

# State Election Administrators Training

SEAT Program  
c/o Secretary of State's Office  
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The State Election Administrators Training (SEAT) Board of Directors met at the ISAC Office Conference Rooms B & C in West Des Moines, Iowa on January 22, 2014. The SEAT Board members participating were: Sarah Reisetter (Secretary of State's Office), Lois Huitink (Sioux County), Harlan Hansen (Humboldt County), Scott Reneker (Jefferson County) and Carla K. Becker (Delaware County). Board members present via phone conference were Gloria Carr (Floyd County) and Charlie Smithson (Secretary of State's Office). Also present were Ann Clary (Secretary of State's Office), Marisa Roseberry (Secretary of State's Office), Sandy Hysell (ISACA Vice-President) and Mindy Schaefer (ISACA Treasurer).

Chairperson Huitink opened the meeting at 10:00 am.

## **Consideration of Agenda**

**Motion made** by Reisetter and seconded by Hanson to approve the agenda as submitted. All ayes, motion carried.

## **Consideration of Minutes from last meeting**

**Motion made** by Reneker and seconded by Carr to approve the minutes from the November 13, 2013 Board of Director's meeting. All ayes, motion carried.

## **Financial Update**

Ann Clary, Secretary of State's Office, and Sandy Hysell, 2013 ISACA Treasurer, gave financial updates on the SOS HAVA funds and ISACA SEAT funds respectively as follows:

Ann Clary is reporting a balance of \$67,407.85 in the SOS/HAVA account as of December 31, 2013. Expenses for 2013 were \$18,266.21 out of the HAVA funds. Sandy Hysell is showing a balance of \$45,601.07 in the ISACA SEAT account. Her report runs from January 1, 2013 through December 31, 2013. She is reporting that all 99 counties paid their 2013 dues. The summary of the 2013 expenses for these funds are as follows:

	<b><u>SOS/HAVA</u></b>	<b><u>ISACA/SEAT</u></b>
Expenses/Claims Paid		
General Program	\$ 73.80	\$ 3,583.55
CORE I	5,561.35	10,551.97
Continuing Education	5,809.26	13,710.07

CORE II	4,866.73	8,283.47
Continuing Education (Sept)	<u>1,955.07</u>	<u>6,191.20</u>
Total	<u>\$18,266.21</u>	<u>\$42,320.26</u>

Even though there is a balance of over \$67,000 in the HAVA account, the 28E agreement between ISACA and the Secretary of State's Office expires in 2015. Since Secretary Schultz is not seeking re-election, discussion regarding this agreement is a bit premature. The new Secretary will take office on January 2, 2015. For the benefit of those present, Sarah Reisetter briefly went over the history of HAVA funds usage by the Secretary of State's Office.

**Motion made** by Reisetter and seconded by Reneker to approve the financial reports as presented. All ayes, motion carried.

### **Consideration of Revised Speaker Policy**

Ann Clary presented a revised version of the SEAT policy incorporating changes discussed at the last Board of Directors meeting. The suggested changes are in regards to instructor reimbursement for expenses. The current policy has no penalty for instructors who do not provide materials for their presentation to the Secretary of State's Office three (3) weeks in advance of the training. It was the feeling of Board members at the last meeting that some form of penalty should be cited for non-compliance.

The proposed amendment would penalize non-compliance by not reimbursing said instructor for expenses associated with their presentation. However, the policy would give the Secretary of State's Office the authority to waive the penalty due to extenuating circumstances.

The ultimate goal of reviewing the information in advance of the training is to ensure the accuracy of the information being presented. Once inaccurate information is presented and disbursed, it is difficult to correct. Even though these changes may not fix the problem in all instances, a policy without penalty is not worth having.

**Motion made** by Hanson and seconded by Huitink to approve the proposed policy changes as presented. The amended policy is as follows:

#### **SEAT Policy**

The SEAT Board hereby establishes the following policy regarding compensation of instructors of SEAT educational programs who are directly affiliated with a member of the SEAT 28E Agreement (ISAC, ISACA & SOS):

- 1) "Instructor" shall be defined as an individual who is charged with the responsibility of preparing and presenting educational material for which the presentation is not less than one hour. Individuals presenting for less than one hour shall not qualify for compensation by SEAT.

- 2) Instructors shall submit all materials relating to their presentation, including but not limited to: power points, notes, and handouts to the Secretary of State's Office Director of Elections three (3) weeks prior to the training session.
  - a. Instructors who do not provide their materials for review and reproduction shall provide copies equaling the total number of registrants plus five (5) on day of training. Instructors will not be compensated for copies of said materials.
  - b. In addition, instructors who do not provide their materials for review and reproduction will not be reimbursed for expenses.
  - c. The Secretary of State's Office may give prior written consent and waive the provisions of subparagraphs (a) and (b) above due to extenuating circumstances or for good cause.
- 3) Instructors who are also attendees of the SEAT session:
  - a. Enrollment fees shall be waived in full for any Instructor enrolled in the SEAT session for which they are presenting. Participant credit for instruction time shall be equal to that for attendance time.
  - b. No further compensation shall be provided by SEAT.
- 4) Instructors who are NOT also attendees of the SEAT session:
  - a. Expenses for mileage, lodging and meals shall be provided to any Instructor NOT enrolled in the SEAT session for which they are presenting based upon the following restrictions:
    - i) Mileage shall be reimbursed at the prevailing Federal Rate.
    - ii) One night's lodging shall be provided to the instructor for each calendar day of instruction.
    - iii) Reimbursement of actual expenses for meals not to exceed \$35 per day of instruction. (Expenses may be incurred on day prior to instruction or day of instruction).
    - iv) SEAT shall provide the Instructor access to all meals and refreshments provided to attendees of the session.
    - v) No participation credit or further compensation shall be provided by SEAT.
- 5) SEAT recognizes that instructors not directly affiliated with a member of the SEAT 28E agreement (ISAC, ISACA & SOS) will be compensated based upon terms negotiated outside this policy.

Approved by the SEAT Board on this 7<sup>th</sup> day of May, 2009

Revised and approved by the SEAT Board on the 22<sup>nd</sup> day of January 2014.

If was recommended by Sarah Reisetter that all future presenters be reminded of the requirements and consequences for non-compliance.

All Ayes, motion carried.

## **Curriculum Committee Update**

Current, the membership of the Curriculum Committee is as follows:

Eric VanLancker, Shelly Wolf, Cari Gritton, Christy Everett, Roxanna Moritz, Sarah Reisetter, Marissa Roseberry, Kingsley Botchway II and Danielle Dunham.

Unfortunately, Danielle Dunham has left Story County employment to work for Storey Kenworthy (Matt Parrott/Election Source). Thus, the Board will need to make another appointment to the Curriculum Committee.

Board members were asked to think of names of potential appointees to this committee. It was suggested that we look at some of the new Auditors to get them more involved in the process. This may also give the Committee a better idea as to topics needed to be covered. An appointment should be made at the next meeting.

Also at the next meeting, the Board will need to set dates for the continuing education for 2014. It was suggested for the Secretary of State's Office to look at venues during the 2<sup>nd</sup> and 3<sup>rd</sup> week of July.

## **Consideration of Changes to the Recertification Policy**

Currently, one must have 24 hours of continuing education class time in a four (4) year period in order to remain certified. This is six (6) hours per year. With only 1 or 2 classes offered each year, this becomes problematic for counties who have several employees certified.

It was suggested that possibly we could change it to 24 hours over a six (6) year period. This would give them two (2) extra years in which to get the continuing education. However, most felt this was too long of a time period. Another suggestion was to add a third day of training per session which could be centrally located in Ames or Des Moines. However, now we would have speakers out of their offices three (3) weeks in a row instead of two (2). Adding an additional day of training would also add more cost. The last suggestion was to decrease the hour requirement to eighteen (18) in a four (4) year time period. Doing this seemed to be the most practical and least expensive.

However, Ann Clary had one request. If the Board approved any changes to the recertification time frame, she asked that it be effect for the 2013 graduating class and beyond.

**Motion made** by Reneker and seconded by Reisetter to amend the Recertification Policy, beginning with the 2013 graduating class and 2017 recertification, to decrease the number of continuing education hours for recertification from twenty-four (24) to eighteen (18) within a four (4) year time period. All Ayes, motion carried.

### **Tracking Continuing Education Credits**

Ann Clary stated that she has not had time to work on updating the tracking of continuing education credits on the website.

### **Consideration of Appointments to the Board**

**Motion made** by Reisetter and seconded by Hanson to acknowledge 2014 ISACA President Eric VanLancker's request for the Board's acknowledgement of his re-appointment of Gloria Carr to the SEAT Board of Directors for a term of two (2) years. All Ayes, motion carried.

### **Consideration of Appointment of Officers**

**Motion made** by Huitink and seconded by Reisetter to appoint Carla K. Becker as the Board Chairperson for 2014. All Ayes, motion carried.

**Motion made** by Becker and seconded by Hanson to appoint Scott Reneker as Board Secretary for 2014. All ayes, motion carried.

### **Other Business**

Ann Clary announced that SEAT administration would no longer be part of her job duties within the Secretary of State's Office. She has requested this change so she can concentrate on making necessary changes with the accounts' payable section of the office. Sarah Reisetter stated that she is working on a plan to absorb Ann's duties regarding SEAT within her Elections Division. However, some duties may fall back on the Board of Trustees.

The Board members thank Ms. Clary for all her hard work over the past few years. She will be greatly missed within the Program.

There being no further business before the Board, Chairperson Huitink adjourned the meeting at 2:15 pm.

Respectfully submitted,  
Carla K. Becker  
2013 SEAT Board Secretary