

January 11-15	Bonnie Chang	Eric Christianson	Heather Harris	Jennifer Haar	Jim Verbick	Maggie McClain	Nikki Perez	Shelby Hanewold	Thomas Lund	Maribeth Witzel-Behl
Monday	Develop Schedule for IPAV Hours, Phones (p.m.), Send EO Newsletter Ideas to Maggie	Remote - 9-11 3-5 Training, Council Follow Through, Kwik Trip Denial Letter with Jennifer Zilavy, Send EO Newsletter Ideas to Maggie	Remote - ALRC Post-Council Follow Through (except Kwik Trip), Statement of Interests, Send EO Newsletter Ideas to Maggie	Remote - Phones (a.m.), Licensing E-mail, Send EO Newsletter Ideas to Maggie	Off	Remote - 9-10 Team City Change Leadership, Drop Box Planning, Press Release & Social Media Plans for Primary	Remote - Payroll, Voting E-mail, MyVote Pending Requests, Send EO Newsletter Ideas to Maggie	Postings (a.m.), Deliver IPAV Laptops to Help Desk for Updates, Mail, Customers (p.m.), Send EO Newsletter Ideas to Maggie	Customers (a.m.), Contracts, Postings (p.m.), Miscellaneous ALRC Scans for Legistar, Send EO Newsletter Ideas to Maggie	Remote - 9-10 Team City Change Leadership, Liquor License Renewal Prep., Send EO Newsletter Ideas to Maggie
Focus on Equity Tuesday	Customers (a.m.), Contracts, Postings (p.m.)	Remote - 9-11 Southside NRT, 1 – One-on-One with Maribeth, 2 – Zoom Legistar Training for Stacie Reese (agendas & minutes)	Remote - Statement of Interests, MyVote Pending Requests, Phones (p.m.)	Remote - 9 – One-on-One with Maribeth, 10:30 – 12 Equitable Hiring, Equity Work	Off	Remote - EO Newsletter, 3 – One-on-One with Maribeth	Postings (a.m.), Mail, Customers (p.m.)	Phones (a.m.), File Contracts	Remote - Licensing E-mail, Voting E-mail, 3:30 – One-on-One with Maribeth	Remote - 9 - Jen 10 – Katie Crawley, (11-12 Off for Appt.), 1 – Eric 3:30 – Thomas
Wednesday	Remote - Council New Business, Shadow Eric via Zoom on Council Agenda Creation	Remote - Council Old Business, Generate Council Agenda with Bonnie Shadowing via Zoom	Remote – 9 – One-on-One with Maribeth SOI Legistar File, MyVote Pending Requests, Phones (p.m.)	Remote - Phones (a.m.), Records Requests, 3-4:30 Leopold NRT	Off	Customers (a.m.), Contracts, Postings (p.m.), Check Poll Book Alphabet Index Tab Inventory	Postings (a.m.), Mail, Customers (p.m.)	Remote - 10 – One-on-One with Maribeth, Research State License Requirements (Work Plan)	Remote - Create Legistar Files for Miscellaneous ALRC Applications, Licensing E-mail, Voting E-mail	Remote - 9 – Heather 10 – Shelby, Liquor License Renewal Prep.
Thursday	Remote - 10 – One-on-One with Maribeth, IPAV Training Preparations	Remote - Council Agenda, ALRC Agenda	Remote - Statement of Interests, MyVote Pending Requests, Licensing E-mail, Phones (p.m.)	Remote - Phones (a.m.), Records Requests	Off	Remote - MUNIS, 11 – One-on-One with Maribeth, EO Newsletter, 2 – PIO Meeting, Schedule Social Media Posts	Remote - 9 – One-on-One with Maribeth, Voting E-mail, WisVote Matches	Postings (a.m.), License Pending Tray, Mail, Customers (p.m.)	Customers (a.m.), Contracts, Postings (p.m.), Miscellaneous ALRC Scans for Legistar	Remote - 9 – Nikki 10 – Bonnie 11 - Maggie 1-3 Owl Creek NRT, 3 – Elections Security Debrief, (6 – Justified Anger Book Club)
Friday	Postings (a.m.), Mail, Customers (p.m.)	Customers (a.m.), Contracts, Postings (p.m.)	Remote - Statement of Interests, MyVote Pending Requests, Licensing E-mail, Phones (p.m.)	Remote - Records Requests, Develop an E-mail Signature for Forwarding Records Requests to Appropriate Agency (Work Plan)	Off	Phones (a.m.), WisVote Tower, Voting E-mail	Remote - Create a Daily Checklist for Absentee Batches, Voting E-mail, etc. (Work Plan)	Remote - Work with Thomas to Begin Developing Resource Binder for Front Counter & Reference Binder for Special Tasks (Work Plan)	Remote - Work with Shelby to Begin Developing Resource Binder for Front Counter & Reference Binder for Special Tasks (Work Plan)	Next Week's Schedule, Update for Mayor, Work Plan Updates

Front & Center: Counter, Scans, Contracts Basket ★ Incoming: Phone Calls, E-mail, Mail ★ Postings: Meetings, Twitter, Accela