

Deanna Debruler

From: Tiana Epps-Johnson <tiana@techandciviclelife.org>
Sent: Thursday, July 23, 2020 6:09 PM
To: Celestine Jeffreys
Subject: Re: (HOLD) Election Grant Team meeting with CTCL (granting agency)

Follow Up Flag: Follow up
Flag Status: Completed

Hi Celestine,

Thank you for finding this time! I have Zoom meeting information for the call below. Would you like to share Zoom information with each person on the calendar hold or would you like me to share it with them?

Thanks,
Tiana

Tiana Epps-Johnson is inviting you to a scheduled Zoom meeting.

Topic: [Kick-off Meeting] WI Safe Vote Plan - Green Bay
Time: Jul 27, 2020 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84583690781?pwd=NGtBMWpxNEkvNmlHaHBQMVJtbHZqZz09>

Meeting ID: [REDACTED]

Passcode: [REDACTED]

One tap mobile

+ [REDACTED] # US (Chicago)
+ [REDACTED] # US (New York)

Dial by your location

[REDACTED] US (Chicago)
[REDACTED] US (New York)
[REDACTED] US (Germantown)
[REDACTED] US (Houston)
[REDACTED] US (San Jose)
[REDACTED] US (Tacoma)

Meeting ID: [REDACTED]

Find your local number: <https://us02web.zoom.us/j/ktQxemic>

On Wed, Jul 22, 2020 at 8:39 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:
Kick-off Call Agenda

- **Introductions:** Learn who's "in the room"
- **Technical Assistance Overview:** Provide an overview of the resources available to grantee jurisdictions, beyond funding, to support the successful implementation of the Wisconsin Safe Voting Plan
- **Support Needs:** Hear from City of Green Bay officials about the Wisconsin Safe Vote Plan 2020:

- What elements do you feel confident moving forward with implementing?
- What elements of your City's plan might benefit from support from a technical assistance partner?
- Note: We have a network of current and former election administrators and election experts available to provide assistance on communications; scaling up your vote by mail processes; poll worker recruitment and training in a pandemic; applying public health guidelines to polling places; designing election materials to ensure forms, envelopes, and other materials are understood and completed correctly by voters; and more.
- **Questions from Technical Assistance Partners:** Reviewing the City of Green Bay's plan, are there any pressing questions TA partners have to better understand how they might provide support in the coming months?
- **Next Steps:** What should grantee cities expect as next steps?

--

Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](https://centerfortechandciviclelife.org) | (650) 796-4695 | tiana@techandciviclelife.org | she/her

Deanna Debruler

From: Center for Tech & Civic Life <help@techandciviclife.org>
Sent: Tuesday, September 8, 2020 2:59 PM
To: Celestine Jeffreys
Subject: [BULK] CTCL COVID-19 Grant Application Portal Now Open

Follow Up Flag: Follow up
Flag Status: Completed

COVID-19 Grant Application Portal is Open

[View this email in your browser](#)



Thank you for requesting a CTCL COVID-19 grant application. The application portal is now open and you are invited to apply.

The grant application is quick and easy, but you'll need to gather some information before you apply.

- Number of active registered voters in the election office jurisdiction as of September 1, 2020
- Number of full-time staff (or equivalent) on the election team as of September 1, 2020
- Election office 2020 budget as of September 1, 2020
- Election office W-9
- Local government body who needs to approve the grant funding (if any)

- Which government official or government agency the grant agreement should be addressed to

Apply for a COVID-19 Grant

Election offices can use the funds to cover certain 2020 expenses incurred between June 15, 2020 and December 31, 2020. These include the costs associated with the safe administration of the following election responsibilities.

Ensure Safe, Efficient Election Day Administration

- Maintain open in-person polling places on Election Day
- Procure Personal Protective Equipment (PPE) and personal disinfectant to protect election officials and voters from COVID-19
- Support and expand drive-thru voting, including purchase of additional signage, tents, traffic control, walkie-talkies, and safety measures

Expand Voter Education & Outreach Efforts

- Publish reminders for voters to verify and update their address, or other voter registration information, prior to the election
- Educate voters on safe voting policies and procedures

Launch Poll Worker Recruitment, Training & Safety Efforts

- Recruit and hire a sufficient number of poll workers and inspectors to ensure polling places are properly staffed, utilizing hazard pay where required
- Provide voting facilities with funds to compensate for increased site cleaning and sanitization costs

- Deliver updated training for current and new poll workers administering elections in the midst of pandemic

Support Early In-Person Voting and Vote by Mail

- Expand or maintain the number of in-person early voting sites
- Deploy additional staff and/or technology improvements to expedite and improve mail ballot processing

Be sure to check out the [grant FAQs](#) for important information about the program. If you have additional questions about the COVID-19 Response Grant program, please email help@techandciviclelife.org.

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You are receiving this email because you applied for a grant with the Center for Tech & Civic Life.

Our mailing address is:

Center for Tech and Civic Life
233 N Michigan Ave
1800
CHICAGO, IL 60601

[Add us to your address book](#)

[unsubscribe from this list](#) [update subscription preferences](#)



Deanna Debruler

From: CTCL Help Desk (Center for Tech and Civic Life) <help@techandcivicliflife.org>
Sent: Tuesday, September 15, 2020 12:12 PM
To: Kris Teske
Subject: [Center for Tech and Civic Life] Re: Grant Application

Follow Up Flag: Follow up
Flag Status: Completed

Your request (41) has been updated. To add additional comments, reply to this email.



CTCL Help Desk (Center for Tech and Civic Life)

Sep 15, 2020, 12:12 GMT-5

Hi Kris,

The Center for Tech and Civic Life has approved a supplementary grant to support Green Bay's Safe Voting Plan at the full amount requested: \$522,200. Dennis from CTCL's grants team is following up with a grant agreement.

Best,
Rocío Hernandez



Kris Teske

Sep 9, 2020, 10:56 GMT-5

Good Morning,

The City of Green Bay was awarded a grant by Tech and Civiclife already. I was asked by our mayor to request more funds if I needed additional items. I just completed the form and submitted it for additional funds but when do I submit the items I would like to get for your approval and the dollar amount.

Thank you so much!

Kris Teske, WCMC

Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



This email is a service from Center for Tech and Civic Life. Delivered by [Zendesk](#)

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, July 27, 2020 10:30 AM
To: 'Tiana Epps-Johnson'
Subject: RE: [Detailed Agenda] Election Grant Team meeting with CTCL (granting agency)

Follow Up Flag: Follow up
Flag Status: Completed

Thanks!!



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Tiana Epps-Johnson [mailto:tiana@techandciviclelife.org]
Sent: Monday, July 27, 2020 8:47 AM
To: Celestine Jeffreys
Cc: Calvin Winters; Joanne Bungert; Joseph Faulds; Kim Wayte; Kris Teske; Pamela Manley; Shelby Hearley; Stephanie Hummel; Eric Genrich; Diana Ellenbecker
Subject: [Detailed Agenda] Election Grant Team meeting with CTCL (granting agency)

Hi all,

I'm really looking forward to talking with you today and introducing you to some of the Center for Tech and Civic Life's partners who are available to help the City of Green Bay implement your Safe Voting Plan. I'm including meeting information including attendees, agenda, and roles below.

We will ask you each to give a quick introduction (prompts included in the "Agenda and Roles" section below). We also have 20 mins on the agenda dedicated to hearing from you ("Support Needs" below). During this time we'd like to hear from you about the top areas where you think the City of Green would benefit from support as you work to implement the Safe Voting Plan, as well as the things you feel confident you have handled.

Please note we have a network of current and former election administrators and election experts available to provide assistance on communications; scaling up your vote by mail processes; poll worker recruitment and training in a pandemic; applying public health guidelines to polling places; designing election materials to ensure forms, envelopes, and other materials are understood and completed correctly by voters; and more.

If you have any questions please reach out.

Best,
Tiana

Call Details

- Jul 27, 2020
- 11:00 AM Central Time
- Join Zoom Meeting
 - <https://us02web.zoom.us/j/84583690781?pwd=NGtBMWpxNEkvNmIHaHBQMjVJbHZqZz09>
 - Meeting ID: [REDACTED]
 - Passcode: [REDACTED]
 - One tap mobile
 - [REDACTED] # US (Chicago)
 - [REDACTED] # US (New York)

Goals

- **Introductions:** Learn who's "in the room"
- **Technical Assistance Overview:** Provide an overview of the resources available to grantee jurisdictions, beyond funding, to support the successful implementation of the Wisconsin Safe Voting Plan
- **Support Needs:** Hear from City of Green Bay officials about the Wisconsin Safe Vote Plan 2020:
 - What elements do you feel confident moving forward with implementing?
 - What elements of your City's plan might benefit from support from a technical assistance partner?
 - Note: We have a network of current and former election administrators and election experts available to provide assistance on communications; scaling up your vote by mail processes; poll worker recruitment and training in a pandemic; applying public health guidelines to polling places; designing election materials to ensure forms, envelopes, and other materials are understood and completed correctly by voters; and more.
- **Questions from Technical Assistance Partners:** Reviewing the City of Green Bay's plan, are there any pressing questions TA partners have to better understand how they might provide support in the coming months?
- **Next Steps:** What should grantee cities expect as next steps?

Who's on the call

- City of Green Bay invitees
 - Celestine Jeffreys - Chief of Staff, Mayor
 - Calvin Winters - Procurement Manager
 - Diana Ellenbecker - Finance Director
 - Eric Genrich - Mayor
 - Joanne Bungert - Deputy City Attorney
 - Joseph Faulds - HR Director
 - Kim Wayte - Election Specialist
 - Kris Teske - City Clerk
 - Pamela Manley - Assistant Finance Director
 - Shelby Hearley - Webmaster and Digital Coordinator
 - Stephanie Hummel - Planner
- Center for Tech and Civic Life - (note taker)
 - Tiana Epps-Johnson
 - Whitney May
 - Josh Goldman
- Elections Group
 - Jennifer Morrell
 - Noah Praetz
- Center for Civic Design
 - Christopher Patten
 - Asher Kolieboi

Agenda and Roles

- **Introductions (15 mins)**
 - Each person on call
 - Please share your name, location, title, and the role you have in implementing the Wisconsin Safe Voting Plan
- **Technical Assistance Overview (10 mins)**
 - Led by Tiana at CTCL
- **Support Needs (20 mins)**
 - Hearing from Green Bay officials
 - What elements do you feel confident moving forward with implementing?
 - What elements of your City's plan might benefit from support from a technical assistance partner?
- **Questions from Technical Assistance Partners (10 mins)**
 - Open to any technical assistance partner
- **Next Steps (5 mins)**
 - Led by Tiana at CTCL

Green Bay's Plans

City	City action
Green Bay	Green Bay would like to employ bilingual LTE "voter navigators" (\$45,000) to help residents properly upload valid photo ID, complete their ballots, comply with certification requirements, and offer witness signatures. These voter navigators can assist voters prior to the elections and then also be trained and utilized as election inspectors.
Green Bay	Green Bay would like to utilize paid social media and local print and radio advertising to educate and direct voters in how to upload photo ID and how to request and complete absentee ballots (\$2,000).
Green Bay	Green Bay would like to add secure (security cameras \$15,000) ballot drop-boxes (approximately \$900 each) at a minimum of the transit center and two fire stations, but if funding were available would also install secure drop boxes at Green Bay's libraries, police community buildings, and potentially several other sites including major grocery stores, gas stations, University of Wisconsin Green Bay, and Northern Wisconsin Technical College, in addition to the one already in use at City Hall.
Green Bay	Green Bay needs 45 additional staff to process absentee ballot requests before the election, to open and verify envelopes on Election Day, and insert them into the tabulators. After the election, staff are needed to enter new voter registrations and assist with all election certification tasks (\$140,000 for staffing). The City would also like to purchase a ballot opener and ballot folder to expedite processing (\$5,000).

Green Bay	Green Bay would like to expand and establish at least three EIPAV sites in trusted locations, ideally on the east (potentially UWGB) and west sides (potentially NWTC or an Oneida Nation facility) of the City, as well as at City Hall. The City is planning to offer early voting starting two weeks before each election, with several weekdays available until 6:30pm and Saturdays 10am-4pm. They would like to staff these early voting sites with election inspectors who are bilingual and would like to increase the salary rate for these bilingual election inspectors to assist with recruitment and retention, as well as in recognition of their important role at these sites. The City also will need to print additional ballots, signage, and materials to have available at these early voting sites.
Green Bay	Green Bay would like to reach voters and potential voters through a multi-prong strategy utilizing “every door direct mail,” targeted mail, geo-fencing, billboards, radio, television, and streaming-service PSAs, digital advertising, and automated calls and texts (\$100,000 total). Efforts can be done in English, Spanish, Hmong, and Somali, since roughly 11% of households in the Green Bay area speak a language other than English. Ideally, the City would employ limited term communications staff or engage communications consultants (\$50,000) from August through the November election to design these communications and design and launch paid advertising on Facebook, Twitter, and Instagram, also in multiple languages. The City would also like to directly mail to residents who are believed to be eligible but not registered voters, approximately 20,000 residents. It would require considerable staff time to construct that list of residents and directly mail a professionally-designed piece (in multiple languages) to those voters (\$50,000 total for staffing, design, printing, and postage).
Green Bay	To assist new voters, Green Bay would also like resources to help residents obtain required documents (i.e. birth certificates) which are needed to get a valid state ID needed for voting. These grant funds (\$15,000) would be distributed in partnership with key community organizations including churches, educational institutions, and organizations serving African immigrants, LatinX residents, and African Americans.
Green Bay	Green Bay needs to hire a total of 380 workers per election (total \$112,660). The City would like to pay poll workers more than they have previously received, to signify their importance in the process and to acknowledge the extra challenge it represents to serve as an election official during a pandemic. The City would like to increase poll worker salaries by 50% (additional \$56,330). All poll workers will be trained through the Wisconsin Elections Commission website and the City’s own training manual (\$6,000).
Green Bay	Green Bay would like to purchase 135 electronic poll books (\$2,100/each for a total of \$283,500) to reduce voter lines, facilitate Election Day Registrations and verification of photo ID. The City would also like a high speed tabulator (\$62,000) to count absentee ballots on Election Day, a ballot opener and ballot folder (\$5,000), and additional staff to process absentee ballots on Election Day (\$5,000). The City also needs masks, gloves, gowns, hair nets, face shields (\$15,000), cough/sneeze guards (\$43,000), and disinfectant supplies (\$3,000).

On Fri, Jul 24, 2020 at 9:06 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Tiana

Tiana Epps-Johnson is inviting you to a scheduled Zoom meeting.

Topic: [Kick-off Meeting] WI Safe Vote Plan - Green Bay

Time: Jul 27, 2020 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84583690781?pwd=NGtBMWpxNEkvNmlHaHBQMVJtbHZgZz09>

Meeting ID: [REDACTED]

Passcode: [REDACTED]

One tap mobile

+ [REDACTED] # US (Chicago)

+ [REDACTED] # US (New York)

Dial by your location

[REDACTED] US (Chicago)
[REDACTED] US (New York)
[REDACTED] US (Germantown)
[REDACTED] US (Houston)
[REDACTED] US (San Jose)
[REDACTED] US (Tacoma)

Meeting ID: [REDACTED]

Find your local number: <https://us02web.zoom.us/j/ktQxemc>

Kick-off Call Agenda

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- **Next Steps:** What should grantee cities expect as next steps?

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Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](https://centerfortechandcivillife.org) | (650) 796-4695 | tiana@techandcivillife.org | she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, July 21, 2020 11:56 AM
To: 'Tiana Epps-Johnson'
Subject: RE: 2020-07-13 Email to Tiana Epps-Johnson--AMENDED

Follow Up Flag: Follow up
Flag Status: Completed

[Give me a sec.](#)



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Tuesday, July 21, 2020 10:22 AM
To: Celestine Jeffreys
Subject: Re: 2020-07-13 Email to Tiana Epps-Johnson--AMENDED

Hi Celestine,

Unfortunately Weds afternoon at the time you shared is now booked. Are there a few times on Monday, 7/27, that might be feasible?

I'm also sharing an agenda for the meeting below.

Best,
Tiana

Kick-off Call Agenda

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- **Questions from Technical Assistance Partners:** Reviewing the City of Green Bay's plan, are there any pressing questions TA partners have to better understand how they might provide support in the coming months?
- **Next Steps:** What should grantee cities expect as next steps?

On Mon, Jul 20, 2020 at 2:47 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Give me a sec. Busy morning!!



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Monday, July 20, 2020 8:29 AM
To: Celestine Jeffreys
Subject: Re: 2020-07-13 Email to Tiana Epps-Johnson--AMENDED

Good morning Celestine,

What does availability between noon and 3pm CT on Wednesday look like on your end?

Best,

Tiana

On Fri, Jul 17, 2020 at 6:14 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Hi, Tiana,

The clerk may not be available at that time. What about Wednesday? And I'll get the contract back to you on Monday. We're in the middle of a mask ordinance, among other things.

Thanks!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Friday, July 17, 2020 4:27 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: 2020-07-13 Email to Tiana Epps-Johnson--AMENDED

Hi Celestine,

We'd like to move forward with meeting on Thursday morning during the time slot you suggested. We only need one hour, so let's plan on Thu, July 23, from 10am-11am CT, if that still works.

I've included Zoom information below and will follow up with a calendar invite.

Best,

Tiana

Tiana Epps-Johnson is inviting you to a scheduled Zoom meeting.

Topic: [Meeting] WI Safe Vote Plan - Green Bay
Time: Jul 23, 2020 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88230421457?pwd=NUIHWiszRHZRR1gxTU5kRDNxa3p1QT09>

Meeting ID: [REDACTED]

Password: [REDACTED]

One tap mobile

+ [REDACTED] # US (Chicago)

+ [REDACTED] # US (New York)

Dial by your location

+ [REDACTED] US (Chicago)

+ [REDACTED] US (New York)

+ [REDACTED] US (Germantown)

+ [REDACTED] US (Houston)

+ [REDACTED] US (San Jose)

+ [REDACTED] US (Tacoma)

Meeting ID: [REDACTED]

Find your local number: <https://us02web.zoom.us/j/kd336ZNU1r>

On Thu, Jul 16, 2020 at 12:56 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Sounds good!!

The Clerk has an appointment on Thursday, so we'll probably need a few times from you.

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]

Sent: Thursday, July 16, 2020 9:56 AM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Subject: Re: 2020-07-13 Email to Tiana Epps-Johnson--AMENDED

Hi Celestine,

Thank you so much for this. I'll be in touch tomorrow to confirm a meeting time.

All the best,

Tiana

On Wed, Jul 15, 2020 at 11:01 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

I've added the persons attending. If there are changes to this list, I'll email you.

Celestine Jeffreys

Chief of Staff

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Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](https://www.techandciviclelife.org) | (650) 796-4695 | tiana@techandciviclelife.org | she/her

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Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](https://www.techandciviclelife.org) | (650) 796-4695 | tiana@techandciviclelife.org | she/her

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Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](https://www.techandciviclelife.org) | (650) 796-4695 | tiana@techandciviclelife.org | she/her

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Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](#) | (650) 796-4695 | tiana@techandciviclife.org | she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, July 29, 2020 8:10 AM
To: 'Whitney May'
Subject: RE: 2020-07-28 Voter Navigator Job Draft

Follow Up Flag: Follow up
Flag Status: Completed

Whitney,

That's a good question, thank you!! I imagine there are lots of people who have graduated from college and are looking for a job. So that's why I raised the stakes. Also, a post-secondary degree would be beneficial because of the quick learning curve, the ability to be independent and organize time, and the need to manage paperwork.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandcivicliflife.org]
Sent: Tuesday, July 28, 2020 6:46 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: 2020-07-28 Voter Navigator Job Draft

I love that y'all are hiring for this position. Helping people navigate the voter journey is so important, especially this year. So thank you for prioritizing this, and you've described it in a really clear way.

Only question for you is about the education requirements. Would a high school diploma qualify someone or do you feel like some college coursework is required to be successful at the job? No wrong answer, just curious.

On Tue, Jul 28, 2020 at 5:22 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

| What do you think?

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandcivicliflife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, August 20, 2020 1:58 PM
To: Whitney May
Subject: 2020-08-11 Election Day Report
Attachments: 2020-08-11 Election Day Report.docx

Follow Up Flag: Follow up
Flag Status: Completed

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Tuesday, September 8, 2020 1:18 PM
To: Kris Teske
Cc: Celestine Jeffreys; Shelby Hearley; Laura Schley; Stephanie Hummel; Whitney May; Ryan Chew; Haley McKean
Subject: Re: 2020-09-07 Get Ready Vote--Voice.jpg

Follow Up Flag: Follow up
Flag Status: Completed

Celestine and team,
Thanks for getting things going!

I'll get you the AI files so it's easier to edit the graphics and will send a few small suggestions as well.

We're excited to help your work!
Michael

On Mon, Sep 7, 2020 at 3:14 PM Kris Teske <Kris.Teske@greenbaywi.gov> wrote:

Hi,

Here are my changes:

- Photo ID doesn't need the current address when absentee voting.
- To register to vote you don't need photo ID just proof of residence.

Kris Teske, WCMC

Green Bay City Clerk

100 N. Jefferson St., Rm 106

Green Bay, WI 54301

920-448-3014



From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Monday, September 7, 2020 12:17 PM
To: Shelby Hearley <Shelby.Hearley@greenbaywi.gov>; Laura Schley <Laura.Schley@greenbaywi.gov>; Stephanie Hummel <Stephanie.Hummel@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Whitney May <whitney@techandciviclife.org>
Cc: Michael Spitzer-Rubenstein <michael@voteathome.org>; 'Ryan Chew' <ryan@electionsgroup.com>; Haley McKean <haley@electionsgroup.com>
Subject: 2020-09-07 Get Ready Vote--Voice.jpg

Hello!

See the above graphic. I'd like for us to amend this with the following information:

- Use our mood board
- Use the city logo
- Keep the "get ready, vote"
- Maybe use the vote hand graphic (but in the mood board colors)?
- Add "Make a Voting Plan" at the bottom instead of "make your voice heard"

Shelby, can we add to our website a "GreenBayVotes2020" or something like that so that people can google that address and find information directly on our website?

I'd like to post voter resources there, especially to help people make their voting plan.

See the attached document for my ideas to help people make a voting plan. This is something we can promote until we have our public relations firm on-board.

Thoughts, everyone?

Sent from [Mail](#) for Windows 10

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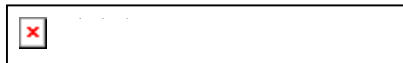
Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

(310) 980-2872

he/him



Deanna Debruler

From: Celestine Jeffreys
Sent: Saturday, September 12, 2020 6:27 AM
To: 'Michael Spitzer-Rubenstein'
Cc: Eric Ming; 'Whitney May'
Subject: FW: 2020-09-07 How to Make Voting Plan_EDITS_RKL

Follow Up Flag: Follow up
Flag Status: Completed

Michael,

Here's our post. It's not as spiffy as I'd like and doesn't include the checklists. I'm still waiting on information to complete and will re-post next week. In the meantime, we're going to refer voters here.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Shelby Edlebeck <Shelby.Hearley@greenbaywi.gov>
Sent: Friday, September 11, 2020 2:56 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: 2020-09-07 How to Make Voting Plan_EDITS_RKL

Posted! <https://www.facebook.com/GreenBayCity/posts/3852985118052114>

Thank you,
Shelby Edlebeck
920.448.3207

From: Celestine Jeffreys
Sent: Friday, September 11, 2020 1:45 PM
To: Shelby Edlebeck <Shelby.Hearley@greenbaywi.gov>
Subject: 2020-09-07 How to Make Voting Plan_EDITS_RKL

Deanna Debruler

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Wednesday, August 19, 2020 4:57 PM
To: 'Christopher Patten'; Woodall-Vogg, Claire
Cc: Whitney May; Michelle Nelson; Coolidge, Tara; Celestine Jeffreys; Kris Teske; Josh Goldman; Asher Kolieboi
Subject: RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Follow Up Flag: Follow up
Flag Status: Completed

I love it! Thank you very much!

- Maribeth

From: Christopher Patten <christopher@civicdesign.org>
Sent: Wednesday, August 19, 2020 4:50 PM
To: Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Whitney May <whitney@techandcivicliflife.org>; Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris.Teske@greenbaywi.gov; Josh Goldman <josh@techandcivicliflife.org>; Asher Kolieboi <asher@civicdesign.org>
Subject: Re: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi everyone,

This version of the instructions includes a larger font size and a redesigned image of where to sign on the back of the ballot. Check it out and let us know what you think!

Thanks!

Christopher and Asher

On Wed, Aug 19, 2020 at 1:47 PM Woodall-Vogg, Claire <cwooda@milwaukee.gov> wrote:

I much prefer these from CCD to the [ones that were released yesterday](#). I will admit, this update slipped past me on July 31st when it was approved by the WEC.

I agree with Maribeth about size of font. I like the layout and simplicity a lot, though.

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>

Sent: Tuesday, August 18, 2020 6:37 PM

To: 'Whitney May' <whitney@techandcivicliflife.org>; Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>; Kris.Teske@greenbaywi.gov

Cc: Josh Goldman <josh@techandcivicliflife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>

Subject: RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Wow! Thank you!

I like the design. Is it possible to have the text larger in the instructions? I'm wondering how hard it might be for our older voters to read the 9-point font.

Thank you!

- Maribeth

From: Whitney May <whitney@techandcivicliflife.org>

Sent: Tuesday, August 18, 2020 12:07 PM

To: Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; cwooda@milwaukee.gov; Kris.Teske@greenbaywi.gov

Cc: Josh Goldman <josh@techandcivicliflife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>

Subject: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hello Claire, Celestine, Kris, Tara, Michelle, and Maribeth:

You are the famous WI-5. Congrats on successful administration of last week's state primary! Excited to see November be an even bigger success for you and your teams.

With November in mind, I'm cc'ing the designers from Center for Civic Design, Asher & Christopher. CCD is one of the amazing technical assistance partners available to support the WI-5 (we really do need to get WI-5 tshirts).

Since we've heard interest from you about what other cities are doing, we thought it would be helpful to gather feedback on absentee envelopes and instructions from the WI-5 cohort as a group rather than gathering feedback separately.

- Here are the [absentee instructions](#) designed by CCD
 - It's a template in a Word doc
 - You can edit and customize for your city
 - Christopher and Asher are available to consult on design
 - Christopher and Asher have designed this by combining CCD's best practices and language from Madison's instructions.

- Here are the [absentee envelopes](#) designed by CCD
 - CCD has been working on the design with WEC
 - CCD + Oxide Design are available to consult on design and printing with your printer
 - Consult can look like adjusting the templates, adding your contact and other information, working with your envelope vendors (if needed) as you fit the layouts into your process (including any size or placement adjustments), or just providing any support, advice, or reviews of proofs.

Do you and your teams have capacity to review these materials and provide questions and feedback to CTCL & CCD before the end of the week?

We know you are all working on tight timelines for printing and collating absentee materials. Please let CTCL & CCD know how we can be most helpful moving forward. If it's useful, grant funds are available for cities that want to print new envelopes.

Thank you,
Whitney & Josh from CTCL

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

The City of Milwaukee is subject to Wisconsin Statutes related to public records. Unless otherwise exempted from the public records law, senders and receivers of City of Milwaukee e-mail should presume that e-mail is subject to release upon request, and is subject to state records retention requirements. See City of Milwaukee full e-mail disclaimer at www.milwaukee.gov/email_disclaimer

--

Christopher Patten

Center for Civic Design

civicdesign.org

313-590-7653 | christopher@civicdesign.org

Pronouns: he/him

Deanna Debruler

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, September 16, 2020 6:03 PM
To: Kris Teske
Subject: Re: Automatic reply: CTCL bi-weekly call: Thursday at 1pm

Follow Up Flag: Follow up
Flag Status: Completed

Hey Kris. Celestine won't be joining our check in call, so we'll be using this Zoom link instead of the one in the calendar invite.

<https://us02web.zoom.us/j/6845559214>

Sorry for the confusion!

On Wed, Sep 16, 2020 at 3:52 PM Kris Teske <Kris.Teske@greenbaywi.gov> wrote:

I am out of the office. If you need assistance please call 920-448-3010. Thank you!

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Whitney May <whitney@techandcivicliflife.org>
Sent: Monday, August 17, 2020 10:11 AM
To: Celestine Jeffreys
Cc: Ryan Chew
Subject: Re: Can Kris join implementation calls?

Follow Up Flag: Follow up
Flag Status: Completed

Thank you!

On Mon, Aug 17, 2020 at 10:03 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Yes, I'll be sure to include her.



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May [mailto:whitney@techandcivicliflife.org]
Sent: Monday, August 17, 2020 10:02 AM
To: Celestine Jeffreys
Subject: Can Kris join implementation calls?

Hi Celestine,

Congrats on another election in the books! Now, on to the next one.

I have a request, and I'm interested in your thoughts on this:

Moving forward we'd like to have Kris join the implementation calls. We ask because we want to ensure that Kris understands all the recommendations the project partners make, and we want to give her an opportunity to ask questions, too. Both of these things are really critical to the ultimate success of our partnership. Plus, we feel like directly communicating with her on the calls is the best way to save one of our most valuable resources -- everyone's time.

Will Kris be able to join the Wednesday meeting on Drop Boxes and the Thursday bi-weekly check in with me?

Looking forward to touching base on Thursday,
Whitney

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, August 13, 2020 7:03 PM
To: 'Whitney May'
Subject: FW: Capturing video footage of today's mail ballot process in Green Bay

Follow Up Flag: Follow up
Flag Status: Completed

Whitney,

How about this video?



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Shelby Hearley [mailto:Shelby.Hearley@greenbaywi.gov]
Sent: Wednesday, August 12, 2020 2:17 PM
To: Celestine Jeffreys; Kris Teske; Kim Wayte
Subject: RE: Capturing video footage of today's mail ballot process in Green Bay

Sorry about the link below. Please try this one instead:

https://drive.google.com/file/d/1dULH4_ksuz55vGWtfDb7DBZyLyxApB91/view?usp=sharing

Thank you,

Shelby Edlebeck

920.448.3207

From: Shelby Hearley
Sent: Wednesday, August 12, 2020 10:38 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: RE: Capturing video footage of today's mail ballot process in Green Bay

I very quickly threw this iPhone video together. Let me know your thoughts and any edits you want me to make!

https://drive.google.com/file/d/1dULH4_ksuz55vGWtfDb7DBZyLyxApB91/view?usp=sharing

From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Tuesday, August 11, 2020 2:55 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Shelby Hearley <Shelby.Hearley@greenbaywi.gov>
Subject: FW: Capturing video footage of today's mail ballot process in Green Bay

All—

Shelby, can you take some footage of the clerk's office handling mail ballots? (See below.) No audio necessary. This is to show voters how secure their mailed ballots are.

This can take place at any time today.

Thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [<mailto:whitney@techandcivicliflife.org>]
Sent: Tuesday, August 11, 2020 12:58 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Ryan Chew <ryan@electionsgroup.com>
Subject: Capturing video footage of today's mail ballot process in Green Bay

Hi Celestine,

Happy Election Day! Hope all is going smoothly for you and your team in Green Bay.

I'm reaching out with a suggestion from Ryan Chew, the Elections Group state lead for Wisconsin. Elections Group is one of the technical assistance partners available to support your office. Ryan is cc'd. He and his team will be connecting with you in the coming days regarding drop boxes for November.

For today's operations, Ryan suggests getting some video footage of the Clerk's office handling mail ballots that can be used for public messaging in November.

It can be shot on a decent smartphone, no narration needed, while capturing as many steps in the process as possible. The goal of the footage is to promote the security and transparency of the mail ballot process to your November voters.

I know this is a last-minute suggestion and your hands are already more than full today, so consider this a "nice-to-have" not a "must-have". No worries if you can't get to it — just an idea.

Stay safe,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandcivicliflife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 11, 2020 2:54 PM
To: Whitney May
Subject: RE: Capturing video footage of today's mail ballot process in Green Bay

Follow Up Flag: Follow up
Flag Status: Completed

I will get on the suggestion right now. We have a staffer who might be able to help.

I'll email Ryan in a jiffy, thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Tuesday, August 11, 2020 12:58 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Ryan Chew <ryan@electionsgroup.com>
Subject: Capturing video footage of today's mail ballot process in Green Bay

Hi Celestine,

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I'm reaching out with a suggestion from Ryan Chew, the Elections Group state lead for Wisconsin. Elections Group is one of the technical assistance partners available to support your office. Ryan is cc'd. He and his team will be connecting with you in the coming days regarding drop boxes for November.

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I know this is a last-minute suggestion and your hands are already more than full today, so consider this a "nice-to-have" not a "must-have". No worries if you can't get to it — just an idea.

Stay safe,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, July 20, 2020 2:54 PM
To: 'Tiana Epps-Johnson'
Subject: FW: Center for Tech & Civic Life Next Steps/Green Bay
Attachments: Green Bay CTCL Grant Agreement Draft_07.13.20.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Tiana,

I can't make the change noted by our attorney. Can you and then resend so I can get it signed?

Thanks!!



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Joanne Bungert
Sent: Thursday, July 16, 2020 7:57 AM
To: Celestine Jeffreys
Cc: Vanessa Chavez
Subject: FW: Center for Tech & Civic Life Next Steps/Green Bay

Hi!

[REDACTED]

[REDACTED]

Joanne Bungert
Deputy City Attorney
City of Green Bay
(920) 448-3080
Joanne.Bungert@greenbaywi.gov

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From: Celestine Jeffreys
Sent: Wednesday, July 15, 2020 11:04 PM
To: Joanne Bungert
Subject: FW: Center for Tech & Civic Life Next Steps/Green Bay

JB,

Can you take a look and make sure this is kosher?!!

Money!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Monday, July 13, 2020 6:31 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Selkove, Vicky <Vicky.Selkove@cityofracine.org>
Subject: Re: Center for Tech & Civic Life Next Steps/Green Bay

Hi Celestine,

So good to meet you. I'm really looking forward to working with you in the coming months! As Vicky shared, I'm reaching out to accomplish a few things:

- Share the WI Safe Voting Plan grant agreement for your review (attached)
- Collect point of contact information
- Schedule a kick-off meeting to take place next week

Grant Agreement

A draft grant agreement is attached for your review.

Actions needed:

1. Please review the agreement. Are there any requested revisions?
2. Are there any additional approvals required before you're able to accept the grant funds? If so, what are those steps? And what is the anticipated approval timeline?

Point of Contact Information

We want to be sure we direct our communications to the folks on your end best suited to respond.

Actions needed:

1. Please share the following:
 - a. Primary point of contact (Name, Email, Phone)
 - b. Clerk's office contact (Name, Email, Phone)
 - c. Mayor's office contact (Name, Email, Phone)
 - d. Finance contact (Name, Email, Phone)

Kick-off Meeting

We would like to schedule a one-hour kickoff meeting to take place next week. We'd like to use the meeting to:

- Meet each other's teams
- Share an overview of the technical assistance we have available to support implementation of your plans

- Learn about the elements of the Wisconsin Safe Voting Plan where you might like implementation support

Actions needed:

1. Please share who should be in attendance at this meeting.
2. What times are available for the group listed above to meet during the Week of July 20 between 9am and 6pm CT?

Response

Please submit one response on behalf of the City to the actions items/questions above by close of business Thursday, July 16.

You're welcome to respond via this email if that is most convenient for you. Alternatively, I've created this short form to capture responses: <https://forms.gle/CsaW2ip9bRQt4AXK8>. I've also included the form below in this email.

Please reach out with any questions!

All the best,
Tiana

----- Forwarded message -----

From: <tiana@techandciviclelife.org>

Date: Mon, Jul 13, 2020 at 6:25 PM

Subject: [Grant Kick-off] Wisconsin Safe Voting Plan 2020

To: <tiana@techandciviclelife.org>



Having trouble viewing or submitting this form?

FILL OUT IN GOOGLE FORMS

I've invited you to fill out a form:

[Wisconsin Safe Voting Plan 2020 Grant Kick-off](#)

The Center for Tech and Civic Life is delighted to support your work in making elections safe and secure for Wisconsin voters.

Please provide responses to the questions below no later than close of business, Thursday, July 17.

Email address *

Who is completing this form?

Name *

Title *

Jurisdiction *

Grant Agreement

Are there any requested revisions?

Are there any additional approvals required before you're able to accept the grant funds? If so, what are those steps? And what is the anticipated approval timeline?

Points of Contact Information

We want to be sure we direct our communications to the folks on your end best suited to respond.

Primary point of contact (Name, Email, Phone) *

Clerk's office contact (Name, Email, Phone)

Mayor's office contact (Name, Email, Phone)

Finance contact (Name, Email, Phone)

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Who would you like to be in attendance at this meeting? (Please include name, title, and email for each person) *

What times are available for the group listed above to meet during the Week of July 20 between 9am and 6pm CT? *

A copy of your responses will be emailed to the address you provided

[Review and Submit]

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On Sat, Jul 11, 2020 at 7:24 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Tiana,

I am pleased to meet you and look forward to our conversation. I am the contact person for receiving the draft agreement and getting things started.

My email is Celestine.Jeffreys@greenbaywi.gov. I work half in the office and half at home. The best way to reach me is via email. My desk number is 920-448-3006, I do receive those messages promptly.

Thank you!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Selkove, Vicky [mailto:Vicky.Selkove@cityofracine.org]

Sent: Friday, July 10, 2020 2:48 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Tiana Epps-Johnson <tiana@techandciviclife.org>

Subject: Center for Tech & Civic Life Next Steps/Green Bay

Good afternoon Celestine,

I'm delighted to be able to e-connect you to Tiana Epps-Johnson, the Founder & Executive Director of the Center for Tech & Civic Life. Tiana, Celestine is Mayor Eric Genrich's Chief of Staff.

Celestine, Tiana will be sending you a draft grant agreement for your review and approval on Monday. She'll also then be reaching out to schedule individual kick-off calls with each City to begin this work. In addition to the generous funding of our Wisconsin Safe Voting Plan, Tiana and her team have arranged for extensive expert technical assistance from fantastic and knowledgeable partners across the country, to help each City implement our parts of the Plan. Your kick-off call with Tiana will give you a chance to get to know her and the Center for Tech & Civic Life better, understand the resources she's bringing to each of our Cities to successfully and quickly implement the components of our Plan, and answer your questions.

Please let Tiana know who will be the primary contact person for Green Bay's involvement in this effort moving forward so she can follow up directly with that individual about the grant agreement and kick-off planning.

Have a great weekend,

Vicky

Vicky Selkove
Manager, Strategic Initiatives & Community Partnerships
Office of Mayor Cory Mason
City of Racine

Direct: 262-636-9286
Cell: 262-598-6580
vicky.selkove@cityofracine.org



--

Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](https://www.techandciviclelife.org) | (650) 796-4695 | tiana@techandciviclelife.org | she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, July 13, 2020 11:17 PM
To: 'Tiana Epps-Johnson'
Subject: RE: Center for Tech & Civic Life Next Steps/Green Bay
Attachments: 2020-07-13 Email to Tiana Epps-Johnson.docx

Follow Up Flag: Follow up
Flag Status: Completed

Tiana,

Thank you so much! Your answers are attached. I need to settle who else will be on our team, probably three or four others. I'll provide that info to you in an updated doc by Thursday afternoon.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Monday, July 13, 2020 6:31 PM
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Google Forms

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What times are available for the group listed above to meet during the Week of July 20 between 9am and 6pm CT? *

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[Review and Submit]

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Thank you!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

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Sent: Friday, July 10, 2020 2:48 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Tiana Epps-Johnson <tiana@techandcivicliflife.org>

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Vicky

Vicky Selkove
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Office of Mayor Cory Mason
City of Racine

Direct: 262-636-9286
Cell: 262-598-6580
vicky.selkove@cityofracine.org



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Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](#) | (650) 796-4695 | tiana@techandciviclife.org | she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Saturday, July 11, 2020 7:24 AM
To: 'Selkowe, Vicky'; Tiana Epps-Johnson
Subject: RE: Center for Tech & Civic Life Next Steps/Green Bay

Follow Up Flag: Follow up
Flag Status: Completed

Tiana,

I am pleased to meet you and look forward to our conversation. I am the contact person for receiving the draft agreement and getting things started.

My email is Celestine.Jeffreys@greenbaywi.gov. I work half in the office and half at home. The best way to reach me is via email. My desk number is 920-448-3006, I do receive those messages promptly.

Thank you!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Selkowe, Vicky [mailto:Vicky.Selkowe@cityofracine.org]
Sent: Friday, July 10, 2020 2:48 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Tiana Epps-Johnson <tiana@techandciviclife.org>
Subject: Center for Tech & Civic Life Next Steps/Green Bay

Good afternoon Celestine,

I'm delighted to be able to e-connect you to Tiana Epps-Johnson, the Founder & Executive Director of the Center for Tech & Civic Life. Tiana, Celestine is Mayor Eric Genrich's Chief of Staff.

Celestine, Tiana will be sending you a draft grant agreement for your review and approval on Monday. She'll also then be reaching out to schedule individual kick-off calls with each City to begin this work. In addition to the generous funding of our Wisconsin Safe Voting Plan, Tiana and her team have arranged for extensive expert technical assistance from fantastic and knowledgeable partners across the country, to help each City implement our parts of the Plan. Your kick-off call with Tiana will give you a chance to get to know her and the Center for Tech & Civic Life better, understand the resources she's bringing to each of our Cities to successfully and quickly implement the components of our Plan, and answer your questions.

Please let Tiana know who will be the primary contact person for Green Bay's involvement in this effort moving forward so she can follow up directly with that individual about the grant agreement and kick-off planning.

Have a great weekend,

Vicky

Vicky Selkove

Manager, Strategic Initiatives & Community Partnerships

Office of Mayor Cory Mason

City of Racine

Direct: 262-636-9286

Cell: 262-598-6580

vicky.selkove@cityofracine.org



Deanna Debruler

From: Celestine Jeffreys
Sent: Saturday, July 25, 2020 7:55 AM
To: 'Dennis Granados'
Subject: RE: Center for Tech and Civic Life - Revised Grant Agreement, Green Bay

Follow Up Flag: Follow up
Flag Status: Completed

Looks great, thanks Dennis!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Dennis Granados [mailto:dennis@techandciviclife.org]
Sent: Friday, July 24, 2020 7:29 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Center for Tech and Civic Life - Revised Grant Agreement, Green Bay

Hi Celestine,

Please find attached the revised grant agreement for review and signature. Please note that we made a few edits to clean up language, but this did not change the substance of the agreement, unless an update was requested. If you have any concerns please let me know.

In addition, we also updated Section 7 for clarity to the following (changes highlighted in bold):

"The City of Green Bay shall not reduce **or otherwise modify planned municipal spending on 2020 elections, including** the budget of the City Clerk of Green Bay ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant."

I look forward to receiving the signed agreement. Please let me know if you have any questions/concerns. Have a great weekend!

Regards,

Dennis

--

Dennis Granados
Executive & Development Assistant
techandciviclife.org

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, September 9, 2020 7:56 PM
To: 'Whitney May'; 'Ryan Chew'
Subject: Central Count

Follow Up Flag: Follow up
Flag Status: Completed

Whitney and Ryan,

Can you provide best practices around planning for and hosting a transparent and COVID-19-safe central count? I've had a conversation with a local attorney who expressed concerns about our current set-up.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, August 17, 2020 5:36 PM
To: Whitney May
Subject: RE: Cities Project: Green Bay, WI advertising plan for November

Follow Up Flag: Follow up
Flag Status: Completed

Awesome, Whitney, thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Monday, August 17, 2020 5:33 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: eric@modernelections.org
Subject: Cities Project: Green Bay, WI advertising plan for November

Hi Celestine,

During our last check in call you expressed the need for a communications consultant to review your advertising plan for November.

Eric Ming, cc'd, is the Communications Director for CSME, one of the technical assistance partners for the grant. He's from Wisconsin and he's a big Packers fan.

Hi Eric,

Celestine Jeffreys is Chief of Staff for the Mayor and she's the Green Bay lead for the implementation of their safe voting plan.

Here's what I've heard from Celestine so far:

- They'd like to do radio ads on local Spanish-language radio stations, as well as geofencing.
- They have a slogan, "Mailed it" and a mood board.
- This is an urgent need.

I'm sure she has more to add to the conversation, so I'll let y'all take it from here.

Thanks again for your work on this,
Whitney M

--

Whitney May
Director of Government Services
Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

Deanna Debruler

From: Pamela Manley
Sent: Thursday, July 30, 2020 10:33 AM
To: 'grants@techandciviclelife.org'
Subject: City of Green Bay W-9
Attachments: Signed W-9.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Please find the signed W-9 form attached.

Thank you,
Pam

Pamela R. Manley

Assistant Finance Director/Treasurer



City of Green Bay

100 North Jefferson Street, Room 105
Green Bay, WI 54301-5026
Direct: 920-448-3015
www.greenbaywi.gov

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, July 28, 2020 1:31 PM
To: 'Whitney May'
Subject: RE: Connecting
Attachments: 2020-07-25 CTCL Grant Work Plan.xlsx

Follow Up Flag: Follow up
Flag Status: Completed

I like that word, “chaos” in reference to anyone’s calendar these days!!

Sure thing, let’s go with next Thursday, the 6th at 2 pm central.

In the meantime, here is a spreadsheet I created regarding our grant activities. I have yet to fill in the columns, which would specify what actions we need to perform, what’s the deadline and who is responsible? What do you think?



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Tuesday, July 28, 2020 1:24 PM
To: Celestine Jeffreys
Subject: Re: Connecting

Got it. This week is absolute chaos on my calendar, but we can schedule our first check in for next Thursday, if that's okay. Does 2pm Central on August 6 work for you? If that's too far off, I can do Tuesday August 4 before 1pm CT.

I'll be sure to relay your urgent need about designing advertising materials to the team so it's a priority for partners. Also, fantastic slogan!

On Tue, Jul 28, 2020 at 1:16 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thursdays it is!

Right now, how about if you and I set up a meeting for this Thursday. My schedule for Thursday is below. Then I can better direct appropriate GB team members to future meetings.

I would say that our most urgent need is with the design of advertising materials. We have a possible campaign slogan (the campaign to encourage absentee-by-mail) of "Mailed It!"

► July 30, 2020

Calendar - celestineje@greenbaywi.gov X

30 Thursday

From Jul 27 **Terry off;** Celestine Jeffreys

From Jul 28 **[1] vacation;** out of office; Kevin Vonck

8 am

9 00

10 00 **Census weekly phone in meeting**

11 00 **Celestine and Corinne re: participatory budgeting**
<https://us02web.zoom.us/j/86031244578>
 Celestine Jeffreys

Corinne and Celestine
 zoom info to follow
 Celestine Jeffreys

12 pm **Work**

1 00 **Deanna & Celestine Meeting Discussion;** Deanna

2 00 **Melinda and Celestine check in;** phone [REDACTED]

3 00 **Wendy and Celestine re: HRC and other items**
<https://us02web.zoom.us/j/82934545005>
 Celestine Jeffreys

4 00 **Office Hour**
<https://us02web.zoom.us/j/89703748468>
 Celestine Jeffreys

Community Office Hours
 Mayor's Office
 Terry Sorelle

5 00 **Jillian and Celestine re: special event;** [REDACTED]; Celestine Jeffreys



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Tuesday, July 28, 2020 1:05 PM
To: Celestine Jeffreys
Subject: Re: Connecting

Hi Celestine! Great to meet you in yesterday's kick-off call. I'm excited to work with you and the Green Bay team. For regular check in meetings, I lean towards Thursdays. What other team members do you anticipate will attend the meetings?

On Mon, Jul 27, 2020 at 2:22 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Whitney,

Just a quick email to thank you for this morning, and then to provide my information. This is my email address, Celestine.Jeffreys@greenbaywi.gov. My desk phone is below. I'm in the office on Mondays and Tuesdays, and work remotely on Wednesdays and Thursdays. I'm off on Fridays until the end of the summer.

Let's schedule some zoom calls. Which days work best for you?

Thanks!



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicle.org

(919) 799-6173

she/her

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicle.org

(919) 799-6173

she/her

Deanna Debruler

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, September 16, 2020 3:52 PM
To: Kris Teske
Subject: CTCL bi-weekly call: Thursday at 1pm

Follow Up Flag: Follow up
Flag Status: Completed

Hi Kris,

I know things are really ramping up with the first batch of ballots going in the mail tomorrow, so I hope you and the team are staying safe and healthy.

Are you still available to join the bi-weekly call with me at 1pm tomorrow?

Looking forward to hearing about what's going well in Green Bay and if you have any areas of concern that CTCL or our partners can help with.

Thanks for all you do for Green Bay voters,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, August 12, 2020 2:35 PM
To: Whitney May
Subject: RE: CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Follow Up Flag: Follow up
Flag Status: Completed

We are in the middle of changing over to Microsoft office 365, so I wasn't able to get back into my computer. I'll check out the you tube video.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Thursday, August 6, 2020 5:24 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Hmmmm. In addition to the webinar tomorrow, they are also doing one tonight at 6:30pm. I registered for that one and it gave me this YouTube link: <https://www.youtube.com/watch?v=aTs9O3AFB2w>

On Thu, Aug 6, 2020 at 4:50 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thanks, Whitney!!

I'm getting those documents for you and I am excited about the webinar tomorrow. I'm having a little difficulty registering, but I'll "reset" my computer and see if that helps.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Thursday, August 6, 2020 3:54 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Hi Celestine,

Great catching up with you today! Here are the resources we discussed.

- [Outgoing and return absentee envelopes](#) from Center for Civic Design (CCD). They are already in conversation with WEC to get this approved at the state level. I recognize you may not be able to roll these out for November, but keep them on your radar for 2021.
- [Communications Toolkit](#) from National Vote at Home Institute (NVAHI). Includes sample graphics, language, and comms plans. Just plug and play. Also, NVAHI is planning to do a webinar after the primary to dig into the toolkit and answer questions from WI clerks. Date and time TBD, so stay tuned on this front.
- [Voters of Color: Communicating Safe Options for November](#). This is a free webinar tomorrow at 10:30 am Central Time that will go over the results of a national survey of POC voters to determine voter sentiment in regards to vote by mail.

Looking forward to talking again on August 20th, and we'll stay in touch via email between now and then. I'll see what I can find out about legal and comms consultant guidance from CSME.

Good luck with your primary next week!

Best,

Whitney

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclelife.org

(919) 799-6173

she/her

--

Whitney May

Director of Government Services

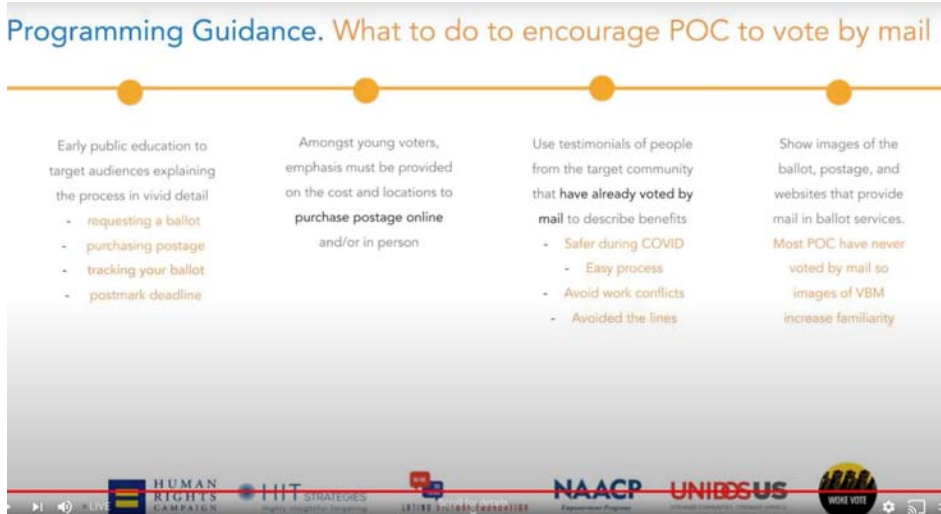
Center for Tech and Civic Life
whitney@techandcivicliflife.org
(919) 799-6173
she/her

Deanna Debruler

From: Whitney May <whitney@techandciviclife.org>
Sent: Thursday, August 6, 2020 7:09 PM
To: Celestine Jeffreys
Subject: Re: CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Follow Up Flag: Follow up
Flag Status: Completed

Screenshot from the webinar below:



This reminds me about this amazing resource: <https://www.healthyvoting.org/wisconsin/>

It currently has info for Tuesday's primary and will be updated for November. It includes a printable pocket guide that Green Bay can distribute through your office and community orgs.

Pocket guide: <https://www.healthyvoting.org/pdf/wisconsin.pdf>

Printing and folding instructions: <https://www.healthyvoting.org/how-to-print-voting-guides/>

Spanish version will be available in November, too.

On Thu, Aug 6, 2020 at 5:23 PM Whitney May <whitney@techandciviclife.org> wrote:

Hmmmm. In addition to the webinar tomorrow, they are also doing one tonight at 6:30pm. I registered for that one and it gave me this YouTube link: <https://www.youtube.com/watch?v=aTs9O3AFB2w>

On Thu, Aug 6, 2020 at 4:50 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thanks, Whitney!!

I'm getting those documents for you and I am excited about the webinar tomorrow. I'm having a little difficulty registering, but I'll "reset" my computer and see if that helps.

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]

Sent: Thursday, August 6, 2020 3:54 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Subject: CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Hi Celestine,

Great catching up with you today! Here are the resources we discussed.

- [Outgoing and return absentee envelopes](#) from Center for Civic Design (CCD). They are already in conversation with WEC to get this approved at the state level. I recognize you may not be able to roll these out for November, but keep them on your radar for 2021.
- [Communications Toolkit](#) from National Vote at Home Institute (NVAHI). Includes sample graphics, language, and comms plans. Just plug and play. Also, NVAHI is planning to do a webinar after the primary to dig into the toolkit and answer questions from WI clerks. Date and time TBD, so stay tuned on this front.
- [Voters of Color: Communicating Safe Options for November](#). This is a free webinar tomorrow at 10:30 am Central Time that will go over the results of a national survey of POC voters to determine voter sentiment in regards to vote by mail.

Looking forward to talking again on August 20th, and we'll stay in touch via email between now and then. I'll see what I can find out about legal and comms consultant guidance from CSME.

Good luck with your primary next week!

Best,

Whitney

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

Deanna Debruler

From: Dennis Granados <dennis@techandciviclife.org>
Sent: Tuesday, August 4, 2020 1:36 PM
To: Pamela Manley
Subject: Re: CTCL Grant payment confirmation

Great, thanks for letting me know!

-Dennis

On Tue, Aug 4, 2020 at 1:34 PM Pamela Manley <Pamela.Manley@greenbaywi.gov> wrote:

Dennis,

I can confirm that the funds arrived in our bank yesterday.

Thank you,

Pam

Pamela R. Manley

Assistant Finance Director/Treasurer



City of Green Bay

100 North Jefferson Street, Room 105

Green Bay, WI 54301-5026

Direct: 920-448-3015

www.greenbaywi.gov

From: Dennis Granados [mailto:dennis@techandcivicliflife.org]
Sent: Tuesday, August 4, 2020 1:18 PM
To: Pamela Manley <Pamela.Manley@greenbaywi.gov>
Subject: CTCL Grant payment confirmation

Hi Pam,

Thank you again for your support in getting us the payment information for the grant disbursement. I wanted to provide you with an update and let you know that the wire transfer was initiated this week.

If you could get back to me via email and confirm once the wire transfer is received on your end, it would be greatly appreciated. Thank you again for your help.

Regards,

-Dennis

--

Dennis Granados

Executive & Development Assistant

techandcivicliflife.org

--

Dennis Granados

Executive & Development Assistant

techandcivicliflife.org

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, August 17, 2020 6:46 PM
To: Kris Teske
Cc: Whitney May
Subject: FW: CTCL implementation support: Response requested by Tuesday

Kris,

Below was the subject of my conversation with Whitney last week.

We are still in flux about the EIPAV locations; we'll have a conversation about drop boxes this week; they need our materials to help redesign the inserts for the absentee ballots, and they've been working with the WEC for a new envelope design; creating an advertising/targeting campaign—still need to do this. Whitney has connected me with someone, and hopefully we'll talk about advertising/targeting this week.

At our upcoming meeting, I suggest we discuss our onboarding process for poll workers and the materials the clerk's office provides to poll workers. These could use some streamlining and redesign.

Thanks!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandcivicliflife.org]
Sent: Friday, July 31, 2020 3:43 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: CTCL implementation support: Response requested by Tuesday

Hi Celestine,

Reflecting on your Safe Voting Plan, the kickoff call last week, and your spreadsheet, I wanted to get your feedback about the projects our technical partners should tackle first.

What are the most urgent areas where you'd like support from the partners? Here's what I synthesized as the likely top 3-4:

- **Adding satellite locations** -- review training materials to streamline onboarding process for new EIPAV staff (Elections Group)
- **Adding drop boxes** -- provide tailored guidelines and implementation support, especially around security and optimized driving routes (Elections Group)
- **Printing materials for mail ballots** -- redesign bilingual absentee ballot instruction sheet and letter (Center for Civic Design, who is working with WEC on envelope design)
- **Targeting communities with election information** -- NVAHI is launching a communications toolkit on August 6 to support outreach around absentee voting (National Vote at Home Institute), share research insights about how to engage people who might not trust the vote by mail process (Center for Civic Design)

Let's use our time on Thursday to discuss priorities, partners, and what might work as a standing, every-other-week meeting time.

Thanks, Celestine! Reach out if you have questions. Looking forward to hearing back about your priorities by Tuesday.

Best,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Dennis Granados <dennis@techandcivicliflife.org>
Sent: Monday, August 3, 2020 12:09 PM
To: Pamela Manley
Subject: CTCL Grant payment info

Hi Pam,

I just left a voicemail at your office. I wanted to connect to confirm the grant payment information we received. Just want to ensure I have the correct account information and confirm that over the phone.

If you could please give me a call at [REDACTED] whenever you get a chance. I look forward to hearing from you.

Thank you!
-Dennis

--

Dennis Granados
Executive & Development Assistant
techandcivicliflife.org

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 4, 2020 2:42 PM
To: 'Whitney May'
Subject: RE: CTCL implementation support: Response requested by Tuesday

Whitney,

I have a question for you, and then a response to the urgent areas.

First, we would like to pay our employees more money to work the election. We've allocated \$140,000 for these "additional" employees. Pay the community poll workers \$210 more (\$350/election); with community chief inspectors earning \$245 more (\$420/election). The schemes we've explored are:

- City employees who are working the election would receive either 1.5x the pay rate or \$35/hour (for hourly and salaried employees, respectively). These funds would come from the \$168,900 allocated to pay poll workers more money.
- Employees who'd help with absentee ballot support would earn between 1.5x their pay rate or \$20/hour (for hourly and salaried employees, respectively). Then community workers would earn \$20/hour.

Are you comfortable with this payment of city employees from the election grant?

Now to your questions:

Adding satellite locations -- review training materials to streamline onboarding process for new EIPAV staff (Elections Group)—it seems like we've missed the opportunity to set up an additional EIPAV polling location. The state law demands that we have these "alternate" ("additional," same definition) sites established for the primary. We don't have them for the primary so I don't see a way to have them for the general. Our law department has examined the issue and concluded our only recourse is to ask the WEC for an opinion. We do not have the bandwidth to make that inquiry. We'd need a change in the state law, we've concluded, in order to establish additional/alternate EIPAV locations.

Adding drop boxes -- provide tailored guidelines and implementation support, especially around security and optimized driving routes (Elections Group)—yes, we'd like to get these installed by mid-September.

Printing materials for mail ballots -- redesign bilingual absentee ballot instruction sheet and letter (Center for Civic Design, who is working with WEC on envelope design)—this needs a lot of work. Currently there are three documents that are printed on different colored paper. I can't even understand them. We'd need these done by early September.

Targeting communities with election information -- NVAHI is launching a communications toolkit on August 6 to support outreach around absentee voting (National Vote at Home Institute), share research insights about how to engage people who might not trust the vote by mail process (Center for Civic Design)—we need this design/advertising help right after the election. We'd like to do radio ads on our local Spanish-language radio station, as well as geofencing. We have our slogan, "mailed it" and a mood board. This is an urgent need.



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Friday, July 31, 2020 3:43 PM
To: Celestine Jeffreys
Subject: CTCL implementation support: Response requested by Tuesday

Hi Celestine,

Reflecting on your Safe Voting Plan, the kickoff call last week, and your spreadsheet, I wanted to get your feedback about the projects our technical partners should tackle first.

What are the most urgent areas where you'd like support from the partners? Here's what I synthesized as the likely top 3-4:

- **Adding satellite locations** -- review training materials to streamline onboarding process for new EIPAV staff (Elections Group)
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- **Targeting communities with election information** -- NVAHI is launching a communications toolkit on August 6 to support outreach around absentee voting (National Vote at Home Institute), share research insights about how to engage people who might not trust the vote by mail process (Center for Civic Design)

Let's use our time on Thursday to discuss priorities, partners, and what might work as a standing, every-other-week meeting time.

Thanks, Celestine! Reach out if you have questions. Looking forward to hearing back about your priorities by Tuesday.

Best,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Saturday, August 29, 2020 2:55 PM
To: Dayna Causby
Cc: Ashish Sinha; Ryan Chew; Whitney May
Subject: Re: drop box locations in Green Bay

Makes sense.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Dayna Causby <dayna@electionsgroup.com>
Sent: Friday, August 28, 2020 3:59:10 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Ashish Sinha <ashish@modernelections.org>; Ryan Chew <ryan@electionsgroup.com>; Whitney May <whitney@techandciviclife.org>
Subject: Re: drop box locations in Green Bay

If they are not available at the time ballots are mailed out, I would include the date the drop boxes will be open in with your ballot. That way you could put an opening date and time, and then a closing date and time very prominently within your absentee ballot packet.

On Fri, Aug 28, 2020 at 4:56 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Okay. Ill wait to hear from you. Excellent work, Ashish and Dayna!!

Let me gather your wisdom. Our clerk wanted these boxes by the time the ballots went out. How critical is that? Couldn't we just send information to all residents once the boxes are installed? That would cost \$11k.

Sent from my Verizon, Samsung Galaxy smartphone

Get [Outlook for Android](#)

From: Ashish Sinha <ashish@modernelections.org>

Sent: Friday, August 28, 2020 3:49:01 PM

To: Dayna Causby <dayna@electionsgroup.com>

Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Ryan Chew <ryan@electionsgroup.com>; Whitney May <whitney@techandciviclife.org>

Subject: Re: drop box locations in Green Bay

Got it, will do!

On Fri, Aug 28, 2020 at 4:47 PM Dayna Causby <dayna@electionsgroup.com> wrote:

Ashish. Could you also talk through a “locking” solution for the “snorkel” on that box during your meeting Monday? Ryan and I talked this afternoon and that was one aspect you and I didn’t cover in our conversation.

Thanks

Dayna

On Fri, Aug 28, 2020 at 4:44 PM Ashish Sinha <ashish@modernelections.org> wrote:

Hi all!

Dayna and I had a chance to talk through the solution Ryan had flagged earlier and it sounds like that manufacturer's drop box may fit the specifications listed in the RFP Celestine shared. I am aiming to go to the manufacturer Monday morning to see the

prototype of the build they were making to confirm that it has what jurisdictions need and then will report back to you all on the next steps on how to place an order should these turn out to be available and appropriate. They should be able to delivery to

Wisconsin by late September based on what they mentioned to me yesterday about their production timeline. I would definitely continue looking for other solutions as I run down this option.

Ashish

On Fri, Aug 28, 2020 at 11:37 AM Ryan Chew <ryan@electionsgroup.com> wrote:

Celestine,

Ashish believes he has a solution for you, a box that is 41 x 19 x 19. I've thought through that capacity, and I think it's sufficient. You're likely to see highest usage on election day and the day before, and may need to plan for hourly pick-up, but

other than that, I think it's a good option. And hourly pick-up would seem to be within the capacity of a single retrieval team.

(I also want to talk to you about Milwaukee's tentative 10/31 Bring Your Mail Ballot to Miller Park day with the Brewers. My sense is that even if it's only the Brewers, it's worth considering local publicity tied to that event, and making it sort of

a state-wide Find Your Dropbox and Return Your Ballot Today campaign. But boy, if the Packers joined in, the publicity would be enormous, and I think you could really diminish the election day drama by getting most of your ballots in over the weekend.)

I've got several things going today. I'm going to see if Dayna (who is more expert than me in drop boxes anyway) may be able to touch base with Ashish to think through this option vis-a-vis the LockingSecurityMailbox Courier model and make a recommendation.

I think if possible, it would be best to decide and try to decide and make a preliminary request with a vendor today.

Unless you're finding more success with the idea of in-house fabrication. Or, did Kris pursue recommendations from other municipalities, related to their standard bill-payment boxes? My clerk in Evanston hasn't returned my call about the one here. Grr.

I don't want to sound like I'm trying to rush you into a contract. But I think time is nearly out on standard election boxes, so unless you have a different pathway, it would be good to lock something down (pun intended) today.

Ryan

The Elections Group

312 823-3384

On Thu, Aug 27, 2020 at 8:07 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Hello!

Our internal Election Grant Team had a lively meeting today and came-up with these locations for the 4 drop boxes (the 5th one would be a drive up at City Hall, on the Jefferson St. side)

East Main and Manitowoc Road

Mason Frontage Road, near Festival Foods

Green Bay Plaza (in front of Sears)

The first three locations belong to us, so no issues with leases, permissions, etc.

Our IT staff is looking into cameras.

Christa McAuliffe Park may be the easiest to install a camera.

The fourth location is on privately-held property, but we already have an arrangement with that property owner to use the building (Sears) for a polling location.

The issue now is obtaining the boxes!

I spoke with Steve from Secure Locking Mailbox. The style they have left is below:



Courier Drop Box

★★★★★ 1 Review

\$1,199.99

I spoke to our DPW director and he's not sure we can make that opening smaller (with a post-purchase fabrication). He is also going to explore what staff we have available to fabricate boxes, from scratch. Our procurement manager is going to inquire with

other firms that make similar boxes, that are not ballot boxes, per se.

This company has a 6 week lead time on the ballot boxes. Calvin, the procurement manager, found another company that has a waiting list for the end of September.

I look to your wisdom on obtaining these boxes.

My personal cell is [REDACTED]. I'm off tomorrow (email is best when I'm in the office) and have a family matter to attend to, but am eager for your guidance.

On another matter, I welcome all of your resources which could train our voter navigators. The job will be posted on Monday. It appears the clerk's office does not have the time to conduct the training.

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay



--

Ashish Sinha

Implementation Director

Center for Secure and Modern Elections

Pronouns: He/Him/His

(301) 910-9405

The contents of this email are confidential, intended for the recipient only, and may be legally protected from disclosure. Please do not forward or disclose any information contained in this message without permission from the sender.

--

Thank you,

Dayna Causby, CERA

The Elections Group

"Voting is the expression of our commitment to ourselves, one another, this country and this world"

~Sharon Salzberg

--

Ashish Sinha

Implementation Director

Center for Secure and Modern Elections

Pronouns: He/Him/His

(301) 910-9405

The contents of this email are confidential, intended for the recipient only, and may be legally protected from disclosure. Please do not forward or disclose any information contained in this message without permission from the sender.

--

Thank you,
Dayna Causby, CERA
The Elections Group

"Voting is the expression of our commitment to ourselves, one another, this country and this world"
~Sharon Salzberg

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, August 6, 2020 2:44 PM
To: 'Whitney May'
Subject: FW: Election Decisions
Attachments: Mandate Issued Decision Clerk Communication 7.29.2020.pdf; Establishment of IPAV Sites 07-24-2020.pdf

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

-----Original Message-----

From: Eric Genrich
Sent: Thursday, August 6, 2020 11:10 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: FW: Election Decisions

From: Paula Lattergrass [plattergrass@kenosha.org]
Sent: Tuesday, August 04, 2020 2:05 PM
To: Eric Genrich
Subject: Election Decisions

Good afternoon, Mayor Genrich;

Mayor Antaramian asked me to forward the attached to your attention. Enjoy your day!

Paula Lattergrass
Executive Assistant to the Mayor
625 52nd Street Rm 300
Kenosha, Wisconsin 53140
T: 262.653.4000
[<https://mail.kenosha.org/home/plattergrass@kenosha.org/Briefcase/MailLogo.jpg>]

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, July 27, 2020 12:02 PM
To: 'Tiana Epps-Johnson'
Subject: FW: Election Grant Team
Attachments: Election Grant Team.txt

Hopefully this works.

Thanks!



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

Deanna Debruler

From: Rhodes-Conway, Satya V. <SRhodes-Conway@cityofmadison.com>
Sent: Wednesday, August 26, 2020 4:13 PM
To: Eric Genrich; 'cory.mason@cityofracine.org'; 'mayor@kenosha.org'; 'Tom Barrett'
Cc: 'Tiana Epps-Johnson'; 'Selkowe, Vicky'
Subject: FW: Elections questions

Passing on answers to some of the questions we discussed on the last mayors call. Please share as appropriate.

Mayor Satya

- Did we have trouble recruiting poll workers? Did the hazard pay help? Hazard pay seemed to help a lot! We will be recruiting poll workers at the Urban League drive-through Unity Picnic this Saturday, and are working with UW-Madison to recruit college students to serve as poll workers. The Administrative Support Team is trying to catch up on processing the poll worker applications that have been pouring in. They estimate that we only need to recruit about 1,000 more poll workers.
- Are we expecting to be short polling places again? Would more funds for cleaning help? Finding polling locations is our biggest challenge. Most of the new polling locations we found for August were motivated by community service, rather than by the \$750 stipend. I think the stipend did convince a few polling places to come back. I wonder if additional funding might help motivate MMSD to make school gymnasiums available as polling locations in November. It is so much easier to socially distance in a school gymnasium than it is in a community meeting room. Jim Verbick is working on our polling place search. I would like to finalize polling locations by October, if possible.
- Have we placed the order for the drop boxes? When will they arrive/be installed? Will it be before the ballots start coming back? Do we need more given post office? We have ordered 14 ballot drop boxes, and they should be installed by October (knock on wood). Ballots will be mailed September 17. I would like to have poll workers stationed in every City Park on Saturday, September 26, and on Saturday, October 3 (with Sundays as rain dates). We could encourage the entire City to swing by their nearest City Park and lock in their vote on those Saturdays. Poll workers would double-check that the signatures and witness address are in place, which would be even better than using a drop box. We could also use the event as a citywide voter registration drive. If there still seems to be a lot of demand on October 3, we could always add another weekend. (By the way, Milwaukee is getting 15 ballot boxes.)
- Do we have a plan around staffing them, ballot pick up, etc.? Do we need to reallocate staff for this? We will pay poll workers to serve as ballot couriers, and will pay poll workers to be stationed throughout the city for ballot drop-off/voter registration. I'll let you know if we have trouble recruiting enough poll workers for these events. I am waiting to hear back from the Library on whether we can station poll workers outside each Library for ballot drop-off and for voter registration.
- How long did it take to run the absentees? All but two polling locations finished processing absentees by the time the polls closed. Two polling places finished processing absentees by 8:30 p.m. Alphabetizing the absentee envelopes saved each polling location hours of work, so we will do that again.
- Breakout on ballot type, including any that arrived late We have found that poll workers usually miscount the number of absentee envelopes they have at the end of the night. We will soon have an official count from reconciling voter participation in WisVote. For now, we know that at least 55,553 absentees were counted on Election Day, and up to 14,093 votes were cast in person. We received 144 absentee ballots in the mail the Wednesday, Thursday, and Friday after Election Day.
- Did we hear significant issues with ballot witnesses this time? Nothing like April. Each voter I spoke with on the phone about getting a witness opted to use one of our drive-up ballot drop-off sites.

- Is the first class mail concern resolved? I think the biggest issue is voter confidence, which is why we will encourage voters to return their ballot to poll workers at the nearest City Park. I still need to talk to Eric Knepp about this idea, and am hoping that Parks will help us promote the event.
- Any other issues or concerns that we need to address for Nov? To facilitate social distancing, we need more space for assembling absentee mailings and sorting returned ballots. Ideally, we would not be taking ballots out of the building. We have been using all of the County's meeting rooms on the third floor. MPD does not want us in CCB 201 because they may need to use the space for the National Guard, but perhaps they could just ask us to leave if and when they have the National Guard in the building.
- We have grant funding for an advertising campaign that I still need to plan out. Are you aware of anyone in the City who has run an advertising campaign and might be able to help? If not, we'll be okay. We haven't done any advertising since voter ID first went into effect, so I feel like I am starting over from scratch.

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, September 16, 2020 2:59 PM
To: Ari Steinberg
Cc: Priya Garg; Tom Malloy; Robin Carnahan; Kris Teske; Whitney May
Subject: RE: Email address for the election

Ari, et al,

I appreciate your time and attention. I need to get this document completed, while "clerk@" isn't very descriptive, I will use it.

In the future, I can amend the document to reflect a more descriptive address.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Ari Steinberg <ari@usdigitalresponse.org>
Sent: Wednesday, September 16, 2020 2:47 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Priya Garg <priya@usdigitalresponse.org>; Tom Malloy <thomasjmalloy@kttk.org>; Robin Carnahan <robin@usdigitalresponse.org>; Kris Teske <Kris.Teske@greenbaywi.gov>; Whitney May <whitney@techandciviclife.org>
Subject: Re: Email address for the election

Thanks Celestine, I now realize you probably were asking whether the address "clerk@" was descriptive enough (vs another address such as, maybe, "voting@"). Sorry that I misunderstood you the previous time around!

That's a totally fair point - we could certainly set up another address and have it all tie into the same inbox. Again, this is ultimately up to what you all would like to do. At a technical level, setting up another alias should be fairly easy to do for your IT dept and it would have no impact on the workflows for Kris and team so it's mostly an editorial judgment.

We had initially picked clerk@ because we do need a single address for the office that could capture all clerk-related questions, but we could additionally set up dedicated addresses by topic (e.g. maybe voting@, licensing@, etc.) All the messages could appear in one system but using separate addresses by topic has the upside of allowing us to pre-sort the messages based on which address is used, so I do like the suggestion!

Kris, what do you think? Should we ask Mike to get this set up?

On Wed, Sep 16, 2020 at 12:36 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Ari,

Thank you for the response. I see you've really tried to explore many scenarios.

Given your efforts and in the interest of time, I'll go ahead and use clerk@greenbaywi.gov. However, that address does not convey "voting assistance."

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Ari Steinberg <ari@usdigitalresponse.org>

Sent: Wednesday, September 16, 2020 2:05 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Cc: Priya Garg <priya@usdigitalresponse.org>; Tom Malloy <thomasjmalloy@kttk.org>; Robin Carnahan <robin@usdigitalresponse.org>; Kris Teske <Kris.Teske@greenbaywi.gov>; Whitney May <whitney@techandciviclife.org>

Subject: Re: Email address for the election

Great question. Currently, clerk@ is set up to land in the shared "Front" inbox which makes it easier for Kris' team to share/coordinate the work of responding across multiple people.

We have NOT set up any kind of auto-responder to clerk@ but that is definitely an option. E.g. it could say something like, "Thanks for your email, it may take us a few days to respond. In the meantime, please visit [our website](#) for answers to common questions." The downside of this is that if they do find an answer to their question, we would not know about it and someone from the clerk's office will still wind up spending time trying to help them. But this is very easy to do and probably pretty harmless.

If we want to get *really* aggressive with reducing email load, we can have clerk@ set up to send an autoresponse saying something like, "IMPORTANT: This mailbox is not monitored, please visit [our website](#) where you can get answers to common questions or submit messages to the Green Bay Clerk's Office." and then have it NOT create a ticket in the Front system. Someone would need to read this autoresponse, click through to the web site, and fill out the contact form that we are helping to build on that site. This would be the most effective option from the standpoint of reducing your workload though it also might be perceived as less voter-friendly.

On Wed, Sep 16, 2020 at 9:39 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Ari,

Thanks for the answer.

Let me ask a follow-up question. If voters are trying to remember how to get help, does clerk@greenbaywi.gov convey that message?

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Ari Steinberg <ari@usdigitalresponse.org>
Sent: Wednesday, September 16, 2020 11:16 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Priya Garg <priya@usdigitalresponse.org>; Tom Malloy <thomasjmalloy@kttk.org>; Robin Carnahan <robin@usdigitalresponse.org>; Kris Teske <Kris.Teske@greenbaywi.gov>; Whitney May <whitney@techandciviclife.org>
Subject: Re: Email address for the election

Hi Celestine, I believe that Kris and team had landed on clerk@greenbaywi.gov but will defer to them for the final confirmation!

Thanks.

Ari

On Tue, Sep 15, 2020 at 5:08 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Good evening!

I understand that the US Digital Response team is crafting an email address that will be easy for voters to remember and will be pointed to city hall staff and voter navigators.

We need to finalize a document, and I would like to know what that address is so I can publish.

Can you provide this by Thursday morning?

Thank you!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, September 17, 2020 5:47 AM
To: Whitney May
Subject: RE: Facebook

Whitney,

This is very helpful, thank you!! I'll share with the internal elections group.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, September 16, 2020 7:01 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: Facebook

We can get you central count best practices from Elections Group if you haven't gotten those already.

Regarding [FB's ban on new political ads in the last week before the election](#), here's what we know:

- Ban on creating new ads in the last week, not ones that were already scheduled.
- Election offices can have ads that are scheduled at least 1 week in advance of the E-7 cutoff.
- The ad has to "run" before the last week.
- Has to be in the ad library before the last week.
- Cannot change ad creative in the last week, so be sure to make content as stable as possible. For example, instead of a static list of polling places, include a link where folks can look up their polling place. Avoid language like "tomorrow" use language like "on Election Day" in your scheduled posts because you won't be able to edit it in the E-7 timeframe.

Be sure to take advantage of the new feature for verified election office pages, [Voting Alerts](#).

Voting alert pitfalls to watch out for:

- Does not work on Classic FB -- need to move to new FB
- When you post your first alert, the page Admin has to do it & have to do it on desktop not mobile

Questions about the new political ad ban or Voting Alerts? Reach out to the FB regional contact for WI, Tracy Rohrbach at trohrbach@fb.com.

On Sat, Sep 12, 2020 at 4:41 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Whitney,

I've shared the webinar you'd sent with our webmaster Shelby Edlebeck. I'm about halfway through and will complete tomorrow.

Did you have a document on central count best practices?

Thanks!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclife.org

(919) 799-6173

she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Saturday, September 12, 2020 4:42 PM
To: 'Whitney May'
Subject: Facebook

Whitney,

I've shared the webinar you'd sent with our webmaster Shelby Edlebeck. I'm about halfway through and will complete tomorrow.

Did you have a document on central count best practices?

Thanks!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

Deanna Debruler

From: Whitney May <whitney@techandcivicliflife.org>
Sent: Thursday, September 10, 2020 8:23 AM
To: Celestine Jeffreys
Cc: Ryan Chew; Michael Spitzer-Rubenstein; Eric Ming
Subject: Re: Facebook Ads

Hey Celestine,

Great question. I have a meeting with FB on Tuesday afternoon to discuss this new policy and its impact on election offices. Can report back next week.

ICYMI: We produced a webinar with FB last month about their new feature for election offices, Voting Alerts. I encourage your team to check it out to learn more about this feature -- it functions similarly to ads but it's free to verified election offices on the platform. You can see the webinar here: <https://www.techandcivicliflife.org/facebook-webinar/>

Stay safe,
Whitney

On Wed, Sep 9, 2020 at 7:53 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Good evening!

I saw an interview on *Axios* with Mark Zuckerberg. In it, he mentioned that Facebook will disallow issue and political related ads 7 days before the election.

Do you think we would be affected by that? If so, how can we avoid being blocked?

Thanks!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandcivicle.org
(919) 799-6173
she/her

Deanna Debruler

Sent: Tuesday, September 8, 2020 6:43 PM
To: Kris Teske; Kim Wayte
Cc: Michael Spitzer-Rubenstein; Whitney May; Ryan Chew
Subject: FW: Flyer Distribution
Attachments: Flyers - Secondary Distribution.pdf; Family Count 2020-21.pdf

Kris,

Can you take a look at these flyers and correct any errors? This would be going out

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Charlotte Goska <covocharlotte@gmail.com>
Sent: Tuesday, September 8, 2020 5:58 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Fwd: Flyer Distribution

Celestine,

Regarding printing expenses for our flyers.....do you have a supplier for printing, or can I get copies made and get reimbursed?

We are currently getting estimates to get these out to the school district. Based on what I am seeing so far, I think I will make a grayscale version of the flyer instead of printing it in color.

Thanks,
Charlotte

Charlotte Goska
Co-leader, COVO
920.621.6665
COVOCharlotte@gmail.com
[https://www.facebook.com/COVOBCWI/
@COVOBCWI](https://www.facebook.com/COVOBCWI/@COVOBCWI)

----- Forwarded message -----

From: **Diane Reich** <dlreich@gbaps.org>
Date: Tue, Sep 8, 2020 at 8:32 AM
Subject: Re: Flyer Distribution
To: Charlotte Goska <covocharlotte@gmail.com>

Good morning, Charlotte,

The flyers look good, and they are approved for distribution. Attached are the elementary and secondary lists.

When contacting schools electronically, please include this approval email. Thanks.

I still need to get back to you regarding tables at food distribution sites. That will hopefully be within a day or two.

Diane Reich

Exec. Assistant to Vicki Bayer, Deputy Supt.

Green Bay Area Public School District

200 S. Broadway, Room 333

Green Bay, WI 54303

920-448-2068

dlreich@gbaps.org

On Mon, Sep 7, 2020 at 1:05 PM Charlotte Goska <covocharlotte@gmail.com> wrote:

Hi Diane,

Here are the updated flyers with the phone number and the disclaimer added.

Please let me know if any other changes are needed, or once it is approved, how many copies I need to print.

Thanks,

Charlotte

Charlotte Goska

Co-leader, COVO

920.621.6665

COVOCharlotte@gmail.com

<https://www.facebook.com/COVOBCWI/>

[@COVOBCWI](#)

On Fri, Sep 4, 2020 at 4:09 PM Diane Reich <dlreich@gbaps.org> wrote:

Hi Charlotte,

Your email to Judy Wiegand was forwarded to me for assistance. I'll be happy to help.

[Attached](#) is a document from the Board of Education Policy Manual. Items 3a and 3b are important to follow in order to have flyers approved. Please add a contact phone number as well as the disclaimer from 3b to the flyers. (It can be in small print.)

[This document](#) is specific to material distribution. Once you have updated the flyers, we will speed the approval to get them in the hands of parents.

I'm checking on your request to set up tables at food distribution sites. I will have an answer regarding that next week.

Have a wonderful Labor Day weekend!

Diane Reich

Exec. Assistant to Vicki Bayer, Deputy Supt.

Green Bay Area Public School District

200 S. Broadway, Room 333

Green Bay, WI 54303

920-448-2068

dlreich@gbaps.org

Deanna Debruler

From: Whitney May <whitney@techandciviclife.org>
Sent: Thursday, July 30, 2020 9:07 AM
To: Celestine Jeffreys
Subject: Following up after CTCL kick-off call: Overview of technical assistance partners

Hi Celestine,

It was great meeting you on our kick-off call. I'm excited to see all the things you and your team will accomplish for Green Bay voters this year!

As mentioned in the call, I'll be your CTCL point person for technical assistance support. This will help streamline communication between all the partners and minimize traffic in your inbox.

Next steps include:

- Here is the [overview of technical assistance partners](#) for your reference. Some, but not all, of the organizations were represented on the kick-off call. If you have any trouble accessing the doc or any questions about the organizations and what they can offer Green Bay, please let me know.
- I'll follow up tomorrow to share a prioritized list of partner offers based on the kick-off call discussion.
- I'll talk with you next Thursday to identify any gaps or re-prioritization of your immediate needs that partners can support.
- From there, you and Kris will connect directly to the technical assistance partners so you can discuss details and timeline, if you haven't already.

Please let me know if you have any questions. Thanks for partnering with CTCL on this -- we're looking forward to working together.

Thanks again,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 25, 2020 10:56 AM
To: Whitney May
Cc: Kris Teske
Subject: FW: Following up on CTCL request

Good morning, Whitney!

A few updates and a question.

First, did you connect the person below to us? I don't recall meeting him, but that's perhaps my oversight.

And some updates:

- Voter Outreach/Education:
 - The RFP for the public affairs firm is about to go on the street. It needs three weeks out there and then approval from committee and council. So that means we should have a firm engaged by mid-September, so probably 6 weeks of solid outreach/education. Does that square with what other municipalities are doing?
- Drop boxes:
 - We are going to talk about this internally on Thursday and make some decisions.
 - We'll most likely forego the drop boxes at the polling locations and go for 4 drop boxes, potentially at the fire stations.
 - We have another conversation with the drop box team today.
- Poll books:
 - Kris obtained a quote for poll books and printers (called Badger books). I believe there are some implementation issues, especially around training. Any thoughts?
- Community groups:
 - I'm going to have our community relations aide reach out to community groups that will do voter outreach/education

That's it, thanks!!



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Tuesday, August 25, 2020 9:34 AM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Subject: FW: Following up on CTCL request

Have you spoken to this person yet?

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: ClerkInquiries

Sent: Friday, August 21, 2020 10:09 AM

To: Kris Teske <Kris.Teske@greenbaywi.gov>

Subject: FW: Following up on CTCL request

From: Michael Spitzer-Rubenstein [<mailto:michael@voteathome.org>]

Sent: Friday, August 21, 2020 10:03 AM

To: ClerkInquiries <ClerkInquiries@greenbaywi.gov>

Cc: Hillary Hall <hillary@voteathome.org>

Subject: Following up on CTCL request

Hi Kris,

I'm Michael Spitzer-Rubenstein, the Wisconsin State Lead for the National Vote at Home Institute. You may have heard from Hillary Hall, our Senior Advisor for State and Local Election Officials but I wanted to personally reach out to you about the election communications assistance Green Bay requested from the Center for Technology and Civic Life.

Do you have 30 minutes to talk next week? I'd like to meet you, hear about your experience in the primaries, and share how we can help you over the next 74 days.

You might find our [Communications Toolkit](#) useful. It's a groundbreaking resource that uses behavioral science insights from our partners at ideas42 to help you connect with communities and get voters the information they need about voting in November. We know it's tough for cash-strapped election offices to build out a comprehensive communications plan, design compelling visuals and develop messaging documents. That's why our toolkit does all of that for you!

It includes a templated communications plans for election offices that's cohesive, strategic, and customizable, so you have a clear roadmap. We've also created inviting visuals in a variety of sizes that you can use for social media, print ads, fliers posters or whatever is needed!

I know you already had to deal with poll worker shortages and delayed ballots in the primaries. Now, you're probably preparing for a massive increase in mail-in absentee ballots. The National Vote at Home Institute has your back. [Our Communications Toolkit](#) is just one of the many resources we can offer you.

Are there any times next week that would be good for a brief conversation about how we can be of assistance? I'm happy to be flexible around your schedule.

Looking forward to speaking,
Michael

--

Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

(310) 980-2872

he/him



Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, July 21, 2020 9:25 PM
To: 'Tiana Epps-Johnson'
Subject: RE: FW: Center for Tech & Civic Life Next Steps/Green Bay

Thanks!!



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Tuesday, July 21, 2020 3:26 PM
To: Celestine Jeffreys
Subject: Re: FW: Center for Tech & Civic Life Next Steps/Green Bay

Hi Celestine,

We will incorporate your feedback and follow up with an execution copy of the agreement for signature.

Best,
Tiana

On Mon, Jul 20, 2020 at 2:53 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Tiana,

I can't make the change noted by our attorney. Can you and then resend so I can get it signed?

Thanks!!



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Joanne Bungert
Sent: Thursday, July 16, 2020 7:57 AM
To: Celestine Jeffreys
Cc: Vanessa Chavez
Subject: FW: Center for Tech & Civic Life Next Steps/Green Bay

Hi!

[REDACTED]

[REDACTED]

[REDACTED]

Joanne Bungert

Deputy City Attorney

City of Green Bay

(920) 448-3080

Joanne.Bungert@greenbaywi.gov

LEGAL DISCLAIMER: This message and all attachments may be confidential or protected by privilege. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of the information contained in or attached to this message is strictly prohibited. Please notify the sender of the delivery error by replying to this message, and then delete it from your system. Thank you.

From: Celestine Jeffreys
Sent: Wednesday, July 15, 2020 11:04 PM
To: Joanne Bungert
Subject: FW: Center for Tech & Civic Life Next Steps/Green Bay

JB,

Can you take a look and make sure this is kosher?!!

Money!!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Monday, July 13, 2020 6:31 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Selkowe, Vicky <Vicky.Selkowe@cityofracine.org>
Subject: Re: Center for Tech & Civic Life Next Steps/Green Bay

Hi Celestine,

So good to meet you. I'm really looking forward to working with you in the coming months! As Vicky shared, I'm reaching out to accomplish a few things:

- Share the WI Safe Voting Plan grant agreement for your review (attached)
- Collect point of contact information
- Schedule a kick-off meeting to take place next week

Grant Agreement

A draft grant agreement is attached for your review.

Actions needed:

1. Please review the agreement. Are there any requested revisions?
2. Are there any additional approvals required before you're able to accept the grant funds? If so, what are those steps? And what is the anticipated approval timeline?

Point of Contact Information

We want to be sure we direct our communications to the folks on your end best suited to respond.

Actions needed:

1. Please share the following:
 - a. Primary point of contact (Name, Email, Phone)
 - b. Clerk's office contact (Name, Email, Phone)
 - c. Mayor's office contact (Name, Email, Phone)
 - d. Finance contact (Name, Email, Phone)

Kick-off Meeting

We would like to schedule a one-hour kickoff meeting to take place next week. We'd like to use the meeting to:

- Meet each other's teams
- Share an overview of the technical assistance we have available to support implementation of your plans
- Learn about the elements of the Wisconsin Safe Voting Plan where you might like implementation support

Actions needed:

1. Please share who should be in attendance at this meeting.
2. What times are available for the group listed above to meet during the Week of July 20 between 9am and 6pm CT?

Response

Please submit one response on behalf of the City to the actions items/questions above by close of business Thursday, July 16.

You're welcome to respond via this email if that is most convenient for you. Alternatively, I've created this short form to capture responses: <https://forms.gle/CsaW2jp9bRQt4AXK8>. I've also included the form below in this email.

Please reach out with any questions!

All the best,
Tiana

----- Forwarded message -----

From: <tiana@techandciviclelife.org>

Date: Mon, Jul 13, 2020 at 6:25 PM

Subject: [Grant Kick-off] Wisconsin Safe Voting Plan 2020

To: <tiana@techandciviclelife.org>



Having trouble viewing or submitting this form?

[FILL OUT IN GOOGLE FORMS](#)

I've invited you to fill out a form:

[Wisconsin Safe Voting Plan 2020 Grant Kick-off](#)

The Center for Tech and Civic Life is delighted to support your work in making elections safe and secure for Wisconsin voters.

Please provide responses to the questions below no later than close of business, Thursday, July 17.

Email address *

Who is completing this form?

Name *

Title *

Jurisdiction *

Grant Agreement

Are there any requested revisions?

Are there any additional approvals required before you're able to accept the grant funds? If so, what are those steps? And what is the anticipated approval timeline?

Points of Contact Information

We want to be sure we direct our communications to the folks on your end best suited to respond.

Primary point of contact (Name, Email, Phone) *

Clerk's office contact (Name, Email, Phone)

Mayor's office contact (Name, Email, Phone)

Finance contact (Name, Email, Phone)

Kick-off Meeting

We would like to schedule a 1 hour kickoff meeting to take place next week. We'd like to use the meeting to: -Meet each other's teams -Share an overview of the technical assistance we have available to support implementation of your plans -Learn about the elements of the Wisconsin Safe Voting Plan where you might like implementation support

Who would you like to be in attendance at this meeting? (Please include name, title, and email for each person) *

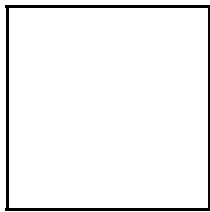
What times are available for the group listed above to meet during the Week of July 20 between 9am and 6pm CT? *

A copy of your responses will be emailed to the address you provided

[Review and Submit]

Never submit passwords through Google Forms.

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On Sat, Jul 11, 2020 at 7:24 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Tiana,

I am pleased to meet you and look forward to our conversation. I am the contact person for receiving the draft agreement and getting things started.

My email is Celestine.Jeffreys@greenbaywi.gov. I work half in the office and half at home. The best way to reach me is via email. My desk number is 920-448-3006, I do receive those messages promptly.

Thank you!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Selkowe, Vicky [mailto:Vicky.Selkowe@cityofracine.org]

Sent: Friday, July 10, 2020 2:48 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Tiana Epps-Johnson <tiana@techandcivicliflife.org>

Subject: Center for Tech & Civic Life Next Steps/Green Bay

Good afternoon Celestine,

I'm delighted to be able to e-connect you to Tiana Epps-Johnson, the Founder & Executive Director of the Center for Tech & Civic Life. Tiana, Celestine is Mayor Eric Genrich's Chief of Staff.

Celestine, Tiana will be sending you a draft grant agreement for your review and approval on Monday. She'll also then be reaching out to schedule individual kick-off calls with each City to begin this work. In addition to the generous funding of our Wisconsin Safe Voting Plan, Tiana and her team have arranged for extensive expert technical assistance from fantastic and knowledgeable partners across the country, to help each City implement our parts of the Plan. Your kick-off call with Tiana will give you a chance to get to know her and the Center for Tech & Civic Life better, understand the resources she's bringing to each of our Cities to successfully and quickly implement the components of our Plan, and answer your questions.

Please let Tiana know who will be the primary contact person for Green Bay's involvement in this effort moving forward so she can follow up directly with that individual about the grant agreement and kick-off planning.

Have a great weekend,

Vicky

Vicky Selkowe

Manager, Strategic Initiatives & Community Partnerships

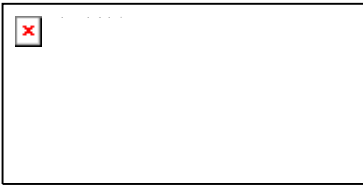
Office of Mayor Cory Mason

City of Racine

Direct: 262-636-9286

Cell: 262-598-6580

vicky.selkowe@cityofracine.org



--

Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](#) | (650) 796-4695 | tiana@techandcivicliflife.org | she/her

--

Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](#) | (650) 796-4695 | tiana@techandcivicliflife.org | she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, August 31, 2020 2:40 PM
To: Whitney May
Subject: FW: FW: Following up on CTCL request

Whitney,

See below. What do you think about reallocating the grant dollars from the Badger Books to the purchase of laptops and printers? This is for greeters to more quickly access the polling locations by address and also to register voters.

What do you think?



Celestine Jeffreys


Chief of Staff
Office of the Mayor
920.448.3006

From: Mike Hronek <mike.hronek@greenbaywi.gov>
Sent: Monday, August 31, 2020 1:26 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: FW: Following up on CTCL request

Hello,

Not really sure what the use will be, but I do not think it needs to be a real beefy laptop. Could it also just be a tablet?

Below is what is available.



**HP SB ProBook 650 G5 15.6" Core i5-8265U
8GB RAM 256GB SSD Windows 10 Pro**

★★★★★ (1)

MFG#: 7KW42UT#ABA | CDW#: 5590622

Screen Size:	15.6 inch
Processor Type:	Core i5
Notebook Type:	Notebook
Memory:	8 GB
Processor Speed:	1.6 GHz

☐ Compare [\[+\] Expand Specs](#)

Availability: ● **Item Backordered**
This item will ship once it is in stock.

~~\$1,149.00~~
\$1,094.25
Advertised Price

1



**HP SB ProBook 650 G5 15.6" Core i5-8265U
8GB RAM 256GB Windows 10 Pro**

MFG#: 7KW39UT#ABA | CDW#: 5590621

Screen Size:	15.6 inch
Processor Type:	Core i5
Notebook Type:	Notebook
Memory:	8 GB
Processor Speed:	1.6 GHz

☐ Compare [\[+\] Expand Specs](#)

Availability: ● **In Stock**
Get it Tuesday, September 1 if ordered within 1 hrs 38 mins.

~~\$1,329.00~~
\$1,256.84
Advertised Price

46



**HP ProBook 650 G5 - 15.6" - Core i5 8265U - 8
GB RAM - 256 GB SSD - US**

MFG#: 9LK40US#ABA | CDW#: 5817648

Screen Size:	15.6 inch
Processor Type:	Core i5
Notebook Type:	Notebook
Processor Speed:	1.6 GHz
Hard Drive Type:	SSD

☐ Compare [\[+\] Expand Specs](#)

Availability: ● **4-6 Weeks**
Orders placed today will ship within 4-6 weeks by a CDW partner.

\$1,835.39
Advertised Price

1

Mike Hronek
City of Green Bay
ITS Director
920-448-3033

From: Celestine Jeffreys
Sent: Monday, August 31, 2020 11:27 AM
To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>; Mike Hronek <mike.hronek@greenbaywi.gov>
Subject: RE: FW: Following up on CTCL request

If we are going to use the grant dollars for something other than we originally requested, we will need to get approval through our Election Mentor.

Go ahead and explore the availability. Mike and Kris, can you give me a little more information so I can have a cogent conversation with the grant mentor?



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Sent: Monday, August 31, 2020 11:19 AM
To: Mike Hronek <mike.hronek@greenbaywi.gov>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: FW: FW: Following up on CTCL request

Mike, if we were to request 46 or 96 laptops using Election grant dollars, would they be available yet this fall for the November election? Your thoughts?

Thank you,
Diana

From: Kris Teske
Sent: Friday, August 28, 2020 9:19 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: FW: FW: Following up on CTCL request

We could use laptops with some of the money along with printers for registration and for the greeters.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Celestine Jeffreys [<mailto:Celestine.Jeffreys@greenbaywi.gov>]
Sent: Thursday, August 27, 2020 8:23 PM
To: Whitney May <whitney@techandciviclelife.org>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Re: FW: Following up on CTCL request

Michael from National Vote at Home Institute

Feel free to connect with him. NVAHI is one of the Technical Assistance Partners -- they published the Election Official Communications Toolkit. I did let him know about your RFP that hit the street this week.

Thanks, I'll reach out to him.

Badger Books

We encourage you to prioritize spending the grant funds on the programs, people, and technology related directly to the administration of your 2020 elections.

Point taken. What about purchasing express vote machines? The clerk hasn't mentioned that, I'm inquiring. We could use the express vote machines, if we can obtain them, right away.

Reallocating funds for voter outreach

Are you asking to move funds to the voter outreach bucket? If so, which bucket(s) are you pulling from?

- Increase Absentee Voting
- Launch Poll Worker Recruitment, Training, and Safety Efforts
- Ensure Safe and Efficient Election Day Administration

Could we take funds from the Badger book line? That's \$283K. If not, what about from the PPE/cough guards or the ballot folder lines?

There are probably 5 organizations in town that are focused on working with disadvantaged populations and/or with voters directly. I thought roughly \$5K (each) for their efforts (reimbursable expenses, of course). I don't have a sense of what's appropriate, so I haven't thought of a budget. Whitney, what do you recommend?

Thanks!!

Celestine

Ensure Safe and Efficient Election Day Administration			
		deadline and lead	
Safe and Efficient Election Day Administration--\$426,500			
purchase electronic poll books -- \$283,500		determine availability	10/15 Clerk (Kris)
RFP			
purchase high speed tabulator -- \$62,000			
RFP			
purchase ballot opener and folder -- \$5,000			
already purchased			
additional staff to process absentee ballots on election day - \$5,000		determine need	9/8 Clerk (Kris)
hire new staff, hire temps to replace staff?			
how does existing staff reassigned accomplish their own work?			
PPE -- \$15,000			
already purchased			

cough guards \$43,000		
already purchased		
disinfectant supplies \$3,000		
already purchased		
30,000 black pens -- ???	obtain the pens	10/15 Procure (

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, August 26, 2020 7:16 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Re: FW: Following up on CTCL request

Hi Celestine & Kris,

Hope all is well in your neck of the woods. Regarding your questions, here's what I got:

Michael from National Vote at Home Institute

Feel free to connect with him. NVAHI is one of the Technical Assistance Partners -- they published the Election Official Communications Toolkit. I did let him know about your RFP that hit the street this week.

Badger Books

We encourage you to prioritize spending the grant funds on the programs, people, and technology related directly to the administration of your 2020 elections.

Reallocating funds for voter outreach

Are you asking to move funds to the voter outreach bucket? If so, which bucket(s) are you pulling from?

- Increase Absentee Voting
- Launch Poll Worker Recruitment, Training, and Safety Efforts
- Ensure Safe and Efficient Election Day Administration

Please continue to keep me updated and let us know how CTCL and partners can be most helpful for your team.

Stay safe,
Whitney

On Tue, Aug 25, 2020 at 10:55 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Good morning, Whitney!

A few updates and a question.

First, did you connect the person below to us? I don't recall meeting him, but that's perhaps my oversight.

And some updates:

- Voter Outreach/Education:
 - The RFP for the public affairs firm is about to go on the street. It needs three weeks out there and then approval from committee and council. So that means we should have a firm engaged by mid-September, so probably 6 weeks of solid outreach/education. Does that square with what other municipalities are doing?
- Drop boxes:
 - We are going to talk about this internally on Thursday and make some decisions.
 - We'll most likely forego the drop boxes at the polling locations and go for 4 drop boxes, potentially at the fire stations.
 - We have another conversation with the drop box team today.
- Poll books:
 - Kris obtained a quote for poll books and printers (called Badger books). I believe there are some implementation issues, especially around training. Any thoughts?
- Community groups:
 - I'm going to have our community relations aide reach out to community groups that will do voter outreach/education

That's it, thanks!!



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Tuesday, August 25, 2020 9:34 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: FW: Following up on CTCL request

Have you spoken to this person yet?

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: ClerkInquiries
Sent: Friday, August 21, 2020 10:09 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: FW: Following up on CTCL request

From: Michael Spitzer-Rubenstein [<mailto:michael@voteathome.org>]
Sent: Friday, August 21, 2020 10:03 AM
To: ClerkInquiries <ClerkInquiries@greenbaywi.gov>
Cc: Hillary Hall <hillary@voteathome.org>
Subject: Following up on CTCL request

Hi Kris,

I'm Michael Spitzer-Rubenstein, the Wisconsin State Lead for the National Vote at Home Institute. You may have heard from Hillary Hall, our Senior Advisor for State and Local Election Officials but I wanted to personally reach out to you about the election communications assistance Green Bay requested from the Center for Technology and Civic Life.

Do you have 30 minutes to talk next week? I'd like to meet you, hear about your experience in the primaries, and share how we can help you over the next 74 days.

You might find our [Communications Toolkit](#) useful. It's a groundbreaking resource that uses behavioral science insights from our partners at ideas42 to help you connect with communities and get voters the information they need about voting in November. We know it's tough for cash-strapped election offices to build out a comprehensive communications plan, design compelling visuals and develop messaging documents. That's why our toolkit does all of that for you!

It includes a templated communications plans for election offices that's cohesive, strategic, and customizable, so you have a clear roadmap. We've also created inviting visuals in a variety of sizes that you can use for social media, print ads, fliers posters or whatever is needed!

I know you already had to deal with poll worker shortages and delayed ballots in the primaries. Now, you're probably preparing for a massive increase in mail-in absentee ballots. The National Vote at Home Institute has your back. [Our Communications Toolkit](#) is just one of the many resources we can offer you.

Are there any times next week that would be good for a brief conversation about how we can be of assistance? I'm happy to be flexible around your schedule.

Looking forward to speaking,
Michael

--

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him



--

Whitney May
Director of Government Services
Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 25, 2020 8:50 PM
To: Whitney May
Subject: Re: FW: Following up on CTCL request

If we can do that with the grant, we'd very much like to.

From: Whitney May <whitney@techandciviclife.org>
Sent: Tuesday, August 25, 2020 6:31 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Re: FW: Following up on CTCL request

Got it. So you'll deploy them in 2021. Will the purchase go through this year?

On Tue, Aug 25, 2020 at 1:55 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:
I would still want to purchase them with the grant funds, even though we won't implement them until next year, if that's still acceptable Whitney?



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Tuesday, August 25, 2020 1:02 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: FW: Following up on CTCL request

Just want to clarify we are not using BadgerBooks for November.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Celestine Jeffreys [<mailto:Celestine.Jeffreys@greenbaywi.gov>]
Sent: Tuesday, August 25, 2020 12:07 PM

To: Whitney May <whitney@techandcivicliflife.org>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: FW: Following up on CTCL request



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Whitney May <whitney@techandcivicliflife.org>
Sent: Tuesday, August 25, 2020 11:33 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Re: FW: Following up on CTCL request

Hi Celestine and Kris. I hope you and the team are doing okay in Green Bay. Thanks for reaching out today.

Regarding your question about the outreach from Vote at Home: I'll need to follow up with you later today or tomorrow about that.

Regarding your updates, see below.

- Voter Outreach/Education:
 - The RFP for the public affairs firm is about to go on the street. It needs three weeks out there and then approval from committee and council. So that means we should have a firm engaged by mid-September, so probably 6 weeks of solid outreach/education. Does that square with what other municipalities are doing?
 - Racine did a sole source process so they were able to contract a firm very quickly.
 - Milwaukee released their RFP yesterday. They are considering breaking the RFP apart to use a sole source process. That makes sense. I'll ask our procurement manager today about sole source.
- Drop boxes:
 - We are going to talk about this internally on Thursday and make some decisions.
 - We'll most likely forego the drop boxes at the polling locations and go for 4 drop boxes, potentially at the fire stations.
 - We have another conversation with the drop box team today.
 - When you say drop box team, do you mean Ryan and Dayna from Elections Group?
 - Thanks for these updates. Continue to let us know what you need for drop boxes. The window for ordering and installing is getting tight! Yes, I mean Ryan, Dayna and Matt. Yes, I know it's getting tight. ARGH!
- Poll books:
 - Kris obtained a quote for poll books and printers (called Badger books). I believe there are some implementation issues, especially around training. Any thoughts?

- To confirm: Is this your first time using Badger Books or are you ordering more Badger Books? This is the first time
- Ryan and Dayna from Elections Group should be able to think through poll book implementation with you. Would you like me to get this conversation going with them or would you like to reach out directly to them? I'll reach out to them about the badger books.
- Community groups:
 - I'm going to have our community relations aide reach out to community groups that will do voter outreach/education
 - Amazing! How do I go about reallocating funds and how much would you suggest? I think we have about a \$20K wiggle.

On Tue, Aug 25, 2020 at 10:55 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Good morning, Whitney!

A few updates and a question.

First, did you connect the person below to us? I don't recall meeting him, but that's perhaps my oversight.

And some updates:

- Voter Outreach/Education:
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That's it, thanks!!



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Tuesday, August 25, 2020 9:34 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: FW: Following up on CTCL request

Have you spoken to this person yet?

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: ClerkInquiries
Sent: Friday, August 21, 2020 10:09 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: FW: Following up on CTCL request

From: Michael Spitzer-Rubenstein [<mailto:michael@voteathome.org>]
Sent: Friday, August 21, 2020 10:03 AM
To: ClerkInquiries <ClerkInquiries@greenbaywi.gov>
Cc: Hillary Hall <hillary@voteathome.org>
Subject: Following up on CTCL request

Hi Kris,

I'm Michael Spitzer-Rubenstein, the Wisconsin State Lead for the National Vote at Home Institute. You may have heard from Hillary Hall, our Senior Advisor for State and Local Election Officials but I wanted to personally reach out to you about the election communications assistance Green Bay requested from the Center for Technology and Civic Life.

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build out a comprehensive communications plan, design compelling visuals and develop messaging documents. That's why our toolkit does all of that for you!

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Are there any times next week that would be good for a brief conversation about how we can be of assistance? I'm happy to be flexible around your schedule.

Looking forward to speaking,
Michael

--

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him



--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclelife.org
(919) 799-6173
she/her

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclelife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, August 31, 2020 3:47 PM
To: Whitney May
Subject: RE: FW: FW: Following up on CTCL request

I agree. What about the express vote machines? We can order more and then have them for future EIPAV sites. They're about \$7K a piece.



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Whitney May <whitney@techandciviclife.org>
Sent: Monday, August 31, 2020 2:52 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Re: FW: FW: Following up on CTCL request

I like the idea of reallocating Badger Book funds to other technology like laptops and printers that you can use this fall (and hopefully beyond!). To me, it feels like a bigger tech budget priority if it's something you can deploy sooner. Happy to discuss in more detail in our call on Thursday.

On Mon, Aug 31, 2020 at 2:40 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Whitney,

See below. What do you think about reallocating the grant dollars from the Badger Books to the purchase of laptops and printers? This is for greeters to more quickly access the polling locations by address and also to register voters.

What do you think?



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Mike Hronek <mike.hronek@greenbaywi.gov>

Sent: Monday, August 31, 2020 1:26 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>

Cc: Kris Teske <Kris.Teske@greenbaywi.gov>

Subject: RE: FW: Following up on CTCL request

Hello,

Not really sure what the use will be, but I do not think it needs to be a real beefy laptop. Could it also just be a tablet?

Below is what is available.



**HP SB ProBook 650 G5 15.6" Core i5-8265U
8GB RAM 256GB SSD Windows 10 Pro**

★★★★★ (1)

MFG#: 7KW42UT#ABA | CDW#: 5590622

Screen Size: 15.6 inch
Processor Type: Core i5
Notebook Type: Notebook
Memory: 8 GB
Processor Speed: 1.6 GHZ

☐ Compare

[\[-\] Expand Specs](#)

Availability: ● **Item Backordered**
This item will ship once it is in stock.

~~\$1,149.00~~

\$1,094.25

Advertised Price

1

Add To Cart



**HP SB ProBook 650 G5 15.6" Core i5-8265U
8GB RAM 256GB Windows 10 Pro**

MFG#: 7KW39UT#ABA | CDW#: 5590621

Screen Size: 15.6 inch
Processor Type: Core i5
Notebook Type: Notebook
Memory: 8 GB
Processor Speed: 1.6 GHZ

☐ Compare

[\[-\] Expand Specs](#)

Availability: ● **In Stock**
Get it Tuesday, September 1 if
ordered within 1 hrs 38 mins.

~~\$1,329.00~~

\$1,256.84

Advertised Price

46

Add To Cart



**HP ProBook 650 G5 - 15.6" - Core i5 8265U - 8
GB RAM - 256 GB SSD - US**

MFG#: 9LK40US#ABA | CDW#: 5817648

Screen Size: 15.6 inch
Processor Type: Core i5
Notebook Type: Notebook
Processor Speed: 1.6 GHZ
Hard Drive Type: SSD

[\[-\] Expand Specs](#)

Availability: ● **4-6 Weeks**
Orders placed today will ship within
4-6 weeks by a CDW partner.

\$1,835.39

Advertised Price

1

Add To Cart

Mike Hronek

City of Green Bay

ITS Director

920-448-3033

From: Celestine Jeffreys

Sent: Monday, August 31, 2020 11:27 AM

To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>

Cc: Kris Teske <Kris.Teske@greenbaywi.gov>; Mike Hronek <mike.hronek@greenbaywi.gov>

Subject: RE: FW: Following up on CTCL request

If we are going to use the grant dollars for something other than we originally requested, we will need to get approval through our Election Mentor.

Go ahead and explore the availability. Mike and Kris, can you give me a little more information so I can have a cogent conversation with the grant mentor?



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Sent: Monday, August 31, 2020 11:19 AM
To: Mike Hronek <mike.hronek@greenbaywi.gov>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: FW: FW: Following up on CTCL request

Mike, if we were to request 46 or 96 laptops using Election grant dollars, would they be available yet this fall for the November election? Your thoughts?

Thank you,

Diana

From: Kris Teske
Sent: Friday, August 28, 2020 9:19 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Cc: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>

Subject: FW: FW: Following up on CTCL request

We could use laptops with some of the money along with printers for registration and for the greeters.

Kris Teske, WCMC

Green Bay City Clerk

100 N. Jefferson St., Rm 106

Green Bay, WI 54301

920-448-3014



From: Celestine Jeffreys [<mailto:Celestine.Jeffreys@greenbaywi.gov>]

Sent: Thursday, August 27, 2020 8:23 PM

To: Whitney May <whitney@techandciviclife.org>

Cc: Kris Teske <Kris.Teske@greenbaywi.gov>

Subject: Re: FW: Following up on CTCL request

Michael from National Vote at Home Institute

Feel free to connect with him. NVAHI is one of the Technical Assistance Partners -- they published the Election Official Communications Toolkit. I did let him know about your RFP that hit the street this week.

Thanks, I'll reach out to him.

Badger Books

We encourage you to prioritize spending the grant funds on the programs, people, and technology related directly to the administration of your 2020 elections.

Point taken. What about purchasing express vote machines? The clerk hasn't mentioned that, I'm inquiring. We could use the express vote machines, if we can obtain them, right away.

Reallocating funds for voter outreach

Are you asking to move funds to the voter outreach bucket? If so, which bucket(s) are you pulling from?

- Increase Absentee Voting
- Launch Poll Worker Recruitment, Training, and Safety Efforts
- Ensure Safe and Efficient Election Day Administration

Could we take funds from the Badger book line? That's \$283K. If not, what about from the PPE/cough guards or the ballot folder lines?

There are probably 5 organizations in town that are focused on working with disadvantaged populations and/or with voters directly. I thought roughly \$5K (each) for their efforts (reimbursable expenses, of course). I don't have a sense of what's appropriate, so I haven't thought of a budget. Whitney, what do you recommend?

Thanks!!

Celestine

Ensure Safe and Efficient Election Day Administration		
	deadline and lead	
Safe and Efficient Election Day Administration--\$426,500		
purchase electronic poll books -- \$283,500	determine availability	10/15 Clerk (Kris)
RFP		
purchase high speed tabulator -- \$62,000		
RFP		
purchase ballot opener and folder -- \$5,000		
already purchased		
additional staff to process absentee ballots on election day - \$5,000	determine need	9/8 Clerk (Kris)
hire new staff, hire temps to replace staff?		
how does existing staff reassigned accomplish their own work?		
PPE -- \$15,000		
already purchased		

cough guards \$43,000		
already purchased		
disinfectant supplies \$3,000		
already purchased		
30,000 black pens -- ???	obtain the pens	10/15 Procure

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, August 26, 2020 7:16 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Re: FW: Following up on CTCL request

Hi Celestine & Kris,

Hope all is well in your neck of the woods. Regarding your questions, here's what I got:

Michael from National Vote at Home Institute

Feel free to connect with him. NVAHI is one of the Technical Assistance Partners -- they published the Election Official Communications Toolkit. I did let him know about your RFP that hit the street this week.

Badger Books

We encourage you to prioritize spending the grant funds on the programs, people, and technology related directly to the administration of your 2020 elections.

Reallocating funds for voter outreach

Are you asking to move funds to the voter outreach bucket? If so, which bucket(s) are you pulling from?

- Increase Absentee Voting
- Launch Poll Worker Recruitment, Training, and Safety Efforts
- Ensure Safe and Efficient Election Day Administration

Please continue to keep me updated and let us know how CTCL and partners can be most helpful for your team.

Stay safe,
Whitney

On Tue, Aug 25, 2020 at 10:55 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Good morning, Whitney!

A few updates and a question.

First, did you connect the person below to us? I don't recall meeting him, but that's perhaps my oversight.

And some updates:

- Voter Outreach/Education:
 - The RFP for the public affairs firm is about to go on the street. It needs three weeks out there and then approval from committee and council. So that means we should have a firm engaged by mid-September, so probably 6 weeks of solid outreach/education. Does that square with what other municipalities are doing?
- Drop boxes:
 - We are going to talk about this internally on Thursday and make some decisions.
 - We'll most likely forego the drop boxes at the polling locations and go for 4 drop boxes, potentially at the fire stations.
 - We have another conversation with the drop box team today.
- Poll books:
 - Kris obtained a quote for poll books and printers (called Badger books). I believe there are some implementation issues, especially around training. Any thoughts?
- Community groups:
 - I'm going to have our community relations aide reach out to community groups that will do voter outreach/education

That's it, thanks!!



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Tuesday, August 25, 2020 9:34 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: FW: Following up on CTCL request

Have you spoken to this person yet?

Kris Teske, WCMC

Green Bay City Clerk

100 N. Jefferson St., Rm 106

Green Bay, WI 54301

920-448-3014



From: ClerkInquiries
Sent: Friday, August 21, 2020 10:09 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: FW: Following up on CTCL request

From: Michael Spitzer-Rubenstein [<mailto:michael@voteathome.org>]
Sent: Friday, August 21, 2020 10:03 AM
To: ClerkInquiries <ClerkInquiries@greenbaywi.gov>
Cc: Hillary Hall <hillary@voteathome.org>
Subject: Following up on CTCL request

Hi Kris,

I'm Michael Spitzer-Rubenstein, the Wisconsin State Lead for the National Vote at Home Institute. You may have heard from Hillary Hall, our Senior Advisor for State and Local Election Officials but I wanted to personally reach out to you about the election communications assistance Green Bay requested from the Center for Technology and Civic Life.

Do you have 30 minutes to talk next week? I'd like to meet you, hear about your experience in the primaries, and share how we can help you over the next 74 days.

You might find our [Communications Toolkit](#) useful. It's a groundbreaking resource that uses behavioral science insights from our partners at ideas42 to help you connect with communities and get voters the information they need about voting in November. We know it's tough for cash-strapped election offices to build out a comprehensive communications plan, design compelling visuals and develop messaging documents. That's why our toolkit does all of that for you!

It includes a templated communications plans for election offices that's cohesive, strategic, and customizable, so you have a clear roadmap. We've also created inviting visuals in a variety of sizes that you can use for social media, print ads, fliers posters or whatever is needed!

I know you already had to deal with poll worker shortages and delayed ballots in the primaries. Now, you're probably preparing for a massive increase in mail-in absentee ballots. The National Vote at Home Institute has your back. [Our Communications Toolkit](#) is just one of the many resources we can offer you.

Are there any times next week that would be good for a brief conversation about how we can be of assistance? I'm happy to be flexible around your schedule.

Looking forward to speaking,

Michael

--

Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

(310) 980-2872

he/him



--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclelife.org

(919) 799-6173

she/her

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclelife.org

(919) 799-6173

she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, August 31, 2020 5:04 PM
To: Ryan Chew; Whitney May; Dayna Causby
Subject: RE: FW: IMMEDIATE ATTENTION NEEDED: Ballot Dropbox Order Confirmation

Thanks!!

I directed our procurement manager to go ahead with the order. I liked Haley's suggestion to use the arrival of the boxes as a media opportunity.



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Ryan Chew <ryan@electionsgroup.com>
Sent: Monday, August 31, 2020 4:07 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Whitney May <whitney@techandciviclife.org>; Dayna Causby <dayna@electionsgroup.com>
Subject: Re: FW: IMMEDIATE ATTENTION NEEDED: Ballot Dropbox Order Confirmation

Celestine,

There are no perfect answers. I would move forward with a vendor very soon, today if possible, because I think these timelines will only get worse. My one suggestion would be to try to understand Locking Security Mailbox's level of commitment to that timeline, and compare that to Kingsley, the vendor you guys identified. At this point, I might suggest going with the firm you feel most confident about in terms of delivering these in a timely way.

Below I'll mention what other jurisdiction do, and fallbacks. But the above message - order ASAP - is most important. Ignore what's below if you're pressed for time.

OTHER JURISDICTIONS:

While most jurisdictions do aim to open their boxes when ballots go out, they do not typically send ballots 6.5 weeks ahead of Election Day.

Having a box from Oct. 12th through election day is actually consistent with what a lot of mail-only jurisdictions do, because ballots have often gone in the mail about 3 weeks before election day.

As an example, in King Co., (Seattle), the list of boxes is only published 30 days ahead of the election:

<https://www.kingcounty.gov/depts/elections/how-to-vote/ballots/returning-my-ballot/ballot-drop-boxes.aspx>

The boxes in King Co. often open 22 days before the election (ie, the Monday just more than 3 weeks in advance). Here is a graph showing how many came in on different days.:

<https://www.kingcounty.gov/depts/elections/about-us/data-and-statistics/ballot-drop-box-returns.aspx>

You'll see that at least in this small primary in King Co., just over 60% of ballots were returned on Election Day. That's the curve you want to flatten, to re-mix the metaphor of the year. That's why I think publicizing an event on 10/31 could be really useful. Kris may be thinking "I don't want to get 50% of my ballots with only 3 days till election day." But the alternative isn't getting them in mid-October. It's getting them on Election Day.

ALTERNATIVES:

If you find that the boxes are arriving too late, one alternative is to stand up a staffed drop-off location until the permanent box can arrive.

Ryan
The Elections Group
312 823-3384

On Mon, Aug 31, 2020 at 3:43 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Hello!

What about the first or second week of October? Is that too late? Do we look for more options? I feel really stuck here.



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Calvin Winters <Calvin.Winters@greenbaywi.gov>

Sent: Monday, August 31, 2020 3:43 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>

Subject: IMMEDIATE ATTENTION NEEDED: Ballot Dropbox Order Confirmation

Importance: High

I just received a call from Security Mailbox about the order just placed for the drop boxes. Estimated delivery is first or second week of October. Please confirm if this is acceptable. I need to get back to him to get the order into production.

Thank you,

Calvin Winters

Procurement Manager

City of Green Bay

Ph: (920) 448-3048

Fax (920) 448-3050

Calvin.Winters@greenbaywi.gov



Deanna Debruler

From: Dayna Causby <dayna@electionsgroup.com>
Sent: Monday, August 31, 2020 4:08 PM
To: Celestine Jeffreys
Cc: Ryan Chew; Whitney May
Subject: Re: FW: IMMEDIATE ATTENTION NEEDED: Ballot Dropbox Order Confirmation

Celestine,
I asked Ashish to check on this date. His understanding was mid to late September. I will let you know ASAP.

sfrreg

On Mon, Aug 31, 2020 at 4:43 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Hello!

What about the first or second week of October? Is that too late? Do we look for more options? I feel really stuck here.



Celestine
Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Calvin Winters <Calvin.Winters@greenbaywi.gov>

Sent: Monday, August 31, 2020 3:43 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>

Subject: IMMEDIATE ATTENTION NEEDED: Ballot Dropbox Order Confirmation

Importance: High

I just received a call from Security Mailbox about the order just placed for the drop boxes. Estimated delivery is first or second week of October. Please confirm if this is acceptable. I need to get back to him to get the order into

production.

Thank you,

Calvin Winters

Procurement Manager

City of Green Bay

Ph: (920) 448-3048

Fax (920) 448-3050

Calvin.Winters@greenbaywi.gov



--

Thank you,
Dayna Causby, CERA
The Elections Group

"Voting is the expression of our commitment to ourselves, one another, this country and this world"
~Sharon Salzberg

Deanna Debruler

From: Ashish Sinha <ashish@modernelections.org>
Sent: Friday, September 11, 2020 11:50 AM
To: Celestine Jeffreys
Cc: Dayna Causby; Whitney May
Subject: Re: FW: more specs for drop box

Hooray!! I am glad this worked out - the manufacturer got backed up due to a large order which had come in.

Celestine, if you end up with specifications of the locking mechanism for the chute that is shareable, could you send it my way? That's something that could be helpful for other jurisdictions receiving this model of the drop box.

Ashish

On Fri, Sep 11, 2020 at 12:45 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thanks!!

See below.

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Steve Vesper <steve@lockingsecuritymailbox.com>
Sent: Friday, September 11, 2020 11:38 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: more specs for drop box

Celestine,

We will do our best to have it shipped Sept 25th. Worst case will be the 28th.

Please understand we are extremely backed up, making them as quick as possible.

We have three shifts running 6 days a week trying to get these made as quickly as possible.

We will send tracking once it ships.

Thanks,

Steve

817-602-8372

www.lockingsecuritymailbox.com

On Wed, Sep 9, 2020 at 7:02 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thank you so much!! I really appreciate your efforts.

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Steve Vesper <steve@lockingsecuritymailbox.com>

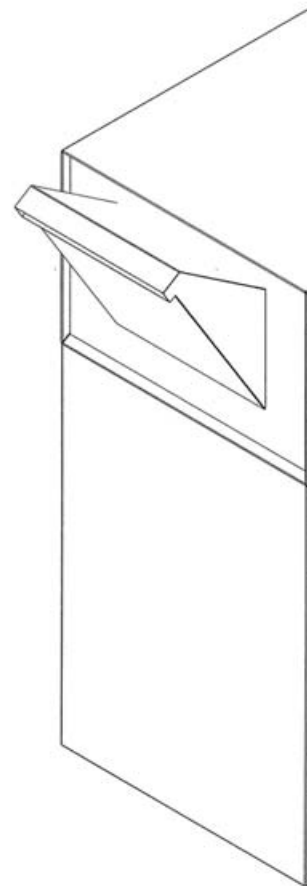
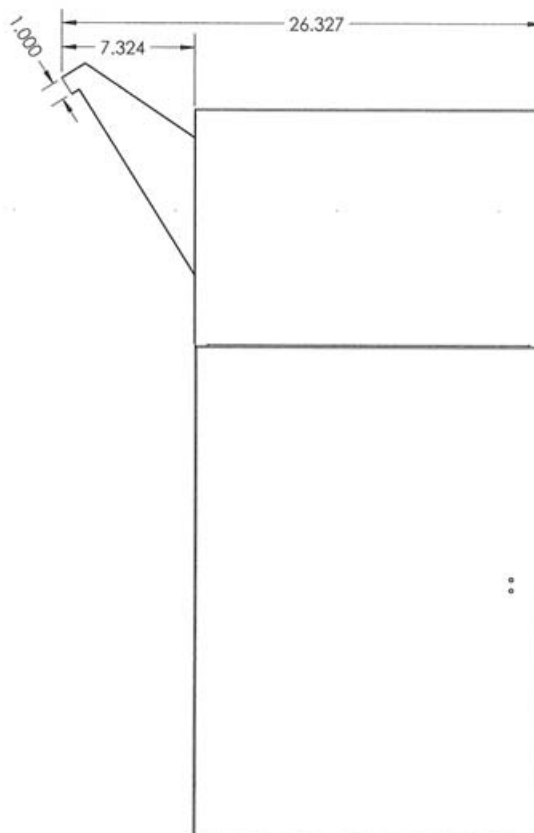
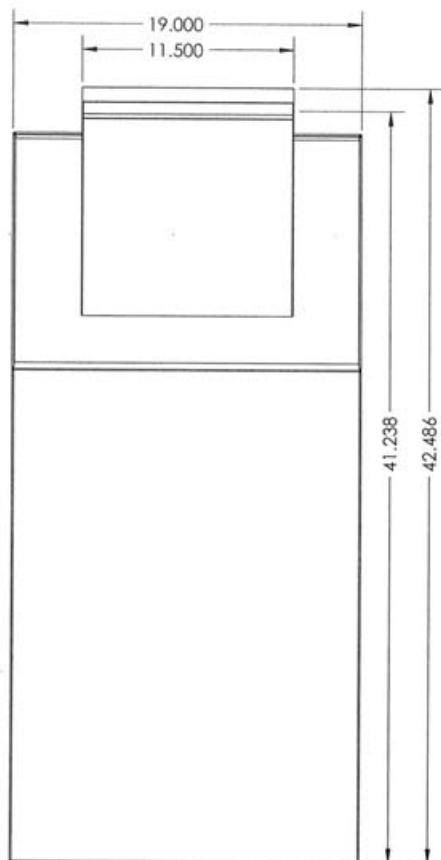
Sent: Wednesday, September 9, 2020 9:17 AM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Subject: Re: more specs for drop box

Celestine, I have attached the drawing (below) for the ballot dropbox. It is the only drawing we have so I hope it helps.

As for a ship time. I have emailed production to check the status and will get back to you asap with approx ship date.



Thanks,

Steve

817-602-8372

www.lockingsecuritymailbox.com

On Tue, Sep 8, 2020 at 9:47 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Hello, Steve!

I hope you had a nice Labor Day weekend!

I have two questions for you. First can you send more specs for the drop box (see picture)? I'd like to share those with our public works department so that we can get a lock made for the chute. ([link here](#))

Then my second question is around delivery. The company told our procurement manager, Calvin Winters, that we wouldn't receive them until October. Our election grant mentor, Ashish Sinha thought we could receive them by the end of September. Can you tell me what we'd need to do to expedite the order? I understand we're one of many, many municipalities with the same needs.

Thank you again!!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

--

Ashish Sinha
Implementation Director
Center for Secure and Modern Elections
Pronouns: He/Him/His
(301) 910-9405

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Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 18, 2020 3:02 PM
To: 'Whitney May'
Subject: RE: getting in touch

Thanks!! We had a very nice conversation and I'm ready to roll!



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Tuesday, August 18, 2020 2:45 PM
To: Eric Ming
Cc: Celestine Jeffreys
Subject: Re: getting in touch

Thanks, Eric! I don't need to be on this call, so I'll let Celestine drive scheduling.

On Tue, Aug 18, 2020 at 8:53 AM Eric Ming <eric@modernelections.org> wrote:

How does 3:30 CT/ 4:30 ET today or 1:00 PM CT/2:00 PM ET sound? We can use my conference line: [920-297-4742](tel:920-297-4742);no pin

On Mon, Aug 17, 2020 at 6:51 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Eric,

It's a pleasure to meet you by email!

Whitney connected us and we're eager to get started on a media campaign that would include the items Whitney listed:

- o Radio ads on local Spanish-language radio stations, as well as geofencing.
- o They have a slogan, "Mailed it" and a mood board.
- o This is an urgent need.

Would you like to see the information I've already collected on geofencing and the cost of radio ads on the Spanish language radio? Attached is our mood board (we selected mood board 2). We've already sent out a document (attached) so I'd like to keep that look.

Here is my schedule for the rest of the week. Although I'm off on Friday, I would be available for a call Friday morning at 9:00 central.

Thanks!

August 17 - 21, 2020				
Green Bay, Wisconsin				
80°F/54°F 76°F/56°F 80°F/62°F				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
17	18	19	20	21
<div>From Aug 16</div>	<div>Voter Registration w/100th anniv; Voter Mural</div>	<div>Employee Appreciation Week</div>		
		<div>Mayor not available</div>		
		<div>Celestine off; Celestine Jeffreys</div>		
8 ^{AM}		<div>Cheryl and Celestine phone</div> <div>Celestine Jeffreys</div>		
9	<div>Mayor's St</div> <div>Monthly G</div> <div>Zoom Maj</div>	<div>review script/send to mayor</div>	<div>Leicht Park EV Charger</div> <div>Remote</div> <div>Kaurie Milin</div>	<div>PACKET DEADLINE</div> <div>Staff check-in mee</div>
10	<div>MEET WITH DIANA ELLENBECKER - FINAN</div> <div>Buy single serve ice cream for 2nd floor</div>	<div>PR Team</div> <div>https://us02web.zoom.us/j/64395059480?pwd=</div> <div>Celestine Jeffreys</div>	<div>Deadline for News</div>	<div>Celestine and Mayor</div> <div>Mayor's office</div> <div>Celestine Jeffreys</div>
11	<div>Transit Press conference; transit center confen</div> <div>Eric and Celestine; City Hall Sign (Jefferson and</div>	<div>Review Council Agenda, Vanessa, Kris, Cel</div>		<div>Census weekly phc</div>
12 ^{PM}	<div>Prep GBPAC Agenda</div> <div>Celestine's Office</div> <div>Laura Schley</div>	<div>Invitation; Ballot Drop Boxes-Green Bay @ W</div> <div>https://us02web.zoom.us/j/64395059480?pwd=</div> <div>ryan@electionsgroup.com</div>		
1	<div>OpTeam</div> <div>Mayor's office</div> <div>Celestine Jeffreys</div>		<div>Whitney and Celestine</div> <div>https://us02web.zoom.us/j/64770482721</div> <div>Celestine Jeffreys</div>	
2	<div>Digital Access Discussion</div> <div>See Zoom link below</div> <div>Ann McCotter</div>	<div>[5] development team</div> <div>zoom meeting</div> <div>Kevin Vondk</div>	<div>Development Team Meeting</div> <div>Mayor's Office</div> <div>Terry Sorelle</div>	
3	<div>MO 365 migration</div> <div>Celestine Jeffreys</div>	<div>Submit Scores to Jen</div>	<div>FW: Green Bay Green</div> <div>Skype Meeting</div> <div>Benninghoff, Benjan</div>	<div>Monthly GLC Mentor</div> <div>phone</div> <div>Celestine Jeffreys</div>
4	<div>(HOLD) Video Filmin</div> <div>Get community groups together</div>	<div>Zoom meeting with Mayor, Celestine, Chief S</div>	<div>CTCL add ons</div>	<div>DO BUDGET IN TYLER</div>
5	<div>Safia and Celestine</div> <div>https://us02web.zoom.us/j/62438810972</div> <div>Celestine Jeffreys</div>	<div>Set up next week's video</div>		<div>APPROVE TIMESHEETS/P CAR</div>

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

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--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Kris Teske
Sent: Wednesday, September 9, 2020 10:57 AM
To: 'help@techandcivicliflife.org'
Subject: Grant Application

Good Morning,

The City of Green Bay was awarded a grant by Tech and Civiclife already. I was asked by our mayor to request more funds if I needed additional items. I just completed the form and submitted it for additional funds but when do I submit the items I would like to get for your approval and the dollar amount.

Thank you so much!

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, July 28, 2020 5:17 PM
To: 'Dennis Granados'
Subject: RE: Green Bay - CTCL Grant Payment Information

Thank you Dennis! We'll get this completed right away.



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Dennis Granados [mailto:dennis@techandcivicliflife.org]
Sent: Tuesday, July 28, 2020 4:22 PM
To: Celestine Jeffreys
Subject: Green Bay - CTCL Grant Payment Information

Hi Celestine,

Thank you for sending us the signed agreement. I am following up in order to provide you with the payment information form, which can be found in the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSdmThPO2imrKvOIxhEgwdkGLcrFtAvV4765UqZ7w1OmZttGTw/viewform>

Please let me know if you have any questions. Thank you!

Regards,
Dennis

--

Dennis Granados
Executive & Development Assistant
techandcivicliflife.org

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, September 17, 2020 5:53 AM
To: Whitney May
Cc: Liz Howard
Subject: RE: Green Bay, WI + Brennan Center: Election integrity efforts

Thank you, Whitney for connecting us!

Dear Liz,

A pleasure to meet you over email!

On Monday the 28th, Clerk Teske, the Police Chief and two commanders, Commander Warych and Commander Ebel, will meet to discuss election security. Commander Paul Ebel collects and responds to Department of Homeland Security bulletins. He also arranges security for visiting dignitaries. I'm going to connect the two of you, because you speak the same language and can easily discuss and prepare security needs for Election Day.

Thank you!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, September 16, 2020 6:42 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Liz Howard <howardl@brennan.law.nyu.edu>
Subject: Green Bay, WI + Brennan Center: Election integrity efforts

Hi Celestine,

I'm connecting you with Liz Howard at the Brennan Center. They focus on election integrity in lots of shapes and forms, including post-election audits and cybersecurity just to name a couple. Liz is amazing and I think she will be a good person to bounce ideas off of when it comes to the election security and integrity questions you have in Green Bay.

Hey Liz,

Celestine is the Green Bay Mayor's Chief of Staff. She is taking on a lot of the responsibilities with implementing the Green Bay Safe Voting Plan. Right now she is talking with her local leaders and advocates about balancing the transparency and safety of the election process. She's in conversation with her police lieutenant about some options that he and the department can provide.

I hope y'all can find time to connect soon and share ideas. And I'll let you take it from here!

Stay healthy and safe out there,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandcivicle.org
(919) 799-6173
she/her

Deanna Debruler

From: Liz Howard <howardl@brennan.law.nyu.edu>
Sent: Wednesday, September 16, 2020 9:40 PM
To: Whitney May; Celestine Jeffreys
Subject: RE: Green Bay, WI + Brennan Center: Election integrity efforts

Thanks, Whitney!

Celeste, so nice to “meet” you! I would love to connect anytime. Unfortunately, I’m on a plane most of tomorrow, but I’m very flexible on Friday (except 2:45 – 4:15 ET). Just let me know if there’s a good time for you on Friday or if you would like me to go ahead and send some options for next week.

Thank you both for everything you’re doing!

Liz

From: Whitney May <whitney@techandciviclelife.org>
Sent: Wednesday, September 16, 2020 7:42 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Liz Howard <howardl@brennan.law.nyu.edu>
Subject: Green Bay, WI + Brennan Center: Election integrity efforts

Hi Celestine,

I'm connecting you with Liz Howard at the Brennan Center. They focus on election integrity in lots of shapes and forms, including post-election audits and cybersecurity just to name a couple. Liz is amazing and I think she will be a good person to bounce ideas off of when it comes to the election security and integrity questions you have in Green Bay.

Hey Liz,

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Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclelife.org
(919) 799-6173
she/her

Deanna Debruler

From: Whitney May <whitney@techandciviclife.org>
Sent: Monday, August 17, 2020 7:09 PM
To: Celestine Jeffreys; Kris Teske
Cc: Erika Reinhardt; Robin Carnahan; Elections/Voting Team; Priya Garg
Subject: Green Bay, WI + U.S. Digital Response: Poll worker management technology
Attachments: USDR — Poll Worker Offering.pdf

Hi Celestine and Kris,

I'm connecting you with Erika, Robin and the elections team from [U.S. Digital Response](#). They can provide your office free technology to help streamline the hiring, onboarding, and management of Green Bay poll workers. I attached a PDF document that describes the offering.

Hi Erika, Robin, and the USDR elections team,

Celestine is the Green Bay Mayor's Chief of Staff. Kris is the Green Bay Clerk. They've expressed an interest in learning more about your poll worker technology and how they might deploy it this year.

I hope you can find time to talk soon. And I'll let y'all take it from here.

Stay safe,
Whitney M

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, September 8, 2020 12:33 PM
To: 'Whitney May'
Subject: RE: Green Bay, WI + USDR: Ballot curing

Thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May <whitney@techandciviclife.org>
Sent: Friday, September 4, 2020 3:41 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: amber@usdigitalresponse.org; Erika Reinhardt <erika@usdigitalresponse.org>; Ryan Chew <ryan@electionsgroup.com>
Subject: Re: Green Bay, WI + USDR: Ballot curing

Adding Ryan from Elections Group here, too. He's cc'd.

Hope you can find a time to all connect and discuss the ballot curing process in Green Bay.

On Fri, Sep 4, 2020 at 8:46 AM Whitney May <whitney@techandciviclife.org> wrote:

Hi Celestine and Kris,

Thanks for taking time to talk with me yesterday. To follow up on our brief conversation about absentee ballot curing, I'm connecting you with Erika and Amber from USDR (both cc'd).

Amber is exploring ways to streamline the curing process and is interested in connecting with you to learn more about your process in Green Bay.

I hope you can find time to talk soon. And I'll let y'all take it from here.

TGIF,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandcivicle.org
(919) 799-6173
she/her

Deanna Debruler

From: Erika Reinhardt <erika@usdigitalresponse.org>
Sent: Friday, September 4, 2020 6:07 PM
To: Whitney May
Cc: Celestine Jeffreys; Kris Teske; Amber Feng; Ryan Chew
Subject: Re: Green Bay, WI + USDR: Ballot curing

Hi Kris,

We heard from Whitney that ballot cures are currently a very manual process for you, and that you might be interested in help streamlining and automating that process. We're happy to chat anytime next week that you're free to get started, but I know that you're also already working with us on poll workers and support tools, so if you have your hands full at the moment and are only ready to pick this one up a bit later, just let us know when's good for you! We'll do all we can to keep the needs on you and your office as low as possible.

Cheers,
Erika

On Fri, Sep 4, 2020 at 1:41 PM Whitney May <whitney@techandciviclife.org> wrote:
Adding Ryan from Elections Group here, too. He's cc'd.

Hope you can find a time to all connect and discuss the ballot curing process in Green Bay.

On Fri, Sep 4, 2020 at 8:46 AM Whitney May <whitney@techandciviclife.org> wrote:
Hi Celestine and Kris,

Thanks for taking time to talk with me yesterday. To follow up on our brief conversation about absentee ballot curing, I'm connecting you with Erika and Amber from USDR (both cc'd).

Amber is exploring ways to streamline the curing process and is interested in connecting with you to learn more about your process in Green Bay.

I hope you can find time to talk soon. And I'll let y'all take it from here.

TGIF,
Whitney

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Kris Teske
Sent: Friday, September 4, 2020 10:10 AM
To: 'Whitney May'
Subject: RE: Green Bay, WI + USDR: Ballot curing

Thank you!

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Whitney May [mailto:whitney@techandcivicliflife.org]
Sent: Friday, September 4, 2020 8:47 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: amber@usdigitalresponse.org; Erika Reinhardt <erika@usdigitalresponse.org>
Subject: Green Bay, WI + USDR: Ballot curing

Hi Celestine and Kris,

Thanks for taking time to talk with me yesterday. To follow up on our brief conversation about absentee ballot curing, I'm connecting you with Erika and Amber from USDR (both cc'd).

Amber is exploring ways to streamline the curing process and is interested in connecting with you to learn more about your process in Green Bay.

I hope you can find time to talk soon. And I'll let y'all take it from here.

TGIF,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandcivicliflife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, August 31, 2020 3:44 PM
To: Whitney May; Ryan Chew; Dayna Causby
Subject: FW: IMMEDIATE ATTENTION NEEDED: Ballot Dropbox Order Confirmation

Hello!

What about the first or second week of October? Is that too late? Do we look for more options? I feel really stuck here.



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Calvin Winters <Calvin.Winters@greenbaywi.gov>
Sent: Monday, August 31, 2020 3:43 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: IMMEDIATE ATTENTION NEEDED: Ballot Dropbox Order Confirmation
Importance: High

I just received a call from Security Mailbox about the order just placed for the drop boxes. Estimated delivery is first or second week of October. Please confirm if this is acceptable. I need to get back to him to get the order into production.

Thank you,

Calvin Winters

Procurement Manager
City of Green Bay
Ph: (920) 448-3048
Fax (920) 448-3050
Calvin.Winters@greenbaywi.gov



Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, August 20, 2020 3:57 PM
To: Whitney May
Subject: FW: Individual site report
Attachments: Election Day August 11 Individual Sites.docx

[Here's Alder Dorff's report on 9 of the 17 sites on the 8/11 primary day.](#)

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: District One
Sent: Thursday, August 20, 2020 12:29 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Susan Smith <sksmith@smithlegaladvisors.com>; District One <District.1@greenbaywi.gov>
Subject: Individual site report

I was only able to get to 9 sites. I am providing this individual site report in addition to the common request report.
Could you please decide what you wish to do with this report. Could be given to committee or could be acted on administratively if needed.

Alderwoman Barbara Dorff
District 1
920 469 0969

Deanna Debruler

From: Celestine Jeffreys
Sent: Friday, August 7, 2020 8:33 AM
To: 'Whitney May'
Subject: Link to the webinar doesn't work

Maybe the registration has closed?

It wasn't my computer. I can't get past the "checkout" screen.

I'll catch the next one.

Thanks and have a great weekend!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

Deanna Debruler

From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Wednesday, August 26, 2020 2:52 PM
To: Whitney May; Robert Goplin; Steven Grenier; Calvin Winters; Joanne Bungert; Joseph Faulds; Kim Wayte; Kris Teske; Pamela Manley; Shelby Hearley; Stephanie Hummel
Subject: Meeting agenda and documents for tomorrow
Attachments: 2020-08-27 Election Team Meeting.docx; 2020-08-19 Ballot Drop Box Guide.pdf; 2020-08-22 WEC Drop Box Draft Guidelines.pdf; 2020-08-25 Map w potential drop box locations.pdf; 2020-07-28 Voter Navigator Job Draft.docx

Hello!

Here is the agenda and several documents we'll discuss for tomorrow.

I know some of you can't make it, so we'll catch up next time.

Thanks!
Celestine

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, September 8, 2020 10:40 PM
To: 'Whitney May'
Subject: RE: Mikva Challenge: Recruiting HS students to serve as poll workers

Frank from the Mikva project got back to me with some spiffy resources. Thanks for the connection!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May <whitney@techandcivicliflife.org>
Sent: Thursday, September 3, 2020 8:30 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Mikva Challenge: Recruiting HS students to serve as poll workers

Hey Celestine,

Great chatting with you today. I bumped Ashish on the dropbox delivery and let him know to expect a call from you.

Regarding recruitment of HS poll workers. I reached out to Meghan at Mikva challenge and asked for 1-pagers and messaging they've used. Will let you know what I hear back.

Meanwhile, if you're interested, there's this ~5 minute section of video where Meghan talks about how they recruit HS student election judges in Chicago.

Jump to the 11:30ish mark in the video.

<https://vimeo.com/432919914/67d223baa8>

Stay safe,
Whitney M

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandcivicliflife.org
(919) 799-6173
she/her

Deanna Debruler

From: Whitney May <whitney@techandcivicliflife.org>
Sent: Friday, September 4, 2020 9:35 AM
To: Celestine Jeffreys
Subject: Re: Mikva Challenge: Recruiting HS students to serve as poll workers

Great!

And here's the page on the Madison Clerk's site about student officials: <https://www.cityofmadison.com/clerk/elections-voting/election-officials/student-officials>

On Fri, Sep 4, 2020 at 9:15 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:
Whitney,

The website looks intriguing! A way for us to carry forward the work we're doing for this November election.

Megan's email is on the website, so I'll reach out.

Thanks!

From: Whitney May <whitney@techandcivicliflife.org>
Sent: Thursday, September 3, 2020 8:31 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: Mikva Challenge: Recruiting HS students to serve as poll workers

Ps. Here's the link to Mikva Challenge if that's helpful context: <https://mikvachallenge.org/our-work/programs/elections-and-campaign-experiences/>

On Thu, Sep 3, 2020 at 8:30 PM Whitney May <whitney@techandcivicliflife.org> wrote:
Hey Celestine,

Great chatting with you today. I bumped Ashish on the dropbox delivery and let him know to expect a call from you.

Regarding recruitment of HS poll workers. I reached out to Meghan at Mikva challenge and asked for 1-pagers and messaging they've used. Will let you know what I hear back.

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Jump to the 11:30ish mark in the video.

<https://vimeo.com/432919914/67d223baa8>

Stay safe,
Whitney M

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandcivicliflife.org
(919) 799-6173
she/her

--

Whitney May
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(919) 799-6173
she/her

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandcivicliflife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Friday, September 11, 2020 11:46 AM
To: 'Ashish Sinha'; 'Dayna Causby'; 'Whitney May'
Subject: FW: more specs for drop box

Thanks!!

See below.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Steve Vesper <steve@lockingsecuritymailbox.com>
Sent: Friday, September 11, 2020 11:38 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: more specs for drop box

Celestine,
We will do our best to have it shipped Sept 25th. Worst case will be the 28th.
Please understand we are extremely backed up, making them as quick as possible.
We have three shifts running 6 days a week trying to get these made as quickly as possible.
We will send tracking once it ships.

Thanks,

Steve
817-602-8372
www.lockingsecuritymailbox.com

On Wed, Sep 9, 2020 at 7:02 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thank you so much!! I really appreciate your efforts.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

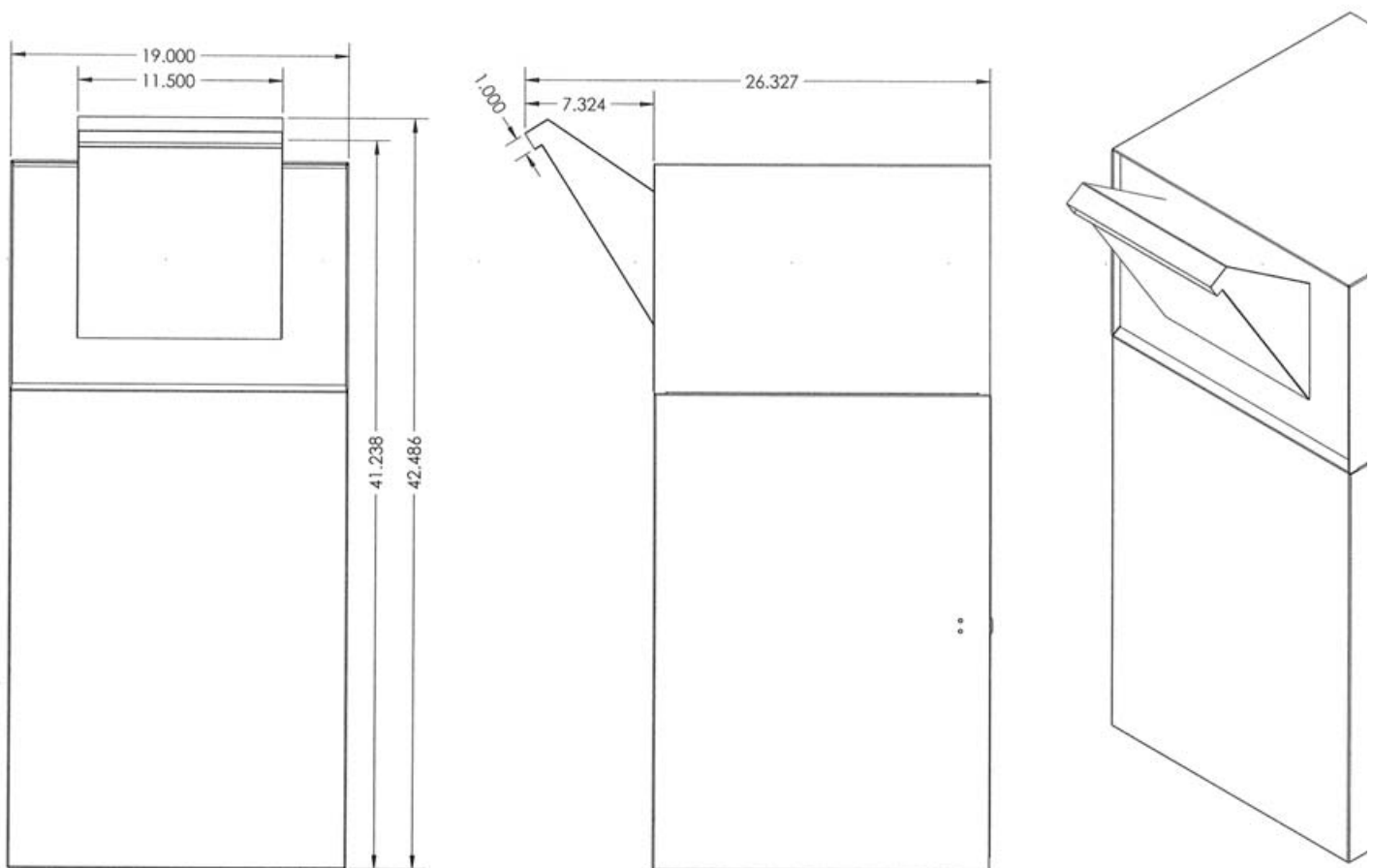
From: Steve Vesper <steve@lockingsecuritymailbox.com>
Sent: Wednesday, September 9, 2020 9:17 AM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Subject: Re: more specs for drop box

Celestine, I have attached the drawing (below) for the ballot dropbox. It is the only drawing we have so I hope it helps.

As for a ship time. I have emailed production to check the status and will get back to you asap with approx ship date.



Thanks,

Steve

817-602-8372

www.lockingsecuritymailbox.com

On Tue, Sep 8, 2020 at 9:47 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Hello, Steve!

I hope you had a nice Labor Day weekend!

I have two questions for you. First can you send more specs for the drop box (see picture)? I'd like to share those with our public works department so that we can get a lock made for the chute. ([link here](#))

Then my second question is around delivery. The company told our procurement manager, Calvin Winters, that we wouldn't receive them until October. Our election grant mentor, Ashish Sinha thought we could receive them by the end of September. Can you tell me what we'd need to do to expedite the order? I understand we're one of many, many municipalities with the same needs.

Thank you again!!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

Deanna Debruler

From: Ryan Chew <ryan@electionsgroup.com>
Sent: Tuesday, September 1, 2020 9:49 AM
To: Celestine Jeffreys
Cc: Whitney May; Haley McKean; Dayna Causby; Kris Teske
Subject: Re: One-sheeter to recruit poll workers

Celestine,

We will ask around to our "Superheroes list" of election officials around the country whose programs and ideas stand out. I'm sure we can find something useful for you.

What are the specific rules for high school student poll workers in Wisconsin?

Ryan
The Elections Group
312 823-3384

On Tue, Sep 1, 2020 at 9:06 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:
Hello!

Do you have any examples of catchy one-sheeters we can adapt (with our mood board) to attract high school and college students to become poll workers? Obviously the high school student information needs to be tailored to the rules.

Thanks!!

Celestine

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, August 17, 2020 6:47 PM
To: Whitney May
Subject: RE: poll worker program

Thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Monday, August 17, 2020 6:45 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Re: poll worker program

You bet! The organization is the U.S. Digital Response (USDR). I'll make an introduction to Erika, who leads their voting and elections projects.

On Mon, Aug 17, 2020 at 6:41 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Whitney,

Clerk Kris Teske remembered that on our inaugural phone call, someone mentioned that there was a program to help clerks manage poll workers.

Kris would like to know if we can obtain that program for the November election.

Can you connect us?

Thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office

City of Green Bay

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Friday, September 4, 2020 10:59 AM
To: megan@mikvachallenge.org
Cc: Whitney May; Kris Teske
Subject: Referred by Whitney May, Center for Tech and Civic Life

Dear Ms. Goldstein,

I'm Celestine Jeffreys, the Chief of Staff here in Green Bay Wisconsin. I was referred by Whitney May, who's working with us courtesy of a grant we won from the Center for Tech and Civic Life.

I know you're very busy. Can you share a document or two that you've created to help recruit high school and college students to become poll workers?

I appreciate anything you'd be willing to provide.

Have a wonderful Labor Day weekend!

Celestine Jeffreys



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, July 28, 2020 11:03 AM
To: 'Tiana Epps-Johnson'; 'whitney@techandcivicliflife.org'
Subject: Signed agreement
Attachments: 2020-07-24 Green Bay CTCL Grant Agreement Signed.pdf



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

Deanna Debruler

From: Kris Teske
Sent: Tuesday, September 15, 2020 9:07 AM
To: Tiana Epps-Johnson
Cc: Whitney May; Dennis Granados
Subject: RE: Supplementary request approved - CTCL COVID-19 Response Grant

Thank you so much!!! ☺

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Monday, September 14, 2020 6:02 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: Whitney May <whitney@techandciviclife.org>; Dennis Granados <dennis@techandciviclife.org>
Subject: Supplementary request approved - CTCL COVID-19 Response Grant

Dear Kris,

I'm delighted to share that the Center for Tech and Civic Life has approved a supplementary grant to support Green Bay's Safe Voting Plan at the full amount requested: \$522,200.

Dennis, cc'd, will follow up with a draft grant agreement for your review.

All the best,
Tiana

On Wed, Sep 9, 2020 at 10:48 AM JotForm <noreply@jotform.com> wrote:



CTCL COVID-19 Response Grant Application

Who is completing
this grant
application?

Kris Teske

What is your title?

Green Bay City Clerk

Please select the state and office (or official) you are applying on behalf of.

Wisconsin ; Municipal Clerk

What type of jurisdiction are you submitting an application on behalf of?

City

City Name

Green Bay

I certify that I am permitted to submit this grant request on behalf of the jurisdiction listed above.

Yes

Your initials

kt

Today's Date

09-09-2020

What number can we reach you at during business hours?

(920) 448-3014

Office Mailing Address

Street Address: 100 N. Jefferson St., Room 106
City: Green Bay
State / Province: WI
Postal / Zip Code: 54301

What is the email address you use for work?

kris.teske@greenbaywi.gov

Share a link to an official government page that contains your bio or lists you in a staff directory

<https://greenbaywi.gov/196/Clerk>

How many active registered voters does your jurisdiction have as of September 1, 2020?

53423

Approximately how many full time staff (or equivalent) do

5

you have on your team?

What is your jurisdiction's total budget allocated to elections this fiscal year as of September 1, 2020? 329818.00

Please upload a copy of your current elections budget [Budget Website-Under Administration.docx](#)

Please upload a W-9 for your jurisdiction [2020-SIGNED-W-9.pdf](#)

For which public purposes will your jurisdiction use grant funds? Polling place rental and cleaning expenses for early voting or Election Day
Temporary staffing

Will acceptance of this grant require a vote of approval by your local legislature, council, or board? No

Title of Individual Signatory or Name of Signatory Body Mayor

Name of Individual Signatory (if applicable) Eric Genrich


How did you hear about this grant opportunity? Center for Tech and Civic Life (CTCL)

You can [edit this submission](#) and [view all your submissions](#) easily.

--
Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](#)
| tiana@techandciviclife.org | she/her

Deanna Debruler

From: JotForm <grants@techandciviclife.org>
Sent: Wednesday, September 9, 2020 10:49 AM
To: Kris Teske
Subject: Thank you! We've received your CTCL COVID-19 Response Grant Application.

 CTCL COVID-19 Response Grant Application	
Who is completing this grant application?	Kris Teske
What is your title?	Green Bay City Clerk
What type of jurisdiction are you submitting an application on behalf of?	City
City Name	Green Bay
I certify that I am permitted to submit this grant request on behalf of the jurisdiction listed above.	Yes
Your initials	kt
Today's Date	09-09-2020
What number can we reach you at during business hours?	(920) 448-3014
Office Mailing Address	Street Address: 100 N. Jefferson St., Room 106 City: Green Bay State / Province: WI Postal / Zip Code: 54301
What is the email address you use for work?	kris.teske@greenbaywi.gov
Share a link to an official government page that contains	https://greenbaywi.gov/196/Clerk

your bio or lists you in
a staff directory

How many active
registered voters does
your jurisdiction have?

Number 5

What is your
jurisdiction's total
budget allocated to
elections this fiscal
year as of September
1, 2020?

[Budget Website-Under Administration.docx](#)

[2020-SIGNED-W-9.pdf](#)

For which public
purposes will your
jurisdiction use grant
funds?

Polling place rental and cleaning expenses
for early voting or Election Day
Temporary staffing

Will acceptance of this
grant require a vote of
approval by your local
legislature, council, or
board?

No

Title of Signatory or
Name of Signatory
Body

Mayor

Name of Signatory (if
an individual)

Eric Genrich

How did you hear
about this grant
opportunity?

Center for Tech and Civic Life (CTCL)

Deanna Debruler

From: Tiana Epps-Johnson <tiana@techandciviclife.org>
Sent: Friday, July 17, 2020 6:14 PM
To: Celestine Jeffreys
Subject: Thanks for your email RE: 2020-07-13 Email to Tiana Epps-Johnson--AMENDED

Hi there,

This week is CTCL's (digital) Summer Staff retreat and I will be slow to respond to email. If you need something urgently, please leave me a voicemail at 650-796-4695.

I look forward to getting back to you soon.

Best,

Tiana

--

Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](#) | (650) 796-4695 | tiana@techandciviclife.org | she/her

Deanna Debruler

From: Tiana Epps-Johnson <tiana@techandciviclife.org>
Sent: Sunday, July 19, 2020 5:34 PM
To: Celestine Jeffreys
Subject: Thanks for your email Re: Declined: Invitation: [Kick-off Meeting] WI Safe Vote Plan - Green Bay @ Thu Jul 23, 2020 10am - 11am (CDT) (celestine.jeffreys@greenbaywi.gov)

Hi there,

This week is CTCL's (digital) Summer Staff retreat and I will be slow to respond to email. If you need something urgently, please leave me a voicemail at 650-796-4695.

I look forward to getting back to you soon.

Best,

Tiana

--

Tiana Epps-Johnson | Founder & Executive Director, [Center for Tech and Civic Life](https://www.techandciviclife.org) | (650) 796-4695 | tiana@techandciviclife.org | she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 25, 2020 3:27 PM
To: Kris Teske; Whitney May
Subject: The link to the RFP for voter outreach program is live



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Calvin Winters <Calvin.Winters@greenbaywi.gov>
Sent: Tuesday, August 25, 2020 3:10 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: one more thing

<https://vendornet.wi.gov/Bid.aspx?Id=a1a330d4-0ee7-ea11-8123-0050568c7f0f&name=>

here is the link.

Calvin Winters

Procurement Manager
City of Green Bay
Ph: (920) 448-3048
Fax (920) 448-3050
Calvin.Winters@greenbaywi.gov



From: Celestine Jeffreys [<mailto:Celestine.Jeffreys@greenbaywi.gov>]
Sent: Tuesday, August 25, 2020 1:54 PM
To: Calvin Winters <Calvin.Winters@greenbaywi.gov>
Subject: one more thing

Can you send me the link as soon as it's published? Our election grant mentors have some firms they would send it to, to get the ball rolling.

Thanks!!



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006


Deanna Debruler






From: Celestine Jeffreys
Sent: Wednesday, September 16, 2020 5:57 PM
To: Whitney May
Subject: RE: Tomorrow's check in call with Whitney & Kris

Hi, Whitney!

You probably didn't see her in your invite; I invited her later. Here's what I see in my calendar invite:

 **Kris Teske**  : Automatic reply: " I am out of the office. If you need assistance please call x3010. Thank you!"

 Attendee responses: 2 accepted, 0 tentatively accepted, 0 declined.
This appointment is next to another one on your calendar.


 Send Update	Title	Whitney and Celestine		
	Required	'Whitney May' <whitney@techandciviclife.org>; Kris Teske		
	Optional			
	Start time	Thu 9/17/2020 	1:00 PM ▼	<input type="checkbox"/> All day <input type="checkbox"/>  Time zones
	End time	Thu 9/17/2020 	2:00 PM ▼	 Make Recurring
	Location	https://us02web.zoom.us/j/82631486564		

Celestine Jeffreys is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82631486564>

Meeting ID: 

Passcode: 

One tap mobile

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, September 16, 2020 4:36 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Tomorrow's check in call with Whitney & Kris

Hi Celestine,

Looking at the 1pm check in call calendar event, Kris isn't included. I just emailed her to ask if she'd be able to attend and I got an out of office message.

Just want to confirm:

1. Is Kris able to join a call with me at 1pm tomorrow (Thursday)?
2. If so, I'll need to send a new Zoom link to her since the current event is your Zoom link.

Thanks for your help.

Whitney

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclelife.org

(919) 799-6173

she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, August 20, 2020 6:06 PM
To: Whitney May
Subject: RE: Training materials: Quick guides from Madison

Hey, Whitney!

Not bad!! I like the concept of the “quick guides” quite a lot. There is a good amount of quickly digestible information for the poll worker and the chief inspector.

I also appreciate that some items are separated, like curbside voting and ID requirements.

Thanks!

Celestine Jeffreys
Chief of Staff, Mayor’s Office
City of Green Bay

From: Whitney May [mailto:whitney@techandcivicliflife.org]
Sent: Thursday, August 20, 2020 4:48 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Training materials: Quick guides from Madison

Hey Celestine,

I’ve got the ask out to MKE but wanted to share these [quick guides from Madison](#) with you in the meantime.

Not sure what you can use there in GB, but these will give you an idea of how they break down task instructions for E-Day.

Stay safe,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandcivicliflife.org
(919) 799-6173
she/her

Deanna Debruler

From: Whitney May <whitney@techandcivicliflife.org>
Sent: Tuesday, August 18, 2020 8:41 PM
To: Celestine Jeffreys
Subject: Re: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

Got it. What time is your meeting with Ryan?

On Tue, Aug 18, 2020 at 8:16 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

We're going to talk to Ryan tomorrow about that. Kris' concern is that we wouldn't get those ballots back to the clerk's office by 8 pm.



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May <whitney@techandcivicliflife.org>
Sent: Tuesday, August 18, 2020 8:15 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

Related: Are y'all planning to have dropboxes at your precincts on Election Day?

On Tue, Aug 18, 2020 at 8:12 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thanks, I'll convey that to Kris and have her get in touch with the WEC. She also has to ask them (she may have done this already) about some rules for the drop boxes.



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May <whitney@techandcivicliflife.org>

Sent: Tuesday, August 18, 2020 8:11 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Subject: Re: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

I don't know for sure, but I assume they want all localities using the same instructions and the same envelopes since they travel together. You and Kris may want to ask WEC directly.

On Tue, Aug 18, 2020 at 8:02 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Just looked at the uniform instructions. I agree with Maribeth in that the font may be too small for some voters, but overall it's less clear and concise than the document CTCL had produced. I liked the clerk's information right up front.

But I have a question, are municipalities going to be required to use this form and no other?



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May <whitney@techandciviclife.org>

Sent: Tuesday, August 18, 2020 7:50 PM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Subject: Re: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

Hey Celestine,

I'm excited for y'all to get the envelopes next year. It'll be great.

Regarding the instructions sheet, did you get the Uniform Absentee Instructions sheet from WEC today?

It's attached. I'm assuming they want all cities using the same envelopes AND absentee instructions, too.

Let me know what you think.

Whitney M

On Tue, Aug 18, 2020 at 7:43 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thanks, Whitney!!

I had mocked-up some changes to the insert. Here they are; what do you think? I didn't hear from Kris, she's not feeling well today.

That's too bad about the envelope. Those changes are really good!



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May <whitney@techandcivicliflife.org>

Sent: Tuesday, August 18, 2020 7:38 PM

To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>

Cc: Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; cwooda@milwaukee.gov; Kris Teske <Kris.Teske@greenbaywi.gov>; Josh Goldman <josh@techandcivicliflife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>

Subject: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

Hello everyone,

Thank you for taking time to review the CCD materials and ask questions today.

CTCL is putting the brakes on operation envelope with the WI-5 because:

- WEC wants everyone in the state using the same formats
- WEC wants to complete new envelope design work next year
- WEC shared uniform instructions today

Apologies for any confusion. Please reach out with any questions or concerns. And keep truckin'.

Stay safe out there,

Whitney M

On Tue, Aug 18, 2020 at 6:36 PM Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com> wrote:

Wow! Thank you!

I like the design. Is it possible to have the text larger in the instructions? I'm wondering how hard it might be for our older voters to read the 9-point font.

Thank you!

- Maribeth

From: Whitney May <whitney@techandciviclife.org>

Sent: Tuesday, August 18, 2020 12:07 PM

To: Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; cwooda@milwaukee.gov; Kris.Teske@greenbaywi.gov

Cc: Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>

Subject: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Hello Claire, Celestine, Kris, Tara, Michelle, and Maribeth:

You are the famous WI-5. Congrats on successful administration of last week's state primary! Excited to see November be an even bigger success for you and your teams.

With November in mind, I'm cc'ing the designers from Center for Civic Design, Asher & Christopher. CCD is one of the amazing technical assistance partners available to support the WI-5 (we really do need to get WI-5 tshirts).

Since we've heard interest from you about what other cities are doing, we thought it would be helpful to gather feedback on absentee envelopes and instructions from the WI-5 cohort as a group rather than gathering feedback separately.

- Here are the [absentee instructions](#) designed by CCD
 - It's a template in a Word doc
 - You can edit and customize for your city
 - Christopher and Asher are available to consult on design
 - Christopher and Asher have designed this by combining CCD's best practices and language from Madison's instructions.
- Here are the [absentee envelopes](#) designed by CCD
 - CCD has been working on the design with WEC
 - CCD + Oxide Design are available to consult on design and printing with your printer
 - Consult can look like adjusting the templates, adding your contact and other information, working with your envelope vendors (if needed) as you fit the layouts into your process (including any size or placement adjustments), or just providing any support, advice, or reviews of proofs.

Do you and your teams have capacity to review these materials and provide questions and feedback to CTCL & CCD before the end of the week?

We know you are all working on tight timelines for printing and collating absentee materials. Please let CTCL & CCD know how we can be most helpful moving forward. If it's useful, grant funds are available for cities that want to print new envelopes.

Thank you,
Whitney & Josh from CTCL

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

--

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whitney@techandciviclife.org

(919) 799-6173

she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 18, 2020 7:54 PM
To: 'Whitney May'
Subject: RE: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

No, I must have missed that email.

I'll take a look. I think the envelopes will be a great improvement, but for next year.



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Whitney May <whitney@techandciviclife.org>
Sent: Tuesday, August 18, 2020 7:50 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

Hey Celestine,

I'm excited for y'all to get the envelopes next year. It'll be great.

Regarding the instructions sheet, did you get the Uniform Absentee Instructions sheet from WEC today?

It's attached. I'm assuming they want all cities using the same envelopes AND absentee instructions, too.

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Whitney M

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That's too bad about the envelope. Those changes are really good!



Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May <whitney@techandcivicliflife.org>

Sent: Tuesday, August 18, 2020 7:38 PM

To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>

Cc: Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; cwooda@milwaukee.gov; Kris Teske <Kris.Teske@greenbaywi.gov>; Josh Goldman <josh@techandcivicliflife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>

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Thank you!

- Maribeth

From: Whitney May <whitney@techandcivicliflife.org>

Sent: Tuesday, August 18, 2020 12:07 PM

To: Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; cwooda@milwaukee.gov; Kris.Teske@greenbaywi.gov

Cc: Josh Goldman <josh@techandcivicliflife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>

Subject: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hello Claire, Celestine, Kris, Tara, Michelle, and Maribeth:

You are the famous WI-5. Congrats on successful administration of last week's state primary! Excited to see November be an even bigger success for you and your teams.

With November in mind, I'm cc'ing the designers from Center for Civic Design, Asher & Christopher. CCD is one of the amazing technical assistance partners available to support the WI-5 (we really do need to get WI-5 tshirts).

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Thank you,
Whitney & Josh from CTCL

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

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(919) 799-6173

she/her

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandcivicliflife.org

(919) 799-6173

she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, July 13, 2020 11:06 PM
To: 'Tiana Epps-Johnson'
Subject: Uprising Strategies

Follow Up Flag: Follow up
Flag Status: Flagged

Tiana,

I'm not exactly sure how this works, but I received the email below from Mr. Sam Munger.

Is he working with you? As far as I'm concerned I am taking all of my cues from CTCL and work with those you recommend.

Let me know if I should open this door or not.

Celestine

Ms. Jeffreys - I'm reaching out on behalf of the National Vote at Home Institute (www.voteathome.org), a nonprofit, nonpartisan organization made up of former election administrators offering deep expertise and technical assistance on vote by mail best practices. NVAHI works closely with the Center for Tech and Civic Life and is a designated technical assistance provider on the election administration grant recently made to Green Bay and four other cities in Wisconsin. If it's of interest, NVAHI would be happy to present to the ad hoc committee on elections and give an overview of best practices for absentee voting and to discuss additional free technical support and expertise they can offer.

Amaad Rivera, with whom I've worked on a number of voting policy issues, suggested that you would be the best point of contact for the ad hoc committee; if there is someone else I should reach out to instead/in addition, please let me know.

I've attached some additional background on NVAHI. If you have any additional questions, please don't hesitate to drop me a line. Best,

Sam Munger

--

Sam Munger
Partner, Uprising Strategies
Washington, DC | Madison, WI
608.352.8178 (o) | 718.288.6477 (c)
sam@uprisingstrategies.com

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, August 31, 2020 8:14 PM
To: Whitney May; Ryan Chew; Eric Ming
Subject: FW: Voter Navigator

Follow Up Flag: Follow up
Flag Status: Flagged

Our LTE voter navigator position is posted. The link below is internal, here's the external link:

<https://www.governmentjobs.com/careers/greenbaywi>

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Jennifer Smits
Sent: Friday, August 28, 2020 8:33 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Voter Navigator

Thank you. NeoGov would only allow me one option, so I listed it under Administrative Services.

The posting is up. Here is the link:

https://secure.neogov.com/employers//job_posting/detailed_job_classification.cfm?jobID=2848655

Have a wonderful weekend!

Jen

From: Celestine Jeffreys [<mailto:Celestine.Jeffreys@greenbaywi.gov>]
Sent: Thursday, August 27, 2020 5:38 PM
To: Jennifer Smits
Subject: Re: Voter Navigator

List it as clerks office (primary) and mayors office (secondary)

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Jennifer Smits <Jennifer.Smits@greenbaywi.gov>
Sent: Thursday, August 27, 2020 4:53:24 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Voter Navigator

Thank you.

Can I list the department as Clerk's Office or Mayor's Office for now? I have the posting ready to go except for that. If not, I can post it on Monday. (I'm off tomorrow.)

Jen

From: Celestine Jeffreys [<mailto:Celestine.Jeffreys@greenbaywi.gov>]
Sent: Thursday, August 27, 2020 4:50 PM
To: Jennifer Smits
Subject: RE: Voter Navigator

Yes, M-F 8 to 5, with flexibility outside those hours.

Let me get the answer about supervision. Tricky.



Celestine Jeffreys

Chief of Staff
Office of the Mayor
920.448.3006

From: Jennifer Smits <Jennifer.Smits@greenbaywi.gov>
Sent: Thursday, August 27, 2020 4:33 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Voter Navigator

Hi Celestine,

I thought of a couple other questions....

Which department will these positions be a part of and who will they report to? I wasn't sure if it will be you or Kris Teske.

Also, what should I list for the work schedule, i.e. M-F, 8-5?

Thanks,
Jen

Jennifer Smits, PHR, SHRM-CP
Human Resources Generalist
City of Green Bay
Phone: (920) 448-3126
Fax: (920) 448-3128

Deanna Debruler

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Friday, August 28, 2020 5:35 PM
To: 'Woodall-Vogg, Claire'; 'Whitney May'; Michelle Nelson; Coolidge, Tara; Celestine Jeffreys; Kris Teske
Subject: Voter Pocket Guide
Attachments: Madison-Voter-Guide-08-28-20A.pptx

Follow Up Flag: Follow up
Flag Status: Flagged

Good evening, everyone.

Check out the attached Voter Pocket Guide that the Center for Civic Design helped design, based on our Voting in the City of Madison brochure. Visit this site to see how to print and fold the guide: <https://electiontools.org/tool/pocket-voter-guide-template/#undefined>.

Additionally, given all the concerns voters have about putting their ballots in the mail, we will be holding a Democracy in the Park event citywide from 9 a.m. to 3 p.m. on Saturday, September 26, and on Saturday, October 3, with Sundays available as rain dates. We will have at least two poll workers stationed in every one of our 206 city parks, available to register voters and serve as a witness for voters dropping off their absentee ballots. Voters will be able to identify the poll workers by their high visibility City of Madison safety vests and Vote yard signs.

Another idea from a Brennan Center call earlier today is to promote Monday, October 19, as "Mail It Back Monday" so voters aren't waiting until the last minute to mail back their absentees.

Our next project is to figure out how to make a frame for social media so our poll workers can use a Madison Election Official frame on Facebook. The idea is to let their friends know that the election is being administered by someone they know and trust, and to help recruit additional poll workers.

- Maribeth

Deanna Debruler

From: Ryan Chew <ryan@electionsgroup.com>
Sent: Monday, September 14, 2020 10:44 AM
To: Celestine Jeffreys
Cc: Michael Spitzer-Rubenstein; Whitney May; Dayna Causby
Subject: Re: wrap for the drop boxes
Attachments: Drop off box checklist5-3.75x11.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Celestine,

I'm delighted to hear the timeline for drop box delivery has improved!

We spoke with Whitney Quesenbery, the head of the Center for Civic Design, a group that focuses on visual design for usability, about best practices for drop box decals.

You've already thought about one point she makes -- that helping voters find and recognize the box is a separate goal from reminding them to take care of the paperwork issues. So you're thinking of putting different messages in different spots. That's good. And I think your message on attracting voters to the box is about right. I would just suggest that you should add the word "ballot" -- **BALLOT DROP BOX - CITY OF GREEN BAY**.

And the logo is cool! But I would suggest not placing too much faith in the idea that most voters will recognize it. I would keep the logo, but consider making "Ballot Drop Box" more prominent.

Whitney created a few options for a "reminder checklist," and I've attached a file with her suggestions.

Skim down a few pages in this file to find the Wisconsin-oriented messages, which include a reminder about witness signature. It's sized as a bumper sticker, so you could buy them quickly and inexpensively. A couple of the Wisconsin designs offer a spot for a logo (in the shaded circle at upper left.)

She designed this to go immediately above or under the ballot slot, or on the "spout" depending on the design of your box.

You could always design your own, but her designs are tested, and ready to print.

If you wanted the Center for Civic Design to put together your logo and the ballot drop box headline with a good font and layout, I'm sure they would do it for you.

Dayna will likely be sending an email to you and Kris today with some thoughts on some open issues from our last call that it might be useful to talk through.

Ryan
The Elections Group
312 823-3384

On Sat, Sep 12, 2020 at 5:22 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Hello!

The good news is that we will most likely receive the drop boxes by the end of September!!

They're plain, so we need to get a wrap for them. Our public arts coordinator created a wrap project for some traffic boxes, so she has a contact and experience.

What should I put on it? Attached is a document with my thoughts. I'll need your input soon, so Laura (arts coordinator) can get them into production.

Thanks!!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

Deanna Debruler

From: Celestine Jeffreys
Sent: Saturday, September 12, 2020 5:23 PM
To: 'Michael Spitzer-Rubenstein'; Whitney May; 'Ryan Chew'; 'Dayna Causby'
Subject: wrap for the drop boxes
Attachments: 2020-09-12 Drop Box Wrap.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hello!

The good news is that we will most likely receive the drop boxes by the end of September!!

They're plain, so we need to get a wrap for them. Our public arts coordinator created a wrap project for some traffic boxes, so she has a contact and experience.

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Thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, September 16, 2020 5:57 PM
To: Whitney May
Subject: zoom link for tomorrow

Yes, please, send her a new zoom link. That makes sense.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, September 16, 2020 4:36 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Tomorrow's check in call with Whitney & Kris

Hi Celestine,

Looking at the 1pm check in call calendar event, Kris isn't included. I just emailed her to ask if she'd be able to attend and I got an out of office message.

Just want to confirm:

1. Is Kris able to join a call with me at 1pm tomorrow (Thursday)?
2. If so, I'll need to send a new Zoom link to her since the current event is your Zoom link.

Thanks for your help.

Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her