

## Central Count Process Improvement Plan

### 1. Additional DS850's and DS450's

- a) 12 machines total
- b) Color-code the stations: i.e. wards 1-30 are red, wards 31-60 are green, etc.
- c) Have a machine team of at least 6 people. 2 people work at the machine, 2 people are prepping ballots and bagging ballots, and 2 people reconstruct ballots as needed but are otherwise prepping and bagging. All six people will be cross-trained to allow for breaks in duties.
- d) Have one station captain who is comfortable organizing the other staff.

### 2. Ballot Bins: 1 Per Ward.

- a) Get enough long, flat postal bins to have 1 per ward. Color code them to the corresponding counting station and put the ward number on each one. i.e. Ward 1 on a red card taped to the bin.
- b) Have the bins prefilled with the goldenrod envelope and ballots to be opened.
- c) Place the bins in order in front of the corresponding counting station. The machine team keeps them in order. Volunteers take the bins to their tables to open and number ballots and then return the completed bins to the assigned place at the counting station.
- d) As more ballots come in, they are bundled and added to the ward bin.
- e) The station captain works with the machine operators to count the ballots in the bin and return it to its assigned space to await additional ballots.
- f) Keep all paperwork in goldenrod envelopes, so that what is visible in the numbered bin is ballots to be opened, ballots to be counted, Goldenrod envelope and counted ballots in the ballot bag.

### 3. Additional Roles

- a) Scanners: As additional ballots are brought in throughout the day, we will have at least 6 laptops set up to mark ballots as returned in WisVote.
- b) Sorters: Workers who sort ballots into ward order and then add them to the correct trays and redistribute them for processing. We had 4 people assigned to this role. 10 people will be assigned to this role (6 scanners plus 4 additional) for November.
- c) Volunteer assigner: check-in and check-out volunteers. Assign to stations. Redistribute volunteers as needed.
- d) Observer check-in: this role was assigned on August 11<sup>th</sup> (and has always been an assigned role in the past). However, based on reports, there was a time period where the observer table was unstaffed. Two people will be assigned this role to prevent any absence.

### 4. Election Worker Hours.

- a) Encourage workers to only work an 8 hour shift or to sign-up knowing that we likely will not be finished at 10:30pm; considering offering a 10pm-closing shift where we encourage AM shifts to return. In the past, we encouraged full shifts, but we will be able to recruit more workers and have them work later if they work split shifts.

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- b) AM shift is 6:00-2:30; PM shift is 2:00-10:30. That way the changeover is during the least busy part of the day and workers are still present after the polls close.

### 5. **Ensure Accurate Results**

- a) **Tracking sheet:** This log ensures that we track if we have cleared out a ward due to numbers not reconciling, as well as tracking ballots that need to be reconstructed.
- b) **Precincts processed report:** All machine operators will be trained on how to run the precincts processed report, which tells them how many ballots have been counted by ward (not results). This report can be run throughout the day to make sure the ballots processed matches the last voter number and is consistent with the log above.

### 6. **Executive Director at Central Count**

- a) In prior elections, the executive director has always stayed at the Election Commission office in order to be responsive to Chief inspectors and media regarding polling place operations. This was a practice I continued in August until approximately 2pm. In hindsight, given that I have nearly eight years of experience in operating Central Count and a predicted 75% of votes will be cast at Central Count on November 3<sup>rd</sup>, I plan to be at Central Count on for the entirety of the day. I work with an extremely competent deputy director and field coordinator, and have also retained the consulting services of the former executive director who will be in the office on Election Day. We will maintain regular contact and make adjustments if needed.