



Sawyer County

Agenda

Administration Committee Meeting

Thursday, September 12, 2024 @ 10:00 AM

Sawyer County Board Room

Revised: Tuesday, September 10, 2024 1:51 PM

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in at 1-312-626-6799 with the Webinar ID: 925 4613 0740. Use *9 to Raise/lower hand and *6 to Unmute/mute. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

4 - 5	7. APPROVAL OF MINUTES FROM PREVIOUS MEETING	a. 8.8.24 Administration Committee Minutes DRAFT
6 - 10	8. VETERANS SERVICE DEPARTMENT REPORT	a. Veterans Report Budget
11 - 12	9. INFORMATION TECHNOLOGY DEPARTMENT REPORT	a. IT-2024-09-12-Administration-Committee
13	10. HUMAN RESOURCES REPORT	a. Human Resource Report September 2024
14 - 18	11. COUNTY CLERK DEPARTMENT REPORT	a. County Clerk Report August 2024 County Clerk Department Report 3rd Party mailing ODNI-Election-Security-Update-20240906
19 - 24		b. Records Request Report Records Request Report July-August
	12. ABSENTEE BALLOT PROCESS	
	13. BOARD APPOINTED COMMITTEE UPDATES	
	14. COUNTY ADMINISTRATOR'S REPORT	
	15. FUTURE AGENDA ITEMS	
	16. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS	
	17. ADJOURNMENT	

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented.

Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the August 8, 2024 meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting Committee Members (X) Present:

- ☒ Chair: Ron Kinsley
- ☒ Vice Chair: Ron Buckholtz
- ☒ Tom Duffy
- ☒ John Righeimer
- ☒ Stacey Hessel

Andy Albarado
Lynn Fitch
Gary Elliott
Rose Lillyroot

Others Present:

**Public Comment Speakers are
listed below:**

Call to Order –Chair Ron Kinsley called the meeting to order at 10:00 am.

Certification of Compliance with the open meeting law was met. Roll Call taken; quorum was met.

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes from the previous meeting dated: July 11, 2024

Motion to approve made by: Mr. Duffy

Second by: Ms. Hessel

Motion carried without negative vote.

Veterans Service Department Report -

A written report with the budget, and 2023 Annual Report were provided and reviewed. The office submitted 127 disability claims to date and has received retroactive payment of \$230,935.20 for claims decided in Veterans' favor. The office co-managed & hosted six individual group counseling sessions with the LaCrosse Vet Center. For the year 2023, the office received over \$24M in retroactive claims for veterans, according to the Annual Report.

Information Technology Department Report -

A written report of calls by department for the month of July was provided showing 86 requests responded to.

Human Resources Report -

A written report was provided. Ms. Lillyroot reported on the open positions at the County; we are seeing an increase in incoming applications. Regarding the grievance that has been ongoing, the arbitrator has ruled in favor of the County and the County is owed repayment of \$50,017.90 in wages and benefits paid out.

County Clerk Department Report -

Written reports were provided of counter activity and general office updates. Municipalities are ready for the August 13th Partisan Primary Election, and the NextRequest software is working well. Marriage license activity has increased for the summer months. The office is receiving alerts from the FBI and Intelligence Department regarding election interference attempts throughout the world.

Ordinance Addressing the Protection of County U Municipal Election Workers – Mr. Albarado presented a rough draft of the ordinance that would provide some financial penalties for disorderly conduct towards election officials.

Radio Communications Project Update -

Details of this project have been reviewed in previous meetings and will be coming to County Board in August.

Realistic Federal Definition of "Rural" -

Mr. Albarado presented a Resolution Supporting a Realistic Federal Definition of “Rural” that would go to our legislators encouraging them to adopt a more reasonable definition of rural that would make us and other small counties more eligible for funding programs. A motion was made by Ms. Hessel; second by Mr. Righeimer to forward this Resolution to the full County Board. Motion carried without negative vote.

Outside Committee Updates -

No updates

County Administrator’s Report –

Mr. Albarado provided a verbal update – he reported that the TRH ad hoc meeting is addressing changes to the draft ordinance which will be sent back to committee. The airport Master Plan has not had an update recently, and he has started management contract discussions with Mr. Leslie. We are still short on paramedics in the ambulance service, and he continues to look at the Town of Round Lake ambulance location request. The State of Wisconsin has approved the BEAD funding project and we will now see which companies will be interested in applying for these funds. The Highway Commissioner has met with TGB and making inroads on joint projects. He presented a draft of the RFP for newspaper legal ads and/or official newspaper designation.

Future Agenda Items – Absentee Ballot Process

Correspondence, reports from conferences and meetings

Adjournment – 10:55 am

Next Meeting: September 12, 2024 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

Gary Elliott
Veteran Service Officer
OFFICE: (715) 634-2770
FAX: (715) 638-3213

Sawyer County
Veteran Service Office
16096 US Hwy 63
Hayward, WI 54843



Administrative Committee Meeting, September 10, 2024

A. **Budget Performance Report:** Attached.

B. **Office Report:**

Contacts:

August: 488 phone calls, 717 letters/emails/faxes and 207 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 153 disability claims to date and received retroactive payment of \$257,469.24 for claims decided in the Veteran's favor.

La Crosse Vet Center:

The office co-managed & hosted 3 individual & 2 group counseling sessions.

Outreach:

Attended LCO Aging and Disability Service's - Medicare and Health Information Outreach event
Coffee and Conversation with Gary and Nicole – 1st Wednesday of every month
Social Media: 9 new page followers (145 total) (Average post reached 844 individuals)

Perpetual Care of Veterans Graves:

Application window July 1st – August 31st. Five applications formally submitted/reimbursed totaling \$5,960.

Training:

Up to date.

Respectfully submitted,

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 09/05/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 57 - Veteran's Administration										
46250	Veterans' Trans. Fees	1,300.00	.00	1,300.00	.00	.00	760.00	540.00	58	1,275.00
Department 57 - Veteran's Administration Totals		\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$760.00	\$540.00	58%	\$1,275.00
REVENUE TOTALS		\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$760.00	\$540.00	58%	\$1,275.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	500.00	4,500.00	10	437.54
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$500.00	\$4,500.00	10%	\$437.54
State Account 54720 - Veteran's Office										
50111	Regular Salaries	132,539.00	.00	132,539.00	.00	.00	77,920.32	54,618.68	59	79,421.51
50112	Salaries Overtime	.00	.00	.00	.00	.00	142.09	(142.09)	+++	158.96
50144	Term Life Ins./Employer's Share	53.00	.00	53.00	.00	.00	42.13	10.87	79	57.74
50147	Workers Comp	4,034.00	.00	4,034.00	.00	.00	1,482.81	2,551.19	37	1,468.99
50151	FICA-Employer's Share	10,139.00	.00	10,139.00	.00	.00	5,718.97	4,420.03	56	6,591.37
50152	Retirement-Employer's Share	9,104.00	.00	9,104.00	.00	.00	4,991.48	4,112.52	55	5,573.00
50154	Hospital and Health Insurance	.00	.00	.00	.00	.00	10,505.70	(10,505.70)	+++	1,054.52
50155	Flex Administration Fees	48.00	.00	48.00	.00	.00	81.00	(33.00)	169	68.31
50156	Health Reimb. Acct.	.00	.00	.00	.00	.00	1,400.00	(1,400.00)	+++	.00
50218										
50218-323	Garbage	50.00	.00	50.00	.00	.00	41.25	8.75	82	44.00
50218 - Totals		\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$41.25	\$8.75	82%	\$44.00
50220	Contracted Expenses	.00	.00	.00	.00	.00	46.66	(46.66)	+++	1,554.74
50221	Water and Sewer	325.00	.00	325.00	.00	.00	82.07	242.93	25	217.51
50222	Electric	1,000.00	.00	1,000.00	.00	.00	371.98	628.02	37	901.29
50224	Heating Fuels	500.00	.00	500.00	.00	.00	82.58	417.42	17	251.89
50225	Telephone	750.00	.00	750.00	.00	.00	566.14	183.86	75	1,050.86
50241	Repairs/Maintenance-Vehicles	1,000.00	.00	1,000.00	.00	.00	201.01	798.99	20	1,345.43
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	100.00	.00	100.00	.00	.00	49.08	50.92	49	25.77
50312	Office Supplies	.00	.00	.00	.00	.00	.00	.00	+++	799.95
50313	Printing	3,000.00	.00	3,000.00	.00	.00	1,542.32	1,457.68	51	2,644.04
50314	Small Items of Equipment	.00	.00	.00	.00	.00	146.18	(146.18)	+++	.00
50321	Publications/Legal Notices	.00	.00	.00	.00	.00	17.49	(17.49)	+++	.00
50329	Subscriptions	700.00	.00	700.00	.00	.00	159.00	541.00	23	84.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	209.00	(109.00)	209	.00
50339	Travel	.00	.00	.00	.00	.00	41.04	(41.04)	+++	150.00
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	.00	150.00	0	.00



Budget Performance Report

Fiscal Year to Date 09/05/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54720 - Veteran's Office										
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	881.34
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$881.34
50351	Vehicle Fuel	2,400.00	.00	2,400.00	.00	.00	550.20	1,849.80	23	1,960.48
50515	Indirect Cost	.00	.00	.00	.00	.00	.00	.00	+++	7,194.68
50805	Capital Outlay-Small Equipment (1000 - 5000)	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
State Account 54720 - Veteran's Office Totals		\$172,992.00	\$0.00	\$172,992.00	\$0.00	\$0.00	\$106,390.50	\$66,601.50	62%	\$113,500.38
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	5,688.00	1,312.00	81	5,840.00
State Account 54730 - Care of Veteran's Graves Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$5,688.00	\$1,312.00	81%	\$5,840.00
Department 57 - Veteran's Administration Totals		\$184,992.00	\$0.00	\$184,992.00	\$0.00	\$0.00	\$112,578.50	\$72,413.50	61%	\$119,777.92
EXPENSE TOTALS		\$184,992.00	\$0.00	\$184,992.00	\$0.00	\$0.00	\$112,578.50	\$72,413.50	61%	\$119,777.92
Fund 100 - General Fund Totals										
REVENUE TOTALS		1,300.00	.00	1,300.00	.00	.00	760.00	540.00	58%	1,275.00
EXPENSE TOTALS		184,992.00	.00	184,992.00	.00	.00	112,578.50	72,413.50	61%	119,777.92
Fund 100 - General Fund Totals		(\$183,692.00)	\$0.00	(\$183,692.00)	\$0.00	\$0.00	(\$111,818.50)	(\$71,873.50)		(\$118,502.92)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565										
43565	State Aid/Veteran's Grant	9,350.00	.00	9,350.00	.00	.00	11,688.00	(2,338.00)	125	9,350.00
43565-001	2023 ARPA CVSO Grant	.00	.00	.00	.00	.00	.00	.00	+++	14,228.00
43565 - Totals		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$11,688.00	(\$2,338.00)	125%	\$23,578.00
Department 00 - General Totals		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$11,688.00	(\$2,338.00)	125%	\$23,578.00
REVENUE TOTALS		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$11,688.00	(\$2,338.00)	125%	\$23,578.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	.00	.00	.00	.00	.00	.00	.00	+++	7,941.81
50226	Hardware/Software	1,298.00	.00	1,298.00	.00	.00	1,791.36	(493.36)	138	1,151.41
50313	Printing	500.00	.00	500.00	.00	.00	.00	500.00	0	80.00
50314										
50314-001	2023 ARPA CVSO Grant Enhanced Outreach Capability	.00	.00	.00	.00	.00	3,771.51	(3,771.51)	+++	.00
50314 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,771.51	(\$3,771.51)	+++	\$0.00
50325	Registration Fees	1,200.00	.00	1,200.00	.00	.00	791.20	408.80	66	457.00
50329	Subscriptions	650.00	.00	650.00	.00	.00	75.00	575.00	12	20.00



Budget Performance Report

Fiscal Year to Date 09/05/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 213 - Veteran's Service Grant										
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50335	Meal Expenses	350.00	.00	350.00	.00	.00	.00	350.00	0	.00
50336	Lodging	2,500.00	.00	2,500.00	.00	.00	1,080.00	1,420.00	43	825.00
50339	Travel	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	307.70
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	205.68	94.32	69	75.49
50373										
50373-001	2023 ARPA CVSO Grant Advertising	.00	.00	.00	.00	.00	1,589.84	(1,589.84)	+++	1,457.75
	50373 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,589.84	(\$1,589.84)	+++	\$1,457.75
50805	Capital Outlay-Small Equipment (1000 - 5000)	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
State Account 54700 - Veteran's Grant Expenses Totals		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$9,304.59	\$1,293.41	88%	\$12,316.16
Department 00 - General Totals		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$9,304.59	\$1,293.41	88%	\$12,316.16
EXPENSE TOTALS		\$10,598.00	\$0.00	\$10,598.00	\$0.00	\$0.00	\$9,304.59	\$1,293.41	88%	\$12,316.16
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		9,350.00	.00	9,350.00	.00	.00	11,688.00	(2,338.00)	125%	23,578.00
EXPENSE TOTALS		10,598.00	.00	10,598.00	.00	.00	9,304.59	1,293.41	88%	12,316.16
Fund 213 - Veteran's Service Grant Totals		(\$1,248.00)	\$0.00	(\$1,248.00)	\$0.00	\$0.00	\$2,383.41	(\$3,631.41)		\$11,261.84
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	6,329.95
Department 00 - General Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$6,329.95
REVENUE TOTALS		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$6,329.95
EXPENSE										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
State Account 54725 - Capital Outlay/Van Purchase Totals		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
Department 00 - General Totals		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
EXPENSE TOTALS		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
Fund 411 - Veteran's Transportation Grant Totals										
REVENUE TOTALS		5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0%	6,329.95
EXPENSE TOTALS		4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0%	.00
Fund 411 - Veteran's Transportation Grant Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00		\$6,329.95
Grand Totals										



Budget Performance Report

Fiscal Year to Date 09/05/24

Include Rollup Account and Rollup to Account

REVENUE TOTALS	15,650.00	.00	15,650.00	.00	.00	12,448.00	3,202.00	80%	31,182.95
EXPENSE TOTALS	199,590.00	.00	199,590.00	.00	.00	121,883.09	77,706.91	61%	132,094.08
Grand Totals	(\$183,940.00)	\$0.00	(\$183,940.00)	\$0.00	\$0.00	(\$109,435.09)	(\$74,504.91)		(\$100,911.13)

Mike Coleson
Sawyer County IT Director



September 12, 2024

10610 Main Street, Suite 58. - Hayward, WI 54843

Phone **715-634-8185**

Toll Free **877-699-4110**

Email mcoleson@sawyercountygov.org

To: Administration Committee
Ron Kinsley, Ron Buckholtz, John Righeimer, Stacey
Hessel, Thomas Duffy and Andy Albarado
IT Department Report

Department	New Requests
[not specified]	3
Administration	6
Airport	1
Animal Control	1
County Clerk	4
Court	2
District Attorney	1
Health & Human Services	27
Land Records/Survey	3
Register of Deeds	1
Sheriff	2
Treasurer	2
Zoning and Conservation	6
Total New Request	59
Total Solved Request	49

Agenda items

N/A

Projects completed

- Jail camera replacement. 77 Cameras.
- Door Controls
 - o Reactivate remote door openers for Courthouse offices: Clerk, Payroll/Admin, Clerk of Court, DA
 - o Install new readers in HHS, Clerk of Court 2nd door.

Projects in progress

- Cell phone plan review with Accounting.
- Application form automation with payment processing. Zoning, Highway, Forestry
- New cameras in Courthouse campus

Pending Projects

- Internet speed troubleshooting Backup Internet for Airport using T-Mobile
- Floor plan update for sheriff-courthouse campus.

Helpdesk and support activities

30% of time spent on support requests. Jail cameras & door automation taking much of our time this past month.

A handwritten signature in black ink, appearing to read "Mike Colson", with a long horizontal flourish extending to the right.

Human Resource Report September 12, 2024

2024 Turnover

8/1/2024	Chloerice O'Flanagan	Ambulance	PT
8/5/2024	Mike Skinner	Veteran Services	PT
8/15/2024	Sarah Juleff	Ambulance	PT
8/16/2024	Jaclynn Sulley	Human Services	Term
8/23/2024	Don Kimlicka	Med Examiner	PT
8/24/2024	William Wurm	Sheriff	Term

Recruiting EMS positions

Recruiting Sheriff Deputy positions

Various personnel issues

Policy Manual Updates

Begin conversion to new applicant tracking software, Criterion.

**County Clerk Department
Monthly Report
August 30, 2024**



County Clerk Desk Activity/Revenue YTD:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	381+ 44 penalties	\$5065.00
Marriage Licenses	62 Clerk = \$55/license Mediation = \$20/license State = \$25/license	\$6200.00
Plat Books	GL 218-00-42000 GL 218-00-42001	\$1,532.88 \$761.28
Election MOU Reimbursement	April 2 nd Election August 13 th Election November 5 th Election	\$15,639.50

Elections Update:

- November ballots are at the printer and due to arrive here on 9/18 or earlier. The first round of absentee ballots are due in the mail by 9/18 and we have about 800 of them on record to date. October 22nd is the first date for in-person absentee voting.
- We have election training on September 18th for clerks and poll workers and board members are invited to observe.

General:

- NextRequest activity continues to grow; the Sheriff's Department gets the brunt of the volume and must continue to work with two systems, slowing them down while it has sped up processes for the rest of staff.

Thousands of vote-by-mail applications will be mailed out from 3rd party organizations on/around 9/16



Dear WMCA Members,

WMCA was again notified about a vote-by-mail application being sent from the Voter Participation Center (VPC) and the Center for Voter Information (CVI) that will be reaching Wisconsin residents around September 16th. Please refer to the table listing the number of mailings that will be sent within each municipality and samples of the mailers. This mailing contains an application for absentee ballot (EL-121).

If you talk to anyone who wants to be removed from the mailing lists, you can direct them to a code near the bottom of the letter that they can email to VPC or CVI to be automatically removed (unsubscribe@voterparticipation.org and unsubscribe@centerforvoterinformation.org). You can also direct people to their toll-free numbers: VPC (800-986-2348) or CVI (800-364-2317). Feel free to direct reporters to media@voterparticipation.org

Diane Coenen & Lorena Stottler – Co-Chairs of LCAC

Table of Mailings

B-C-L-WI

B-V-C-WI

CITY OF HAYWARD	14	47
TOWN OF BASS LAKE	17	74
TOWN OF COUDERAY	1	5
TOWN OF DRAPER	4	1
TOWN OF HAYWARD	25	87
TOWN OF HUNTER	4	14
TOWN OF LENROOT	10	9
TOWN OF RADISSON	1	1



Municipality	CVI Pieces Mailed	VPC Pieces Mailed
TOWN OF ROUND LAKE	6	7
TOWN OF SAND LAKE	4	7
TOWN OF SPIDER LAKE	5	5
TOWN OF WINTER	0	1
VILLAGE OF EXELAND	1	0



60 Days Until Election 2024

Election Security Update as of Early September 2024

Foreign actors are increasing their election influence activities as we approach November. In particular, Russia, Iran, and China are trying by some measure to exacerbate divisions in U.S. society for their own benefit, and see election periods as moments of vulnerability. These actors most likely judge that amplifying controversial issues and divisive rhetoric can serve their interests by making the United States and its democratic system appear weak and by keeping the U.S. Government distracted with internal issues instead of pushing back on their hostile behavior in other parts of the world.

No Efforts To Interfere in Conduct of Elections

To date, the IC has not observed any foreign actor seeking to interfere in the conduct of the 2024 elections. The IC and our partners, however, continue to monitor foreign actors' influence efforts, seeking to uncover any activities that could enable election interference, especially cyber or physical disruptions of election infrastructure. The interagency election security community assesses that it would be very difficult for a foreign actor to manipulate election processes at a large enough scale to impact the outcome of a federal election without detection by intelligence collection, post-election audits, or physical and cybersecurity monitoring of the decentralized and diverse election infrastructure across the country.

Instead of interference, the IC assesses adversaries so far are focused on using information operations and propaganda to try to shape voter preferences or undermine confidence in the election. We continue to monitor adversaries' efforts to cast doubt on the electoral process or claim that they have interfered in the process when they have not actually done so, a tactic known as "perception hacking."

- In addition, reports of cyber espionage against election or campaign infrastructure do not necessarily mean that an actor is trying to affect the conduct of an election. Foreign adversaries sometimes use cyber tools to collect information that helps them tailor their influence messages to certain U.S. audiences or embarrass or denigrate particular candidates through leaks. For example, we have seen foreign actors work to compromise political entities. We have seen all key foreign actors engage in such efforts during this election cycle.

Foreign Actors



The IC continues to assess that **Russia** poses the most active foreign influence threat to this year's U.S. elections. Russia is looking to amplify divisive rhetoric and influence election outcomes, which is consistent with Moscow's broader foreign policy goals of weakening the United States and undermining Washington's support for Ukraine.

- As this week's [U.S. Government actions](#) further demonstrate, Russia is using entities such as the U.S.-sanctioned organizations Social Design Agency (SDA) and [ANO Dialog](#) and the [state media outlet RT](#) to covertly amplify and stoke domestic divisions and push for Russia's preferred election outcomes. RT has built and used networks of U.S. and other Western personalities to create and disseminate Russia-friendly narratives, while trying to mask the content in authentic Americans' free speech.
- These actors, among others, are supporting Moscow's efforts to influence voter preferences in favor of the former President and diminish the prospects of the Vice President through methods such as targeted online influence operations on social media and websites that [portray themselves as legitimate news sites](#).



60 Days Until Election 2024 *(continued)*

Foreign Actors *(continued)*

-  The IC assesses that **Iran** is making a greater effort than in the past to influence this year's elections, even as its tactics and approaches are similar to prior cycles. Like Russia, Iran has a multi-pronged approach that seeks to stoke discord and undermine confidence in our electoral process. Tehran also has sought cyber access to individuals with direct ties to the presidential campaigns of both political parties while elements have also denigrated the former President.
- Iran has a suite of tools at its disposal, as demonstrated in recent reports outlining [Iran's cyber operations](#), including the hack and leak operation against the former President's campaign. Beyond attempts to hack and leak information, Iran is conducting covert social media operations using fake personas and using AI to help publish inauthentic news articles.
-  **China**, for its part, is focused on influencing down-ballot races and is still not attempting to influence the presidential race. China is also continuing its longstanding efforts to build relationships with U.S. officials and entities at state and local levels because it perceives Washington as largely opposed to China. This view likely informs Beijing's greater interest in some non-presidential races.
- The IC is aware of PRC attempts to influence U.S. down-ballot races by focusing on candidates it views as particularly threatening to core PRC security interests.
 - PRC online influence actors have also continued small-scale efforts on social media to engage U.S. audiences on divisive political issues, including protests about the Israel-Gaza conflict, and promote negative stories about both political parties.

We are seeing a number of countries considering activities that, at a minimum, test the boundaries of election influence. Such activities include lobbying political figures to try to curry favor with them in the event they are elected to office.

Sawyer County, WI Performance Report

January 1, 2024 - August 29, 2024 All departments

General Overview: Requests received, opened, and closed in this period.

80 request(s) received

Total number of new requests received during this reporting period.

0 total request(s)

Total number of requests in the portal at the beginning of the reporting period.

58 request(s) closed

Total number of requests closed during this reporting period.

22 request(s) open

Total number of open requests by the end of this reporting period.

23 request(s) overdue

Total number of requests that became overdue in this reporting period.

0 request(s) paused

Total number of requests that were paused by the end of this reporting period.

Response and Fulfillment: How fast your agency responds to and fulfills requests

22 late response(s)

Total number of requests where an initial response was sent after the response window expired.

4 day(s) to respond

Median response time in days in this reporting period.

6 day(s) to respond

Average response time in days in this reporting period.

28 fulfilled outside 10 days

Number of requests closed beyond 10 days of request submission during this reporting period.

30 fulfilled within 10 days

Total number of requests closed within 10 days of request submission during this reporting period.

10 day(s) to fulfillment

Median number of days taken to fulfill all requests in this reporting period.

11 day(s) to fulfillment

Average number of days taken to fulfill all requests in this reporting period.

Staff Time: How much time staff has spent working on requests**35.94 hour(s) spent**

Total number of hours staff spent on requests in this reporting period.

0.25 median hour(s) spent

Median number of hours staff spent on each request.

0.52 average hour(s) spent

Average number of hours staff spent on each request.

Staff Cost: How much money is spent fulfilling record requests**\$1,309.41 dollars spent**

Total amount of money spent (from staff costs) fulfilling requests in this reporting period.

\$9.24 median dollars spent

Median amount of money spent (from staff costs) on each request.

\$18.98 average dollars**spent**

Average amount of money spent (from staff costs) on each request.

Cost Recovery: Payments received from requesters via NextRequest**14 total invoices**

Total number of requests with invoices.

\$110.00 dollars received

Total amount of money received from all requests with invoices in this reporting period.

\$38.01 median dollars**earned**

Median amount of money received from each request with invoices in this reporting period.

\$36.00 average dollars

earned

Average amount of money
received from each request with
invoices in this reporting period.

Requests by Department

This table breaks down how many requests were received and closed by each department, as well as median fulfillment speed for each department in this reporting period.

Department	New	Closed	Median	Average
Administration	1	0	0	0
Ambulance Service	2	1	13	13
Clerk of Courts	4	4	3	6
County Clerk	17	16	1	4
Emergency Management Services	0	0	0	0
Finance Department	3	2	3	3
Health & Human Services	6	4	5	8
Highway Department	0	0	0	0
Human Resources	2	2	14	14
Information Technology (IT)	2	1	1	1
Land Information	1	1	7	7
Legal Counsel - Atolles Law	1	0	0	0
Register of Deeds	0	0	0	0
Sheriff Department	43	26	13	12
Treasurers' Office	2	2	2	2
Zoning Department	2	0	0	0
Not Assigned	1	1	4	4

Message Templates Report

This table includes all message templates used within this reporting period

Message Template	Times Used
10-day Abandonment Text	1
Fee to Create Response	3
Forwarding to Appropriate Department	1
No requirement to construct a record	1
Open Investigation Message	2
Prepayment Fee Response	2
Sheriff Dept. Initial Response	9

Closure Response Report

This table includes all closure responses and totals used in this reporting period.

Closure Response	Times Used
Closure for No Response or Other Reason	1
Fulfilled	49
Invoice Payment Options	1
No Records: Other Agency	6
No Response from Requester	3
Not a Request	1
Request Withdrawn	1

Tag Report

This table includes the tags applied to requests opened in this reporting period.

Tag Name	Times Used
Body Cam	1

Key Assumptions

Requests Overdue

For requests that were closed prior to October 28, 2018 requests are counted as overdue only if they were overdue at the time the request was closed.

Late Responses

A late response indicates that there were no documents released; no message or invoice sent to the requester; or that the request remained open past its due date.

Response and Fulfillment Speed

Response time is tracked using the first external message sent through the NextRequest portal. This metric assumes that the message sent includes either a "request for clarification" or a time estimate.

Fulfillment time is calculated based on the time from when the request was created to the first date the request was closed (if there are multiple closed dates, only the first one is used).

Median days to close and average days to close are calculated based on the number of requests that have a closed date within the reporting period.

Staff Time

Staff time only accounts for time logged in NextRequest. This metric assumes that staff members regularly log all staff time in the portal and that the hourly rates are accurate and up-to-date.

Staff Cost

Staff cost only accounts for costs logged in NextRequest. This metric assumes that staff members regularly log costs in the portal.

Message Templates Report

The message templates report tracks message template usage from February 25, 2018 onwards.