

State Election Administrators Training

SEAT Program
c/o Secretary of State's Office
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www.sos.state.ia.us/elections/auditors/seat/index.html

The State Election Administrators Training (SEAT) Board of Directors at 1:00 pm on August 20, 2013 in the Secretary of State's Office conference room at the Lucas State Office Building. The SEAT Board members in attendance were: Sarah Reisetter (Secretary of State's Office), Lois Huitink (Sioux County), and Harlan Hansen (Humboldt County); Carla K. Becker (Delaware County) participated by telephone. Also present were Ann Clary (Secretary of State's Office), Marisa Roseberry (Secretary of State's Office), and Charlie Smithson (Secretary of State's Office). Mary Mosiman (Secretary of State's Office), Scott Reneker (Jefferson County), Gloria Carr (Floyd County) were absent.

Chairperson Huitink opened the meeting at 1:00 pm.

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

Chairperson Huitink acknowledged and accepted the appointment of Charlie Smithson by the Secretary of State to replace Mary Mosiman who accepted an appointment as State Auditor.

Motion made by Hansen and seconded by Reisetter to approve the minutes from the May 9, 2013 Board of Director's meeting. All ayes, motion carried. Smithson abstained since he was not a Board member at the time of the meeting.

Ann Clary gave a financial update as follows:

She is reporting a balance of \$74,290.45 in the SOS/HAVA account and a balance of \$50,092.14 in the SEAT/ISACA account. The report prepared for submission by ISACA Treasurer Sandy Hysell for the SEAT/ISACA account runs from January 1, 2013 through July 31, 2013. The summary of the revenues/expenses from this fund is as follows:

| | | |
|----------------------------------|--------------------|--------------------|
| Beginning Balance 1-31-13 | \$42,519.41 | |
| Revenue | <u>\$32,810.34</u> | |
| Subtotal | | \$74,329.75 |
| Expenses/Claims Paid | | |
| Checks | \$75.65 | |
| Accommodations | \$22,715.39 | |
| Refunds | \$400.00 | |
| Mileage | <u>\$2,046.57</u> | |
| Subtotal | | <u>\$25,237.61</u> |
| Ending Balance | | \$50,092.14 |

Of the \$25,237.61 in expenses for the ISACA/SEAT account, \$18,835.44 was from Core Courses and \$6,236.61 from the continuing education sessions. Ms. Clary stated that the new convention center at the Hilton Garden will be complete next month. The new center will have the ability to accommodate 400 people in one room.

Ms. Clary also asked if the format she presented the financials in was useful to the Board members or if they would prefer she limit the amount of detail given and only report a summary instead. All members present would like to continue receiving the detailed expenditure and revenue listings.

Motion made by Reisetter and seconded by Smithson to approve the Financial Report as presented. All ayes, motion carried.

Curriculum Committee Membership

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

Eric VanLancker, Shelly Wolf, Cari Gritton, Christy Everett, Roxanna Moritz, Sarah Reisetter, Marisa Roseberry and Mary Mosiman

With Mary Mosiman taking the position as State Auditor, a vacancy exists. Two (2) potential committee members were discussed; Kingsley Botchway and Dani Dunham. Kingsley has expressed interest in presenting at CORE and continuing education classes as well as serving on the Curriculum Committee. Dani is the Elections Deputy for Story County and serves as the Chairperson for the Elections Standing Committee. Both would be a good addition to the committee. However, since they are both deputies for their respective counties, the SEAT Board felt it only right that permission should be granted from the Auditors of those counties to allow their deputy to serve on this committee prior to approaching Kingsley and Dani.

Charlie Smithson felt the contact should be made by the Chairperson of the SEAT Board of Directors. Chairperson Huitink agreed and stated she would make the necessary contacts in the next week or so.

Training

Curriculum Committee Update

There will be continuing education offered in September with the meeting being held in Coralville on September 18th and in Denison on September 25th. With so many counties having multiple employees certified, it is getting harder for those certified employees to find the time to attend continuing education and become recertified.

Currently, you must have 24 hours of continuing education class time in a four (4) year period in order to remain certified. This is 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.

The Board members asked to have this item placed on the agenda for further discussion and consideration at the November meeting during ISAC Fall School in Des Moines.

Presenter Materials Policy

During CORE II we had one presenter who did not provide an advanced copy of their presentation even though they were prompted to do so several times. The current policy does not set a time frame for submission even though the SEAT Board minutes state that presenters must furnish their materials at least three (3) weeks in advance of the class. This particular presenter did not bring handouts for attendees either. Currently, the policy does not stipulate a penalty for non-compliance.

According to Marisa, most power points submitted for review had some corrections which needed to be made. The purpose, of course, is to make certain that the information presented is accurate and timely.

Sarah Reisetter commented that the training should be consistent and not confusing.

It was agreed that the policy should reflect the motion made within the minutes by adding the three (3) week advance review clause to the policy. It was also discussed that perhaps some teeth should be added to the phrase as well to place some form of penalty for non-compliance.

CORE Curriculum Review

This is the second cycle for the current CORE structure. Members of the Curriculum Committee feel it is necessary to review the courses being offered and the time given for presentations. The surveys reveal insight as to which presentation style the students prefer. It was also thought that we could have people from the private sector do some of the presenting. For instance, Charlie suggested that an actual journalist could present on the media or at least assist in the presentation. We tried to do this with poll worker recruitment and retention; however Connie Schmidt had to cancel due to family issues. It was also suggested that we bring in a panel of Precinct Election Officials to discuss issues at the polls and take a look at Election Day from another view point.

During continuing education we are presenting on canvassing. However, this topic was just presented during the CORE classes. We may want to take CORE topics into consideration when setting the agenda for continuing education classes during a CORE year. CORE classes were intended to teach the basics whereas continuing education was meant to go into greater detail and talk about more timely issues. Charlie suggested that perhaps we could have a continuing education class on personal development. Give them tools to help be more professional on the job or improve their customer service skills.

Other Business

The next SEAT Board of Directors meeting will be held at 7:30 am Veterans Memorial Community Choice Credit Union Convention Center in downtown Des Moines on Wednesday, November 13, 2013 during ISAC's Fall School of Instruction.

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

*Respectfully submitted,
Carla K. Becker
SEAT Board Secretary*