FROM: Carrie Linder, Aging and Disability Services Manager

DATE: July 22, 2020

RE: Meeting Notice

The Bayfield County Department of Human Services Aging and Disability Services Advisory Committee will meet on Monday, July 27, 2020 at 3:00 p.m. in Conference Room A in the lower level of the Courthouse at Washburn.

We strongly recommend people attend remotely via phone by calling 1-866-516-3949 at the start of the meeting and entering participant code 1642457 followed by the # sign.

Anyone planning to attend in person, Ashland and Bayfield County issued an Emergency Advisory which stipulates that everyone age 5 and older wear a face covering or mask when in an enclosed building.

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1(c)).

Any person wishing to attend who, because of a disability, requires special accommodations should contact the Department of Human Services at 715-373-6144, extension 110, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

The agenda includes: Review of the March 16, 2020 Meeting Minutes; Transfer request between Original Title III, FFCRA and CARES Act Funding; 2021 Budget Discussion; Advocacy and Legislative Issues Updates; Other Informational Items; Future Meeting Dates; and other business that may come before the Committee.

cc: Post (bulletin board and website)
E-Mailed: Dennis Pocernich, County Board Chair
Scott Fibert, County Clerk
Human Services Board
Elizabeth Skulan, BCDHS Director
Management Staff
Sara Wartman, Health Dept. Director
Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR)
DCS, Rhinelander
Red Cliff-Tribal Chair
Daily Press
County Journal
Dear Committee Members:

Please be advised that the meeting of the Bayfield County Department of Human Services Aging & Disability Services Advisory Committee will be held Monday, July 27, 2020 at 3:00 p.m. in Conference Room A in the lower level of the Courthouse, Washburn Wisconsin.

We strongly recommend people attend remotely via phone by calling 1-866-516-3949 at the start of the meeting and entering participant code 1642457 followed by the # sign.

Anyone planning to attend in person, Ashland and Bayfield County Public Health issued an Emergency Advisory which stipulates that everyone age 5 and older wear a face covering or mask when in any enclosed building.

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c)).

Any person planning to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144, at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

The agenda for the meeting is as follows:

AGENDA

1. Call to Order and Introductions

2. Discussion and Possible Action - Review of the March 16, 2020 Meeting Minutes
3. **Discussion and Possible Action** - Transfer request between Original Title III, FFCRA and CARES Act funding

4. 2021 Budget Discussion

5. Advocacy and legislative issues

6. Other (Program updates and informational items)
   A. Transportation Coordination Committee
   B. Outreach activities

7. Future Meeting Date: September 21, 2020

8. Motion to Adjourn

Thank you and have a safe trip home!

Sincerely,

Carrie Linder

Carrie Linder, Aging and Disability Services Manager

c: Bayfield County DHS ADAC Committee Members
Call to Order and Introductions
Anderson called the meeting to order at 3:14 p.m. No introductions were made.

Discussion and Possible Action-Review of the January 27, 2020 Meeting Minutes
Motion by Oie to approve the January 27, 2020 Minutes, second by Ray. Motion carried.

Program Presentation: Home Delivered Meals-Carrie Linder
Linder briefly reviewed hard copy slide presentation information on “The Value of Home Delivered Meals”. This information was presented due to the cause for concern on the amount of time being spent delivering meals. The two van drivers delivering meals are working over the number of hours allocated for each worker. So, will be looking at how meals are being delivered, how to be more efficient, etc.

Advocacy Updates
A. Electronic Visit Verification (EVV)
Linder received an email from Janet Zander, Advocacy & Public Policy Coordinator, GWAAR on the Electronic Visit Verification information. In response to the federal 21st Century Cures Act, the Wisconsin Department of Health Services (DHS) is requiring EVV for Medicaid-covered personal care works effective September 1, 2020. Starting September 1, 2020, workers will be required to complete a brief, extra step to check in and out at the beginning and end of their visit. This brief, extra step verified the date and time of the visit, the point-in-time location of the visit, and that workers are providing members and participants their authorized services. Workers may use a mobile phone, tablet or a landline telephone to check in and out. Services, such as cellular, internet and Wi-Fi, are not required for workers to complete this step. Brief discussion.

Other (Informational Items)
A. COVID-19-Overview of current situation and considerations for vulnerable populations.
Linder noted that she had begun to assess the situation a few weeks ago and had worked on tossing around ideas on HDM, Congregate and Transportation services for seniors. As of today, HDM drivers have been instructed to meet the consumer at the door to distribute HDM meal. Trying to minimize exposure. Linder noted that she has provided HDM drivers with the necessary resources such as masks, gloves, hand sanitizer, wipes, etc. Consumers 75 or older, most fragile, in low income, living alone and high nutrition risk have been identified for additional follow-up. Congregate meal sites have been closed until further notice. This includes sites and last dates of service: Barnes Meal Site-last day of service March 19, 2020; Benoit Meal Site-last day of service-March 19; Iron River Meal Site-last meal was March 12, 2020; Port Wing Meal Site.
(Bear Paw Restaurant)-last day March 17, 2020 and Washburn (Time Out Restaurant) Meal Site-
last day of service-March 17, 2020. Home delivered meals will continue to be delivered via the
regular routes to eligible participants. This plan may be modified at any time and staff will
continue to monitor the situation.

AARP Tax Aid program has been cancelled. Posters have been put up and releases have been
sent out. A notebook has been left by the computer lab for individuals who have not seen or
heard about the closure if they should come in. They can write down their name and phone
number, should AARP be able to assist at a later date.

Volunteer driver’s transportation has not been addressed yet. However, Linder noted that the
public transportation had a discussion today on what to do.

Kemmer asked if there was any feedback from medical establishments what they would consider
a spike in cases. Not able to answer that question. Linder noted that MMC has indicated that
they have 10 ventilators available and about 28 beds available.

All Bayfield County non-essential travel has been suspended. Anyone not feeling well and having
a fever of more than 100.4 are asked to not report to work.

Use 1/3 cup of bleach to 1 gallon of water for hard surface cleaning (countertops, doorknobs,
handles, etc.)

Crisis Hot Line number for those who may need someone to speak to during this COVID-19
pandemic is 1-866-317-9362.

B. Census Updates.
Linder indicated that she has not heard any change on the census project. Census cards have
been sent out.

**Future Meeting Dates 2020**
Next meeting: **May 18, 2020. ADAC will begin at 3:00 p.m. with the NAC meeting to follow
immediately.**

**Adjournment**
*Motion by Kemmer, second by Benzschawel to adjourn at 4:18 p.m., motion carried.*

Minutes respectfully submitted by Jane M. Cook, Clerk III
03/16/2020
July 20, 2020

Dear Providers:

Hope this memo finds you all healthy and well. Just wanted to give a quick reminder that the second and final of two allocation transfer opportunities is due this Friday 07/24/2020.

When making transfer requests, keep in mind that there are three different pots of funding (Original Title III, FFCRA and CARES Act) and the transfers can only occur within the same pot of funding. Also keep in mind that once you request this final transfer, the transfers cannot be reversed.

Please send your transfer request to the GWAAR Fiscal email at fiscal@gwaar.org. The attached official excel transfer form from GWAAR must be used to make the transfer requests, which can also be found on the GWAAR website’s fiscal page. Any transfer requests that were submitted in your original budget last year will not be considered – all requests must now be made via the official transfer form. As always GWAAR fiscal staff are at the ready to assist you with this process, as well as completing your claim forms.

These transfer requests will result in additional contract amendments that will come via DocuSign, so make sure that GWAAR has the most up-to-date contact information to allow for timely completion of these amendments. If you request transfers in each of the three (3) pots of funding, you will get three (3) separate contract amendments. Please send your contract and amendment questions, as well as any updated contact information, to Sky Van Rossum at Sky.VanRossum@gwaar.org.

Thank you.

Patrick

Patrick Metz, MA, MPH
Fiscal Manager
Greater Wisconsin Agency on Aging Resources, Inc.
1414 MacArthur Rd, Suite A
Madison, WI 53714
Cell # (608) 228-8089
patrick.metz@gwaar.org
www.gwaar.org
## Allocations between Funding Sources

Requests are to be submitted by June 26th and July 24th. Requests on July 24th are the final option to transfer for the 2020 year and cannot be changed later. All approved transferred funds will be available upon the next updated claim form.

Once completed, please email to fiscal@gwaar.org.

Within the yellow highlighted fields - use the drop down for the submission period and agency name, then enter in the amounts to transfer within each contract.

### Submission Date: June 26th submission  
Agency Name: 150 Bayfield Co

#### Older American's Act Funds - IIIB, IIIC1, IIIC2, IIID and IIIE*

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<th>Transfer to:</th>
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#### Families First Coronavirus Response Act (FFCRA) Funds - C1 and C2

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#### Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds - B, C2 and IIIE

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<td>CARES E</td>
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Date this request been reviewed and approved by your Nutrition Subcommittee and Governing Board (if necessary per local policy):

Date: ___________________________
TO: Elected Officials and Department Heads
FROM: Mark Abeles-Allison
DATE: June 10, 2020

RE: 2021 BUDGET PREPARATIONS

Good Morning:

Our annual calendar includes three months of budget deliberations. June is traditionally the first month of this.

Here are a few suggestions for a successful annual budget:

1. Talk with your staff about the annual budget / frame it in the perspective of where your department is heading and what internal priorities you have and whether any major changes are needed to accomplish these.
2. Include budget planning discussions on your committee agendas for June, July and August. Ask your Committee to approve your budget or your budget direction and outlines to ensure you have their support and understanding.

The 2021 budget will be different than prior years. Based on economic hardships across the nation our goal will be to minimize the county levy while maintaining county priority funding. This could take many forms, but it begins with you and the budgets you submit. Please consider two newer items and how they may impact your budget.

REMOTE WORK:
We have learned much over the past four months about alternate work arrangements. How has this impacted your operations and how could it impact the budget in the future?

COVID-19 IMPACTS:
It is anticipated that COVID-19 will be with us for the next 12-18 months. This impacts what work we do and how it is done.

The County Board held their budget planning meeting the end of May. Budget Survey results are in the common drive in the Budgets 2021 folder.

Top county department take-aways from the survey are:

1. Highway remains the top priority of the Board and of many community members.
2. Natural Resource Protection is a top priority of the community and Board.
3. Services to Seniors remains a top priority of the Board.
At the meeting the Board indicated support for holding at the current levy amount with allowances for net new construction and consideration of borrowing for continued highway reconstruction in 2021.

Based on this input please find several guidelines for the 2021 Budget:

1. Personnel continue to be a very significant part of overall county expenses. Strive to re-organize your workload to reduce overall FTE in 2021, especially if a retirement or vacancy occurs. Please think very hard before making any new staffing requests.

2. Please carefully examine and question operating expenses in your department.

3. Revenue Generation: please continue your search for new and existing opportunities to capture additional funding in the form of fees, reimbursements and grants to help offset expenses.

4. Please consider whether your department could receive or provide services to another county department to help hold down expenses and generate additional revenues internally.

BUDGET CALENDAR:

JUNE-AUGUST: Document needs and future directions of your department with staff and oversight committee. Please work to get quotes for materials and projects for the coming year.

Budget activation in early June for entry to begin.

JUNE - AUGUST: Present budget to your Oversight Committee

JULY 10: Final Date for IT related requests for 2021.

BUDGET DETAIL:

2021 Payroll:
As in the past, the County Clerk’s Office will prepare payroll and benefit figures for 2021.

- Various wage and cost of living scenarios are under consideration for 2021. The budget will also be figured with a 0% increase in health insurance for ETF (State Plan). Participants are paying a surcharge in 2020, part of which will go away in 2021.

- The County Clerk’s Office will send spreadsheets with payroll figures for 2021 to all department heads in early July. Please review the payroll figures and notify Kim in the Clerk’s Office if the numbers are accurate, or if adjustments are needed as soon as possible. Mid-July the Clerk’s office will make entries for personnel (50100) accounts into the budget in New World.

- Any modifications resulting in FTE increases must go through Personnel first. Please contact me to review. Personnel meets July 2 and August 6.
**Budget Worksheets:**
The budget program in New World will be initialized for 2021 in mid-June. This will enable you to enter budget figures directly for 2021. If you have questions give Kris or Kim a call.

Two budget / New World refresher sessions will be scheduled for budget input in late June and early July. Department Heads and/or a representative of the department are asked to attend one of the sessions. Dates will be sent out by Kris.

**Budget detail** will be required as in the past for contractual, commodity and professional services line items. You will also need to include estimates of anticipated expenses for 2020. This is important in planning for year ending balances.

**Capital Improvements:**
Please take time to project one-time capital projects and expenses out five years. Use the Capital Improvement Worksheet in the 2021 Budget folder on the common “N” drive. Please update for your department and make sure the document and data are saved on the common drive.

A separate Capital Improvement Detail sheet should be completed for each capital improvement item/project requested. This information is used by the County Administrator and Executive Committee in prioritizing funding for Capital Improvement projects. The Capital Improvement Detail Template is available in the 2021 Budget folder on the common “N” drive.

Note: 2021 Capital Projects need to be included on the 430 (CIP Fund) section of the annual budget in New World as well. Some capital expenses may be moved to department accounts, this will be discussed in advance. Note, in 2021, the fixed asset amount will continue to be $500.

Any questions on where a grant should be budgeted should be directed to Kim Mattson in the County Clerk’s Office.

**Please have Capital Improvement Project lists completed by Friday, July 31, 2020.**

**Copiers and Vehicles:**
There are separate tabs at the end of the Capital Improvement 5-year Request Worksheet for you to list your anticipated needs for copiers or vehicles. These are budgeted independently.

**Computer Software/Hardware Purchases:**
Requests for computer software and/or hardware purchases should be submitted to Paul in writing by Friday, July 10 via IssueTrak. ([https://helpdesk.bayfieldcounty.org/Login.asp](https://helpdesk.bayfieldcounty.org/Login.asp)). (This is just one month away!). This early submittal gives IT time to discuss this topic with you, get estimates and plan. Use the Quick Pick entitled Budget 2021 in IssueTrak for this. Computer/technology related purchases or upgrades are the responsibility of the IT Department and are generally not included in individual Department budgets. However, department specific program support is a department responsibility. If you are unsure of your department needs, ask to set up a session with IT to review.
2021 Budget Narratives:

Please update your budget narratives. Last year’s narrative can be found on the “N” drive in the “2020 Budget” folder. Please be sure to “save as” when updating for the 2021 Budget Narrative. Give Kris a call if you have trouble locating your narrative or need a template. Use the narrative to share key points / highlights of the 2021 budget.

Thank you for your efforts to plan and spend tax dollars wisely.
Comments from County-Wide Budget Survey Specific to Aging and Disability Services

Come on Bayfield County, let's have better communication with everyone. A YouTube video doesn't help everyone. Grandma does not have internet and there is no cell service in the low income complex. Reach out to our elders to offer assistance just to check in on them. What kind of plans are in place if there is an outbreak? What are you doing to protect the community members? Remember "we the people" pay your wages. What are you doing to help protect us? As you know there is no hospital in Bayfield County. We can do better.

Expand criteria for home delivered meals that include those with compromised immune systems during Covid-19 who receive Social Security benefits that are under the age limit.

Perhaps providing an individual to be onsite in towns once a month to answer questions or provide information to citizens. Social distancing observed, of course.

Because we have such a large population of seniors that do not have access via computers, communication needs to be via us mail, tv and radio

Safer and more reliable alternatives for high risk, vulnerable, and seniors to obtain groceries, protective gear, and transportation as needed.

I am seeing a lot of communities wanting to help their neighbors. Maybe the County can provide facilitation to each community and figure out what will work best in each community.

Do not assume all residents are connected via some form of technology, such as a home computer or cell phone. Something similar to a neighborhood watch program or local community telephone tree would be helpful to get information spread throughout each local community.

Better communication to community regarding what is being accomplished

It would be a good idea to provide transportation for ALL areas of Bayfield County not just Washburn and the City of Bayfield Tax dollars are not fairly distributed to the Western part of the County.

I think that it is important to realize that not everyone has immediate access to technology (such as many senior citizens). Thus it is still necessary for them to have access to services in person or at least by phone as long as they can speak with an actual human being and not be placed on hold for a inordinately long wait.
Why Vote Absentee?
The Wisconsin Disability Vote Coalition encourages voters to vote absentee in the August 11 and November 3 elections because of concerns about Covid-19. Many voters with disabilities also prefer voting absentee because of difficulty getting transportation to their polling place, accessibility concerns, or other reasons.

Note: Wisconsin does not currently have a screen reader accessible absentee ballot. The Disability Vote Coalition is advocating for this important accessible option.

Who can assist me with absentee voting questions?
• Contact your municipal clerk for assistance with absentee voting and how to request a ballot. Find your clerk’s contact information at myvote.wi.gov/en-US/MyMunicipalClerk.
• The Disability Rights Wisconsin (DRW) Voter Hotline can assist, especially with disability related voting questions: 844-DIS-VOTE / 844-347-8683 / email info@disabilityvote.org
• Wisconsin Elections Commission: 866-VOTE-WIS / email elections@wi.gov

Who can request an Absentee Ballot?
• Any registered Wisconsin voter is eligible to request an absentee ballot.
• Special provisions are made for hospitalized electors and sequestered jurors to request and vote by absentee ballot on election day. Contact your municipal clerk for assistance.

I want to vote absentee but I am not registered to vote
• If you are not already registered, you will need to register to vote before an absentee ballot can be sent to you.
• You may register online at myvote.wi.gov/en-us/RegisterToVote, by mail, in person at your municipal clerk’s office, or at your polling place on election day.

Deadlines: If you are registering by mail or online, you must register at least 20 days before the election (July 22 for the August 11 election, October 14 for the November 3 election). After this deadline, you can register at your clerk’s office or at your polling place on Election Day.
When should I request my Absentee Ballot?

• Request your absentee ballot as soon as possible to ensure you receive it in time to complete and return. You may request an absentee ballot for both the August 11 and November 3 election at the same time.

• **Deadline to request an absentee ballot**
  - **For August 11 election:**
    - August 6th, 2020 at 5 PM for regular voters
    - August 7th at 5 PM for Indefinitely Confined voters
  - **For November 3rd election:**
    - October 29th at 5 PM for regular voters
    - October 30th at 5 PM for Indefinitely Confined voters

**Requesting an Absentee Ballot**

**Online**
- If you have not requested an absentee ballot before, you will be asked to upload a copy of your photo ID.
- The ballot will be mailed to you.

**By Mail**
- You must provide a copy of your acceptable photo ID with your application, unless you are exempt by law. Information about photo ID: [bringit.wi.gov](http://bringit.wi.gov).
- Complete the form and mail it to your municipal clerk’s office.
- Mail your application as soon as possible to allow time to receive and return your ballot.

**By Email**
- **Email your clerk** with a ballot request. State your full name, Wisconsin voting address, the election you would like a ballot for or if requesting for the calendar year, and mailing address if different that voting address. Include a copy of your photo ID with the email if it is not already on file.

**In-person**
- Apply for an absentee ballot in person at your clerk’s office.

**Early voting (In-Person Absentee Voting) at your Municipal Clerk’s office**
- You can apply for and vote your absentee ballot in-person in your municipal clerk’s office or another location designated for absentee voting in your municipality.
• Each city, village and town in Wisconsin is responsible for setting the dates and hours of in-person absentee voting for their municipality. To find the dates and hours for in-person absentee voting where you live, contact your municipal clerk.

What if I always need to absentee vote due to disability, age, physical illness, or infirmity?

• If you always need to absentee vote due to disability, age, physical illness, or infirmity, you can certify that you are an “indefinitely confined” voter. An “indefinitely confined” voter will have their ballot mailed to them for each election until they don’t return a ballot. If this occurs, the municipal clerk will contact the voter to see if they want to remain on the “indefinitely confined” voter list.

• “Indefinitely confined” does not have to mean that the voter is homebound and can never leave their residence. This option is for voters who have a hard time getting to their polling place due to age, illness, infirmity, or disability.

• Voters who are indefinitely confined are not required to provide a Photo ID.

• How to apply to be an “indefinitely confined” voter:
  Complete the absentee ballot application and choose the “indefinitely confined” option in section 6 of the form, certifying that you are indefinitely confined, or send a request in writing to your municipal clerk.

Tips for Completing Your Absentee Ballot

• Complete and return your absentee ballot AS SOON AS POSSIBLE.

• Be sure to read and follow the instructions that are included with your absentee ballot.

• Find a time when you can have someone witness you completing your ballot. Absentee voters must have someone witness their absentee ballot by signing and providing their address on the certificate envelope. Your witness can be any adult U.S. citizen except for a candidate on your ballot. The witness should not view the voter’s choices.

• Use blue or black pen to complete your ballot.

• When you vote in the August 11 Partisan Primary, you must choose a political party and only vote for candidates within that political party. Voting in more than one political party may void your voting choices.

• Review your name and address on the return envelope to ensure it is correct.

• Put your ballot in the return envelope.

• Sign and date the certificate on the return envelope on the line marked “Signature of Voter”.

The Wisconsin Disability Vote Coalition is a project of Disability Rights Wisconsin and the Wisconsin Board for People with Developmental Disabilities.
• Have your witness sign the certificate envelope on the line marked “Signature of Witness” and write their address underneath the witness signature.

• Seal the envelope.

• Mail or deliver your ballot to your clerk by the deadline.

**Tips for returning your Absentee Ballot**

• Your completed absentee ballot must be delivered to your municipal clerk’s office, your polling place, or a local drop box established by your clerk (if available) no later than 8 PM on Election Day.

  • **By Mail:** The U.S. Postal Service recommends absentee ballots be mailed one week before Election Day to arrive in time.

  • **Other delivery:** If it is within a week of the election, the US mail may not get your ballot there in time. If at all possible, drop off your ballot to your clerk or to a drop box if available. On election day, it should be delivered to your polling place.

  • You may ask someone else to deliver your ballot for you.

**How to check the status of your Absentee Ballot**

Check the status of your absentee ballot request at [myvote.wi.gov](http://myvote.wi.gov). This will show the date you requested the ballot, the date it was mailed to you, and the date your completed ballot was received.

**If your requested Absentee Ballot does not arrive**

If you requested your absentee ballot and it did not arrive in time, you may vote in person on Election Day or you can vote early at your Municipal clerk’s office.