

SEAT Continuing Education Curriculum Meeting Minutes

April 11, 2007

Webster County Conservation Kennedy Park Shelter House

Present: Renee McClellan, Ken Kline, Kyle Jensson, Marge Pitts, Vicki Ritz, Pat Gill, Sara Throener , Mary Mosiman

Marge Pitts called the meeting to order at 1:30 pm in the absence of the Project Chair, Sandy Steinbach. All decisions by this sub-committee were by consensus of those in attendance and understood that the focus for this meeting should be on class time structure, topic content, and proposed instructors.

The class dates are Thursday, July 12, 2007 at the Carrolltown Inn, Carroll, IA and Wednesday, July 18, 2007 at the Regency Inn, Marshalltown, IA. The topic content will be the same at both locations.

The class will total six (6) training hours beginning at 9:00 a.m. through 4:30 p.m. with two (2) fifteen minutes breaks and one (1) hour for lunch. The overall topic will be **Absentee Processing.**

Session Name		Time	Instructors	Content
IVoters Process	Gen Session	1.5 hrs.	Sandy S. / Sara T.	Ballot Mgmt; Security Policies; Reissues & Duplicates
Methods of Voting	Break Out	1.5	Sandy	Satellite Stations; Nursing Home Deliveries; Couriers; Military; In Office
Absentee Processing	Break Out	1.5	Holly F / Mary Brouwer from Butler or Janine Sulzer from Jones	Managing Ballot Inventories; Absentee & Special Voters Precinct Boards
After Election Processing	Break Out	1.5	<u>Team 1:</u> Kyle J / Denise @ Cerro Gordo <u>Team 2:</u> Mary Mosiman / Traci @ Cerro Gordo	Provisional Ballots; Canvass Preparation

It was discussed and suggested to contact auditors requesting their in-house procedures used as “Best Practices” regarding absentee processing and to send information to ISU for compiling. Then to be reviewed by Sandy & possibly incorporated into any or all sessions where suited.

Meeting was adjourned at 3:30 p.m. until 4:30 p.m. on April 24, 2007 in conjunction with the SEAT Core I session in Johnston, IA.