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).