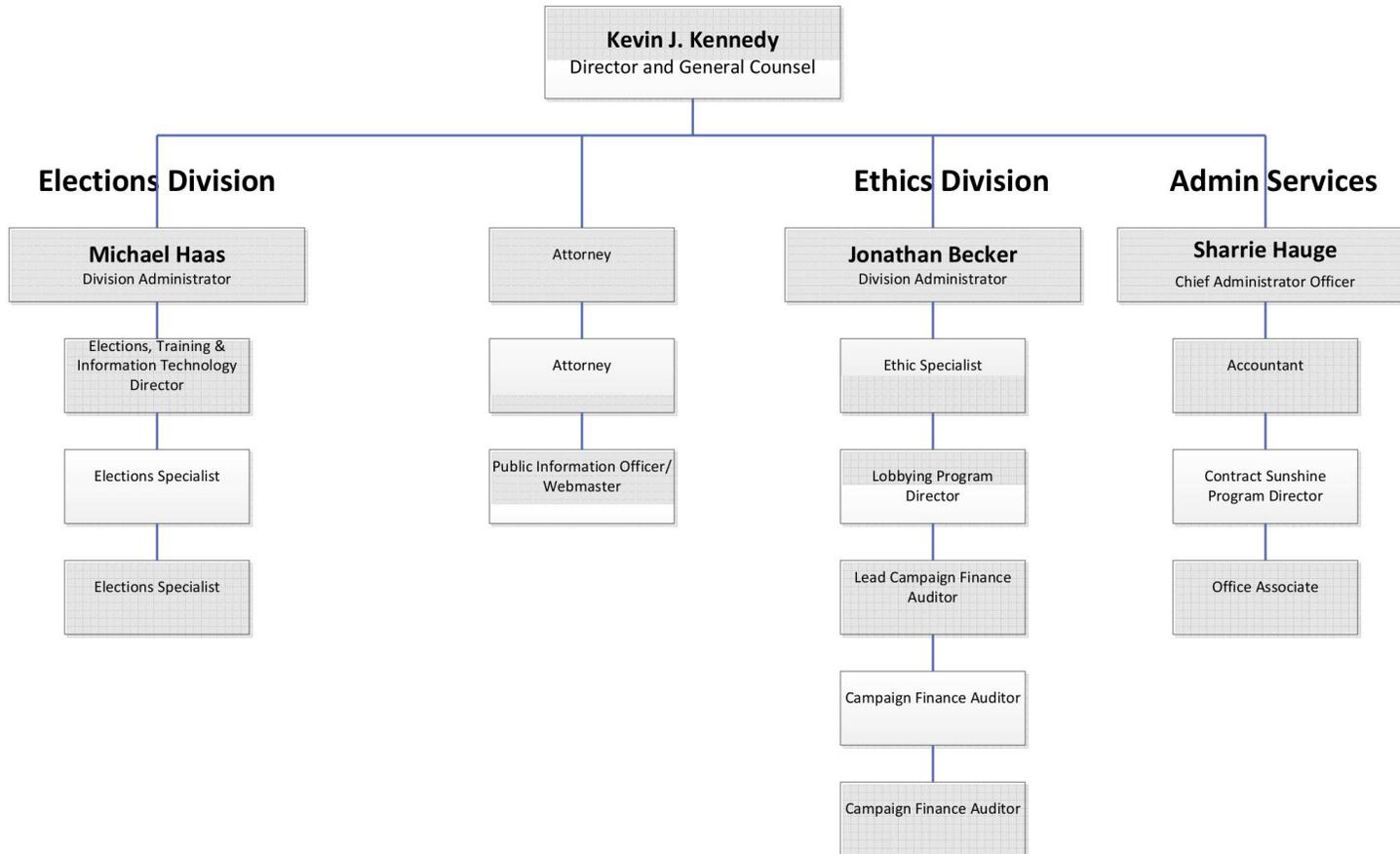
2015, 2016 AND 2017 GOALS

Prog. No.	Performance Measure	Goal 2015	Goal 2016	Goal 2017
1.*	Monitor the number of contacts the public makes to G.A.B.	750,000	750,000	750,000
1.*	Monitor public satisfaction with G.A.B. through agency's complaint system.	550	250	550
1.*	Maintain data and records on the number of educational outreach activities, training and technical assistance provided to local elections partners and the general public.	90	75	90
1.	Number of contacts relating to requests for campaign finance information by Web site hits to campaign finance section.	80,000	80,000	80,000
1.	Customer satisfaction.	Oral and written communications indicate lobbying organizations and officials will be satisfied with reporting mechanisms.	Oral and written communications indicate lobbying organizations and officials will be satisfied with reporting mechanisms	Oral and written communications indicate lobbying organizations and officials will be satisfied with reporting mechanisms
1.	Customer usage.	Web site usage among legislators, executive branch and citizens will remain high.	Web site usage among legislators, executive branch and citizens will remain high.	Web site usage among legislators, executive branch and citizens will remain high.
1.	Impact.	The number and depth of publicity, analysis and commentary on information related to lobbying and financial interests of state officials will remain high.	The number and depth of publicity, analysis and commentary on information related to lobbying and financial interests of state officials will remain high.	The number and depth of publicity, analysis and commentary on information related to lobbying and financial interests of state officials will remain high.

Note: Based on fiscal year.

Government Accountability Board

Office of the Director and General Counsel



Note: The agency has 26 federally funded project positions which will expire in the FY3-15 biennium. These project positions may be extended for an additional 12 months with proper approval.

Agency Total by Fund Source

Government Accountability Board

1517 Biennial Budget

		ANNUAL SUMMARY				BIENNIAL SUMMARY					
Source of Funds		Prior Year Total	Adjusted Base	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE	Base Year Doubled (BYD)	Biennial Request	Change From (BYD)	Change From BYD %
GPR	S	\$2,403,387	\$2,836,200	\$3,121,600	\$3,233,900	14.55	14.55	\$5,672,400	\$6,355,500	\$683,100	12.0%
Total		\$2,403,387	\$2,836,200	\$3,121,600	\$3,233,900	14.55	14.55	\$5,672,400	\$6,355,500	\$683,100	12.0%
PR	S	\$458,798	\$516,000	\$558,200	\$559,500	3.45	3.45	\$1,032,000	\$1,117,700	\$85,700	8.3%
Total		\$458,798	\$516,000	\$558,200	\$559,500	3.45	3.45	\$1,032,000	\$1,117,700	\$85,700	8.3%
PR Federal	S	\$189,730	\$508,300	\$503,800	\$195,700	0.00	0.00	\$1,016,600	\$699,500	(\$317,100)	-31.2%
Total		\$189,730	\$508,300	\$503,800	\$195,700	0.00	0.00	\$1,016,600	\$699,500	(\$317,100)	-31.2%
SEG	S	\$0	\$100	\$100	\$100	0.00	0.00	\$200	\$200	\$0	0.0%
Total		\$0	\$100	\$100	\$100	0.00	0.00	\$200	\$200	\$0	0.0%
SEG Federal	S	\$2,584,056	\$2,779,300	\$2,815,500	\$2,819,400	22.00	22.00	\$5,558,600	\$5,634,900	\$76,300	1.4%
Total		\$2,584,056	\$2,779,300	\$2,815,500	\$2,819,400	22.00	22.00	\$5,558,600	\$5,634,900	\$76,300	1.4%
Grand Total		\$5,635,971	\$6,639,900	\$6,999,200	\$6,808,600	40.00	40.00	\$13,279,800	\$13,807,800	\$528,000	4.0%

Agency Total by Program

511 Government Accountability Board

1517 Biennial Budget

Source of Funds	ANNUAL SUMMARY						BIENNIAL SUMMARY			
	Prior Year Actual	Adjusted Base	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE	Base Year Doubled (BYD)	Biennial Request	Change From (BYD)	Change From BYD %
01 ADMINISTRATION OF ELECTIONS, ETHICS, AND LOBBYING LAWS										
Non Federal										
GPR	\$2,403,387	\$2,836,200	\$3,121,600	\$3,233,900	14.55	14.55	\$5,672,400	\$6,355,500	\$683,100	12.04%
S	\$2,403,387	\$2,836,200	\$3,121,600	\$3,233,900	14.55	14.55	\$5,672,400	\$6,355,500	\$683,100	12.04%
PR	\$458,798	\$516,000	\$558,200	\$559,500	3.45	3.45	\$1,032,000	\$1,117,700	\$85,700	8.30%
S	\$458,798	\$516,000	\$558,200	\$559,500	3.45	3.45	\$1,032,000	\$1,117,700	\$85,700	8.30%
SEG	\$0	\$100	\$100	\$100	0.00	0.00	\$200	\$200	\$0	0.00%
S	\$0	\$100	\$100	\$100	0.00	0.00	\$200	\$200	\$0	0.00%
Total - Non Federal	\$2,862,185	\$3,352,300	\$3,679,900	\$3,793,500	18.00	18.00	\$6,704,600	\$7,473,400	\$768,800	11.47%
S	\$2,862,185	\$3,352,300	\$3,679,900	\$3,793,500	18.00	18.00	\$6,704,600	\$7,473,400	\$768,800	11.47%
Federal										
PR	\$189,730	\$508,300	\$503,800	\$195,700	0.00	0.00	\$1,016,600	\$699,500	(\$317,100)	-31.19%
S	\$189,730	\$508,300	\$503,800	\$195,700	0.00	0.00	\$1,016,600	\$699,500	(\$317,100)	-31.19%
SEG	\$2,584,056	\$2,779,300	\$2,815,500	\$2,819,400	22.00	22.00	\$5,558,600	\$5,634,900	\$76,300	1.37%
S	\$2,584,056	\$2,779,300	\$2,815,500	\$2,819,400	22.00	22.00	\$5,558,600	\$5,634,900	\$76,300	1.37%
Total - Federal	\$2,773,786	\$3,287,600	\$3,319,300	\$3,015,100	22.00	22.00	\$6,575,200	\$6,334,400	(\$240,800)	-3.66%
S	\$2,773,786	\$3,287,600	\$3,319,300	\$3,015,100	22.00	22.00	\$6,575,200	\$6,334,400	(\$240,800)	-3.66%
PGM 01 Total	\$5,635,971	\$6,639,900	\$6,999,200	\$6,808,600	40.00	40.00	\$13,279,800	\$13,807,800	\$528,000	3.98%
GPR	\$2,403,387	\$2,836,200	\$3,121,600	\$3,233,900	14.55	14.55	\$5,672,400	\$6,355,500	\$683,100	12.04%
S	\$2,403,387	\$2,836,200	\$3,121,600	\$3,233,900	14.55	14.55	\$5,672,400	\$6,355,500	\$683,100	12.04%

Agency Total by Program

511 Government Accountability Board

1517 Biennial Budget

PR	\$648,528	\$1,024,300	\$1,062,000	\$755,200	3.45	3.45	\$2,048,600	\$1,817,200	(\$231,400)	-11.30%
S	\$648,528	\$1,024,300	\$1,062,000	\$755,200	3.45	3.45	\$2,048,600	\$1,817,200	(\$231,400)	-11.30%
SEG	\$2,584,056	\$2,779,400	\$2,815,600	\$2,819,500	22.00	22.00	\$5,558,800	\$5,635,100	\$76,300	1.37%
S	\$2,584,056	\$2,779,400	\$2,815,600	\$2,819,500	22.00	22.00	\$5,558,800	\$5,635,100	\$76,300	1.37%
TOTAL 01	\$5,635,971	\$6,639,900	\$6,999,200	\$6,808,600	40.00	40.00	\$13,279,800	\$13,807,800	\$528,000	3.98%
S	\$5,635,971	\$6,639,900	\$6,999,200	\$6,808,600	40.00	40.00	\$13,279,800	\$13,807,800	\$528,000	3.98%
Agency Total	\$5,635,971	\$6,639,900	\$6,999,200	\$6,808,600	40.00	40.00	\$13,279,800	\$13,807,800	\$528,000	3.98%

Agency Total by Decision Item

Government Accountability Board

1517 Biennial Budget

Decision Item	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
2000 Adjusted Base Funding Level	\$6,639,900	\$6,639,900	48.75	48.75
3002 Removal of Noncontinuing Elements from the Base	(\$1,520,900)	(\$1,829,200)	(31.00)	(31.00)
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$206,300	\$206,300	0.00	0.00
3005 Reclassifications and Semiautomatic Pay Progression	\$34,500	\$42,600	0.00	0.00
3010 Full Funding of Lease and Directed Moves Costs	\$33,200	\$41,800	0.00	0.00
4001 Create 22 Permanent Federal Elections Division Positions	\$1,393,800	\$1,393,800	22.00	22.00
4002 Funding for Increased Costs for Board Member Per Diems and Meetings	\$14,900	\$19,100	0.00	0.00
4003 Create .25 GPR Position for Agency Webmaster/Public Information Officer	\$20,700	\$20,700	0.25	0.25
4004 Funding for Biennial Updating of Voter Registration List (Four Year Maintenance)	\$0	\$96,800	0.00	0.00
4005 Address Ethics and Accountability Division Information Technology (IT) Needs	\$176,800	\$176,800	0.00	0.00
TOTAL	\$6,999,200	\$6,808,600	40.00	40.00

Program Revenue

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
PROGRAM	01	Administration of elections, ethics, and lobbying laws
SUBPROGRAM		
NUMERIC APPROPRIATION	20	Recount fees

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0
Expenditures	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0
<u>Closing Balance</u>	\$0	\$0	\$0	\$0

Program Revenue

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
PROGRAM	01	Administration of elections, ethics, and lobbying laws
SUBPROGRAM		
NUMERIC APPROPRIATION	21	Materials and services

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$58,400	\$46,000	\$45,300	\$32,100
Program Revenue	\$5,400	\$18,500	\$6,000	\$18,500
Total Revenue	\$63,800	\$64,500	\$51,300	\$50,600
Expenditures	\$17,776	\$19,200	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$19,200	\$19,200
Total Expenditures	\$17,776	\$19,200	\$19,200	\$19,200
Closing Balance	\$46,024	\$45,300	\$32,100	\$31,400

Program Revenue

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
PROGRAM	01	Administration of elections, ethics, and lobbying laws
SUBPROGRAM		
NUMERIC APPROPRIATION	22	Elections administration; program revenue

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$59,600	\$58,500	\$36,600	\$4,700
Transfers	(\$40,200)	(\$40,200)	\$0	\$0
Program Revenue	\$41,500	\$50,000	\$40,000	\$50,000
Total Revenue	\$60,900	\$68,300	\$76,600	\$54,700
Expenditures	\$2,435	\$31,700	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$31,700	\$31,700
PR Cash Lapse	\$0	\$0	\$40,200	\$0
Total Expenditures	\$2,435	\$31,700	\$71,900	\$31,700
Closing Balance	\$58,465	\$36,600	\$4,700	\$23,000

Program Revenue

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
PROGRAM	01	Administration of elections, ethics, and lobbying laws
SUBPROGRAM		
NUMERIC APPROPRIATION	23	Lobbying administration; program revenue

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$688,700	\$336,200	\$443,100	\$2,800
Lobbying Fees Collected	\$86,100	\$572,000	\$78,000	\$572,000
Total Revenue	\$774,800	\$908,200	\$521,100	\$574,800
Expenditures	\$438,587	\$465,100	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$465,100	\$465,100
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$0	\$0	\$24,800	\$24,800
3010 Full Funding of Lease and Directed Moves Costs	\$0	\$0	\$17,400	\$18,700
Compensation Reserve	\$0	\$0	\$5,300	\$10,600
Health Insurance Reserves	\$0	\$0	\$5,700	\$11,200
Total Expenditures	\$438,587	\$465,100	\$518,300	\$530,400
Closing Balance	\$336,213	\$443,100	\$2,800	\$44,400

Program Revenue

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
PROGRAM	01	Administration of elections, ethics, and lobbying laws
SUBPROGRAM		
NUMERIC APPROPRIATION	25	Gifts and grants

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$17,500	\$17,800	\$17,800	\$17,800
Program Revenue	\$300	\$0	\$0	\$0
Total Revenue	\$17,800	\$17,800	\$17,800	\$17,800
Expenditures	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0
<u>Closing Balance</u>	\$17,800	\$17,800	\$17,800	\$17,800

Segregated Funds Revenue and Balances Statement

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
NUMERIC APPROPRIATION	80	Federal aid; election administration fund
PROGRAM	01	Administration of elections, ethics, and lobbying laws
SUBPROGRAM		
WISMART FUND	220	

Revenue and Expenditures	Prior Year Actuals	Base Year Estimate	1st Year Estimate	2nd Year Estimate
Opening Balance	\$11,403,100	\$9,131,300	\$6,670,900	\$4,118,900
HAVA Interest Earnings	\$8,800	\$3,100	\$2,100	\$1,400
Section 261 Reimbursements	\$178,300	\$192,900	\$200,000	\$0
Voter Data Sales	\$125,200	\$100,100	\$60,000	\$100,100
Total Revenue	\$11,715,400	\$9,427,400	\$6,933,000	\$4,220,400
Expenditures	\$2,584,056	\$2,756,500	\$0	\$0
2000 Adjusted Base Funding Level	\$0	\$0	\$2,777,900	\$2,777,900
4001 Create 22 Permanent Federal Elections Division Positions	\$0	\$0	\$1,393,800	\$1,393,800
3003 Full Funding of Continuing Position Salaries and Fringe Benefits	\$0	\$0	\$129,300	\$129,300
3002 Removal of Noncontinuing Elements from the Base	\$0	\$0	(\$1,520,900)	(\$1,520,900)
3010 Full Funding of Lease and Directed Moves Costs	\$0	\$0	\$34,000	\$37,900
Total Expenditures	\$2,584,056	\$2,756,500	\$2,814,100	\$2,818,000
Closing Balance	\$9,131,344	\$6,670,900	\$4,118,900	\$1,402,400

Decision Item (DIN) - 2000

Decision Item (DIN) Title - Adjusted Base Funding Level

NARRATIVE

Adjusted Base Funding Level

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
	CODES	TITLES
DECISION ITEM	2000	Adjusted Base Funding Level

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$1,134,500	\$1,134,500
02	Turnover	\$0	\$0
03	Project Position Salaries	\$1,004,100	\$1,004,100
04	LTE/Misc. Salaries	\$40,700	\$40,700
05	Fringe Benefits	\$826,600	\$826,600
06	Supplies and Services	\$3,627,600	\$3,627,600
07	Permanent Property	\$6,400	\$6,400
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$6,639,900	\$6,639,900
18	Project Positions Authorized	31.00	31.00
19	Classified Positions Authorized	14.75	14.75
20	Unclassified Positions Authorized	3.00	3.00

Decision Item by Numeric

Government Accountability Board

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	2000	Adjusted Base Funding Level			
01	Administration of elections, ethics, and lobbying laws				
	01 General program operations; general purpose revenue	\$2,503,600	\$2,503,600	19.30	19.30
	03 Investigations	\$250,000	\$250,000	0.00	0.00
	05 Voter identification training	\$82,600	\$82,600	0.00	0.00
	21 Materials and services	\$19,200	\$19,200	0.00	0.00
	22 Elections administration; program revenue	\$31,700	\$31,700	0.00	0.00
	23 Lobbying administration; program revenue	\$465,100	\$465,100	3.45	3.45
	41 Federal aid	\$508,300	\$508,300	0.00	0.00
	61 Election administration	\$100	\$100	0.00	0.00
	80 Federal aid; election administration fund	\$2,777,900	\$2,777,900	26.00	26.00
	81 Federal aid; election administration fund	\$1,400	\$1,400	0.00	0.00
	Administration of elections, ethics, and lobbying laws SubTotal	\$6,639,900	\$6,639,900	48.75	48.75
	Adjusted Base Funding Level SubTotal	\$6,639,900	\$6,639,900	48.75	48.75
	Agency Total	\$6,639,900	\$6,639,900	48.75	48.75

Decision Item by Fund Source

Government Accountability Board

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	2000	Adjusted Base Funding Level				
	GPR	S	\$2,836,200	\$2,836,200	19.30	19.30
	PR	S	\$516,000	\$516,000	3.45	3.45
	PR Federal	S	\$508,300	\$508,300	0.00	0.00
	SEG	S	\$100	\$100	0.00	0.00
	SEG Federal	S	\$2,779,300	\$2,779,300	26.00	26.00
	Total		\$6,639,900	\$6,639,900	48.75	48.75
Agency Total		\$6,639,900	\$6,639,900	48.75	48.75	

Decision Item (DIN) - 3002

Decision Item (DIN) Title - Removal of Noncontinuing Elements from the Base

NARRATIVE

Standard Budget Adjustment - Removal of Noncontinuing Elements from the Base

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
	CODES	TITLES
DECISION ITEM	3002	Removal of Noncontinuing Elements from the Base

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	(\$1,077,700)	(\$1,077,700)
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	(\$443,200)	(\$443,200)
06	Supplies and Services	\$0	(\$308,300)
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	(\$1,520,900)	(\$1,829,200)
18	Project Positions Authorized	-31.00	-31.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Government Accountability Board

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3002	Removal of Noncontinuing Elements from the Base			
01	Administration of elections, ethics, and lobbying laws				
	01 General program operations; general purpose revenue	\$0	\$0	(5.00)	(5.00)
	41 Federal aid	\$0	(\$308,300)	0.00	0.00
	80 Federal aid; election administration fund	(\$1,520,900)	(\$1,520,900)	(26.00)	(26.00)
	Administration of elections, ethics, and lobbying laws SubTotal	(\$1,520,900)	(\$1,829,200)	(31.00)	(31.00)
	Removal of Noncontinuing Elements from the Base SubTotal	(\$1,520,900)	(\$1,829,200)	(31.00)	(31.00)
	Agency Total	(\$1,520,900)	(\$1,829,200)	(31.00)	(31.00)

Decision Item by Fund Source

Government Accountability Board

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	3002	Removal of Noncontinuing Elements from the Base				
	GPR	S	\$0	\$0	(5.00)	(5.00)
	PR Federal	S	\$0	(\$308,300)	0.00	0.00
	SEG Federal	S	(\$1,520,900)	(\$1,520,900)	(26.00)	(26.00)
	Total		(\$1,520,900)	(\$1,829,200)	(31.00)	(31.00)
Agency Total			(\$1,520,900)	(\$1,829,200)	(31.00)	(31.00)

Decision Item (DIN) - 3003

Decision Item (DIN) Title - Full Funding of Continuing Position Salaries and Fringe Benefits

NARRATIVE

Standard Budget Adjustment - Full Funding of Continuing Position Salaries and Fringe Benefits

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
	CODES	TITLES
DECISION ITEM	3003	Full Funding of Continuing Position Salaries and Fringe Benefits

	Expenditure items	1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$30,600	\$30,600
02	Turnover	\$0	\$0
03	Project Position Salaries	\$73,700	\$73,700
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$102,000	\$102,000
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$206,300	\$206,300
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Government Accountability Board

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3003	Full Funding of Continuing Position Salaries and Fringe Benefits			
01	Administration of elections, ethics, and lobbying laws				
	01 General program operations; general purpose revenue	\$52,200	\$52,200	0.00	0.00
	23 Lobbying administration; program revenue	\$24,800	\$24,800	0.00	0.00
	80 Federal aid; election administration fund	\$129,300	\$129,300	0.00	0.00
	Administration of elections, ethics, and lobbying laws SubTotal	\$206,300	\$206,300	0.00	0.00
	Full Funding of Continuing Position Salaries and Fringe Benefits SubTotal	\$206,300	\$206,300	0.00	0.00
	Agency Total	\$206,300	\$206,300	0.00	0.00

Decision Item by Fund Source

Government Accountability Board

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	3003	Full Funding of Continuing Position Salaries and Fringe Benefits				
	GPR	S	\$52,200	\$52,200	0.00	0.00
	PR	S	\$24,800	\$24,800	0.00	0.00
	SEG Federal	S	\$129,300	\$129,300	0.00	0.00
	Total		\$206,300	\$206,300	0.00	0.00
Agency Total			\$206,300	\$206,300	0.00	0.00

Decision Item (DIN) - 3005

Decision Item (DIN) Title - Reclassifications and Semiautomatic Pay Progression

NARRATIVE

Standard Budget Adjustment - Reclassifications and Semiautomatic Pay Progression

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
	CODES	TITLES
DECISION ITEM	3005	Reclassifications and Semiautomatic Pay Progression

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$29,800	\$36,800
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$4,700	\$5,800
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$34,500	\$42,600
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Government Accountability Board

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3005	Reclassifications and Semiautomatic Pay Progression			
01	Administration of elections, ethics, and lobbying laws				
	01 General program operations; general purpose revenue	\$34,500	\$42,600	0.00	0.00
	Administration of elections, ethics, and lobbying laws SubTotal	\$34,500	\$42,600	0.00	0.00
	Reclassifications and Semiautomatic Pay Progression SubTotal	\$34,500	\$42,600	0.00	0.00
	Agency Total	\$34,500	\$42,600	0.00	0.00

Decision Item by Fund Source

Government Accountability Board

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	3005	Reclassifications and Semiautomatic Pay Progression				
	GPR	S	\$34,500	\$42,600	0.00	0.00
	Total		\$34,500	\$42,600	0.00	0.00
Agency Total			\$34,500	\$42,600	0.00	0.00

Decision Item (DIN) - 3010

Decision Item (DIN) Title - Full Funding of Lease and Directed Moves Costs

NARRATIVE

Standard Budget Adjustment - Full Funding of Lease and Directed Moves Costs

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
	CODES	TITLES
DECISION ITEM	3010	Full Funding of Lease and Directed Moves Costs

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$0	\$0
06	Supplies and Services	\$33,200	\$41,800
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$33,200	\$41,800
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Government Accountability Board

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	3010	Full Funding of Lease and Directed Moves Costs			
01	Administration of elections, ethics, and lobbying laws				
	01 General program operations; general purpose revenue	(\$13,700)	(\$10,500)	0.00	0.00
	23 Lobbying administration; program revenue	\$17,400	\$18,700	0.00	0.00
	41 Federal aid	(\$4,500)	(\$4,300)	0.00	0.00
	80 Federal aid; election administration fund	\$34,000	\$37,900	0.00	0.00
	Administration of elections, ethics, and lobbying laws SubTotal	\$33,200	\$41,800	0.00	0.00
	Full Funding of Lease and Directed Moves Costs SubTotal	\$33,200	\$41,800	0.00	0.00
	Agency Total	\$33,200	\$41,800	0.00	0.00

Decision Item by Fund Source

Government Accountability Board

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	3010	Full Funding of Lease and Directed Moves Costs				
	GPR	S	(\$13,700)	(\$10,500)	0.00	0.00
	PR	S	\$17,400	\$18,700	0.00	0.00
	PR Federal	S	(\$4,500)	(\$4,300)	0.00	0.00
	SEG Federal	S	\$34,000	\$37,900	0.00	0.00
	Total		\$33,200	\$41,800	0.00	0.00
Agency Total			\$33,200	\$41,800	0.00	0.00

Decision Item (DIN) - 4001

Decision Item (DIN) Title - Create 22 Permanent Federal Elections Division Positions

NARRATIVE

The agency requests 22.0 Federal Permanent Positions be created in the 2015-17 biennial budget to replace federal project positions that expire on June 30, 2015. The agency also requests the 22 permanent federal positions if approved be converted to permanent GPR positions in the 2017-19 biennial budget. See attached issue paper for more details.

DIN #4001 – Issue Paper

Create 22.0 Permanent Federal Elections Division Positions

Issue

Should 22 permanent federal positions be authorized for the Elections Division in the 2015 – 2017 biennial budget, and converted to permanent GPR positions in the 2017 – 2019 budget?

Summary of Request

The responsibilities and tasks of the Government Accountability Board's Elections Division are established by federal and state election laws. The Elections Division currently has position authority for 4.0 permanent GPR positions as well as 26.0 project positions which are funded by federal funds appropriated under the Help America Vote Act of 2002 (HAVA). The position authority for the 26 HAVA-funded positions expires on June 30, 2015, but the HAVA funds originally appropriated to the State of Wisconsin will not be expended until at or near the end of the 2015 – 2017 biennium. The Board requests that the Legislature extend the position authority for 22.0 of the 26.0 HAVA positions by creating permanent federal positions, to be paid for by the remaining HAVA funds. The Board further requests that the Legislature authorize the creation of 22.0 permanent GPR positions upon the expiration of the HAVA funds in the 2017 – 2019 biennium.

Background

HAVA funds may be used for several broad categories of election-related tasks, including the administration of elections for federal office; educating voters concerning voting procedures, voting rights, and voting technology; training election officials and election inspectors; improving the accessibility of polling places for persons with disabilities and limited proficiency in the English language; and establishing a toll-free telephone hotline for the reporting of possible voting fraud and voting rights violations, as well as to obtain general election information. In addition, HAVA required the establishment of the G.A.B.'s Statewide Voter Registration System (SVRS) and set standards for electronic voting systems to be used in federal elections.

These requirements and permissible uses of HAVA funds are mirrored in Wisconsin Statutes outlining the responsibilities of the G.A.B., and those responsibilities will continue beyond the current position authority for the HAVA positions and beyond the expenditure of all HAVA funds disbursed to the State of Wisconsin. The provisions of Wisconsin Statutes related to the election responsibilities of the G.A.B. and the local election officials which the Elections Division is responsible for training and assisting cover nearly 100 pages. Many of those statutory responsibilities reflect tasks to be completed by multiple staff members or teams. In the two most recent legislative sessions, eleven and nineteen new legislative acts were enacted, respectively, affecting the responsibilities of the Elections Division and local election officials and altering election procedures.

Each budget biennium includes six regular statewide elections – spring primary and spring elections in each calendar year as well as a partisan primary and general election in each even-numbered year. The 2015 – 2017 biennium will include a presidential preference primary at the spring election as well as the 2016 Presidential and General Election. To ensure that elections are consistently administered throughout Wisconsin's 1852 municipalities in compliance with increasingly complex state and federal laws, the Elections Division has developed several essential manuals to guide the actions of county clerks, municipal clerks, and election inspectors, as well as voters, candidates, and election observers. After recent revisions to implement new legislation, the Election Administration Manual has reached 248 pages, the Election Day Manual now totals 174 pages, the SVRS Training Manual is 547 pages, and the manual outlining absentee voting procedures at nursing homes and adult-care facilities is 25 pages. Several other Elections Division manuals outline rules and procedures for counting votes, recall elections, recounts, reporting election statistics, absentee voting, improving polling place accessibility, nominating caucuses, and local boards of canvassers.

The scope of the statutory provisions and length of the training manuals related to various election administration topics and tasks demonstrate the need for the continuation of 22.0 permanent federal positions

and the eventual conversion of those positions to GPR positions. The 22 federally-funded positions are essential to every aspect of the Elections Division's work, including the following general responsibilities:

- 1) Assisting the Legislature in drafting and analyzing proposed legislative changes;
- 2) Creating practical administrative procedures consistent with the Statutes which also address administrative gaps not resolved through legislation;
- 3) Communicating legislative and procedural changes to 72 county clerks, 1852 municipal clerks, and approximately 3,000 chief election inspectors;
- 4) Creating comprehensive training materials and conducting required core and topic-specific training to clerks and chief election inspectors regarding the administration of elections;
- 5) Providing ongoing election administration guidance and assistance to local election officials specific to each regular and special election, including the creation of an election events calendar for each election cycle, the creation and review of election notices, and the review and approval of ballot formats.
- 6) Analyzing the need for and assisting with the creation of updates and improvements to the Statewide Voter Registration System;
- 7) Completing required voter registration list maintenance procedures, including crosschecking voter records with data of other agencies to improve the accuracy of SVRS and poll lists and to detect potential voter eligibility issues;
- 8) Training municipal and county clerks to perform required voter registration and election-related tasks within SVRS;
- 9) Providing ongoing technical assistance to clerks related to SVRS tasks, including the creation of regular checklists prior to each election and monitoring of the completion of required tasks by local clerks;
- 10) Staffing the Division's Help Desk to respond to routine inquiries from clerks and voters;
- 11) Assisting candidates for state and federal office related to obtaining ballot access, reviewing nomination papers and other election petitions, analyzing challenges to nomination papers and petitions related to state and federal elections;
- 12) Creating and implementing testing protocols for electronic voting systems which are proposed for use in the State of Wisconsin, and evaluating whether such systems satisfy statutory performance standards;
- 13) Developing and distributing materials related to voter rights and responsibilities;
- 14) Maintaining, updating and administering MyVote Wisconsin, the agency's voter-focused website;
- 15) Implementing and managing initiatives to ensure that polling places are accessible to persons with disabilities;
- 16) Collecting voter registration and election statistics from local clerks, synthesizing and analyzing data to identify trends and opportunities to improve election administration, preparing required reports to federal agencies, and providing training and assistance to clerks in reporting election data.
- 17) Processing requests for voter and election-related data and developing an IT solution for such responding to such requests;
- 18) Maintaining, updating, and administering the agency's Canvass Reporting System;
- 19) Promulgating administrative rules related to election administration;
- 20) Drafting various research reports, fiscal estimates, and recommendations for consideration by the Legislature and the Government Accountability Board.

Each of these general responsibilities relate directly to the competent and consistent administration of efficient and fair elections, and to the ability of Wisconsin residents to participate in the electoral process. In performing these responsibilities, Elections Division staff operates within conditions that are unique in the nation due to both the nonpartisan mission of the Board and the very decentralized system of election administration in Wisconsin. Of the 1852 municipal clerks that conduct elections, an estimated two-thirds hold their positions on a part-time basis and there is a turnover rate of approximately 25% per year. This reality complicates the task of effectively communicating with, training, and updating local election officials to ensure that they adequately understand the responsibilities outlined in the comprehensive training manuals described above and other guidance issued by the Elections Division.

Staff is required to develop in-depth expertise related to various election laws, procedures, and trends at the state and federal level, and to effectively communicate guidance and directives to local election officials,

voters, and the public. Many of the positions require proficiency in both basic and complex computer systems and software applications, as well as excellent research skills. Finally, staff must function at a consistently high-performing level, under tight deadlines and often in the public spotlight and in response to political and electoral events which are beyond its control.

As the June 30, 2015 expiration of position authority quickly approaches, incumbent staff are increasingly seeking other employment opportunities and accepting job offers which provide more certainty and stability. The lack of permanent position status has been cited as a key reason that staff members have recently left the Division, despite their accumulated expertise in the field and interest in the agency's mission to administer and enforce Wisconsin's election laws.

Specific Responsibilities of HAVA-Funded Positions

As a small organization, all Elections Division positions coordinate efforts and work closely together. For organizational purposes, however, the 22 federal project positions which are requested to be extended and eventually converted to GPR positions are described according to the following categories:

Statewide Voter Registration System Staff

- One (1) Elections Supervisor
 - One (1) IT Lead
 - One (1) UAT Lead
 - One (1) GIS Elections Specialist
 - One (1) Data Manager Elections Specialist
 - Three (3) SVRS Trainers
 - Three (3) SVRS Elections Specialists
- Subtotal: Eleven (11) Positions

Elections Administration Staff

- Two (2) Elections Administration Specialists
 - One (1) Voting Equipment Elections Specialist
 - One (1) Accessibility Elections Specialist
 - One (1) Voter Services Elections Specialist
- Subtotal: Five (5) Positions

Training Administration

- One (1) Training Coordinator
 - One (1) Office Operations Associate
- Subtotal: Two (2) Positions

Help Desk Staff

- One (1) Help Desk Lead
 - One (1) Help Desk Support
 - One (1) Office Operations Associate
- Subtotal: Three (3) Positions

Legal Support

- One (1) Paralegal
- Subtotal: One (1) Position

Total: Twenty-Two (22) Positions

Following is a more detailed summary of the positions and an overview of their statutory responsibilities:

1) Statewide Voter Registration System Staff – 11 Positions

This category includes one IT Lead, who focuses on translating statutory and program requirements into IT solutions; one UAT Lead, who manages the testing of updates to SVRS and other IT programs as well as

specific programs such as the Voter Felon Audit and Canvass Reporting System; one GIS Elections Specialist who manages mapping data and changes in electoral boundaries to ensure that electors are assigned to correct wards and receive the correct ballots; one Data Manager Elections Specialist who focuses on the collection, analysis, and distribution of voter and elections data; three SVRS Trainers, who are responsible for developing training materials and making presentations to clerks regarding tasks to be completed in SVRS; three SVRS Elections Specialists, who develop SVRS protocols, schedules and checklists, communicate with and assist clerks regarding SVRS tasks, and monitor the status of and completion of such tasks for specific elections; and one Elections Supervisor, who supervises certain SVRS staff and functions.

SVRS Background

Pursuant to the Help America Vote Act of 2002 (HAVA) and Wisconsin Statutes, since January 1, 2006, voter registration has been mandated in every municipality in Wisconsin. The Statewide Voter Registration System (SVRS) was created and launched in September 2006 and has been the sole source of Wisconsin voter information with records maintained in a single database which is administered by the G.A.B. SVRS is not only a list of registered voters, but is an election management system that is used in every facet of conducting an election, from initially setting up the proper candidates and contests, to printing accurate pollbooks, and to finalizing the election by completing the certification and determining the winners. SVRS touches every aspect of election administration and is a necessary tool to effectively administer elections in Wisconsin.

SVRS contains all active and inactive voter records of individuals who have registered to vote in Wisconsin. SVRS enables the G.A.B. to compare voter registration information with other state agencies in an effort to ensure only qualified voters are provided the opportunity to vote and is a critical tool to identify potential fraudulent activities that may lead to criminal prosecution.

SVRS also provides voters the ability to find voter information unique to them. For example, voters can find out who their office holders are, what will be on their ballot, and where their polling place is located. Additionally, SVRS ensures that military and overseas voters are able to download their correct ballot electronically through the MyVote Wisconsin portal.

All of these activities facilitated through SVRS are made possible because of G.A.B.'s SVRS staff. SVRS staff coordinates Wisconsin's 72 counties and 1852 municipalities in order to make sure both county and municipal clerks are trained on the functionalities of SVRS. SVRS staff provides the technical expertise when users have questions and when changes are necessary to be made. SVRS staff creates and carries out the appropriate testing plan for new or updated functions so that users experience a seamless transition.

SVRS is the backbone to election administration in Wisconsin, and it is a continuing requirement of both HAVA and Wisconsin Statutes. Elections cannot be administered consistent with state and federal laws, and in an orderly and transparent way without a robust, updated, and efficient SVRS. Without SVRS, accurate voter registration information cannot be maintained, it would be impossible to detect registered voters who are ineligible felons or who are deceased or declared incompetent to vote, pollbooks would quickly become inaccurate and outdated, and voter registration statistics could not be compiled. Consequently, effective election administration requires the permanent SVRS staff necessary to maintain the System, to develop, test and implement updates, to complete required matching processes and other tasks for each election cycle, to train local clerks regarding their SVRS duties, and to provide ongoing and continuous SVRS assistance, troubleshooting and customer assistance.

Due to the complexities of the SVRS applications, extensive knowledge of the application functionalities is critical, which highlights one of the agency's main concerns with the lack of permanent positions. The G.A.B. invests significant time and resources in training new staff, both on the operations of SVRS and on how the information is presented to local clerks. Continuous staff departures due to uncertainty about the status of their positions will leave an insurmountable gap with regard to application development and deployment, SVRS tasks performed by the G.A.B. and election readiness in general. As a result, county and municipal clerks and their staffs will not be provided with the SVRS tools or the high-quality training and customer support necessary to administer elections, which will also have a direct and negative effect on the ability and opportunity of Wisconsin voters to participate in the electoral process.

Election Readiness and Preparations

SVRS staff provides local election officials the tools and resources to successfully administer elections in Wisconsin. Specifically SVRS staff train and provide technical expertise to county and municipal clerks to set up candidate and contest information, produce voter lists, enter voter registration and election participation, track absentee ballots, create numerous reports and voter mailings, and identify voters that may have voted illegally. SVRS staff creates a series of SVRS checklists tailored to each specific election which are provided to local clerks and which outline required tasks and the deadlines for completing each step. Close coordination is required between the G.A.B. and clerks to complete their respective tasks and to trigger milestones which permit the process to continue.

SVRS staff also facilitates the comparison of voter information with the following state agencies:

- a. Department of Transportation (DOT): SVRS compares driver license and state identification numbers to match new voter records with DOT records.
- b. Social Security Administration (SSA): SVRS compares the last four digits of social security numbers to match new voter records with SSA records.
- c. Department of Health Services (DHS): SVRS compares voter records with death records administered by DHS to maintain current SVRS records.
- d. Department of Corrections (DOC): SVRS compares felon records administered by DOC to ensure any convicted felon currently incarcerated or on extended supervision, probation or parole is identified and the voter's designated status in SVRS is changed to inactive.

SVRS staff is also involved with many other technical applications that extract data directly from SVRS to provide services to both election officials and voters, including the following:

- a. The Canvass Reporting System (CRS): Application that facilitates the collection and certification of election results for federal and state offices.
- b. The Wisconsin Election Data Collection System (WEDCS): Application that provides for the compilation of election-related statistics and costs, replacing an unwieldy and inefficient paper process.
- c. MyVote Wisconsin: Voter-centered website that allows voters to initiate a new or updated voter registration application, locate their polling place, view a sample ballot, see their elected representative, track the status of their absentee or provisional ballot, and obtain the contact information for their municipal clerk. The voter registration functions reduce the frequency of data-entry errors which occur when a clerk is required to read a voter's handwriting on the paper application. Additionally, military and permanent overseas voters may request and download a ballot directly from MyVote, to be printed and mailed to the municipal clerk.
- d. Access Elections: Application that tracks polling place accessibility and G.A.B. audit information to ensure compliance with both federal and state accessibility laws.
- e. Badger Voters: Website that automates responses to requests for voter registration and election participation data request, which allows users to submit a request for standard SVRS data, receive a quote, pay for the data electronically, and download the requested file upon successful payment.
- f. G.A.B. CRM Election Data Website: Provides Wisconsin election officials the ability to conduct the following tasks:
 - i. Enter provisional and outstanding absentee ballot information on Election Night.
 - ii. Print the Ineligible Voter List from DOC.
 - iii. Manage the post-election felon audit.
 - iv. Conduct 4-year maintenance efforts.

Training

SVRS staff focuses significant time and resources on training election officials to use SVRS and the related applications. First time users are required to attend a two-day introductory training that SVRS staff conducts onsite throughout the state. These presentations are comprehensive, and staff has revised its training approach over the years based upon participant feedback to make the material as user-friendly as possible.

Numerous trainings are held throughout the year as staffing departures constantly require county and municipal clerks to have new staff trained.

Additionally, SVRS staff has utilized webinar technology in an effort to keep seasoned SVRS users up-to-date on changes and new processes. Whether it is due to SVRS technical process improvements or legislative mandates, SVRS staff delivers convenient trainings that users can access directly from their computers live or at a later time. These webinars allow the G.A.B. to deliver timely trainings in a cost-effective manner which is convenient for clerks, and the response to the webinar trainings has been highly positive. SVRS trainers and other staff will be required to continue to refine and present training opportunities for clerks throughout Wisconsin.

Technical Support and Application Development

The G.A.B. relies heavily upon technology to conduct elections in Wisconsin. SVRS staff continuously provides maintenance support to ensure applications are reliable and functioning as designed. SVRS staff dedicates substantial time to plan, test and execute technical changes and upgrades. The development, testing, and release of major updates and new functionalities are thoroughly planned out, including the creation of a Statement of Work which requires the approval of the Director and General Counsel. Legislative changes such as the Voter Photo ID Law, or the new requirement for all voters to present a proof of residence document, require the development, testing, and implementation of new SVRS computer code and functions.

Also, SVRS staff is continuously working with local land information offices at both the county and municipal level in response to ward and boundary changes. For example, between January 2014 through August 2014, SVRS staff has received 116 ward and boundary changes due to annexations done at the municipal level. This requires extensive time and effort for SVRS staff to verify the accuracy of the updated district plans and incorporate the district changes into SVRS, to ensure the correct representation of any impacted voters and that voters will receive the appropriate ballot.

Additionally, the G.A.B. is in the process of upgrading SVRS, using Microsoft Dynamics CRM. Although the current SVRS is functional, it is both costly and difficult to maintain. The current system was developed by a vendor that was intended to be used by multiple states and therefore required numerous customizations, resulting in computer code that is cumbersome and intertwined. Any time a change is necessary, substantial time and effort is required by SVRS staff to conduct nearly full regression testing to confirm that the system change is functioning as-is. Therefore, modernizing the SVRS will reduce the time and effort necessary to implement a change. Additionally, the system will be more usable and should decrease the amount of time needed to train new users. SVRS staff instead will be able to focus on expanding the training content to provide a more enhanced and effective training experience.

2) Elections Administration Specialists – 5 Positions

This category consists of two Elections Administration (EA) Specialists who, along with two similar GPR positions, complete a variety of tasks throughout each legislative session and election cycle, and provide training and guidance related to all aspects of elections administration; one Elections Specialist who serves as the lead staff for issues and tasks related to voting equipment; one Elections Specialist who manages the Division's initiatives to ensure that polling places are accessible to individuals with disabilities; and one Voter Services Elections Specialist who focuses on developing and distributing information to voters, manages the development and improvement of the MyVote Wisconsin website, and serves as the lead contact for military and overseas electors.

Election Administration Background

EA Specialists must obtain expertise in interpreting and administering a wide variety of federal and state laws, including those related to voter registration, voting rights, candidate eligibility and nomination requirements, ballot creation and forms, election responsibilities of county and municipal clerks, appointment and responsibilities of election inspectors, polling place requirements, absentee voting, military and overseas electors, voting equipment, ballot counting and canvass procedures, processing election results and

certifications, election observers, special registration deputies and special voting deputies, election notices, referendum and direct legislation, recall elections, and recounts.

EA Specialists must be adept at translating legislative mandates into implementation of specific procedures, drafting necessary guidance and creating required forms and notices, carrying out the tasks assigned to the G.A.B., and communicating and providing assistance to clerks regarding their responsibilities. They must stay abreast of legal issues and trends related to elections within the State and nationally.

Election Readiness and Administration

Each budget cycle contains six regular elections as well as an unpredictable number of special elections to fill vacancies at the state and local level. For each election cycle, the EA Specialists convert statutory deadlines into a calendar of election events to be used by agency staff and local clerks. They educate candidates and political parties about requirements for getting on the ballot, review the format of nomination papers before they are circulated, determine whether nomination papers of state and federal candidates contain sufficient valid signatures, and process any challenges to those nomination papers.

After candidates are certified, EA Specialists focus on reviewing and approving the ballot forms submitted by county clerks and providing directions to improve the readability of those ballots, as well as responding to inquiries regarding absentee voting and then Election Day preparations and incidents from both clerks and voters. Following each election EA Specialists oversee the official canvass process and prepare election certifications. They also manage the Division's responsibilities to oversee any recounts of state or federal election contests and assist with any questions arising out of recounts for local offices.

A myriad of legal, policy, and procedural issues may arise during each of these stages which EA Specialists must analyze, in consultation with agency management and legal counsel, and respond to or provide guidance to county or municipal clerks. Inquiries may be as specific as determining one individual's eligibility to vote, as broad as articulating the rules for counting write-in votes consistently on a statewide basis, as delicate as resolving a disagreement between a county and municipality over the appropriate division of election costs or as public as a dispute over the rules for election observers or electioneering at a polling place. Handling such issues as they arise requires expertise, ability to think critically and quickly, and excellent teamwork to reach a staff consensus, effective communication skills, and diplomacy.

Other Duties of EA Specialists

In addition to performing their own election-related tasks, EA Specialists are heavily involved in training county and municipal clerks and chief election inspectors, consistent with the training mandates of the Statutes and Administrative Code. This involves drafting periodic updates to various training manuals and materials as well as communications to clerks regarding legislative changes and updated procedures. EA Specialists also regularly present training materials during in-person conferences, webinars, and videos.

EA Specialists also participate in the development of SVRS to ensure that its functions complement and accomplish election administration tasks of local clerks. Finally, they assist in processing and resolving complaints received by the G.A.B. regarding the decisions or actions of local election officials.

Specialty-Focused Elections Specialists

The main responsibilities of the Voting Equipment Specialist are to oversee the agency's statutory responsibilities to develop and conduct testing protocols of voting equipment which is submitted for the Board's approval, present recommendations for the Board's consideration, track the use of various voting equipment systems used by Wisconsin municipalities, and complete an audit of voting equipment performance following each general election.

The current state of voting equipment innovation and development, along with complications with certification of voting equipment at the federal level, necessitate prompt consideration of voting equipment approval applications so that municipalities have access to options in replacing aging voting equipment. The Voting Equipment Specialist must coordinate the testing efforts of a staff team, and organize and facilitate a public

demonstration as well as a meeting of the Wisconsin Election Administration Council to solicit feedback of local election officials and other interested parties. This position requires the ability to understand and synthesize technical aspects and operations of voting equipment, current developments regarding voting equipment technology, manufacturers and vendors, and the equipment needs of local clerks.

The Accessibility Elections Specialist manages and implements the Division's statutory responsibilities to ensure that polling places are accessible to individuals with disabilities, and to undertake outreach efforts with organizations which work with and represent those voters. The agency's central initiative in this area is a program to conduct audits of selected polling places on each Election Day and to provide a report to municipal clerks listing physical deficiencies as well as low-cost options for bringing the location into compliance with state and federal accessibility laws.

This program is funded by a separate stream of HAVA funding dedicated to accessibility standards and initiatives, and relies on training temporary staff to travel throughout the State during each election and complete a survey of specific conditions. In the 2013 – 2015 biennium, approximately 800 audits will be completed. The program has leveraged the use of technology to streamline both the completion of the audit and the reporting of results to local clerks. It is unique in the nation and has received national recognition, including from the President's Commission on Election Administration. More importantly, this initiative has resulted in improving the accessibility of many Wisconsin polling places.

This position is also involved in evaluating the functionality of accessible voting equipment and producing information and guidance aimed at ensuring that individuals with disabilities can exercise the right to cast a ballot privately and independently as mandated by Wisconsin Statutes. It also coordinates the work of the agency's Accessibility Advisory Committee which includes local clerks and representatives of local government and organizations that advocate on behalf of persons with disabilities. The Committee provides input regarding agency accessibility initiatives and assists in the distribution of voter information to individuals with disabilities.

The Voter Services Elections Specialist focuses on creating information and guidance for Wisconsin's electorate in various formats, including condensed pamphlets and informational sheets, in-person presentations, and social media outlets. Voters are advised of election events and deadlines, registration and voting requirements, and their rights and responsibilities. This position also serves as the agency's lead staff for issues related to military and overseas voters, to ensure compliance with federal and state laws related to the timely transmission of ballots to these voters.

In 2012 the G.A.B. developed the MyVote Wisconsin website with the assistance of a competitive grant awarded by the U.S. Department of Defense. The website permits military and overseas voters to obtain a ballot online which may be printed and mailed into the municipal clerk. Through the use of MyVote Wisconsin, the time it takes to transmit a ballot to these voters and to have it returned has been cut in half. The website also allows other voters to initiate a voter registration application online and complete the process by submitting a signed application to the municipal clerk, which accelerates the registration process and reduces data entry errors. The Voter Services Elections Specialist is the agency's point person for assisting electors and answering questions related to the use of MyVote Wisconsin, and resolving issues which may arise depending upon individual circumstances.

The G.A.B. and local clerks focused increased attention on and assistance to military and overseas voters following the enactment of the federal Military and Overseas Voter Empowerment Act of 2009 (MOVE Act). The MOVE Act's requirement that absentee ballots be available to these voters 45 days prior to any election which includes a federal office resulted in legislation which moved Wisconsin's Partisan Primary from the first Tuesday in September to the second Tuesday in August. In addition, Wisconsin Statutes established a deadline for transmitting absentee ballots to military and overseas voters at 47 days before a federal election.

In 2010, the U.S. Department of Justice initiated a lawsuit against the State of Wisconsin to ensure that municipal clerks complied with the federal absentee ballot deadline, resulting in a federal court consent decree. The consent decree required the G.A.B. to submit extensive reports regarding absentee ballot transmission to military and overseas voters. The Department of Justice required similar reporting for the 2012 General Election, and Division staff spent over 2,000 hours compiling and clarifying the data from local

election officials and preparing the required reports. Subsequently, the Department has requested less onerous reports which have documented that Wisconsin municipal clerks and MyVote Wisconsin have achieved the goals of the federal and state laws pertaining to the timely transmission of absentee ballots to military and overseas voters.

3) Training Administration – 2 Positions

This category includes one Training Coordinator who is responsible for developing and managing the Elections Division's training programs, preparing training materials, and coordinating presentations by appropriate staff on core and timely topics, both related to SVRS tasks and to election administration duties; and one Office Operations Associate who assists the Training Coordinator with the logistics of training initiatives, including the details of scheduling training at specific sites, staff travel, registering attendees, and monitoring compliance with training requirements.

Pursuant to its statutory responsibilities, the Elections Division provides extensive initial certification training for new clerks and chief election inspectors in pre-election preparation, voter qualifications, Election Day registrations, counting ballots and absentee ballot procedures. The Division also provides SVRS training to new and current users of the SVRS.

The Division's training efforts are varied and multi-faceted, utilizing written manuals and guidance, in-person presentations at sessions hosted by the G.A.B. or by clerk associations or other organizations; online training modules; webinar technology (both presented live and posted on the agency website); and short videos. The Division also supplies videos and presentations for local clerks to use in training election inspectors, special registration deputies, and other local election officials.

The Training Coordinator oversees and assists with the preparation of training materials, determines timely topics to be covered by training, in consultation with other staff and local election officials, and incorporates feedback from attendees into improvements for future training. The Training Coordinator must stay current with effective techniques and technology related to adult education and must maintain expertise regarding the subject matter of the training.

The Office Operations Associate position completes a variety of administrative tasks related to Division initiatives, but the position's primary focus is to assist with the logistics of the training program. The position manages essential details related to the review and production of training materials, event set-up, registration and attendance verification, and staff travel arrangements. The position has improved the efficiency and effectiveness of the Division's training efforts. In FY 13 and FY 14, the work of the Training Coordinator and Office Operations Associate, along with the participation of Elections Specialists and Trainers, resulted in Division staff completing 104 and 85 training events, respectively. Many were multiple day events and/or included several staff members.

4) Help Desk – 3 Positions

This category includes one Help Desk Lead, one Help Desk Support, and one Office Operations Associate, who serve both internal and external customers. They communicate with and assist local election officials regarding routine or timely SVRS questions and tasks such as issuing or resetting passwords, updating clerk contact information, and updating voter registration records. They also respond to routine inquiries from the public for information about elections, and serve as the agency's first point of contact for computer and telephone set-up and support.

The Help Desk is the first line of communication that customers reach when making contact with the G.A.B. Help Desk staff are responsible for fielding numerous calls and emails throughout the year, providing customer service resources to local election officials, candidates, voters and the general public. For example, in FY 13 Help Desk staff handled over 28,000 telephone calls and over 12,000 emails. To ensure calls and emails are routed to the appropriate staff member, Help Desk staff needs to have an extensive understanding of division functionalities and staffing expertise so customers are able to obtain the necessary information requested in a timely fashion. Providing a high level of customer service is the top priority for Help Desk staff,

which continuously strives to make sure every customer is being treated respectfully and their concerns are responded to promptly.

Help Desk staff also provides technical support to SVRS users and internal G.A.B. staff. They are responsible for creating SVRS user accounts and assisting new SVRS users with downloading the necessary SVRS access certificates to the user's computer, and also provide troubleshooting assistance when SVRS users experience log-in issues. Help Desk staff serves as the G.A.B.'s technical systems network administrators, email exchange administrators and security officers. As security officers, Help Desk staff creates and maintain agency staff user accounts in the Department of Administration (DOA) identity management system. When G.A.B. users are experiencing technical issues, for example with workstations, Help Desk staff is able to provide the necessary solution directly, or collaborate with DOA staff to remedy the issue. In FY 14 Help Desk staff coordinated the replacement of all agency laptop and desktop computers.

5) Legal Support – 1 Position

This category includes one Paralegal to assist the Staff Counsels with legal research, tracks and processes complaints regarding local election officials, and manages the promulgation of Elections Division administrative rules.

As described above, the Elections Division staff is routinely involved in issues and incidents requiring the assistance of the agency's two Staff Counsels, who have operated without the benefit of any dedicated administrative or paralegal support for the first seven years of the G.A.B.'s existence. In 2014, agency management is converting one of the HAVA-funded positions to a Paralegal position.

This position will focus on processing complaints which the G.A.B. receives regarding the actions or decisions of local election officials. The agency has struggled to timely resolve such complaints given the available staff and resources, and its complaint resolution process has never fully recovered from the massive flood of complaints received during 2011 and 2012. The addition of a Paralegal will assist in the timely resolution of such complaints, as required by the Statutes and Administrative Code.

Similarly, the Government Accountability Board has an extended backlog of administrative rule revisions related to the administration of elections which have not been completed. The Board has directed staff to initiate the promulgation process for amendments to numerous rules, but those promulgation efforts have been delayed by other election administration and legislative priorities. The consistent attention and efforts of the Paralegal position will permit the agency to make progress in its promulgation of administrative rules consistent with the directives of the Legislature.

Other Significant Responsibilities of HAVA-Funded Positions

In addition to their duties that are directly tied to specific elections or training local election officials, all Elections Division staff is simultaneously involved in several other agency priorities, including responding to inquiries from the Legislature, other organizations, and the public. Legislative inquiries range from individual constituent inquiries to more formal reports and fiscal estimates. In recent years Division staff has prepared extensive reports to the Legislature on such topics as Election Day Registration, potential use of the federal Systemic Alien Verification for Entitlements (SAVE) Program to determine voter eligibility, and Online Voter Registration. Division staff also completed a thorough report on the potential use of electronic pollbooks consistent with the Statutes for the Board's consideration

Both Elections Administration staff and SVRS staff respond to a variety of inquiries from political parties and other organizations related to election laws and procedures. For example, such organizations may request that the agency review their efforts to register voters or to encourage electors to request absentee ballots, or review their materials used to train election observers. These requests for feedback tend to be submitted in the busy time period leading up to an election and require timely responses. Staff's efforts to respond to such inquiries rely on developing effective working relationships with representatives of many organizations, and are an example of both the agency's outreach efforts as well as its role in enforcing election laws and preventing complications and confusion for local clerks as well as voters.

As in other agencies, Division staff is also called upon to assist in responding to requests for public records as well as in participating in litigation filed against the agency. Due to the public attention given to matters involving the agency, public records requests often require numerous staff to conduct searches of their email and paper records. Division staff also provided numerous documents and technical assistance to the Department of Justice in litigation which challenged redistricting legislation and the Voter Photo ID Law. Several staff members were deposed and testified at the federal trial in the latter case. Those lawsuits are examples of matters that require the staff's attention and divert staff resources from the agency's core responsibilities, and that must be juggled in the course of the agency's regular business and programs.

Finally, Division staff is in constant communications with county and municipal clerks regarding legislative and procedural changes which may improve the administration of elections. Division staff has established several formal and informal means of obtaining such input from local election officials and communicating those ideas to the Board and the Legislature. During 2012 and 2013, the agency created a Clerks Concerns Taskforce to jointly address with county and municipal clerks issues related to their elections workload and to explore administrative and legislative solutions. The Division is committed to continuing regular discussions with local election officials.

Conclusion

The G.A.B. is projected to have remaining federal HAVA funds sufficient to fund the positions described above through the 2015 – 2017 biennium but lacks the authority to continue the positions beyond the 2013 – 2015 biennium. If the position authority is not extended, the Elections Division will still have the remaining HAVA funds but will not have the positions necessary to fulfill its statutory responsibilities. All of the tasks and initiatives described above will be at least severely restricted and many of them halted as the Division would be left with four GPR positions – the Division Administrator, Elections Supervisor, and two Elections Administration Specialists.

In that case the G.A.B. would be unable to complete its required duties with any semblance of accuracy or timeliness, including the review and processing of nomination papers and ballot access challenges; approval of ballot formats; completion of the official canvass and certification of contests; training of clerks as well as technical assistance regarding both election administration and SVRS tasks; development, maintenance, and updating of SVRS and checking voter records against data of other governmental agencies; improving the accessibility of Wisconsin polling places; distribution of voter registration and election data; public information initiatives; testing of voting equipment against statutory standards and completion of voting equipment audits; and research, analysis and implementation of legislative proposals. These duties have a direct effect on the ability of county and municipal clerks to conduct elections, and on the ability of Wisconsin voters to participate in the electoral process.

In short, due to the requirements of HAVA and the role of SVRS, as well as the increasingly complex election statutes and attention to detail required for the administration of elections, the 22 positions described in this request are necessary to accomplish the tasks and responsibilities assigned to the Elections Division. The expiration of the current position authority is having an immediate and ongoing negative effect on the Division's ability to retain dedicated staff for whom the agency has invested significant training and resources.

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
	CODES	TITLES
DECISION ITEM	4001	Create 22 Permanent Federal Elections Division Positions

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$987,700	\$987,700
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$406,100	\$406,100
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$1,393,800	\$1,393,800
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	22.00	22.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Government Accountability Board

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	4001	Create 22 Permanent Federal Elections Division Positions			
01	Administration of elections, ethics, and lobbying laws				
	80 Federal aid; election administration fund	\$1,393,800	\$1,393,800	22.00	22.00
	Administration of elections, ethics, and lobbying laws SubTotal	\$1,393,800	\$1,393,800	22.00	22.00
	Create 22 Permanent Federal Elections Division Positions SubTotal	\$1,393,800	\$1,393,800	22.00	22.00
	Agency Total	\$1,393,800	\$1,393,800	22.00	22.00

Decision Item by Fund Source

Government Accountability Board

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	4001	Create 22 Permanent Federal Elections Division Positions				
	SEG Federal	S	\$1,393,800	\$1,393,800	22.00	22.00
	Total		\$1,393,800	\$1,393,800	22.00	22.00
Agency Total			\$1,393,800	\$1,393,800	22.00	22.00

Decision Item (DIN) - 4002

Decision Item (DIN) Title - Funding for Increased Costs for Board Member Per Diems and Meetings

NARRATIVE

The agency requests \$14,850 GPR in FY-16 and \$19,120 GPR in FY-17 to fund additional Board meeting per diem costs and meeting expenses in FY-16 and FY-17. See attached issue paper for more detail.

DIN #4002 – Issue Paper

Funding for Increased Costs for Board Member Per Diems and Meetings

Issue

The agency budget for board member per diems is currently \$28,300. This amount only covers meeting expenses for six one-day in person meetings annually, which includes per diems, travel expenses, meal reimbursement and board meeting preparations. This does not include payment for meeting preparation which can be eight hours or more.

Over the past biennium, the Board has been meeting on average at least eight-times per year and will need additional funds to absorb those additional agency costs. Further, the cost of Canvass signings has not been budgeted for in the past.

Background

When the Government Accountability Board was created (2007 WI Act 20) the Legislature removed the per diem funding for Board members from the agency’s base budget and placed \$28,300 in a special fund under control of the Joint Legislative Committee on Finance (JCF) during the 2007-09 biennium. In (2011 WI Act 32) the board member per diems were restored to its base. This amount was an estimate based on the workload of the former State Elections Board.

Wisconsin statutes direct the Board members be paid a per diem payment for each day in which they are actually and necessarily engaged in the performance of their duties. Wis. Stats. s.15.07(5). This includes preparation time for meetings. Board Members read voluminous materials prepared by staff along with court decisions and litigation filings in preparation for each meeting.

Increased Costs for Board Member Per Diems and Meeting Expenses

The agency requests for additional funding for Board Member per diems and Board meeting expenses to reflect the actual cost of conducting Board meetings.

The average cost per meeting is \$4,124.

	# Days	# Board Members	Daily Per Diem	Per Diem Cost Per Meeting
In-person	1	6	\$454	\$2,724

	# of Meetings	* Meeting Expenses	Total
1-day meeting	1	\$1,400	\$1,400

* Meeting Expenses include: Board materials (photocopying, mailing); travel expenses, meal reimbursements

TOTAL \$4,124

The agency also has six scheduled canvass signings per biennium, along with as many as eight additional canvass meetings for recounts and special elections. Since the Board member per diem rates have increased and the frequency of meetings has increased, additional funding is needed. Staff anticipates expenses for six in-person meetings annually and two additional telephone conference meetings. Staff also anticipates expenses for two scheduled canvass signings in FY-16 and four scheduled canvass signings in FY-17. Additionally, there is a possibility of eight special canvass signings in FY-17.

The costs of additional meetings along with funding for Board Member meeting preparation, results in a need for increased funding.

FY-16 Meetings

# Meetings	Type of Meeting	# Days	# Board Members	Daily Per Diem	Mtg Prep 1/2 day Per Diem	Per Diem Costs
6	In-person	1	6	\$454	\$227	\$24,522
2	Teleconference	1	6	\$454	\$227	\$8,174
2	Canvass Signings	1	1	\$0	\$227	\$454
FY-16 Total Board Meeting Per Diem						\$33,150

# Meetings	Annual Meeting Expenses	# Days	* Meeting Expenses		FY-16 Total
6	In-person	1	\$1,400		\$8,400
2	Teleconference	1	\$600		\$1,200
2	Canvass Signings	1	\$200		\$400
FY-16 Total Meeting Expenses					\$10,000

* Meeting Expenses include: Board materials (photocopying, mailing); travel expenses, meal reimbursements

FY-17 Meetings

# Meetings	Type of Meeting	# Days	# Board Members	Daily Per Diem	Mtg Prep 1/2 day Per Diem	Per Diem Costs
6	In-person	1	6	\$454	\$227	\$24,522
2	Teleconference	1	6	\$454	\$227	\$8,174
4	Canvass Signings	1	1	\$0	\$227	\$908
8	Special Canvass Signings	1	1	0	\$227	\$1,816
FY-17 Total Board Meeting Per Diem						\$35,420

# Meetings	Annual Meeting Expenses	# Days	* Meeting Expenses		FY-17 Total
6	1-day meeting	1	\$1,400		\$8,400
2	Teleconference	1	\$600		\$1,200
4	Canvass Signings	1	\$200		\$800
8	Special Canvass Signings	1	\$200		\$1,600
FY-17 Total Meeting Expenses					\$12,000

* Meeting Expenses include: Board materials (photocopying, mailing); travel expenses, meal reimbursements

The FY-16 increase needed for additional meeting expenses is \$14,850 GPR and in FY-17 the increase needed for additional meeting expenses is \$19,120.

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
	CODES	TITLES
DECISION ITEM	4002	Funding for Increased Costs for Board Member Per Diems and Meetings

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$10,700	\$13,100
05	Fringe Benefits	\$800	\$1,000
06	Supplies and Services	\$3,400	\$5,000
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$14,900	\$19,100
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Government Accountability Board

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	4002	Funding for Increased Costs for Board Member Per Diems and Meetings			
01	Administration of elections, ethics, and lobbying laws				
	01 General program operations; general purpose revenue	\$14,900	\$19,100	0.00	0.00
	Administration of elections, ethics, and lobbying laws SubTotal	\$14,900	\$19,100	0.00	0.00
	Funding for Increased Costs for Board Member Per Diems and Meetings SubTotal	\$14,900	\$19,100	0.00	0.00
	Agency Total	\$14,900	\$19,100	0.00	0.00

Decision Item by Fund Source

Government Accountability Board

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	4002	Funding for Increased Costs for Board Member Per Diems and Meetings				
	GPR	S	\$14,900	\$19,100	0.00	0.00
	Total		\$14,900	\$19,100	0.00	0.00
Agency Total			\$14,900	\$19,100	0.00	0.00

Decision Item (DIN) – 4003

Decision Item (DIN) Title - Create .25 GPR Position for Agency Webmaster/Public Information Officer

NARRATIVE

The agency requests funding and the creation of a .25 FTE GPR position so that it can increase the existing agency's Webmaster/Public Information Officer position from .75 FTE to 1.0 FTE.

DIN #4003 – Issue Paper

Create .25 GPR Position for Agency Webmaster/Public Records Officer

Increase Agency Webmaster/Public Records Officer to 100%

The agency requests authorization and funding for a .25 GPR full time equivalent (FTE) permanent position to bring the agency webmaster/public records officer to 100% FTE.

The Government Accountability Board has a staff person dedicated to managing the agency website, processing responses to public record requests, providing high level support for the content of Board meeting materials, and serving as the public information officer for the agency. The .75 FTE position has been working at 100% in the current biennium.

For the balance of this fiscal year, the agency can provide federal funding for an additional 25% for the individual to work on HAVA (federal) components for these assignments. However, the agency needs for website and public records management along with external communications are for a full time person.

The agency website is at the heart of agency operations. It is also becoming increasingly more complex with the addition of more voter and agency client services. In order to ensure retention of the current individual or to facilitate recruitment if the person leaves, the position needs to be full time.

In the past two fiscal years the agency website has generated the following activity:

FY 2013

986,976 Sessions
611,410 Users
3,223,976 Pageviews

FY 2014

431,290 Sessions (number of times that a user was on our website)
223,903 Users (both new and returning)
1,688,298 Pageviews (times a page was viewed)

Note the odd-numbered fiscal year includes the November general election, so there is significantly more activity in that time-period. The agency expects to continue to enhance the website to provide more on-line services for agency clientele including on-line voter registration if approved by the Legislature.

The position is supporting eight-Board meetings per fiscal year. In addition the position has an average of 250 media contacts each month. The agency is averaging about 76 public records requests over a biennium. Most of these requests are time-sensitive and very complex, involving a high degree of coordination by the public records officer with agency attorneys and staff. There are also statutory public records management requirements that need attention.

Given the limited number of positions in the agency (17.75) these essential tasks cannot be reassigned to existing personnel.

The agency currently has authority for 17.75 FTE permanent positions funded by a combination of GPR (14.00 FTE) and program revenue generated by lobby fees (3.75 FTE). The three-quarter time (.75 FTE) position has presented challenges because it is difficult to recruit an individual to accept a .75 FTE position, particularly because all positions in the agency are professional level positions except the individual who handles receptionist and Board organizational responsibilities.

Funding for the additional 25% for this position would be approximately \$20,700 in salary and fringe costs annually. There would be no additional support costs.

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
	CODES	TITLES
DECISION ITEM	4003	Create .25 GPR Position for Agency Webmaster/Public Information Officer

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$14,700	\$14,700
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$6,000	\$6,000
06	Supplies and Services	\$0	\$0
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$20,700	\$20,700
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.25	0.25
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Government Accountability Board

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	4003	Create .25 GPR Position for Agency Webmaster/Public Information Officer			
01	Administration of elections, ethics, and lobbying laws				
	01 General program operations; general purpose revenue	\$20,700	\$20,700	0.25	0.25
	Administration of elections, ethics, and lobbying laws SubTotal	\$20,700	\$20,700	0.25	0.25
	Create .25 GPR Position for Agency Webmaster/Public Information Officer SubTotal	\$20,700	\$20,700	0.25	0.25
	Agency Total	\$20,700	\$20,700	0.25	0.25

Decision Item by Fund Source

Government Accountability Board

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	4003	Create .25 GPR Position for Agency Webmaster/Public Information Officer				
	GPR	S	\$20,700	\$20,700	0.25	0.25
	Total		\$20,700	\$20,700	0.25	0.25
Agency Total			\$20,700	\$20,700	0.25	0.25

Decision Item (DIN) - 4004

**Decision Item (DIN) Title - Funding for Biennial Updating of Voter Registration List
(Four Year Maintenance)**

NARRATIVE

The agency requests \$96,765 GPR annually starting in FY-17 to administer the Four-Year Maintenance Process per 2013 Wisconsin Act 149. See attached issue paper for more detail.

DIN #4004 – Issue Paper

Funding for Biennial Updating of Voter Registration List (Four Year Maintenance)

Issue

Should GPR funds be allocated for completion of the statutorily-required Four Year Maintenance Process?

Summary of Request

In order to fulfill the responsibilities mandated by 2013 Wisconsin Act 149, the G.A.B. requests \$96,765 in GPR funds starting in FY17 to administer the Four-Year Maintenance Process.

Background

Wisconsin statutes require the G.A.B. to examine the voter registration records and mail notices to voters who have not voted in the previous four-year period. This process of updating the registration list is commonly referred to as “Four-Year Maintenance.” Under prior law, local clerks were required to examine the voter registration records for their municipalities within 90 days after a general election to identify any registered voter who had not voted within the previous four years. The clerk was then required to mail a notice to each identified voter informing the voter that his or her voter registration would be suspended unless the voter applied for continuation of registration within 30 days. If the voter failed to do so, the clerk was required to change the voter’s registration from eligible to ineligible.

Prior to 2006, municipalities with a population of less than 5,000 were not required to maintain registration lists, and thus the four-year maintenance requirement did not apply to them. Larger municipalities did perform the maintenance on an individual basis, using varied timetables and methods. With the implementation of the Statewide Voter Registration System (SVRS), all municipalities were required to perform the list maintenance.

In 2007 the Legislative Audit Bureau completed an evaluation of state and local governments’ compliance with election laws, as required by 2003 Wisconsin Act 265. The Legislative Audit Bureau report provided a number of recommendations for improving the administration of elections and enhancing SVRS. This audit evaluation specifically found that of the 16 clerks contacted, only five had completed the Four-Year Maintenance Process in some way, and no one uniform method was employed. The Legislative Audit Bureau recommended the G.A.B. take a more significant role in the Four-Year Maintenance Process to ensure that the process was consistently completed.

In response to the audit recommendation, at the request of municipal clerks, and in the interest of fiscal responsibility and to preserve the integrity of the voter registration list, the G.A.B. has performed the four-year maintenance following the 2008, 2010 and 2012 general elections. Funding for the four-year voter maintenance has previously come from Federal HAVA funds, but will need to be transitioned to GPR with the sunset of those federal funds.

At its meeting on March 20, 2013, the Government Accountability Board directed its staff to convey to the Legislature that a separate appropriation would be necessary for the G.A.B. to continue to develop the computer code to identify voters that had not voted over a four-year timeframe, contract with a printer and mailing service to print and mail the notices of suspension, pay postage costs, and provide sufficient staff to facilitate the process.

2013 Wisconsin Act 149 formally transferred the Four-Year Maintenance Process from local election officials to the G.A.B. The G.A.B. must mail the notices no later than June 15 following each general election. The G.A.B. may delegate to local election officials the responsibility to change the registration status of electors who do not apply for continuation of their voter registration. The legislative change did not include any appropriation for the Board’s costs to identify individuals who must receive the notices or for the costs of printing and postage.

2013 Act 149 also requires the G.A.B. to compile and post certain statistics on its Internet site relating to the mailing and return of notices.

Agency Processes

The G.A.B. has recently modernized the information technology tools necessary to accomplish the Four-Year Maintenance process. The G.A.B. has used existing resources to develop functions in SVRS to identify electors who must receive a four-year maintenance notice, to communicate with clerks regarding identified electors in specific municipalities, and run a program to change the status of electors who do not apply for continuation of their voter registration. The modernized IT system will be used to complete the Four-Year Maintenance process following future general elections and staff resources will be necessary to test and maintain the system, and to provide training and customer service to local election officials.

In FY16 and FY17, G.A.B. program and IT staff will need to identify electors who should receive the notice mailing following the 2016 General Election, create the notice mailing, complete the bid process to secure a printer to produce the notice mailing, transmit the file containing elector address information to the printer, and coordinate the review of proofs and validation of the addresses with the contracted printer. G.A.B. staff will create and distribute training materials to local election officials and conduct a training webinar.

Due to constant turnover of local election officials and the fact that the Four-Year Maintenance Process is completed only every other year, focused training and customer service related to the process is required following each general election. After the G.A.B. mails the postcard notice to targeted electors, staff will need to respond to inquiries from local election officials whose voters received the notice. After the G.A.B. changes the status of electors who do not respond to the notice within 30 days, staff will also field calls from local election officials with questions about individual issues arising from the inactivation process.

Projected Costs

The IT contractor and staff costs to accomplish these tasks in 2015 and each subsequent odd-numbered year are summarized as Follows:

IT Contractor and Staff Costs

Position	Hours of work	Cost per hour	Total Staff Cost
IT Solution Architect	40 hours	\$85.00	\$3,400.00
UAT Lead	90 hours	\$24.75	\$3,095.00
SVRS Training Officer	40 hours	\$20.20	\$1,123.00
SVRS Elections Specialist	25 hours	\$28.08	\$702.00
			\$8,320.00

The total costs related to IT contract services and program staff, therefore, is estimated at \$8,320.00 for each year that the Four-Year Maintenance Process is completed.

In addition to staff time, the G.A.B. will incur printing and postage for the postcard notices. The costs of printing and postage vary depending upon the number of electors who are identified as not having voted in the previous four years. That calculation depends upon a number of factors including the rate at which electors relocated and the relative voter turnout over the course of the three general elections. Below is a chart describing the printing and postage costs, and the number of Four-Year Maintenance notices mailed by the G.A.B. following the last three general elections:

Four-Year Voter Record Maintenance Cost

Year	Printing	Postage	Total	Card Count
2009	\$8,692.02	\$62,732.70	\$71,424.72	313,205
2011	\$10,779.00	\$50,809.56	\$61,588.56	240,225
2013	\$11,163.00	\$79,329.00	\$90,492.00	299,748

As illustrated, the number of notices mailed has varied, with the average over the three cycles being 284,392. Printing cost vary, as illustrated by the fact that the printing rate in 2013 (3.7 cents per card) was higher than 2009 (2.7 per card) but lower than in 2011 (4.5 cents per card). The average postage rate for 2013 was 26.4

cents per card, which reflects both the bulk postage rate as well as higher postage for notices that could not be sent at the bulk rate. Given recent increases in the bulk and pre-sort rates, this request assumes an average postage rate of 27.5 cents per card for future Four-Year Maintenance efforts.

The G.A.B. will complete the Four-Year Maintenance mailing in June, 2015, and then in June of every subsequent odd-numbered year. The G.A.B. estimates that the number of notices to be mailed in 2015 will be approximately the average of the previous three mailings, or 284,390 cards, the printing rate will be 3.6 cents per card, and the average postage rate will be 27.5 cent per card. Therefore, the projected cost of the print and postage for the Four-Year Maintenance Process in 2015 is summarized as follows:

Four-Year Voter Record Maintenance Cost

Year	Printing	Postage	Total	Card Count
2015	\$10,238.00	\$78,207.00	\$88,445.00	284,390

Assuming that the printing and postage costs for notice mailings in 2017 and subsequent odd-numbered years will be comparable, although they are dependent upon competitive bids for printing as well as increases in postage rates, the following is the projected printing and postage costs for FY16-FY17:

Fiscal Year		# of Cards	Projected Cost
FY16	No General Election		
FY17	November 2016 General Election (presidential)	284,390	\$88,445.00
Total		284,390	\$88,445.00

It is important to note that the G.A.B. has accomplished the Four-Year Maintenance Process for previous general elections with the use of federal HAVA funds that are earmarked for the maintenance of the Statewide Voter Registration System. The G.A.B. currently projects that it will be unable to allocate funds from the remaining federal funds which are estimated to be completely spent at or near the end of the 2015-2017 biennium. In order to fulfill the responsibilities mandated by 2013 Wisconsin Act 149, the G.A.B. requests \$96,765 in GPR funds starting in FY17 to administer the Four-Year Maintenance Process.

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
	CODES	TITLES
DECISION ITEM	4004	Funding for Biennial Updating of Voter Registration List (Four Year Maintenance)

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$0	\$0
06	Supplies and Services	\$0	\$96,800
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$0	\$96,800
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Government Accountability Board

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	4004	Funding for Biennial Updating of Voter Registration List (Four Year Maintenance)			
01	Administration of elections, ethics, and lobbying laws				
	01 General program operations; general purpose revenue	\$0	\$96,800	0.00	0.00
	Administration of elections, ethics, and lobbying laws SubTotal	\$0	\$96,800	0.00	0.00
	Funding for Biennial Updating of Voter Registration List (Four Year Maintenance) SubTotal	\$0	\$96,800	0.00	0.00
	Agency Total	\$0	\$96,800	0.00	0.00

Decision Item by Fund Source

Government Accountability Board

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	4004	Funding for Biennial Updating of Voter Registration List (Four Year Maintenance)				
	GPR	S	\$0	\$96,800	0.00	0.00
	Total		\$0	\$96,800	0.00	0.00
Agency Total			\$0	\$96,800	0.00	0.00

Decision Item (DIN) - 4005

Decision Item (DIN) Title - Address Ethics and Accountability Division Information Technology (IT) Needs

NARRATIVE

The agency requests \$176,800 GPR in FY-16 and \$176,800 GPR in FY-17 to fund a contracted Solution Architect to support the Division's software applications and IT infrastructure.

DIN #4005 – Issue Paper

Address Ethics and Accountability Division Information Technology (IT) Needs

Request

The Government Accountability Board requests \$176,800 in supplies and services base funding for continued support of a full-time contract IT resource for the Ethics and Accountability Division. This resource is currently funded as part of the lobbying modernization project. The primary source of those funds was from increased fees assessed to the lobbying community in the past two biennia. That statutory fee structure has expired. However, the need to maintain IT resources for the Division continues.

Context for Request

The Government Accountability Board's Ethics and Accountability Division needs to support the following software applications and infrastructure:

- 1) Campaign Finance System (CFIS)
- 2) Lobbying System (Eye on Lobbying)
- 3) Statement of Economic Interest System (SEI)
- 4) Production and User Acceptance Testing Web Application and Database Server
- 5) Environments hosted at the state data center as well as hosted through WebHost4Life.

These applications require support for new software enhancements and for troubleshooting issues with the use of the existing applications.

The Ethics and Accountability Division relies on these data driven applications to not only update relevant data but to report activity out of the system. Many of the applications require modernization such as the Statement of Economic Interest (SEI) application. This is running on old unsupported software and changes to the system are very costly and time consuming.

This budget item will help to maintain the current level of technology support for the Division while enhancing the opportunity to move G.A.B. into modernizing applications through the use of technology frameworks such as Microsoft SharePoint, Dynamics CRM, and Mobile HTML5 Development.

The Ethics and Accountability Division uses technology to support the mission of the agency. This allows us to comply with state statutes that require G.A.B. to execute many functions in the areas of Lobbying, Campaign Finance, Investigation, etc. The Ethics and Accountability Division is a data driven division that uses such technology as Document Management, Business Intelligence and Data Mining, Web Portals, Mobile Applications, and Security Support Systems.

The support the G.A.B. Ethics and Accountability Division currently receive is from an in house contracted resource. This is a Solution Architect that has a wide range of technology capabilities to support many of the features described above. In addition, G.A.B. Ethics and Accountability Division partners with the Department of Administration, Division of Enterprise Technology to provide Infrastructure and Project Management services.

In addition to the in house resource, G.A.B. Ethics and Accountability Division has partnered with PCC Technology Group out of Bloomfield Connecticut to support the Campaign Finance System. This support is built into the agency's current budget and continues to be needed as part of the agreement G.A.B. has with PCC in the use of the CFIS software.

In the next Biennium, G.A.B. is looking to modernize many of its applications to utilize lower cost technology as well as improve internal processes to reduce administrative costs. The Statement of Economic Interest (SEI) system is in need of such modernization. Right now many hours of staff time are used to process each year's statements. The software that is used by the system is not supported by the vendor as new versions

are now available. Similarly, the Division's complaint tracking system and advice tracking system are other systems which are currently supported through Microsoft Access and need modernization.

Decline in Lobbying Revenues Drives Need for Additional Funding for IT Resources

During the 2013 and 2014 fiscal years, the Division has been able to pay for IT support primarily through lobbying revenue and cost savings in GPR achieved through cost savings elsewhere, including salary savings from vacancies. We project that lobbying revenues will no longer be sufficient and one-time cost savings are not dependable.

The administration of the Government Accountability Board's lobbying program has been funded for many years through lobbying fees. Those fees are set out in Wis. Stat. §13.75. At present, those fees are – principal registration, \$375; lobbyist license to represent one principal, \$350; lobbyist license to represent multiple principals, \$650; authorization fee for each of a principal's lobbyists, \$125. The lobbyist license fees were raised to their current levels for two legislative sessions to help finance the rebuilding of the Board's Eye on Lobbying website and will revert to \$250 and \$400, respectively, on January 1, 2015.

For the first time, ever, the Board does not expect to generate enough fees to fully finance the lobbying program. This is the result of a sharp decline in the number of principals that have registered and lobbyists who have become licensed and authorized this past session. The numbers have fallen from the 2011-12 legislative session to the 2013-14 legislative session as follows: principal registrations have fallen from 758 to 735; lobbyist licenses have fallen from 794 to 666, and lobbyist authorizations have fallen from 1,733 to 1,559. This has led to a decline in revenues from \$819,275 in the 2011-12 legislative session to \$733,240 in the 2013-14 legislative session. The four-year increase in lobbyist license fees enacted by the Legislature beginning with the 2011-12 session will sunset on December 31, 2014.

The Board's budget authorization from lobbying funds is \$460,200 in FY15 and \$465,100 in FY 16 – a total of \$925,300. Based on the current numbers of registrations, licenses, and authorizations, together with the reversion of licensing fees to their lower level, we project generating only \$649,690 in lobbying revenue in the two year 2015-16 legislative session. This means there will be little lobbying revenue available for IT support.

Conclusion

G.A.B. Ethics and Accountability Division needs to provide its own support of the Lobbying application. This support is similar to the support the division gets from PCC for the campaign finance system. This requires technical staff to support new rules changes, streamlined functionality, and software bug fixes.

The agency can maintain a certain level of IT support for the Division from its existing base to cover the CFIS (campaign finance electronic filing and reporting) application. However, to continue to support the newly developed lobbying application and replace the outmoded Statement of Economic Interests data collection and disclosure application, the agency needs the requested funding. Without this funding, the agency will be forced to rely on a paper based SEI application serving 2500 state public officials. It will also need to significantly reduce support for the Eye on Lobbying application which provides vital information to the general public and serves Legislators, lobbyists and principals.

Decision Item by Line

1517 Biennial Budget

	CODES	TITLES
DEPARTMENT	511	Government Accountability Board
	CODES	TITLES
DECISION ITEM	4005	Address Ethics and Accountability Division Information Technology (IT) Needs

Expenditure items		1st Year Cost	2nd Year Cost
01	Permanent Position Salaries	\$0	\$0
02	Turnover	\$0	\$0
03	Project Position Salaries	\$0	\$0
04	LTE/Misc. Salaries	\$0	\$0
05	Fringe Benefits	\$0	\$0
06	Supplies and Services	\$176,800	\$176,800
07	Permanent Property	\$0	\$0
08	Unalloted Reserve	\$0	\$0
09	Aids to Individuals Organizations	\$0	\$0
10	Local Assistance	\$0	\$0
11	One-time Financing	\$0	\$0
12	Debt Service	\$0	\$0
13		\$0	\$0
14		\$0	\$0
15		\$0	\$0
16		\$0	\$0
17	Total Cost	\$176,800	\$176,800
18	Project Positions Authorized	0.00	0.00
19	Classified Positions Authorized	0.00	0.00
20	Unclassified Positions Authorized	0.00	0.00

Decision Item by Numeric

Government Accountability Board

Program	Decision Item/Numeric	1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
	4005	Address Ethics and Accountability Division Information Technology (IT) Needs			
01	Administration of elections, ethics, and lobbying laws				
	01 General program operations; general purpose revenue	\$176,800	\$176,800	0.00	0.00
	Administration of elections, ethics, and lobbying laws SubTotal	\$176,800	\$176,800	0.00	0.00
	Address Ethics and Accountability Division Information Technology (IT) Needs SubTotal	\$176,800	\$176,800	0.00	0.00
	Agency Total	\$176,800	\$176,800	0.00	0.00

Decision Item by Fund Source

Government Accountability Board

	Source of Funds		1st Year Total	2nd Year Total	1st Year FTE	2nd Year FTE
Decision Item	4005	Address Ethics and Accountability Division Information Technology (IT) Needs				
	GPR	S	\$176,800	\$176,800	0.00	0.00
	Total		\$176,800	\$176,800	0.00	0.00
Agency Total			\$176,800	\$176,800	0.00	0.00