

## Deanna Debruler

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**From:** Michael Spitzer-Rubenstein <michael@voteathome.org>  
**Sent:** Sunday, November 1, 2020 11:59 AM  
**To:** Amaad Rivera; Jaime Fuge  
**Subject:** Ballot Transportation


Hi Jaime, are the ballots going to be in trays/boxes within the bin?

I'm at KI now, trying to figure out whether we'll need to move the bins around throughout the day or if we can just stick them along the wall and use trays or something similar to move the ballots between stations.

Michael

--

**Michael Spitzer-Rubenstein**  
State Lead for Wisconsin (Leadership Now Fellow)  
National Vote at Home Institute

  
he/him



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**From:** Michael Spitzer-Rubenstein <michael@voteathome.org>  
**Sent:** Friday, October 30, 2020 10:24 PM  
**To:** Celestine Jeffreys; Jaime Fuge; Amaad Rivera; Kim Wayte  
**Subject:** Central Count Ballot Tracking Sheets  
**Attachments:** Delivery Log.docx; Processing Cover Sheet.docx; Reconstruction Cover Sheet.docx

Hi all,

Sharing the updated versions of the ballot tracking sheets for Central Count:

1. Courier log for City Hall to KI (adjusting the dropbox log)
2. Processing cover sheet (for tracking a batch of ballots from a single ward into the DS450)
3. Reconstruction cover sheet (for tracking ballots that need remaking in a single batch across many wards)

Since we have the processes nailed down and I understand it all now, I'm going to work on the training manual tomorrow.

See you tomorrow,  
Michael

--

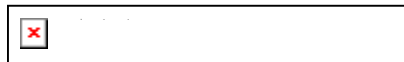
**Michael Spitzer-Rubenstein**

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

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he/him



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## Deanna Debruler

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**From:** Michael Spitzer-Rubenstein <michael@voteathome.org>  
**Sent:** Sunday, November 1, 2020 10:52 AM  
**To:** Diana Ellenbecker; Jaime Fuge; Amaad Rivera  
**Subject:** Central Count Staffing Roles  
**Attachments:** KI Diagram with Roles.pdf; Central Count Staff List.xlsx

Hi all,  
In advance of meeting tomorrow, I'm attaching two files:

1. A diagram of KI with tables marked.
2. A Central Count Staff List (blank but with all the roles we'll need for shifts 1 and 2). For roles with a partner, I labeled them A and B.

I'm not sure what the count is right now, but here's where I would put extra people:

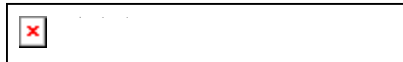
- 1 extra person for each of the scanners (so 3 total), working on paperwork and ballot flattening
- Extra runners/ballot sorters (depending on how many ballots we get on Election Day, either very busy or very boring), could also trade-off with the person guarding the dropbox
- An extra Reconstruction table (would need to be experienced)
- Check-in table for press/observers and second shift

Michael

--

**Michael Spitzer-Rubenstein**  
State Lead for Wisconsin (Leadership Now Fellow)  
National Vote at Home Institute

he/him



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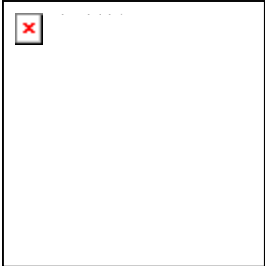
## Deanna Debruler

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**From:** Amaad Rivera  
**Sent:** Sunday, November 1, 2020 10:59 AM  
**To:** Michael Spitzer-Rubenstein  
**Cc:** Diana Ellenbecker; Jaime Fuge  
**Subject:** Re: Employees

Works for me.

Amaad Rivera-Wagner  
*Community Liaison*  
Office of the Mayor  
[100 North Jefferson Street - Room 200](#)  
[Green Bay, Wisconsin 54301](#)  
Phone: [920.448.3210](tel:920.448.3210)



On Nov 1, 2020, at 10:57 AM, Michael Spitzer-Rubenstein <[michael@voteathome.org](mailto:michael@voteathome.org)> wrote:

Realized I should be clear: I can do this virtually, since I'll be at KI. (I also think I'm probably the least important person in this since you all know the people and I just know the roles).

On Sun, Nov 1, 2020 at 10:52 AM Diana Ellenbecker <[Diana.Ellenbecker@greenbaywi.gov](mailto:Diana.Ellenbecker@greenbaywi.gov)> wrote:

Works for me!

Thank you,

Diana

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**From:** Jaime Fuge  
**Sent:** Saturday, October 31, 2020 2:08 PM  
**To:** Diana Ellenbecker <[Diana.Ellenbecker@greenbaywi.gov](mailto:Diana.Ellenbecker@greenbaywi.gov)>; Amaad Rivera  
<[Amaad.Rivera@greenbaywi.gov](mailto:Amaad.Rivera@greenbaywi.gov)>; [michael@voteathome.org](mailto:michael@voteathome.org)  
**Subject:** Employees

Hi,

Would 9 a.m. on Monday be okay to meet regarding the election workers for Central Count?

Thank you,

*Jaime*

Administrative Clerk II

Green Bay City Hall

100 N Jefferson St. Rm 106

Green Bay, WI 54301

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**Michael Spitzer-Rubenstein**  
State Lead for Wisconsin (Leadership Now Fellow)  
National Vote at Home Institute

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he/him



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## Deanna Debruler

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**From:** Michael Spitzer-Rubenstein <michael@voteathome.org>  
**Sent:** Wednesday, October 28, 2020 9:21 PM  
**To:** Diana Ellenbecker; Kim Wayte; Jaime Fuge; Celestine Jeffreys; Amaad Rivera  
**Subject:** Fwd: Green Bay central count consult

Do you want to take some time tomorrow (Thursday) or Saturday to talk through Central Count with the Milwaukee elections director, Claire Woodall-Vogg?

She's available 9am-12pm or 2-3pm or Saturday after 11:30.

Michael

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

**From:** Sam Munger [REDACTED]  
**Date:** Wed, Oct 28, 2020 at 5:03 PM  
**Subject:** Green Bay central count consult  
**To:** Michael Spitzer-Rubenstein <[michael@voteathome.org](mailto:michael@voteathome.org)>, Celestine Jeffreys <[Celestine.Jeffreys@greenbaywi.gov](mailto:Celestine.Jeffreys@greenbaywi.gov)>, <[cwooda@milwaukee.gov](mailto:cwooda@milwaukee.gov)>  
**Cc:** <[nalbrec@milwaukee.gov](mailto:nalbrec@milwaukee.gov)>, Josh Goldman <[josh@techandciviclife.org](mailto:josh@techandciviclife.org)>

Hi Michael, Celestine - I wanted to connect you by email to Claire Woodall-Vogg. Claire, as you may know is both the current ED of the Milwaukee Elections Commission (the equivalent of the City Clerk) and, more importantly for this conversation, used to run central count operations in Milwaukee. She has generously offered to make herself available to answer questions and consult on Green Bay's central count set-up for next Tuesday. She has time tomorrow morning between 9am-12pm or 2-3pm, or Saturday anytime after 11:30am.

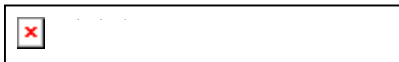
I'll let you take it from here in terms of how to connect and with any additional background you want to offer. Thanks all!

Sam

--

**Michael Spitzer-Rubenstein**  
State Lead for Wisconsin (Leadership Now Fellow)  
National Vote at Home Institute  
[REDACTED]

he/him



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## Deanna Debruler

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**From:** Amaad Rivera  
**Sent:** Tuesday, October 27, 2020 1:09 PM  
**To:** [REDACTED]  
**Cc:** Jaime Fuge; Diana Ellenbecker; Kim Wayte; Joseph Faulds; Michael Spitzer-Rubenstein  
**Subject:** Resending Poll Worker Training Materials  
**Attachments:** DEPUTYCLERKTRANSCRIPTS.PDF; Election Inspector Manual w Inserts 6.24.20.pdf

Chief Inspectors,

I hope this email finds you well. I am sending along all the trainings for poll workers. Please let me know if you have questions.

**The following text is for poll workers, feel free to copy and paste to your poll workers.**

Attached is the Election Inspector Manual for the City of Green Bay. Inserted pages are a little fuzzy but clean copies of the inserted pages are at the polling location on Election Day for reference. Page 31 is only a sample these are not the polling locations on Election Day. Photo ID and Proof of Residence can be found on the Wisconsin Elections Commission's website if you would like to see a clean copy in a short version - <https://elections.wi.gov/sites/elections.wi.gov/files/2019-01/POR%20vs%20POI.pdf>.

Please view the following video by the Wisconsin Elections Commission (WEC): "Election Day Duties" [https://elections.wi.gov/publications/video/Election\\_Day\\_Duties](https://elections.wi.gov/publications/video/Election_Day_Duties). In the video take note of the section titled - Cell Phones, Videos & Selfies, this is the latest information that has come out of the WEC. After reading the manual and listening to the webinar please email [ClerkInquiries@greenbaywi.gov](mailto:ClerkInquiries@greenbaywi.gov) stating you finished the training.

After you read the manual and listen to the video don't feel like you should know all of it. This is to get you familiar with the process and terminology. On Election Day you will be given a job by the Chief Inspector and they or another seasoned poll worker will guide you.

The second training will be a 45-minute video: <https://youtu.be/4Tro-jdtI3Q>

The third training is Lt. Ramo's: <https://youtu.be/40MDSBFDLc>

When done with the trainings please e-mail [clerk@greenbaywi.gov](mailto:clerk@greenbaywi.gov) and you will pay \$20 a piece.

- Amaad

Amaad Rivera-Wagner  
*Community Liaison*  
Office of the Mayor  
100 North Jefferson Street - Room 200  
Green Bay, Wisconsin 54301  
Phone: 920.448.3210





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**From:** Michael Spitzer-Rubenstein <michael@voteathome.org>  
**Sent:** Friday, October 30, 2020 1:27 PM  
**To:** Amaad Rivera; Jaime Fuge; Diana Ellenbecker; Kim Wayte; Celestine Jeffreys  
**Subject:** Revised Central Count Roles  
**Attachments:** Central Count Poll Worker Needs v2.xlsx

As discussed this morning:


65 people for shift 1 (6 AM - 3 PM)  
65 people for shift 2 (2 PM - 11 PM)  
25 people for shift 3 (10 PM - close)

I think the one big remaining question is just delivering the machines over to KI on Monday but I know, Diana, that you're working on it.

Michael

--

**Michael Spitzer-Rubenstein**  
State Lead for Wisconsin (Leadership Now Fellow)  
National Vote at Home Institute

  
he/him



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**From:** Michael Spitzer-Rubenstein <michael@voteathome.org>  
**Sent:** Friday, October 30, 2020 4:36 PM  
**To:** Celestine Jeffreys; Mike Hronek; Amaad Rivera; Jaime Fuge; Shelby Edlebeck  
**Subject:** Wifi for KI  
**Attachments:** City-of-Green-Bay 11.03.2020.pdf

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

**From:** Trent Jameson <[trent.jameson@psav.com](mailto:trent.jameson@psav.com)>  
**Date:** Tue, Oct 27, 2020 at 5:11 PM  
**Subject:** Nov 3rd event...  
**To:** [michael@voteathome.org](mailto:michael@voteathome.org) <[michael@voteathome.org](mailto:michael@voteathome.org)>  
**Cc:** Hillesheim, Tracy (GRBRG) <[tracy.hillesheim@hyatt.com](mailto:tracy.hillesheim@hyatt.com)>

Hi Michael,

Here is the quote for the event on Tuesday, Nov 3<sup>rd</sup> at the Hyatt Regency and KI Convention Center. You decided that you didn't need the projector or screen so I added the 10 power drops around the room and I'll comp the internet for the event. We'll set up the power drops in the room on Sunday after the hotel has the tables in place. I'm only going to charge you for one day and the other days will be comp'd.

I'll have my team create two separate SSID's for you.

One SSID will be hidden and it's: [REDACTED] There will be no password or splash page for this one and it should only be used for the sensitive machines that need to be connected to the internet.

The other SSID will be: [REDACTED] and that one can be seen in the settings app of your phone or laptop under "networks" and should be used for the poll workers who need internet.

The third SSID will be: [REDACTED] and that one can also be seen in the settings app of your phone or laptop under "networks" and that will have a password of [REDACTED] and should be given out to media or other guests not part of your team.

If you need anything else please reach out to me and we'll do everything we can to make this event smooth and hiccup free.

**Trent Jameson**  
**Director, Event Technology - PSAV®**  
Hyatt Regency and KI Convention Center

333 Main Street, Green Bay, WI 54301  
■ office: 920.321.5083 ■ mobile: 920.636.0383

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**Michael Spitzer-Rubenstein**  
State Lead for Wisconsin (Leadership Now Fellow)  
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he/him



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