

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 Board of Directors met at the Secretary of State's Conference Room, Lucas Building First Floor, Des Moines, Iowa on Friday February 3, 2012. The SEAT Board members participating were: Sarah Reisetter (Secretary of State's Office), Mary Mosiman (Secretary of State's Office), Marge Pitts (Clay County), Lois Huitink (Sioux County), Scott Reneker (Jefferson County), Harlan Hansen (Humboldt County) and Carla K. Becker (Delaware County). Also present were Gloria Carr (Floyd County) and Ann Clary (Secretary of State's Office).

The meeting was called to order by Sarah Reisetter, Chairperson of the SEAT Board at 10:00 am.

Terms on the Board which have expired include the following: Marge Pitts (ISACA), Scott Reneker (SOS), Sarah Reisetter (SOS) and Mary Mosiman (SOS).

Motion made by Harlan Hansen and seconded by Lois Huitink to approve the 2012 Appointments to the Board as follows:

Gloria Carr appointed by ISACA President for a two (2) year term,

Scott Reneker and Mary Mosiman appointed by the Secretary of State for two (2) year terms, and

Sarah Reisetter appointed by the Secretary of State for a one year term.

Longtime Board member Marge Pitts addressed those present on her retirement from the Board. She stated how bittersweet it was for her not being on the SEAT Board since she has been involved from the beginning. She passed on a large binder of information for the Chairperson. Chairperson Reisetter thanked Marge for her many years of dedicated service to the Board.

The next agenda item was the selection of Chairperson and Secretary. Chairperson Reisetter stated that with her current duties within the Secretary of State's Office she could not give the time needed to the position and would like to have someone else assume the role.

Marge Pitts felt that an Auditor should serve as Chairperson of the SEAT Board since the affiliate pays dues.

Motion made by Marge Pitts and second by Carla Becker to nominate Lois Huitink as Chairperson of the SEAT Board. All ayes. Motion carried.

Lois graciously accepted the position but stated that she would need lots of help and guidance along the way. Chairperson Huitink continued with the agenda.

Motion made by Scott Reneker and seconded by Gloria Carr to nominate Carla Becker as Secretary. All ayes. Motion carried.

Discussion was held regarding the terms of office for SEAT Board members. Mary Mosiman stated that the terms have been fairly loose for both the SEAT Board and Curriculum Committee. The Curriculum Committee members actually serve until they want off. Marge Pitts felt that not having set terms opens it up to Board members getting burnt out. It was noted that the Cedar County Auditor and the Winnebago County Auditor both expressed interest in serving on the curriculum committee. This is perhaps the best place for someone to begin working with SEAT. That way they see how things are structured before actually serving on the Board of Directors. Marge Pitts also recommended that the Curriculum Committee Chairperson be invited to attend the Board of Directors' meetings.

Motion made by Mary Mosiman and seconded by Marge Pitts to approve the minutes from the July 27, 2011 Board of Directors' meeting. All ayes. Motion carried.

In the absence of ISACA Treasurer Eric VanLancker, Ann Clary with the Secretary of State's Office presented the HAVA and ISACA SEAT Fund Financial Reports. The reports run from July 1, 2011 through January 31, 2012. All Core 2 and continuing education expenses have been accounted for. Summary of expenses from these funds is as follows:

Expenses	SOS/HAVA	SEAT/ISACA	TOTAL
General Program		3,080.00	3,080.00
Core 2	2,619.06	9,253.44	11,872.50
Continuing Education	<u>1,949.10</u>	<u>4,949.82</u>	<u>6,898.92</u>
Total by Fund	4,568.16	17,283.26	21,851.42

Account balances in said funds as of January 31, 2012 were \$85,674.06 in the SOS/HAVA account and \$32,192.46 in the SEAT/ISACA account. Ann Clary stated that eventually the HAVA dollars will run out. That is one of the reasons why the Board approved having the Core courses in different fiscal years. The Board also had to address offering more continuing education opportunities since there were so many people being certified. The HAVA dollars have restrictions attached to them whereas the ISACA monies are more discretionary. There is no deadline as to when the HAVA dollars need to be spent by.

Motion made by Gloria Carr and seconded by Harlan Hansen to approve the Treasurer's Report as presented. All ayes. Motion carried.

Chairperson Huitink began the discussion regarding the next agenda item: Setting the dues for Calendar Year 2012. Currently, the dues are \$100.00 per county per calendar year. Two (2) years ago, they were lowered from \$125.00 to the current level. The goal was to allow more counties the opportunity to participate in the program. It was felt that since there were sufficient fund balances available, that an increase in dues would not be necessary.

Motion made by Harlan Hansen and seconded by Mary Mosiman to set the 2012 Dues at \$100.00 and direct the ISACA Treasurer to issue the yearly invoices. All ayes. Motion carried.

The discussion moved on to the August continuing education locations and topics. This year, due to it being a General Election year, there will only be one recertification class set at each location. The available dates for the classes are Wednesday August 1, 2012 in Denison and Wednesday August 8, 2012 in Cedar Rapids. The Denison class will be held at the Boulders Hotel and Conference Center and the Cedar Rapids class at the Kirkwood Hotel and Education Center. The Seat Board of Directors usually recommends the topics to be covered to the Curriculum Committee and they then come up with the actual agenda.

One topic for consideration is the I-voters system and processes. Sarah Reisetter doesn't feel that all required notifications are setup properly in each county. The class could also cover setting up the General Election as well as handling absentee ballots and the different scenarios that go along with them. The nice thing about the SEAT recertifications is that you actually get the election staff members attending.

The idea of having some actual hands-on training with I-voters was discussed. If we could furnish laptops for attendees to use, we could pair experienced staff members with inexperienced ones.

Perhaps a section on "What would you do if...". This could be case studies showing different scenarios and some possible solutions. Sandy Steinbach used to present something similar to this.

Ann Clary will communicate with the Curriculum Committee Chairperson Ken Kline and let him know that the SEAT Board would like them to concentrate on I-voters, Absentee Ballot Processing and the General Election Process for the August continuing education classes.

Regarding the Curriculum Review, most present felt that the timeline for having materials in needs to be pushed up. It was felt that all power points, notes and handouts needed to be submitted at least three (3) weeks in advance of the training.

This will allow enough time for the material to be reviewed for accuracy by the Secretary of State's Office as well as copies made.

Motion made by Gloria Carr and seconded by Scott Reneker to require presenters to submit all materials relating to their presentation, including all power points, notes and handouts, to the Secretary of State's Office at least three (3) weeks prior to the training session. All ayes. Motion carried.

Allen Vandehaar with Iowa State University (ISU) has contacted the Secretary of State's Office regarding the SEAT Board partnering with them for future Precinct Election Official (PEO) training.

Marge Pitts explained the history between the SEAT Board and ISU regarding PEO training. Years ago, through the County Extension Offices, ISU brought in trainers to conduct a basic training for PEOs. These PEOs would then be tested on the material and certified. HAVA monies subsidized the cost of these trainings.

Gloria Carr felt that having a uniformed training program would be a great thing if Voter ID were to pass or there were a state-wide poll book.

However, the Board showed no interest in rekindling a relationship with ISU in the area of PEO training at this time. It was thought that perhaps PEO training could be discussed as a separate sub-committee of the Curriculum Committee.

Discussion turned to potential changes to the current SEAT section of the ISACA website. Ann Clary expressed concerns with how the website currently tracks CEUs. Currently, the website shows every class that a person has attended. If a class is setup without a detailed outline, partial credit cannot be given. She would like to see a new tab on the website called "My SEAT CEUs". Once a recertification certificate is issued, all the history regarding that certificate would be removed. Any classes taken through the end of that year will not show since the person has already been recertified. Only those classes taken within the new four year certification period will be available. However, they would still be able to view all the classes attended on the old tab.

The cost associated with having ISAC set this up for us is very minimal. The cost of setting up the original SEAT section of the website was only \$215. Sarah Reisetter stated that HAVA funds could also be used for development purposes.

It was also mentioned that Ann needs more rights and privileges added so that she can do what she needs to on the website. Possibly she could be given an Administrative Login on just the SEAT side of the website. Marsha Carter is the current Chairperson of the Website Committee.

Chairperson Huitink asked that it be noted in the minutes that Ann Clary will be working on this more and will most likely be setting up a conference call later this month.

Regarding the SEAT revenues, Ann Clary stated that there were a number of unpaid registration invoices for trainings. She will try and get together with Eric VanLancker, ISACA Treasurer, to determine what is remaining as unpaid. Her question to the Board is whether or not credit for the class should be tied to the payment of the invoice? All invoices are generated to the e-mail address of the person registering for the class. Most Board members present felt that the person registering for the class shouldn't be penalized because their department head (Auditor) didn't pay the invoice. Could these invoice totals be added to the dues invoice?

The date and time of the next meeting was left up to Chairperson Huitink to call for a morning during Spring School in Des Moines.

There being no further business to come before the Board, there was a motion by Marge Pitts and seconded by Sarah Reisetter to adjourn at approximately 12:12 p.m. All ayes. Motion carried.

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