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MONTANA SECRETARY OF STATE

2023 Biennium – 2025 Biennium

MISSION

The Mission of the Office of the Secretary of State is to protect the integrity of elections, be an asset to businesses and preserve official history.

GOALS

- **Recruit, develop, and retain a highly engaged workforce.**
 - **Objectives:**
 - Utilize human resource best practices to attract and retain high quality workers.
 - Create a culture of community for employees to grow and be their best.
 - Provide meaningful feedback through regular performance appraisals.
 - Provide cross training opportunities and build a succession plan.
 - Utilize employee surveys and stay interviews to assess engagement level.
 - Improve procedures through technology services and process reengineering.
- **Launch the new voter registration management system (ElectMT) by January 2023 and begin phase two development after launch.**
 - **Objectives:**
 - Identify county Election Administrator (EA) partners to participate in parallel testing.
 - Enhance relationships and communication with the vendor and EA partners.
 - Complete initial system development and testing by March 2022.
 - Work with counties to conduct parallel testing of the system for School, Municipal, and/or Primary elections during May and June 2022.
 - Complete development and testing of identified fixes by October 2022.

- Work with counties to conduct parallel testing of the system in the November 2022 General election.
 - Evaluate system readiness – Decision Day December 2, 2022.
 - Conduct user refresher training in December 2022.
 - Prepare for system conversion and launch – January 17, 2023.
 - Identify Phase 2 requirements and system enhancements.
 - Begin Phase 2 development after successful system implementation.
- **Develop and launch a replacement system for the Montana Administrative Register and the Administrative Rules of Montana by end of December 2023.**
- Objectives:
 - Establish a project team and identify key stakeholders.
 - Identify high-level requirements.
 - Research and consider potential vendors.
 - Document Scope of Services.
 - Review Statement of Work provided by the vendor(s).
 - Work with State Information Technology Services Division regarding contract and potential inclusion in the Enterprise rate.
 - Once a vendor has been contracted, begin project work Fall 2022.
 - Develop and test the new system.
 - Identify impacted administrative rules and propose necessary changes to those rules.
 - Evaluate system readiness – Decision Day TBD.
 - Conduct user training and public outreach.
 - Prepare for system conversion and launch (date TBD).