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## Office of the Minnesota Secretary of State

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**AT A GLANCE**

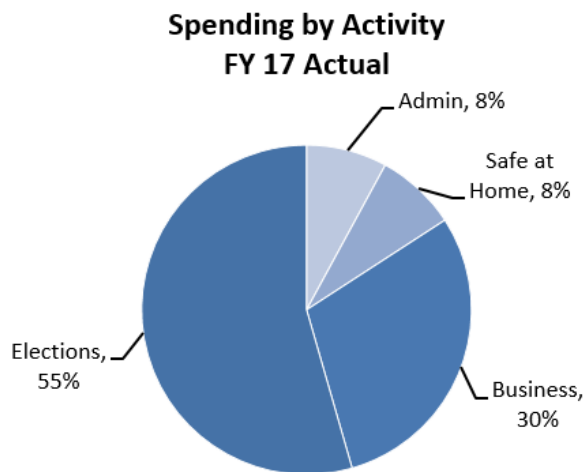
- 6.2 million filings from businesses, Uniform Commercial Code (UCC), Tax Liens, Effective Financing Statement (EFS) and notaries in a Secretary of State maintained and operated database as of July 2018
- As of July 2018, there have been over 43,000 new business filings processed in CY 2018
- 3.258 million registered voters in Statewide Voter Registration System (82% of all eligible voters) as of July 2018
- 8,052 applicants and participants served by the Safe at Home program as of July 2018
- Contribute nearly \$22 million to the general fund each biennium

**PURPOSE**

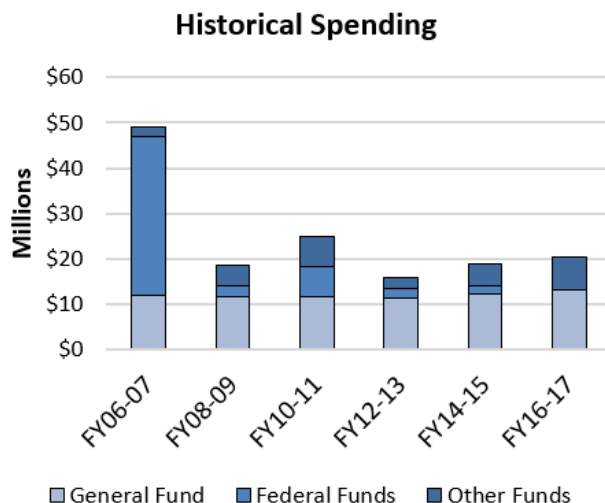
The Office of the Secretary of State is a constitutional office headed by the independently-elected Secretary of State. As the chief election official in Minnesota, the Secretary of State oversees the administration of elections, and promotes voting and civic engagement. The Secretary of State also facilitates commerce, maintains the records of the state, and provides key services for those who fear for their safety through administering the Safe at Home address confidentiality program. The Secretary of State serves on the State Board of Investment, the Executive Council, and other specified boards.

The Secretary of State partners with local election officials to conduct elections that are fair, accurate, secure, and transparent, thereby providing **efficient and accountable government services**. By providing quality customer service and making it easy to search records of active businesses in Minnesota, the Secretary of State helps promote **a thriving economy that encourages business growth and employment opportunities**. The Office has made it easier for citizens and businesses to interact with the Office by developing online services for voters, businesses, and those interested in Open Appointments. The Safe at Home address confidentiality program provides a critical service to survivors of domestic violence and others who fear for their safety, which in turn helps promote **strong and stable families and communities** and works to ensure that **people in Minnesota are safe**.

**BUDGET**



Source: Budget Planning & Analysis System (BPAS)



Source: Consolidated Fund Statement

## STRATEGIES

The core functions of the Office are:

- Administer and oversee Minnesota's elections
- Safeguard, record, and retrieve government documents
- File business documents, record liens, and retrieve both on demand
- Issue notary public commissions
- Run the State of Minnesota's Open Appointments process
- Administer Safe at Home, Minnesota's address confidentiality program

The Office partners with local election officials at the county, city, school district, and township levels to conduct elections in the state. The Office provides the backbone of the elections system by developing and securing key election databases, specifically the Statewide Voter Registration System, which includes records for all of the state's 3.2 million registered voters and the Election Reporting System, through which vote totals are reported. The Office provides training and support to local election officials and has developed online tools, including online voter registration, online absentee ballot requests, and online lookup tools, to provide convenience to voters and cost savings to local election officials. The Office also engages in extensive efforts to provide information to Minnesotans about registration and voting by working with businesses, non-profits, service organizations, schools, and others throughout the state.

Similarly, the Office continues its efforts to increase online resources for business services, including allowing as many business filings as possible to be made online in real time, providing more efficient and responsive service to our customers. Any customer who wishes can still seek information and file business and UCC documents in person or by mail. Fees collected for these services, and others provided by the Business Services Division, add approximately \$22 million to the general fund each biennium.

The Safe at Home address confidentiality program provides those who fear for their safety, especially survivors of domestic violence and stalking, with a way to go about their daily lives without having to disclose their home address. The Office provides a mail-forwarding service to more than 2,600 active participants (encompassing more than 1,000 households and over 200,000 pieces of mail annually), assists them in interactions with businesses or government entities who are unfamiliar with the program, and trains and supports application assistants who are employed by victim service agencies throughout the state. The program remains the strongest in the country; a position solidified when the legislature made it possible for Safe at Home participants to purchase property confidentially. As additional states adopt address confidentiality programs, several states, such as Wisconsin and Iowa, have looked to Minnesota's program as a model.

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The following statutes provide the legal authority for the Office of the Secretary of State:

Minnesota Constitution

Minnesota Statutes, Chapter 5, 5A, 5B, 201, 202A, 203B, 204B, 204C, 204D, 206, 211A, 302A, 303, 304A, 308A, 308B, 317A, 319B, 321, 322A, 322B, 323A, 333, 336, 336A.

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b><u>Expenditures by Fund</u></b>								
1000 - General	6,315	6,973	6,338	8,334	6,654	6,654	7,268	7,402
2000 - Restrict Misc Special Revenue	3,364	3,780	3,778	4,447	5,185	5,030	5,348	5,030
2001 - Other Misc Special Revenue			7,000		3,764		3,764	
<b>Total</b>	<b>9,680</b>	<b>10,753</b>	<b>17,116</b>	<b>12,781</b>	<b>15,603</b>	<b>11,684</b>	<b>16,380</b>	<b>12,432</b>
Biennial Change				9,464		(2,610)		(1,085)
Biennial % Change				46		(9)		(4)
Governor's Change from Base								1,525
Governor's % Change from Base								6

**Expenditures by Program**

Secretary of State	9,680	10,753	17,116	12,781	15,603	11,684	16,380	12,432
<b>Total</b>	<b>9,680</b>	<b>10,753</b>	<b>17,116</b>	<b>12,781</b>	<b>15,603</b>	<b>11,684</b>	<b>16,380</b>	<b>12,432</b>

**Expenditures by Category**

Compensation	7,136	7,740	7,840	8,848	9,544	9,703	9,789	10,042
Operating Expenses	2,390	2,444	2,262	3,926	6,059	1,981	6,591	2,390
Grants, Aids and Subsidies			7,000					
Capital Outlay-Real Property	36	37						
Other Financial Transaction	117	532	15	7				
<b>Total</b>	<b>9,680</b>	<b>10,753</b>	<b>17,116</b>	<b>12,781</b>	<b>15,603</b>	<b>11,684</b>	<b>16,380</b>	<b>12,432</b>

**Full-Time Equivalent**

	79.44	82.95	81.67	93.00	93.00	93.00	94.00	94.00
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(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b>1000 - General</b>								
Balance Forward In		346		291				
Direct Appropriation	6,631	6,631	13,629	8,043	6,654	6,654	7,431	7,402
Transfers Out			7,000				163	
Cancellations		4						
Balance Forward Out	316		291					
<b>Expenditures</b>	<b>6,315</b>	<b>6,973</b>	<b>6,338</b>	<b>8,334</b>	<b>6,654</b>	<b>6,654</b>	<b>7,268</b>	<b>7,402</b>
Biennial Change in Expenditures				1,384		(1,364)		(2)
Biennial % Change in Expenditures				10		(9)		(0)
Governor's Change from Base								1,362
Governor's % Change from Base								10
Full-Time Equivalents	50.75	48.97	48.57	52.55	51.70	51.70	52.70	52.70

**2000 - Restrict Misc Special Revenue**

Balance Forward In	2,721	2,936	2,758	2,807	8,740	7,520	8,740	7,520
Receipts	3,556	3,602	3,827	10,380	3,965	4,250	3,965	4,250
Transfers In							163	
Balance Forward Out	2,913	2,758	2,807	8,740	7,520	6,740	7,520	6,740
<b>Expenditures</b>	<b>3,364</b>	<b>3,780</b>	<b>3,778</b>	<b>4,447</b>	<b>5,185</b>	<b>5,030</b>	<b>5,348</b>	<b>5,030</b>
Biennial Change in Expenditures				1,080		1,990		2,153
Biennial % Change in Expenditures				15		24		26
Governor's Change from Base								163
Governor's % Change from Base								2
Full-Time Equivalents	28.69	33.98	33.10	40.45	41.30	41.30	41.30	41.30

**2001 - Other Misc Special Revenue**

Transfers In			7,000		3,764		3,764	
<b>Expenditures</b>			<b>7,000</b>		<b>3,764</b>		<b>3,764</b>	
Biennial Change in Expenditures				7,000		(3,236)		(3,236)
Biennial % Change in Expenditures								
Governor's Change from Base								0
Governor's % Change from Base								

(Dollars in Thousands)

	FY19	FY20	FY21	Biennium 2020-21
<b>Direct</b>				
<b>Fund: 1000 - General</b>				
FY2019 Appropriations	6,753	6,753	6,753	13,506
<b>Base Adjustments</b>				
Current Law Base Change		(111)	(111)	(222)
Pension Allocation		12	12	24
<b>Forecast Base</b>	<b>6,753</b>	<b>6,654</b>	<b>6,654</b>	<b>13,308</b>
<b>Change Items</b>				
Litigation Fees	1,290			
Operating Adjustment		392	513	905
2018 HAVA Election Security Funds State Match		163		163
Safe at Home Program		222	235	457
<b>Total Governor's Recommendations</b>	<b>8,043</b>	<b>7,431</b>	<b>7,402</b>	<b>14,833</b>
<b>Dedicated</b>				
<b>Fund: 2000 - Restrict Misc Special Revenue</b>				
Planned Spending	4,447	5,185	5,030	10,215
<b>Forecast Base</b>	<b>4,447</b>	<b>5,185</b>	<b>5,030</b>	<b>10,215</b>
<b>Change Items</b>				
2018 HAVA Election Security Funds State Match		163		163
<b>Total Governor's Recommendations</b>	<b>4,447</b>	<b>5,348</b>	<b>5,030</b>	<b>10,378</b>
<b>Fund: 2001 - Other Misc Special Revenue</b>				
Planned Spending		3,764		3,764
<b>Forecast Base</b>		<b>3,764</b>		<b>3,764</b>
<b>Total Governor's Recommendations</b>		<b>3,764</b>		<b>3,764</b>
<b>Revenue Change Summary</b>				
<b>Dedicated</b>				
<b>Fund: 2000 - Restrict Misc Special Revenue</b>				
Forecast Revenues	10,380	3,965	4,250	8,215
<b>Total Governor's Recommendations</b>	<b>10,380</b>	<b>3,965</b>	<b>4,250</b>	<b>8,215</b>
<b>Non-Dedicated</b>				
<b>Fund: 1000 - General</b>				
Forecast Revenues	18,401	21,305	18,690	39,995
<b>Total Governor's Recommendations</b>	<b>18,401</b>	<b>21,305</b>	<b>18,690</b>	<b>39,995</b>

# Office of the Minnesota Secretary of State

## FY 2020-21 Biennial Budget Change Item

### Change Item Title: Litigation Fees

Fiscal Impact (\$000s)	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
General Fund					
Expenditures	1,290	0	0	0	0
Revenues	0	0	0	0	0
Other Funds					
Expenditures	0	0	0	0	0
Revenues	0	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	1,290	0	0	0	0
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Recommendation:

The Governor recommends \$1.29 million from the General Fund in FY 2019 for the Office of the Secretary of State to make a one-time payment of court-ordered attorney fees as a result of the U.S. Supreme Court decision holding a portion of Minnesota Statutes unconstitutional in *Minnesota Voters Alliance v. Mansky*, No. 16-1435, 585 U.S. \_\_\_, 138 S. Ct. 1876 (2018). The Office is currently litigating the final amount of fees owed to plaintiffs and anticipates that the court will make a determination on the total amount of fees owed early in the 2019 legislative session. The Governor recommends these funds for the payment of court-ordered fees and costs in FY 2019.

### Rationale/Background:

In 2010, several organizations and individuals sued the Minnesota Secretary of State, as well as Ramsey and Hennepin county election officials, challenging the constitutionality of a portion of Minnesota Statute § 211B.11. Minnesota Statute § 211B.11 prohibits the wearing of political insignia at or about a polling place, and has been Minnesota law since 1988. After nearly eight years of litigation, the U.S. Supreme Court held that a portion of the statute was unconstitutional. Under federal law, plaintiffs are entitled to seek reimbursement for attorney fees and costs associated with litigating the constitutional challenge, and plaintiffs are seeking reimbursement.

On January 8, 2019, the appellate attorney fees and costs total to date, from judgements, was determined to be \$983,760. This amount will increase by approximately \$486 every week from January 8, 2019 until payment is made. In addition, it is anticipated that plaintiffs will seek an additional \$250,000 - \$300,000 in attorney fees and costs related to their work in the district court. Assuming that the district court payment is \$300,000, inclusive of potential interest, and assuming that a payment is made by March 19, 2019, the Office of the Secretary of State requires \$1.29 million in a one-time General Fund appropriation to pay these court-ordered attorney fees and costs owed to the plaintiffs. This amount is an estimate and might require adjustment once the judgement for attorney fees and costs related to the work in district court is made.

### Proposal:

The Office of the Secretary of State is proposing a one-time payment from the general fund to cover the costs of unavoidable litigation fees relating to a Supreme Court case in which a section of a state statute was found to be unconstitutional.

This is not a new initiative, a change to an existing program, or an ongoing request. This will simply cover court ordered attorney fees and costs owed to plaintiffs due to the U.S. Supreme Court holding a portion of Minnesota Law unconstitutional in *Minnesota Voters Alliance v. Mansky*, No. 16-1435, 585 U.S. \_\_\_, 138 S. Ct. 1876 (2018).

**Equity and Inclusion:**

- This request is not aimed at reducing or eliminating any disparities for identified groups.
- There are no potential positive or negative impacts on the identified groups.

**Results:**

Receiving additional funds to pay court ordered litigation fees will allow the Office to meet the terms of the court order to continue to provide current levels of service and information to the public.

**Statutory Change(s):**

N/A



# Office of the Minnesota Secretary of State

## FY 2020-21 Biennial Budget Change Item

### Change Item Title: Operating Adjustment

Fiscal Impact (\$000s)	FY 2020	FY 2021	FY 2022	FY 2023
General Fund				
Expenditures	392	513	513	513
Revenues	0	0	0	0
Other Funds				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	392	513	513	513
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Recommendation:

The Governor recommends additional funding of \$905,000 in the FY 2020-21 biennium from the General Fund for the Office of the Secretary of State to maintain existing staffing levels and allow the Office to continue to provide current levels of service and information to the public.

This recommendation is equal to a 6.8% increase to the Office’s General Fund base budget for the FY 2020-2021 biennium.

### Rationale/Background:

Each year, operating costs such as rent and lease, utilities, and IT continue to grow. In addition to these operating costs, salary and compensation-related costs and health care contributions increase annually. Despite these increases, the Office of the Minnesota Secretary of State’s general fund appropriation has remained flat over the past two biennium and is currently at an amount slightly lower than the Office’s 2003 general fund appropriation.

Over the past four years, the Office has been able to work with less, maintaining the services Minnesotans have come to expect of the Office. But growth in these costs has reached a point where the Office will not be able to maintain current levels of service without additional resources.

If an operational increase is not provided, the services the Office provides to Minnesotans will be impacted. Some examples include:

- Fewer staff resources available to help Minnesota business owners register their business, resulting in a possible decrease of the Office’s net contribution of over \$20 million to the General Fund each biennium.
- Fewer staff resources available to assist counties, cities, and townships conduct their elections.
- Insufficient staff resources in the Safe at Home Program, resulting in reduced capacity to assist those who fear for their safety.
- Decreased capacity to safeguard, record, and retrieve government documents in a timely manner.

### Proposal:

The Office of the Secretary of State proposes an operating increase of \$905,000 in the FY 2020-21 biennium to maintain the Office’s delivery of current services.

The proposed budget increase is intended to address inflation and other economic factors that drive the Office's costs and allow the Office of the Secretary of State to continue to provide the quality experience, services, programs, and information that Minnesotans expect. This funding would cover current employee compensation growth, including unavoidable health insurance premium increases.

Additionally, this increase will allow the Office to continue providing services at the level that results in the Office contributing over \$20 million to the General Fund above the Office's appropriation.

**Equity and Inclusion:**

- This request does not directly impact any identified groups. (Racial and Ethnic groups, Lesbian, Gay, Bisexual, and Transgender groups, Persons with Disabilities and Veterans)
- This request is not aimed at reducing or eliminating any disparities for identified groups.
- There are no potential positive or negative impacts on the identified groups.

**Results:**

This request is sought to allow the Office of the Secretary of State to continue to provide current levels of service and information to the public. Examples of current performance measures are shown below.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of new business filings	62,500	67,000	2016/2017
Quantity	Number of business web filings	346,000	359,500	2016/2017
Quantity	Number of UCC/Tax Lien & CNS web filings	181,000	177,000	2016/2017
Quantity	Number of underage children in Safe at Home program	1,144	1,371	2015/2017
Quantity	Total number of individuals served by the Safe at Home program	2,777	3,439	2015/2017
Quantity	Number of open appointment applications	2,105	3,044	2015/2017
Quantity	Number of registered voters	3,611,892	3,623,913	2012/2016
Result	Voter Turnout	2,950,780	2,968,281	11/6/2012 11/8/2016
Quantity	Online Absentee Applications	42,567	152,862	2014/2016

**Statutory Change(s):**

No statutory changes are needed for this change item. The following statutes provide the legal authority for the Office of the Secretary of State: Minnesota Constitution , Minnesota Statutes, Chapter 5, 5A, 5B, 201, 202A, 203B, 204B, 204C, 204D, 206, 211A, 302A, 303, 304A, 308A, 308B, 317A, 319B, 321, 322A, 322B, 323A, 333, 336, 336A.

# Office of the Minnesota Secretary of State

## FY 2020-21 Biennial Budget Change Item

### Change Item Title: 2018 HAVA Election Security Funds State Match

Fiscal Impact (\$000s)	FY 2020	FY 2021	FY 2022	FY 2023
General Fund				
Expenditures	163	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	163	0	0	0
<b>FTEs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Recommendation:

The Governor recommends \$163,000 one-time in FY 2020 from the General Fund for the Office of the Secretary of State to meet the state matching requirements described in the Consolidated Appropriations Act of 2018, which will allow the Office to use \$6,595,610 in federal Help America Vote Act (HAVA) funds to secure and improve Minnesota’s election systems.

This recommendation is equal to a 2.4% increase to the Office’s General Fund base budget in FY 2020.

#### Rationale/Background:

In September of 2017, the Office of the Minnesota Secretary of State was informed by the US Department of Homeland Security that Minnesota was one of 21 states targeted by entities acting at the behest of the Russian government. With this news, and in light of the designation of elections as critical infrastructure, the Office joined other secretaries of state and national stakeholders to work with Congress and find funding for states to address this immediate security need. Congress responded to this need by approving funding for election security in the Consolidated Appropriations Act of 2018, signed into law in March of 2018.

The Consolidated Appropriations Act of 2018 included \$380 million in grants for states to improve the administration of elections for Federal office. These grants are authorized under Title I Section 101 of the Help America Vote Act (HAVA) of 2002, and are designed to provide states with additional resources to secure and improve their election system. Minnesota’s federal share of the \$380 million is \$6,595,610.

States are required to match 5 percent of the 2018 HAVA funds within two years of receiving federal funds, and Minnesota is required to spend \$329,781 in state matching funds. The federal Elections Assistance Commission (EAC) has confirmed that \$167,000 the Office spent on election security can be credited towards the required state match. With this credit, the outstanding state match requirement is \$162,781.

#### Proposal:

The Office of the Secretary of State requests \$162,781 in general funds to meet the 5% match the 2018 HAVA funds require. This matching funding will allow the Office to utilize the \$6,595,610 in federal funds after legislative appropriation. Once the federal funds appropriated by the legislature, the Office proposes using the HAVA funds in five specific categories: auditing, communications, cybersecurity, e-Poll book and equipment, and Minnesota’s Statewide Voter Registration System.

The Office worked with stakeholders, including representatives from the counties, cities, and townships, as well as members from the disability community, and cybersecurity experts, to develop a comprehensive spending plan for the greater \$6,595,610 election funds. Examples of what the working group has proposed are below:

- **Strengthening, securing, and modernizing the Statewide Voter Registration System (SVRS)**  
Minnesota's Statewide Voter Registration System was launched in 2004 using over \$1.2 million of state general fund dollars and over \$5.1 million in funds appropriated from the federal HAVA account. Since its development, the Office has added various components to accommodate changes to voting and elections. Because of this, the system is in need of investment to keep it functioning well.

The Office feels that the most efficient way to strengthen, secure, and modernize SVRS is to invest in a re-work of the system. This would be done piece by piece, rather than re-writing the system from scratch with a large rollout once complete. The Office is requesting funds to hire three additional staff, including an IT Business Analyst, IT Developer, and an Elections Administration Specialist to supplement current Office staff during this project. Estimated costs for these three additional staff for a four-year period is \$1.4 million total.

- **Ongoing support for multi-factor authentication**  
Multi-Factor Authentication (MFA) is a security system recommended by the Department of Homeland Security and a National Institute of Standards and Technology (NIST) standard that requires more than one piece of information to verify a user's identity for a login. Using MFA provides an extra safeguard for the Office of the Secretary of State when county or local election officials access our system.
- **Licensing for systems scanning/testing**  
Regular and comprehensive scanning and testing of the Office's public facing websites is a direct recommendation from the Department of Homeland Security and a NIST standard.

Currently, the Office maintains four licenses to scan the online absentee ballot application and voter registration tools, the Minnesota Business and Lien System, and the notary services online portal. Additional licenses are needed so that all of the public facing websites and online tools can be scanned for vulnerabilities.

This will allow the Office to purchase 20 additional licenses to ensure all of the Office's public websites can be scanned and a full vulnerability review of the underlying code can be done.

- **Next generation antivirus software**  
As viruses and malware advance, so must our antivirus software. Additional antivirus software will detect new viruses and malware without daily/hourly signature updates, and is needed to augment our current "signature based" antivirus software with next generation "behavior based" software. "Signature based" software looks at specific known or previously identified malicious coding and then blocks that malicious coding. "Behavior based" software analyzes what that coding does, even if the coding has not been previously identified as a known malicious code and instead blocks the code based on the malicious behavior.

This cost will cover antivirus software for all of the Office's approximately 200 workstations and servers at \$44.81/device, and is recommended by MN.IT Security.

- **Policy writer**  
The Department of Homeland Security recommends that the Office hire a policy writer to develop written based cybersecurity policies and procedures. This policy writer's services are anticipated to be about six months in length, with an approximate hourly rate of \$140/hour. Once initial policies are done, our office believes current staff will be able to handle the yearly reviews and updates.
- **Cyber Navigator**  
Given the fact that many Minnesota counties and cities do not have their own cyber security or IT expert on staff, the Office is proposing the hiring of a "Cyber Navigator". This cyber navigator would be a cyber security expert that can work with the Office of Secretary of State, counties, and cities to provide cyber

security training, system updates, and patches. This person will educate election officials on election security specifically, including everything from recognizing and reporting a threat, to learning how hackers could try to access their networks, and how to keep their systems secure.

- **Assess Minnesota’s data sharing and post-election review/audit process**

The Office will engage outside experts to 1) analyze and make recommendations regarding Minnesota’s current post-election review/audit process, including examining unadjusted differences, with the goal of quantifying its likelihood of detecting tabulation and other errors, and 2) thoroughly examine and audit the security of information sharing between the Office and other agencies and entities.

- **Invest in improvements for securing information sharing with counties**

The Office will develop or contract with a third party vendor for solutions to improve the security of sensitive information and data exchanges between counties and the Office. This may take many forms, including enhanced email security and developing a secured portal where links and other sensitive information is to be shared.

- **Enhance website security and accessibility**

The Office will invest in additional security measures to enhance the security of the Minnesota Secretary of State’s website. Additionally, we will ensure all pages of the website are accessible to those who may have a disability and make all webpages mobile-friendly. This will allow all Minnesotans to have equal access to the same reliable and accurate information, regardless of how they visit the website or any disabilities they may have.

- **Recruit and train election officials**

The Office will use a portion of the federal funds to assist counties and cities in recruiting election judges and conducting additional election judge training related to accessibility at the polling place, using and securing e-Pollbooks, physical security, and cybersecurity.

- **Provide sub grants to local jurisdictions for improved election security and accessibility**

The Office will invest in the security of local jurisdictions’ election security by providing sub grants to local jurisdictions for updated computers and/or software, additional physical security for election equipment, and increased polling place accessibility.

- **Expand absentee and mail-voting for voters with a disability**

The Office will increase accessibility for absentee and mail-voting by working with the Legislature to allow voters with a disability to receive and mark their ballot electronically, allowing them to vote privately and independently.

In order to use the 2018 HAVA funds to strengthen Minnesota’s elections, the Legislature needs to authorize use of federal funds under Minn. Stat. § 5.30 and the state must provide the state matching funds at 5% of the total 2018 HAVA award.

### **Equity and Inclusion:**

The security and integrity of Minnesota elections benefits all voters. Securing our elections with the funds provided may prevent bad actors from disenfranchising select voters. Without these funds to use on cybersecurity improvement and upgrades, the Office has no way of telling which identified groups may be negatively impacted.

**Results:**

This request seeks matching funds which will allow the Office of the Secretary of State to utilize federal funds to improve the administration of elections for Federal office, with the goal of securing our elections from foreign interference and maintaining public confidence in Minnesota’s election system. Examples of current performance measures for Minnesota’s elections are shown below.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of registered voters	3,611,892	3,623,913	2012/2016
Result	Voter Turnout	2,950,780	2,968,281	11/6/2012 11/8/2016
Quantity	Online Absentee Applications	42,567	152,862	2014/2016
Quantity	General Absentee Ballots Returned by Election Day	263,487	614,037	11/6/2012 11/8/2016
Result	General Absentee Ballots Acceptance Rate	97.74%	98.64%	11/6/2012 11/8/2016
Quantity	Online Voter Registrations	29,142	350,849	2014/2016

**Statutory Change(s):**

None. The legislature needs to authorize the use of the federal 2018 HAVA funds under Minn. Stat. § 5.30.

# Office of the Minnesota Secretary of State

## FY 2020-21 Biennial Budget Change Item

### Change Item Title: Safe at Home Program

Fiscal Impact (\$000s)	FY 2020	FY 2021	FY 2022	FY 2023
General Fund				
Expenditures	222	235	235	235
Revenues	0	0	0	0
Other Funds				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	222	235	235	235
<b>FTEs</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Recommendation:

The Governor recommends additional funding of \$222,000 in FY 2020 and \$235,000 each year thereafter from the General Fund for the Office of the Secretary of State to accommodate the growth of Minnesota’s Safe at Home program, to provide enhanced security for the program, and to grow the technical training and assistance provided to both program participants and public and private stakeholders who interact with program participants.

This recommendation is equal to a 3.4% increase to the Office’s General Fund base budget for the FY 2020-2021 biennium.

### Rationale/Background:

The Safe at Home address confidentiality program is managed by the Office of the Minnesota Secretary of State. The program, which began September 1, 2007, is designed to help people who fear for their safety, especially survivors of domestic violence and stalking, maintain a confidential address. It is open to survivors of domestic violence, sexual assault, stalking, and those who otherwise fear for their safety, including law enforcement and judicial personnel.

Participants enrolled in Safe at Home are assigned a PO Box address to be used as their legal address. All private and public entities in the state of Minnesota must accept the Safe at Home address as a participant’s actual address and cannot require a participant to disclose their real address. Using the assigned PO Box, Safe at Home provides a mail forwarding service. Safe at Home receives participants’ mail and forwards all First Class Mail to their physical address. The Safe at Home program also assists participants with their interactions with third parties should problems arise when giving the Safe at Home address to others. To facilitate this, staff work with third party stakeholders, such as county offices, utility companies, banks, and schools, to ensure legal compliance and to ensure their business practices accommodate the safety needs of Safe at Home participants. Since the program’s inception, more than 8,000 participants and applicants have been served by the Safe at Home program and nearly 1,000 victim advocates have been trained by Safe at Home staff to be application assistants, helping with the application process.

The program continues to grow with more and more applicants and participants using Safe at Home to forward their mail and keep their address confidential. In 2015, there were a total of 2,777 individuals served by Safe at Home. In 2017, that total grew to 3,439 individuals served by the program. A funding increase for the Safe at Home program is necessary to accommodate for the growth of the program. Specific drivers of this need are

additional participants served, inflation of postage and rent, the need for additional space, and the need for more modern security for staff and information kept by Safe at Home.

**Proposal:**

The Office of the Secretary of State proposes a \$457,000 increase in the FY 2020-2021 biennium in funding for the Safe at Home program to accommodate for program growth, to provide enhanced security for the program, and to grow the technical training and assistance provided to both program participants and public and private stakeholders who interact with program participants.

In the event these funds are not received, the Safe at Home program will be unable to maintain its current level of service to the growing number of participants and stakeholders, potentially endangering the lives of participants who depend on Safe at Home to keep their addresses confidential and out of the hands of those they fear.

With the growth of the program, both in participants and the number of stakeholders who interact with participants and staff, the program requires additional resources for:

- **Postage:** As a mail forwarding service, the Safe at Home program is spending more on postage every year with the increase in participants as well as the continued inflation in postage.
- **Staff:** With more participants enrolled in the program, there is simply more work to be done in the Safe at Home office. In order to maintain the level of service application assistants, applicants, participants, and third parties have come to expect, Safe at Home needs to hire additional staff to assist the Director in conducting technical training, facilitating communications with third parties such as law enforcement and private entities, and assist in overseeing the operations of the office. This position will result in faster response times for those who seek information from Safe at Home, and added capacity for technical training and outreach with statewide partners.
- **Space:** The Safe at Home office is located at a confidential address that moves on a regular basis to ensure the safety of both Safe at Home employees and the information housed within the office, namely the confidential addresses of all Safe at Home participants. The office will need to move by the end of FY 2021 to a more secure location to accommodate the growth of the program. Currently, the Office of the Secretary of State spends \$18.00 a square foot, and it is estimated that the Office will need to spend in excess of \$27.00 a square foot on its new lease. The increase in cost per square foot is due to an increase in the average market rate for commercial property as well as the increased physical security needs of the Safe at Home program. A new office with additional security measures in place is paramount to the operation of the Safe at Home program.
- **Modern Security:** Prior to moving offices, Safe at Home will need to invest in and install new security equipment. The security equipment currently used was purchased when the program began more than ten years ago and has not kept up with the demands of the program and is quickly becoming obsolete. Investing in new equipment will ensure the employees and the information they possess are secure.
- **Technical Training:** The Safe at Home staff provide detailed, technical resources for participants on how participants should interact with both the private and public sectors. Similarly, staff provide technical training to public and private sector organizations that interact with Safe at Home participants. With an increase in participation, there is a need for additional funding to meet the increased demand for this technical training work.

These additional resources are necessary in order to accommodate the growth of the program in a safe and secure manner. This is not a new initiative, but a necessary funding increase to ensure that Minnesotans continue to receive the level of service they have come to expect and rely on from the Safe at Home program.

This proposal will help ensure a safe and secure environment for staff and the private information participants trust the office to maintain, ensuring Safe at Home continues to be a viable public safety tool.



**Equity and Inclusion:**

The Safe at Home program works with a very diverse population in terms of race, ethnicity, gender, sexual orientation, and disability. This request specifically does not directly impact any identified groups, nor is it aimed at reducing or eliminating any disparities for identified groups. However, this request will ensure that the Safe at Home program continues providing quality service to participants and those who interact with them. It will also result in a safer, more secure environment for the employees and information the office has been trusted to keep.

**Results:**

This request is sought to allow the Office of the Secretary of State’s Safe at Home program to continue to provide current levels of service and information to the participants and those who interact with participants. Examples of current performance measures for Safe at Home are shown below.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of underage children in Safe at Home program	1,144	1,371	2015/2017
Quantity	Total number of individuals served by the Safe at Home program	2,777	3,439	2015/2017
Quantity	Number of application assistants	183	288	2015/2017
Quantity	Number of participants who purchased real property	12	39	2015/2017

**Statutory Change(s):**

N/A

**Program: Secretary of State****Activity: Elections**[sos.state.mn.us/elections-voting/](http://sos.state.mn.us/elections-voting/)

### AT A GLANCE

- Support local election officials in conducting:
  - 2,000 township elections annually
  - 900 city elections (2 year cycle)
  - 300 school district elections (2 year cycle)
  - 200 other elections (2 year cycle)
- 505 State and Federal candidate filings processed in CY 2018
- Over 614,000 absentee ballots returned in the 2016 general election (21% of votes cast)
- 11,888 Overseas and Military ballots accepted in 2016 (97.6% acceptance rate)

### PURPOSE & CONTEXT

A core function of the Office of the Secretary of State is to administer and oversee elections statewide. There are approximately 2,700 elections held annually in Minnesota, serving over three million registered voters. In partnership with local election officials, the Office's Elections Division works to ensure that every eligible vote is properly cast, counted, and reported.

A large part of Minnesota's election system is the Statewide Voter Registration System (SVRS). SVRS is developed and maintained by the Office, and includes records for all of the state's registered voters. Election administrators statewide depend on SVRS to provide complete, accurate, and up to date information. The Office has devoted significant resources towards securing and maintaining SVRS, including the implementation of multi-factor authentication for those accessing the system.

Prior to the adoption, use, or purchase of voting equipment, the Office must examine and certify each type of voting system. The Office's Elections Division is responsible for conducting the examination and providing this certification.

### SERVICES PROVIDED

The Office's Elections Division provides training and support to local election officials year round, with staff making themselves available after hours on election nights to answer any questions or concerns. Additional support items created and made available for local election officials and the public are Election Law books, Campaign Manuals, Local Election Official guides, and Election Judge guides and training videos. The Elections Division also engages in a robust voter outreach program in an effort to provide information to Minnesotans about their registration status, how to register, and voting. The Office partners with local businesses, chambers of commerce, nonprofit organizations, service organizations, schools, and other organizations throughout the state to connect with eligible voters.

At the conclusion of any multi-county election, county canvassing board reports are reported to the State Canvassing Board for certification. The Secretary of State serves as chair of the board, with the Office's Elections Division preparing the canvassing board report, and testifying on the results before the board.

Additionally, the Office's Election Division offers online tools, including online voter registration, online absentee ballot request, and online lookup tools to provide convenience to voters and cost savings to local election officials.

Another online tool provided is election night reporting, which gives citizens real time election results. The Office also invests significant time and resources to protect these online tools and databases. In 2015 the Office established an IT security team and, on average, the Office’s IT security team blocks over 27,000 potentially malicious IP addresses a month, and over 100 potentially malicious behavior-based IP addresses a month.

## RESULTS

The Office measures the Elections Division performance by the indicators set out in the table below. Each of these measures indicates the Office’s strategies are working.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of registered voters	3,611,892	3,623,913	2012/2016
Result	Voter Turnout	2,950,780	2,968,281	11/6/2012 11/8/2016
Quantity	Online Absentee Applications	42,567	152,862	2014/2016
Quantity	General Absentee Ballots Returned by Election Day	263,487	614,037	11/6/2012 11/8/2016
Result	General Absentee Ballots Acceptance Rate	97.74%	98.64%	11/6/2012 11/8/2016
Quantity	Online Voter Registrations	29,142	350,849	2014/2016

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# Elections

# Activity Expenditure Overview

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b><u>Expenditures by Fund</u></b>								
1000 - General			3,509	3,987	3,812	3,812	3,997	4,110
2000 - Restrict Misc Special Revenue	15						163	
2001 - Other Misc Special Revenue			7,000		3,764		3,764	
<b>Total</b>	<b>15</b>		<b>10,509</b>	<b>3,987</b>	<b>7,576</b>	<b>3,812</b>	<b>7,924</b>	<b>4,110</b>
Biennial Change				14,481		(3,108)		(2,462)
Biennial % Change						(21)		(17)
Governor's Change from Base								646
Governor's % Change from Base								6

## **Expenditures by Category**

Compensation			2,724	3,104	3,160	3,222	3,245	3,379
Operating Expenses	15		784	881	4,416	590	4,679	731
Grants, Aids and Subsidies			7,000					
Other Financial Transaction			1	2				
<b>Total</b>	<b>15</b>		<b>10,509</b>	<b>3,987</b>	<b>7,576</b>	<b>3,812</b>	<b>7,924</b>	<b>4,110</b>

## **Full-Time Equivalent**

			26.02	28.45	28.20	28.20	28.20	28.20
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# Elections

# Activity Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b>1000 - General</b>								
Balance Forward In				71				
Direct Appropriation			10,580	3,916	3,812	3,812	4,160	4,110
Transfers Out			7,000				163	
Balance Forward Out			71					
<b>Expenditures</b>			<b>3,509</b>	<b>3,987</b>	<b>3,812</b>	<b>3,812</b>	<b>3,997</b>	<b>4,110</b>
Biennial Change in Expenditures				7,496		128		611
Biennial % Change in Expenditures						2		8
Governor's Change from Base								483
Governor's % Change from Base								6
Full-Time Equivalents			26.02	28.45	28.20	28.20	28.20	28.20

## 2000 - Restrict Misc Special Revenue

Balance Forward In	11				6,740	6,740	6,740	6,740
Receipts	4			6,740				
Transfers In							163	
Balance Forward Out				6,740	6,740	6,740	6,740	6,740
<b>Expenditures</b>	<b>15</b>						<b>163</b>	
Biennial Change in Expenditures				(15)		0		163
Biennial % Change in Expenditures								
Governor's Change from Base								163
Governor's % Change from Base								

## 2001 - Other Misc Special Revenue

Transfers In			7,000		3,764		3,764	
<b>Expenditures</b>			<b>7,000</b>		<b>3,764</b>		<b>3,764</b>	
Biennial Change in Expenditures				7,000		(3,236)		(3,236)
Biennial % Change in Expenditures								
Governor's Change from Base								0
Governor's % Change from Base								

**Program:** Secretary of State

**Activity:** Business Services

[sos.state.mn.us/business-liens](http://sos.state.mn.us/business-liens)

#### AT A GLANCE

- Over 66,000 customer service calls received in 2017
- 53% response rate on voluntary Minnesota Business Snapshot survey
- Over 323,000 annual renewals filed in FY2016, with over 21,000 being manually processed by staff

#### PURPOSE & CONTEXT

The Secretary of State's Business Services Division makes up more than half of the Office of the Secretary of State, and provides customer service and filing services to those conducting business in Minnesota. This includes all businesses, nonprofits, newspapers, and notaries. Fees for these services add approximately \$22 million to the General Fund each biennium.

#### SERVICES PROVIDED

The Office's Business Services Division approves and files articles of incorporation and amendments for all business and nonprofit organizations operating in the state. It provides both online and walk-in services for those filing a business, articles, and renewals. Additionally, staff are available to assist those conducting business searches, and those ordering copies of filings and certificates. In FY2016 there was an average of over 200 counter customers assisted a month.

The Business Services Division records documents filed under the Uniform Commercial Code (UCC) regarding collateral pledged to secure loans, and administers the Central Notification System (CNS) for farm product liens. The Division also serves to file and maintain statewide federal tax liens.

In September 2016, Secretary of State Steve Simon launched the Minnesota Business Snapshot, a new initiative designed to serve Minnesotans by providing the public with data and information on the economic and demographic make-up of Minnesota's businesses. The Minnesota Business Snapshot (MBS) is a voluntary, five-question survey offered to new and existing businesses in Minnesota as they file an original filing and subsequent annual renewals or annual reinstatements. To date, over 260,000 businesses have participated. The survey was put together with the input of individual business owners, business organizations, nonprofits, and researchers from across the state.

In July 2017, the Office implemented a new and updated website for the Notary Online System. The new website allows for improved usability for new and existing notaries, county users, and the general public. The updated website provides a simplified portal for notaries to update their information and renew a commission. Additionally, the Office now has the ability to send email notifications when an update has been made to a notary commission record and users are able to search for a notary using commission number, name, city, county, and/or business listing.

## RESULTS

The Office measures the Business Services Division's performance by the indicators set out in the table below. Each of these measures indicates the Office's strategies are working.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of new business filings	62,500	67,000	2016/2017
Quantity	Number of business web filings	346,000	359,500	2016/2017
Quantity	Number of business mail and counter filings	66,000	69,600	2016/2017
Quantity	Number of UCC/Tax Lien & CNS web filings	181,000	177,000	2016/2017

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## Business Services

## Activity Expenditure Overview

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base FY20 FY21		Governor's Recommendation FY20 FY21	
<b><u>Expenditures by Fund</u></b>								
1000 - General			1,618	1,636	1,507	1,507	1,621	1,608
2000 - Restrict Misc Special Revenue	3,350	3,780	3,778	4,447	5,185	5,030	5,185	5,030
<b>Total</b>	<b>3,350</b>	<b>3,780</b>	<b>5,395</b>	<b>6,083</b>	<b>6,692</b>	<b>6,537</b>	<b>6,806</b>	<b>6,638</b>
Biennial Change				4,349		1,751		1,966
Biennial % Change				61		15		17
Governor's Change from Base								215
Governor's % Change from Base								2
<b><u>Expenditures by Category</u></b>								
Compensation	2,658	3,146	4,195	4,707	5,292	5,370	5,344	5,423
Operating Expenses	624	587	1,198	1,371	1,400	1,167	1,462	1,215
Capital Outlay-Real Property	18							
Other Financial Transaction	50	46	2	5				
<b>Total</b>	<b>3,350</b>	<b>3,780</b>	<b>5,395</b>	<b>6,083</b>	<b>6,692</b>	<b>6,537</b>	<b>6,806</b>	<b>6,638</b>
<b><u>Full-Time Equivalents</u></b>								
	<b>28.69</b>	<b>33.98</b>	<b>45.41</b>	<b>52.65</b>	<b>52.90</b>	<b>52.90</b>	<b>52.90</b>	<b>52.90</b>



# Business Services

# Activity Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b>1000 - General</b>								
Balance Forward In				132				
Direct Appropriation			1,750	1,504	1,507	1,507	1,621	1,608
Balance Forward Out			132					
<b>Expenditures</b>			<b>1,618</b>	<b>1,636</b>	<b>1,507</b>	<b>1,507</b>	<b>1,621</b>	<b>1,608</b>
Biennial Change in Expenditures				3,254		(240)		(25)
Biennial % Change in Expenditures						(7)		(1)
Governor's Change from Base								215
Governor's % Change from Base								7
Full-Time Equivalent			12.31	12.20	11.60	11.60	11.60	11.60

## 2000 - Restrict Misc Special Revenue

Balance Forward In	2,710	2,936	2,758	2,807	2,000	780	2,000	780
Receipts	3,552	3,602	3,827	3,640	3,965	4,250	3,965	4,250
Balance Forward Out	2,913	2,758	2,807	2,000	780		780	
<b>Expenditures</b>	<b>3,350</b>	<b>3,780</b>	<b>3,778</b>	<b>4,447</b>	<b>5,185</b>	<b>5,030</b>	<b>5,185</b>	<b>5,030</b>
Biennial Change in Expenditures				1,095		1,990		1,990
Biennial % Change in Expenditures				15		24		24
Governor's Change from Base								0
Governor's % Change from Base								0
Full-Time Equivalent	28.69	33.98	33.10	40.45	41.30	41.30	41.30	41.30

**Program:** Secretary of State

**Activity:** Safe at Home

[sos.state.mn.us/safe-at-home/](http://sos.state.mn.us/safe-at-home/)

#### AT A GLANCE

- 2,653 participants currently enrolled in the Safe at Home address confidentiality program
- All 87 counties are served by a trained and certified application assistant
- 1,108 new individuals enrolled in 2017

#### PURPOSE & CONTEXT

The Safe at Home address confidentiality program is managed by the Office of the Minnesota Secretary of State. The program, which began September 1, 2007, is designed to help people who fear for their safety, especially survivors of domestic violence and stalking, maintain a confidential address. It is open to survivors of domestic violence, sexual assault, stalking, and those who otherwise fear for their safety, including law enforcement and judicial personnel.

#### SERVICES PROVIDED

Participants enrolled in Safe at Home are assigned a PO Box address to be used as their legal address. All private and public entities in the state of Minnesota must accept the Safe at Home address as a participant's actual address per M.S. 5B.05(a). Using the assigned PO Box, Safe at Home provides a mail forwarding service. Safe at Home receives participants' mail and forwards all First Class Mail to their physical address. The Safe at Home program also assists participants with their interactions with third parties should problems arise when giving the Safe at Home address to others. To facilitate this, staff work with third party stakeholders, such as county offices, utility companies, banks, and schools, to ensure legal compliance and to ensure their business practices accommodate the safety needs of Safe at Home participants. Since the program's inception, more than 8,000 participants and applicants have been served by the Safe at Home program and the over 800 application assistants trained by Safe at Home staff.

Because the Safe at Home address is a program participant's legal address, the Office accepts legal service of process for all participants and staff from the Safe at Home program are available after hours in case of a law enforcement emergency requiring a participant's physical address. If there is an emergency situation where law enforcement needs a participant's physical address, the law enforcement agency can make a data disclosure request through the Duty Officer at the Minnesota Bureau of Criminal Apprehension. Safe at Home staff are on call 24 hours a day, 7 days a week to respond to such a request if the need arises.

#### RESULTS

The Office measures Safe at Home's performance by the indicators set out in the table below. Each of these measures indicates the Office's strategies are working.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Total number of individuals served	2,777	3,439	2015/2017
Quantity	Number of underage children in program	1,144	1,371	2015/2017
Quantity	Number of application assistants	183	288	2015/2017
Quantity	Number of participants who purchased real property	12	39	2015/2017

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base FY20 FY21		Governor's Recommendation FY20 FY21	
<b><u>Expenditures by Fund</u></b>								
1000 - General			619	717	678	678	946	971
<b>Total</b>			<b>619</b>	<b>717</b>	<b>678</b>	<b>678</b>	<b>946</b>	<b>971</b>
Biennial Change				1,336		20		581
Biennial % Change						1		43
Governor's Change from Base								561
Governor's % Change from Base								41
<b><u>Expenditures by Category</u></b>								
Compensation			452	526	553	565	639	665
Operating Expenses			155	191	125	113	307	306
Other Financial Transaction			12					
<b>Total</b>			<b>619</b>	<b>717</b>	<b>678</b>	<b>678</b>	<b>946</b>	<b>971</b>
Total Agency Expenditures			619	717	678	678	946	971
<b>Expenditures Less Internal Billing</b>			<b>619</b>	<b>717</b>	<b>678</b>	<b>678</b>	<b>946</b>	<b>971</b>
<b><u>Full-Time Equivalent</u></b>								
			5.92	7.05	7.05	7.05	8.05	8.05

# Safe at Home

# Activity Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b>1000 - General</b>								
Balance Forward In				40				
Direct Appropriation			659	677	678	678	946	971
Balance Forward Out			40					
<b>Expenditures</b>			<b>619</b>	<b>717</b>	<b>678</b>	<b>678</b>	<b>946</b>	<b>971</b>
Biennial Change in Expenditures				1,336		20		581
Biennial % Change in Expenditures						1		43
Governor's Change from Base								561
Governor's % Change from Base								41
Full-Time Equivalents			5.92	7.05	7.05	7.05	8.05	8.05

**Program: Secretary of State****Activity: Administration**[sos.state.mn.us](http://sos.state.mn.us)

### AT A GLANCE

- 115 Session Laws filed with the Office of the Secretary of State in 2018
- As of August 2018 there have been over 1,900 Official Documents filed in CY 2018
- 240 official meetings held with elected officials and constituency groups in 2017
- As of August 2018 there have been over 1.4 million unique hits to the Office's website in CY 2018

### PURPOSE & CONTEXT

The Secretary of State's Administration Division serves to assist the Secretary with his constitutional duties, including the administration of the Open Appointments process, certification of Official Documents, maintenance of original Chapter Laws, and service on the Executive Council, State Board of Investment, and Board of the Minnesota Historical Society.

The Administration Division also serves as the Office's constituent services division, working with federal, state, and local elected officials, constituency groups, and individual constituents. This work is done both in person and online, and it is the responsibility of the Administration Division to maintain the website for these purposes.

In addition to the work the Administration Division does to assist the Secretary and constituents, the Administration Division also provides support to the Office's other divisions in the form of scheduling, research, counseling direction, project management, record maintenance, and more.

### SERVICES PROVIDED

As keeper of the Great Seal of the State of Minnesota, the Secretary certifies the authenticity of official documents, such as acts of the Legislature, and proclamations and executive orders issued by the Governor. All Official Documents are signed by the Secretary and filed by the Administration Division. As of July 2018, over 1,900 Official Documents have been filed in CY 2018.

The Administration Division is the forward facing division, it communicates with the public, elected officials, and other business and advocacy groups on behalf of the Secretary of State. This includes the creation and distribution of items such as the Legislative Manual (Blue Book) and flag etiquette guide. Items such as these are provided both physically and electronically. Maintaining the Office's website is a priority of the Office, and the Office has continued to increase the number of services and information provide online. In 2016, there were over 3.3 million unique visitors to the Office's website.

The Administration Division is also where the Office provides information about the over 200 State Boards, Commissions, Councils, Work Groups, and Task Forces that work to advise policy makers and regulate professionals. The Office communicates vacancies through a monthly Open Positions Notice which is sent to over 20,000 email addresses, and through the maintenance of an online portal for Minnesota residents to gather information and apply for vacant positions.

## RESULTS

The Office measures the Administration Division's performance by the indicators set out in the table below. Each of these measures indicates the Office's strategies are working.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Number of open appointment applications	2,105	3,044	2015/2017
Quantity	Official Documents filed	4,060	3,350	2015/2017
Quantity	Unique users accessing online Blue Book	34,298	48,612	2016/2017

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# Administration

# Activity Expenditure Overview

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21

## **Expenditures by Fund**

1000 - General			592	1,994	657	657	704	713
<b>Total</b>			<b>592</b>	<b>1,994</b>	<b>657</b>	<b>657</b>	<b>704</b>	<b>713</b>
Biennial Change				2,586		(1,272)		(1,169)
Biennial % Change						(49)		(45)
Governor's Change from Base								103
Governor's % Change from Base								8

## **Expenditures by Category**

Compensation			467	511	539	546	561	575
Operating Expenses			124	1,483	118	111	143	138
Other Financial Transaction			0					
<b>Total</b>			<b>592</b>	<b>1,994</b>	<b>657</b>	<b>657</b>	<b>704</b>	<b>713</b>

Total Agency Expenditures			592	1,994	657	657	704	713
<b>Expenditures Less Internal Billing</b>			<b>592</b>	<b>1,994</b>	<b>657</b>	<b>657</b>	<b>704</b>	<b>713</b>

## **Full-Time Equivalent**

			4.32	4.85	4.85	4.85	4.85	4.85
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# Administration

# Activity Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<b>1000 - General</b>								
Balance Forward In				48				
Direct Appropriation			640	1,946	657	657	704	713
Balance Forward Out			48					
<b>Expenditures</b>			<b>592</b>	<b>1,994</b>	<b>657</b>	<b>657</b>	<b>704</b>	<b>713</b>
Biennial Change in Expenditures				2,586		(1,272)		(1,169)
Biennial % Change in Expenditures						(49)		(45)
Governor's Change from Base								103
Governor's % Change from Base								8
Full-Time Equivalents			4.32	4.85	4.85	4.85	4.85	4.85



(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base FY20 FY21		Governor's Recommendation FY20 FY21	
<b><u>Expenditures by Fund</u></b>								
1000 - General	6,315	6,973						
<b>Total</b>	<b>6,315</b>	<b>6,973</b>						
Biennial Change				(13,289)		0		0
Biennial % Change				(100)				
Governor's Change from Base								0
Governor's % Change from Base								

**Expenditures by Category**

Compensation	4,479	4,594						
Operating Expenses	1,751	1,857						
Capital Outlay-Real Property	18	37						
Other Financial Transaction	67	485						
<b>Total</b>	<b>6,315</b>	<b>6,973</b>						

**Full-Time Equivalents**

	50.75	48.97						
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(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base FY20 FY21		Governor's Recommendation FY20 FY21	
<b>1000 - General</b>								
Balance Forward In		346						
Direct Appropriation	6,631	6,631						
Cancellations		4						
Balance Forward Out	316							
<b>Expenditures</b>	<b>6,315</b>	<b>6,973</b>						
Biennial Change in Expenditures				(13,289)		0		0
Biennial % Change in Expenditures				(100)				
Governor's Change from Base								0
Governor's % Change from Base								
Full-Time Equivalents	50.75	48.97						