

The title "SEAT Board Minutes" is centered in a black rectangular box. This box is set against a red background that has a blue grid pattern at the bottom. On either side of the red box, there is a vertical grey bar with a 3D effect. A thin black circle is positioned behind the left side of the red box.

SEAT Board Minutes

The State Election Administrators Training Board of Directors met by teleconference on Wednesday, August 25, 2010. The SEAT Board members participating were: Sarah Reisetter (Secretary of State's Office), Marge Pitts (Clay County), Tom O'Neill (Dubuque County), Jamie Fitzgerald (Polk County) and Mike King (Union County Board of Supervisors). Also present was: Ann Clary (Secretary of State's Office). Absent: Diana Dawley (Poweshiek County).

The meeting was called to order by Marge Pitts, Chairman of the SEAT Board at 10:03 a.m.

It was moved by Jamie Fitzgerald and seconded by Mike King to approve the agenda as presented. All ayes. Motion carried.

Moved by Peggy Rice and seconded by Mike King to approve the minutes of the May 11, 2010 meeting as presented.

Moved by Jamie Fitzgerald and seconded by Mike King to approve the amended minutes of the May 11, 2010 meeting. All ayes. Motion carried.

Moved by Tom O'Neill and seconded by Peggy Rice to approve the appointment of Sarah Reisetter with the Secretary of State's Office to fill the unexpired term of Linda Langenberg. All ayes. Motion carried.

The financial reports were reviewed as well as the FY 2011 Budget for SEAT. Moved by Sarah Reisetter and seconded by Tom O'Neill to approve the FY 2011 SEAT Budget as presented. All ayes. Motion carried.

The draft recommendations for the 28E Agreement for Enhanced Statewide Election Training were reviewed. Some changes were recommended to the agreement.

Moved by Mike King and seconded by Jamie Fitzgerald to send a draft of the 28E agreement with the recommended changes to ISAC (Iowa State Association of Counties), ISACA (Iowa State Association of County Auditors) and the Secretary of State for their review. All ayes. Motion carried.

After much discussion on the HAVA Election Official and Precinct Election Official Training Grant Agreement, the Chairman decided to hold off on presentation of this agreement and asked that the draft agreement be changed and sent out to the SEAT Board for their approval before the next meeting.

The Board discussed dates and tentative locations for the FY 2011 SEAT Core Courses. There needs to be two core courses in FY 2011, one in April (April 26-29 recommended) and one in July (week of July 11 recommended). There will also need to be one continuing education session scheduled the week of June 6 or June 13 with the other continuing education course scheduled for the week of August 8 or August 15.

The Board discussed the recertification process for SEAT. Participants of SEAT are asking:

Where am I at in my required course hours?

What happens when I don't meet recertification requirements?

Do I have to take the CORE courses over?

Is there a makeup continuing education class if I miss one?

The Board discussed specific hours to make up and letting people choose what courses to take as well as developing an application form to accept training sessions for continuing education units.

It was moved by Jamie Fitzgerald and seconded by Tom O'Neill to have Sarah Reisetter prepare an application for credit hours form and present it at the next meeting. All ayes. Motion carried.

The Board further discussed who checks to make sure that the requirements for continuing education hours are met? Should we be sending a notice to participants who are not getting their hours in? Ann Clary will draft a form of notice for the Board and will present it at the next meeting.

The next meeting will be held by teleconference on September 29, 2010 at 10:00 a.m.

There being no further business to come before the Board, there was a motion by Mike King and seconded by Jamie Fitzgerald to adjourn at 11:09 a.m.

Respectfully submitted,

Peggy J. Rice, SEAT Board Secretary