

# State Election Administrators Training

## SEAT Level II Agenda

Hilton Garden Inn – West Des Moines, IA

**Note: You must attend all sessions to earn SEAT II certification. This includes the SEAT Dinner with Guest Speakers.**

### Wednesday, August 2, 2023

	<u>Topic of Discussion</u>	<u>Credits</u>
7:00 AM – 7:55 AM	Registration	
7:55 AM – 8:00 AM	Welcome & Housekeeping	
8:00 AM – 9:30 AM	City/School Elections <i>Adam Wedmore, Cerro Gordo County Auditor</i>	1.50
9:30 AM – 9:45 AM	Break	
9:45 AM – 11:15 AM	Special Elections <i>Eric Van Lancker, Clinton County Auditor</i>	1.50
11:15 AM – 12:15 PM	Primary Elections <i>Dani Fink, Guthrie County Auditor</i>	1.00
12:15 PM – 1:00 PM	Lunch	
1:00 PM – 2:00 PM	General Elections <i>Melissa Wellhausen, Page County Auditor</i>	1.00
2:00 PM – 3:15 PM	Tools of the Trade <i>Kristi Harshbarger, ISAC General Counsel</i>	1.25
3:15 PM – 3:30 PM	Break	
3:30 PM – 4:45 PM	Reviewing & Accepting Nomination Papers <i>Eric Van Lancker, Clinton County Auditor, Dani Fink, Guthrie County Auditor, &amp; Jenny Hillary, Dubuque County Deputy Commissioner of Elections</i>	1.25
4:45 PM – 5:30 PM	Break	
5:30 PM – 6:00 PM	Networking	
6:00 PM – 8:00 PM	SEAT Dinner with Guest Speakers – Your Role in Voter Accessibility <i>Cynthia Miller &amp; Catherine Johnson with Disability Rights Iowa</i>	1.00

*Cynthia A. Miller, J.D., received her undergraduate degree from University of Iowa, graduating with distinction with a Bachelor of Arts in English. Cynthia received her Doctor of Jurisprudence (J.D.) from Drake University Law School. She was admitted to the State Bar of Iowa in 2000 and is admitted to practice in the state and federal courts of Iowa and the Eighth Circuit Court of Appeals. Cynthia is the Legal Director at Disability Rights Iowa and provides legal representation and systemic advocacy to individuals with disabilities in the State of Iowa in areas including special education, community integration, guardianship, accessibility, and employment law.*

*Catherine E. Johnson received her Bachelor of Business Administration, Juris Doctor and Master's in Higher Education degrees from the University of Iowa. Prior to joining the great team at Disability Rights Iowa, Catherine's work included serving as the Assistant Dean of Students at St. Louis University School of Law, the Director of Student Legal Services at University of Iowa, and a disability rights attorney at Disability Rights Center of Kansas. Before becoming the Executive Director of DRI, she was the Director of the ADA Resource Center for Equity and Accessibility at the University of Kansas. Catherine has devoted her career to impactful civil rights work on behalf of individuals with disabilities.*

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### Thursday, August 3, 2023

	<u>Topic of Discussion</u>	<u>Credits</u>
7:00 AM – 8:00 AM	Breakfast	
8:00 AM – 10:00 AM	Breakout Sessions	2.00
	A. Absentee Voting By Mail <i>Karen Showalter, Black Hawk County Elections Manager</i>	
	B. Voter Registration II <i>Jenny Hillary, Dubuque County Deputy Commissioner of Elections</i>	
10:00 AM – 10:15 AM	Break	
10:15 AM – 12:15 PM	Breakout Sessions	2.00
	A. Voter Registration II <i>Jenny Hillary, Dubuque County Deputy Commissioner of Elections</i>	
	B. Absentee Voting By Mail <i>Karen Showalter, Black Hawk County Elections Manager</i>	
12:15 PM – 1:00 PM	Lunch	
1:00 PM – 2:45 PM	Breakout Sessions	1.75
	A. Voter Registration III <i>Jennifer Garms, Clayton County Auditor</i>	
	B. Uniformed & Overseas Citizen Absentee Voting Act (UOCAVA) <i>James Martin, Scott County Elections Supervisor</i>	
2:45 PM – 3:00 PM	Break	
3:00 PM – 4:45 PM	Breakout Sessions	1.75
	A. Uniformed & Overseas Citizen Absentee Voting Act (UOCAVA) <i>James Martin, Scott County Elections Supervisor</i>	
	B. Voter Registration III <i>Jennifer Garms, Clayton County Auditor</i>	

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### Friday, August 4, 2023

	<u>Topic of Discussion</u>	<u>Credits</u>
7:00 AM – 8:00 AM	Breakfast	
8:00 AM – 10:00 AM	Breakout Sessions	2.00
	A. Absentee Voting in Person <i>Lucy Martin, Story County Auditor &amp; Diane Patrick, Boone County Auditor</i>	
	B. Vacancies <i>Dani Fink, Guthrie County Auditor</i>	
10:00 AM – 10:15 AM	Break	
10:15 AM – 12:15 PM	Breakout Sessions	2.00
	A. Vacancies <i>Dani Fink, Guthrie County Auditor</i>	
	B. Absentee Voting in Person <i>Lucy Martin, Story County Auditor &amp; Diane Patrick, Boone County Auditor</i>	

# State Election Administrators Training

## SEAT Level III Agenda

Marriott – West Des Moines, IA

**Note: You must attend all sessions to qualify for SEAT III certification.**

Thursday, September 7, 2023

	<u>Topic of Discussion</u>	<u>Credits</u>
7:00 AM – 8:00 AM	Registration	
8:00 AM – 10:00 AM	Precinct Election Officials – Recruitment, Training, & Retention <i>Kehly Kennedy Ivory, Clinton County Office Administrator &amp; Jenny Hillary, Dubuque County Deputy Commissioner of Elections</i>	2.00
10:00 AM – 10:15 AM	Break	
10:15 AM – 12:15 PM	Social Media – How To Make It Work For You <i>Kevin Dragotto, Dubuque County Auditor</i>	2.00
12:15 PM – 1:00 PM	Lunch	
1:00 PM – 2:30 PM	Test Decks & Preparing Equipment <i>Jennifer Garms, Clayton County Auditor &amp; Carla Becker, Delaware County Auditor</i>	1.50
2:30 PM – 2:45 PM	Break	
2:45 PM – 4:15 PM	Physical Security <i>Karen Showalter, Black Hawk County Elections Manager</i>	1.50

# State Election Administrators Training

## SEAT Level III Agenda

Marriott – West Des Moines, IA

*Note: You must attend all sessions to qualify for SEAT III certification.*

Friday, September 8, 2023

	<u>Topic of Discussion</u>	<u>Credits</u>
7:00 AM – 8:00 AM	Breakfast	
8:00 AM – 10:00 AM	Determining Election Budgets <i>Becky Bissell, Adams County Auditor &amp; Eric Van Lancker, Clinton County Auditor</i>	2.00
10:00 AM – 10:15 AM	Break	
10:15 AM – 12:15 PM	Recounts/Contests <i>Eric Van Lancker, Clinton County Auditor &amp; Ben Steines, Winneshiek County Auditor</i>	2.00
12:15 PM – 1:30 PM	Working Lunch – Working With The Media <i>Eric Van Lancker, Clinton County Auditor</i>	1.00



## Continuing Education Agenda

Thursday, April 13, 2023  
Boulders – Denison, IA

Thursday, April 20, 2023  
National Czech & Slovak Museum – Cedar Rapids, IA

	<u>Topic of Discussion</u>	<u>Credits</u>		
8:15 AM – 8:55 AM	Registration			
8:55 AM – 9:00 AM	Welcome & Housekeeping			
9:00 AM – 10:30 AM	City/School Elections <ul style="list-style-type: none"> <li>• Combining Precincts/Vote Centers</li> <li>• Control versus Non-Control and District Creep</li> <li>• Wards/Redistricting</li> <li>• Filing Officers: Designation, Preparation, and Review</li> <li>• Write-In Tabulation</li> <li>• Tiered Canvass: Preparation and Timing</li> <li>• Billing Entities</li> <li>• Health Care Facilities</li> </ul> <i>Karen Showalter, Black Hawk County Elections Manager &amp; Adam Wedmore, Cerro Gordo County Auditor</i>	1.50		
10:30 AM – 10:45 AM	Break			
10:45 AM – 12:10 PM	City/School Elections - Continued	1.50		
12:10 PM – 1:00 PM	Lunch			
1:00 PM – 2:00 PM	Defensive Driving (How to Avoid Obstacles) <ul style="list-style-type: none"> <li>• Voter Registration Challenges</li> <li>• ADA Adjustments</li> <li>• Vacancies</li> <li>• First Amendment/Extremists/De-escalation</li> </ul> <i>Kevin Dragotto, Dubuque County Auditor &amp; Jenny Hillary, Dubuque County Elections Deputy</i>	1.00		
2:00 PM – 2:10 PM	Break			
2:10 PM – 3:10 PM	Wins and Losses – Panel Discussion (Best Practices) <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <i>West:</i>  <i>Jennifer Garms, Clayton County Auditor (Moderator)</i>  <i>Sue Lloyd, Buena Vista County Auditor</i>  <i>Kris Glienke, Cherokee County Auditor</i>  <i>Nan Benson, Marshall County Auditor</i> </td> <td style="width: 50%; vertical-align: top;"> <i>East:</i>  <i>Eric Van Lancker, Clinton County Auditor (Moderator)</i>  <i>Gina Edler, Benton County Elections Deputy</i>  <i>Diane Patrick, Boone County Auditor</i>  <i>Ben Steines, Winneshiek County Auditor</i> </td> </tr> </table>	<i>West:</i> <i>Jennifer Garms, Clayton County Auditor (Moderator)</i> <i>Sue Lloyd, Buena Vista County Auditor</i> <i>Kris Glienke, Cherokee County Auditor</i> <i>Nan Benson, Marshall County Auditor</i>	<i>East:</i> <i>Eric Van Lancker, Clinton County Auditor (Moderator)</i> <i>Gina Edler, Benton County Elections Deputy</i> <i>Diane Patrick, Boone County Auditor</i> <i>Ben Steines, Winneshiek County Auditor</i>	1.00
<i>West:</i> <i>Jennifer Garms, Clayton County Auditor (Moderator)</i> <i>Sue Lloyd, Buena Vista County Auditor</i> <i>Kris Glienke, Cherokee County Auditor</i> <i>Nan Benson, Marshall County Auditor</i>	<i>East:</i> <i>Eric Van Lancker, Clinton County Auditor (Moderator)</i> <i>Gina Edler, Benton County Elections Deputy</i> <i>Diane Patrick, Boone County Auditor</i> <i>Ben Steines, Winneshiek County Auditor</i>			
3:10 PM – 4:10 PM	Election Law <i>Jennifer Garms, Clayton County Auditor</i>	1.00		
4:10 PM	Housekeeping & Adjournment			

Note: The bulleted items are not an inclusive list of topics to be discussed.