

STATE ELECTION ADMINISTRATORS TRAINING

Minutes of January 21, 2003

The SEAT Committee meeting was held on January 21, 2003 at Four Points Sheraton, Des Moines at 10:00 a.m.

Those in attendance were Paul Coates and Alan Vandehaar, Iowa State University Government Programs Department, Barb Echter, Osceola County Auditor, Renee McClellan, Hardin County Auditor, Barb Huey, Cherokee County Auditor, Dawn Williams, Marshall County Auditor Deputy/CERA, Grant Veeder, Black Hawk County Auditor, Vicki Ritz, Woodbury County Auditor Deputy/CERA, Patrick Gill, Woodbury County Auditor, Judy Clark, Page County Auditor, Melanie Cloud Gross, State Director of Voter Registration and Sandy Steinbach, State Director of Elections. Others present were Kyle Jenson, Black Hawk County Auditor's Office and Sheryl Paul, Cherokee County Auditor's Office.

Barb Huey reported on the time frame for each session as: 1st Session in January, 2nd Session in April and the 3rd Session at the Summer School. Discussion was held in moving the 3rd Session to the Fall School.

Dawn Williams suggested the 3rd Session be part of the Fall School. Sandy Steinbach pointed out the value of breaking down into smaller groups and if there would be accommodations at the ISAC Schools to facilitate that process.

Motion by Barb Huey second by Renee McClellan to approve the time schedule for the 3rd Session training to be held at the Fall ISAC School on Friday, November 21, 2003.

There was discussion about splitting up the eight hours into two four hour sessions.

Motion by Grant Veeder second by Renee McClellan to strike the previous motion. Carried 12-0.

Motion by Grant Veeder second by Renee McClellan to amend the motion to move the 3rd Session training to be held at the Fall ISAC School on Tuesday, November 18, 2003 for the full 8 hours. Carried 12-0.

The Committee discussed the agenda items presented by Charlie Smithson in regard to disbursement of SEAT class materials. It was the consensus of the committee that all of this material was public information and anyone could make copies and disburse them anyway they please. It was also noted that materials would not be as valuable as attending the classes.

The other issue was getting information on a website. Paul Coates reported that currently the information is on his site which is www.oslgp.iastate.edu. It was the committee's desire to have a separate address site for SEAT.

Motion by Dawn Williams second by Vicki Ritz to make a website for SEAT. Carried 12-0. Paul Coates will pursue a new site.

Discussion was held in regard to certification policies for class attendance and time frame.

Paul Coates indicated that ISU will track the classes however needed or requested.

Motion by Grant Veeder second by Barb Huey to require 100% attendance in all classes in all sessions to be certified. Carried 12-0

Motion by Grant Veeder second by Judy Clark that attendance is required at all classes or makeup any classes missed within four years of the initial starting date to be certified. Carried 12-0.

Renee McClellan mentioned the timing conflict of SEAT with the New Auditor's School. Sandy Steinbach suggested switching the 1st and 2nd sessions for the year 2005.

Discussion was held in regard to what the awards would be for certification. Barb Huey, Renee McClellan, Barb Echter and Vicki Ritz were appointed to the awards committee. This committee will report on what type of awards and event locations at the next meeting.

Meeting was adjourned until March 18, 2003 at 4:00 at the Four Points Sheraton, 1810 Army Post Rd, Des Moines, IA.