

# *Office of the Secretary of State*

*Secretary of State Shantel Krebs*



*March 5, 2015*

## *Budget Appropriation Review*

# *Secretary of State Staff*



*Here to serve you!*



# Election Services

## Chief Elections Officer for South Dakota

### Campaign Finance Reports

Statements of Organization  
Pre-Primary Reports  
Pre-General Reports  
Yearend Reports  
Termination Reports  
Reminder notifications of upcoming deadlines  
Delinquent notices  
Notices of Order (penalty letters)  
Administrative Hearings

### Training and Workshops

Municipal Officers and School Business Managers (3 per year)  
County Auditors  
SD County Commissioners/Officials Association Conventions  
4-5 regional training workshops  
New auditor training  
Odd year 2-1/2 days training on entire election process

### Assist with elections process

County Auditors  
Federal/State Primary and General Elections  
County candidates  
County ballot elections  
Special district formation elections  
Municipal Finance Officers  
School Business Managers  
Special Districts (road districts, rural fire districts, irrigation districts, watershed districts, townships – formation and board elections)  
Candidates at all levels

### Administration of Programs

Total Vote Election System  
Statewide voter file  
Candidate filing  
Ballot creation  
Election night reporting  
Election canvassing

Interface from United Judicial Services, Driver Licensing and Department of Health  
Campaign Finance Reporting System  
iOASIS and UOVACA Programs  
Mobile 605  
Voter Information Portal

### Preparation of election manuals, forms and pamphlets

Recount Book  
Campaign Finance Book  
Precinct Manual  
Election Code  
Election Return Books  
Presidential Ballot Access  
How to Circulate a Petition  
General Information on Elections  
Election Calendar  
Ballot Questions Pro/Con Pamphlet  
Forms for registration, conduction of elections, ballot forms, petitions, absentee voting, certificates of election, poll books, tally sheets and other miscellaneous forms  
Absentee Ballot Applications  
Help America Vote Act  
Oversee the HAVA Federal Grant – Title I and Title II  
Implement requirements of the Act to improve administration of federal elections – new voting equipment, provisional ballots, State HAVA Plan, statewide voter file and voter instructions  
Member of the Election Assistance Commission Standards Board

### Election Process

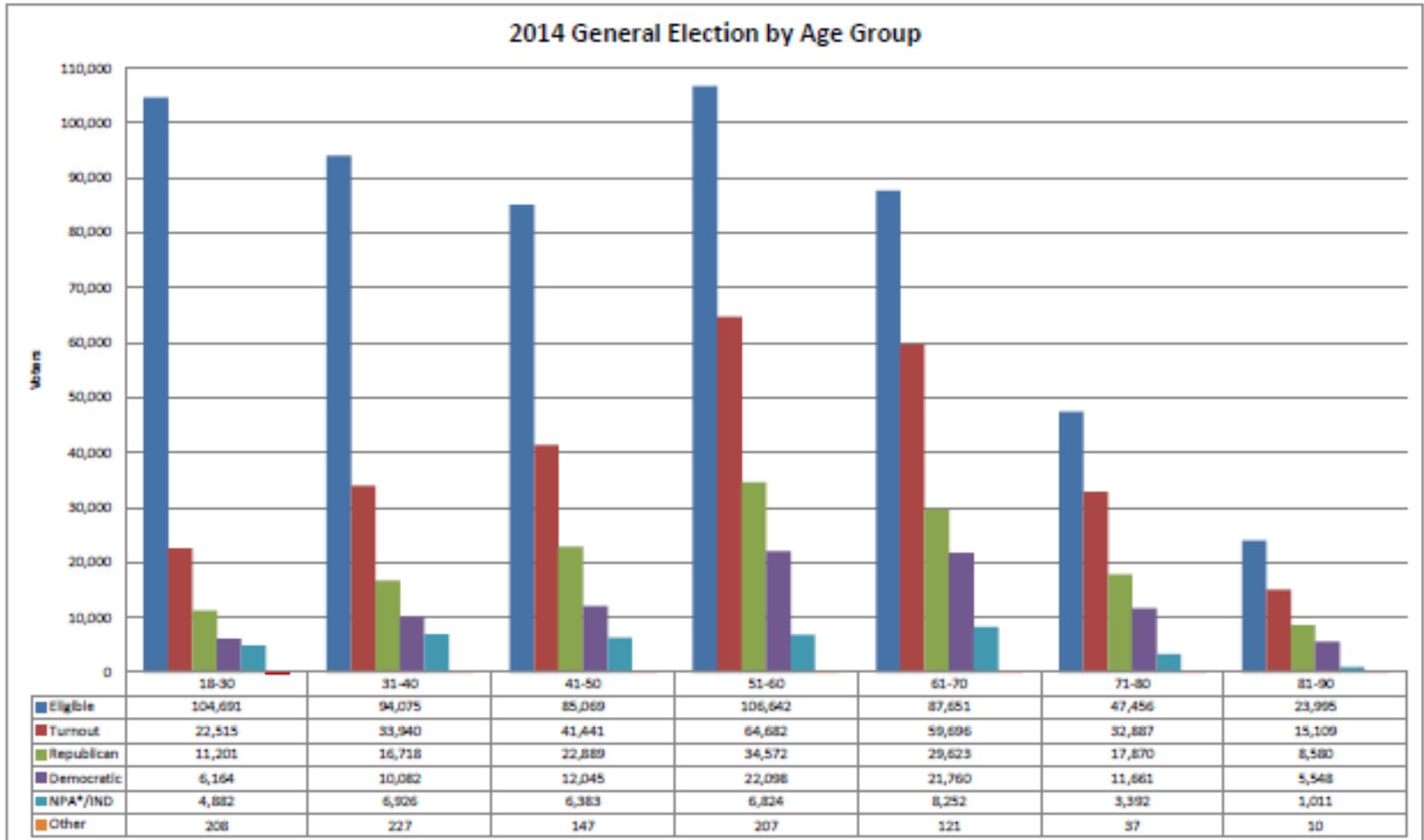
Receive, verify and process nominating petitions for federal, state and legislative candidate petitions and statewide ballot measure petitions  
Certify the Primary and General Election candidates and ballot measures to the county auditors, canvass the elections, prepare certificates of election for federal, state and legislative candidates and prepare the election return book  
Assist counties and local jurisdictions with implementing federal and state legislative changes and state administrative rule changes

### State Board of Elections

2 meetings per year  
Fall meeting – proposed legislation for upcoming legislative session  
Spring meeting – proposed administrative rules changes/additions, election equipment certification



# Turnout of 2014 General Election



\*NPA - When a voter writes no party affiliation, no party, no choice, none, non-partisan, line crossed off, or the field is blank in the "Choice of Party" field on the voter registration form.

IND - When a voter writes Independent, I, Ind in the "Choice of Party" field on the voter registration form.

Other - When a voter writes any other non-recognized political party (Constitution, Libertarian, American's Elect, Reform, Green, etc.)



# *Business Services*

## **Corporation Filings**

For each of the following corporate filings there are up to 18 different types of filings, to include:

- Articles of Incorporation
- Articles of Domestication
- Articles of Entity Conversion
- Amendments
- Annual Reports
- Articles of Charter Surrender
- Articles of Correction
- Dissolutions
- Farm Qualifications
- Farm Reports
- Mergers
- Resignations of Agent
- Re-instatements
- Reservations of Name
- Restated Articles
- Statements of Change
- Perpetual Care Cemetery Annual Financial Reports
- Miscellaneous Filings

- Corporation (Foreign/Domestic)
- Non-Profit Corporation (Foreign/Domestic)
- Domestic Churches
- LLC (Foreign/Domestic)
- LLP (Foreign/Domestic)
- LP (Foreign/Domestic)
- RLLP (Foreign/Domestic)
- Statutory Trust (Foreign/Domestic)
- Business Trust (Foreign/Domestic)
- General Partnership

- Reserved Name (RS/RL)
- Farm Qualifications (Foreign/Domestic)
- Farm Qualifications LLC (Foreign/Domestic)
- Domestic Fire Protection Districts
- Domestic Bank
- Domestic Bank LLC
- Foreign Bank
- Domestic Miscellaneous
- Domestic Municipal Power
- Domestic Public Utility
- Domestic Water User District
- Domestic Regional Railroad Authority
- Domestic Sanitary District
- Foreign Registered Name
- Road Districts

## **Uniform Commercial Code Filings**

- UCC-1/EFS
- UCC-2 Searches
- UCC-3/EFS
- Terminations
- Mobile Home/Manufactured Homes
- Railway Deeds, Mortgages and Leases
- Public Finance Transactions
- County Recording Fees

## **Summons and Complaints**

## **Memorandums of Understanding**

- Cheyenne River Sioux Tribe Compact
- Oglala Sioux Tribe Compact



# *Administrative Services*

## **Financial Management**

Processes over \$6,000,000 in receipts each year  
Processes expenses, payroll and vouchers  
Preparation of annual budget  
Preparing statistical documentation and analyses as required  
Procures office supplies and printing of materials

## **Permits, Certifications and Registrations**

### Pistol Permits

Administrator of the statewide pistol permit database  
Process and issue Pistol Permits  
Training and coordination with county sheriff's departments  
Maintain reciprocity agreements with other states and negotiate new agreements

### Notaries Public

Process and certify Notaries Public Commissions  
Provide training on Notaries Public  
Coordination with State Attorney General's Office and Unified Judicial System

### Apostilles and Authentications

Processing and certifying all requests for Apostilles and Authentications  
Maintaining official database of filings certified

### Trademarks

Coordinator for Trademarks database  
Process and issue certifications for trademark requests  
Training regarding trademarks

### Lobbyist Registrations

Maintain state database of private and public lobbyists  
Processes lobbyists registrations and authorizations and issuing badges  
Receive and process lobbyists and employers expense reports, providing reminders of the same  
Provides assistance to lobbyists during legislative session

## **Filing of Official Documents**

Executive Orders  
Executive Proclamations  
Legislative Proclamations  
Certification of Gubernatorial Cabinet Appointments

## Certification of Gubernatorial Appointments to Boards and Commissions

Attorney General Appointments  
Supreme Court and Circuit Court Appointments  
Oaths of Office for all positions  
Financial Interest Statements  
Session Working Bills, Enrolled Bills, Resolutions and distribution  
Senate and House Journals  
Bond Information Statements  
Administrative Rules  
Government Audit Reports  
Post-Secondary Schools Registration  
Pardons and Commutations  
Extraditions  
Newspaper Ownership  
Raffle Registration  
Environmental Covenants  
Tribal Gaming agreements  
Athlete Agent Registration  
Attorney General Opinions

## **Publications**

Authors the Legislative Manual (Blue Book) every odd numbered year  
State Constitution Booklet  
Handouts for school and public requests

## **State Board of Finance**

Secretary for State Board of Finance  
Prepares agenda, minutes and process all documentation  
Processes administrative rules procedures

## **Information Technology**

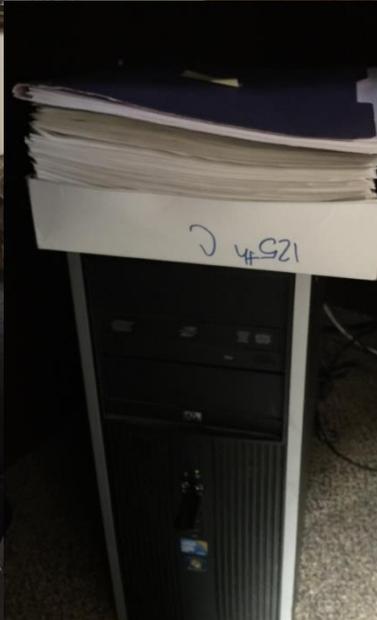
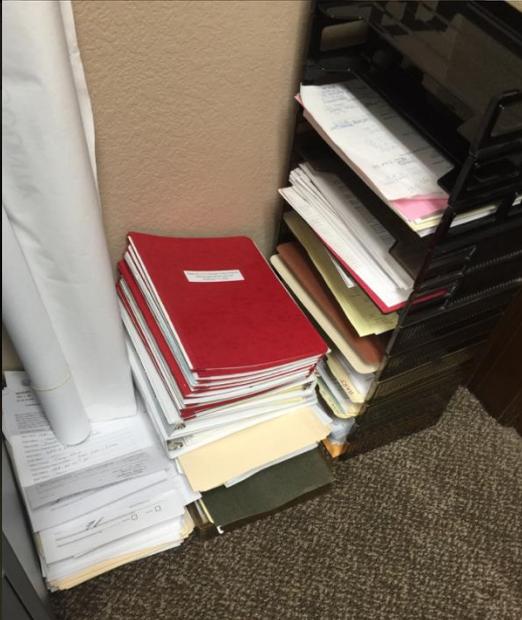
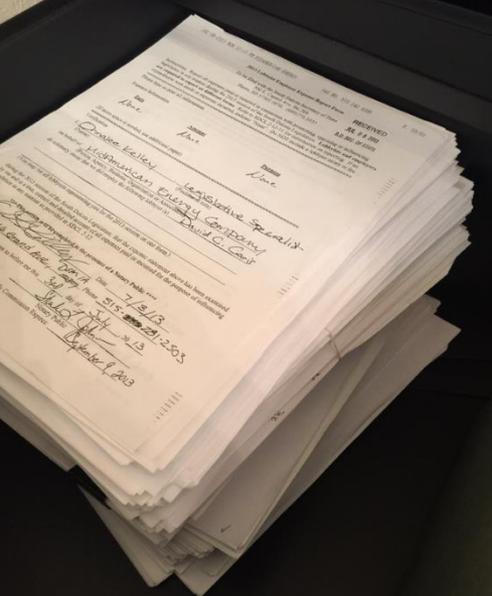
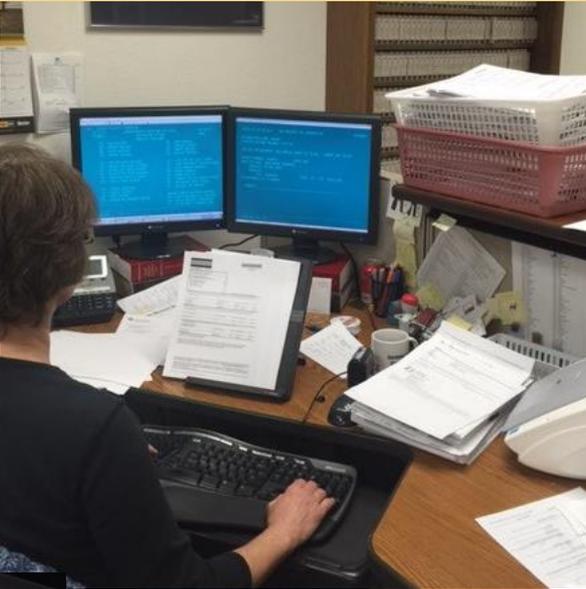
Procurement and maintenance of computer hardware  
Procurement and maintenance of computer software  
Manages technology development

## **Administrative Functions**

Human Resources  
Records Management  
Risk Management  
Continuity of Operations

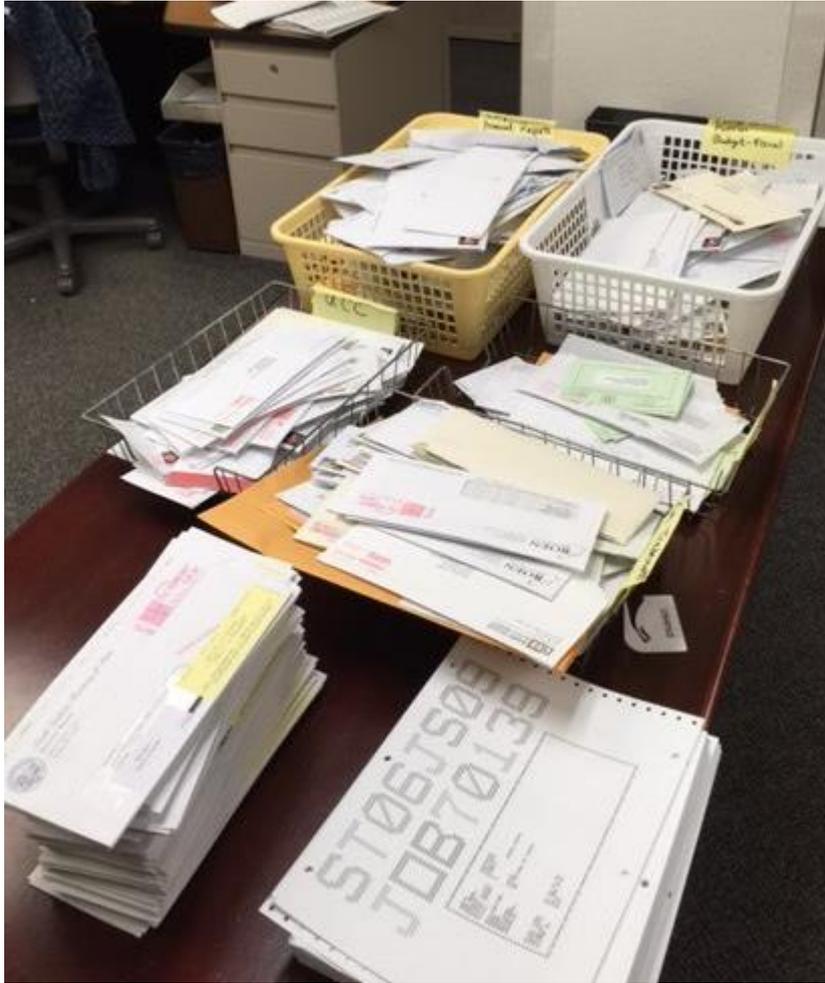


# January 2015





# *Average Workload*



- 250 pieces of incoming mail
- 900 pieces of outgoing mail
- 400 incoming phone calls
- 3 to 5 minutes per phone call
- TWO hours per day per employee just handling phone calls



# Judging Performance

- The FTEs of this administration stayed the same (15.4)
- Part-time FTEs for FY 2016 is a ONE TIME request
- Election Team listening session with all County Auditors
- Pistol Permit and Notary Application entry within 24 hours

COMPARATIVE ANALYSIS						
	FY15 to Date (2/28/15)		FY14 (7/1/13-6/30/14)		66.67%	of the year
	Number	Revenue	Number	Revenue	Number	Revenue
Domestic Filings	41,133	\$ 2,010,115.00	57,139	\$ 2,832,222.00	71.99%	70.97%
Foreign Filings	13,008	\$ 1,221,745.00	19,098	\$ 1,977,550.00	68.11%	61.78%
<b>Total Corporate Filings</b>	<b>54,141</b>	<b>\$ 3,231,860.00</b>	<b>76,237</b>	<b>\$ 4,809,772.00</b>	<b>71.02%</b>	<b>67.19%</b>
Online Annual Reports	40,172		54,554		73.64%	
Paper Annual Reports	4,654		7,827		59.46%	
<b>Total Annual Reports</b>	<b>44,826</b>		<b>62,381</b>		<b>71.86%</b>	
<b>Trademarks</b>	<b>235</b>	<b>\$ 29,375.00</b>	<b>425</b>	<b>\$ 53,125.00</b>	<b>55.29%</b>	<b>56.00%</b>
	FY15 to Date (12/31/14)		FY14 (7/1/13-6/30/14)		50.00%	of the year
	Number	Revenue	Number	Revenue	Number	Revenue
<b>UCC Filings</b>	<b>22,953</b>	<b>\$ 411,008.00</b>	<b>63,435</b>	<b>\$ 1,163,580.00</b>	<b>36.18%</b>	<b>35.32%</b>
	FY15 to Date (3/4/15)		FY14 (7/1/13-6/30/14)		66.67%	of the year
	Number	Revenue	Number	Revenue	Number	Revenue
Notaries Public	1,783	\$ 57,455.00	2,754	\$ 86,970.00	64.74%	66.06%
Pistol Permits	14,037	\$ 97,735.00	17,886	\$ 125,119.00	78.48%	78.11%



# *Four Year Goals*

- Increase number of corporate filings
- Increase voter turnout in all categories
- Improve efficiencies and productivity



## *To Meet the Goals we need...*

- Target age group interactions to increase voter registration
- Ability to meet statutory requirements in Business Services
- Improved work environment
- Computer system upgrade in Business Services (still on mainframe) - \$750,000



# *Solution*

- Complete the requirements of HB 1059 from 2012
- Meet business expectations and statutory requirements with 24 hour turnaround
- Utilize workflow process diagrams
- Self-fund office software upgrades with Letter of Intent out of Financing Statement and Annual Report Filing Fee Fund, with proposed fee increases in 2016 Session