

Office of the Secretary of State

MISSION

To provide the constituents of Maryland with information and services relating to the constitutional, statutory and regulatory responsibilities assigned to the Office of the Secretary of State. To promote Maryland's expanding role in international affairs by representing the Executive Department and the State of Maryland in diplomatic and related duties.

VISION

We will dedicate ourselves to quality customer service, practicing transparency and promoting a business-friendly environment.

KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

Goal 1. Strengthen and enhance Maryland's role and influence in international affairs.

Obj. 1.1 Facilitate the development of short and long term international relationships through a full range of exchange programs via the Governor's Subcabinet on International Affairs and the Maryland Sister State Program.

Performance Measures	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
International meetings and contacts by the Office of the Secretary of State	1,936	2,300	2,530	2,719	3,850	3,000	3,000
Documents certified for international use	45,764	39,701	39,469	47,324	51,110	57,200	60,000
Citizens and business leaders volunteering as members of Maryland Sister States committees	227	200	253	283	300	330	325
International events and delegations hosted	57	95	104	126	150	175	150

Office of the Secretary of State

Goal 2. Improve timeliness, effectiveness, and efficiency of processes to provide world class service to our internal and external customers with prompt turn-around of application registrations and other services.

- Obj. 2.1** Ensure compliance with the requirements of the Maryland Solicitations Act by reviewing the financial information submitted by charitable organizations identified as having inconsistencies or potential problems.
- Obj. 2.2** Ensure compliance with the requirements of the Maryland Notary Public Law.
- Obj. 2.3** Ensure timely processing of all extraditions, pardons, and commutations on behalf of the Governor.
- Obj. 2.4** Administer the Maryland Charity Campaign (MCC), also known as the Workplace Giving Campaign.
- Obj. 2.5** Administer Special Police Commissions.

Performance Measures	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Charitable organizations registered	13,474	13,660	13,948	14,472	15,150	15,100	15,000
Number of delinquent charities	2,385	1,530	1,268	1,179	1,676	1,000	1,100
Enforcement activities regarding delinquent charities	510	6,442	6,072	5,367	5,000	5,000	5,000
Delinquencies resolved	803	2,168	1,641	1,982	1,520	1,700	1,500
Charity enforcement investigations and actions	48	45	33	12	10	20	20
Notary Public commissions processed	21,030	22,950	22,393	22,035	20,510	21,000	21,000
Notary Public enforcement investigations and actions	29	68	54	21	10	20	20
Number of on-line notary applications	N/A	2,640	19,746	19,328	18,480	20,000	20,000
Remote Notary Public Notification forms processed	N/A	N/A	N/A	N/A	1,086	1,400	1,400
Number of processed extraditions, pardons, and commutations	247	172	204	217	210	240	240
Waivers granted	3,578	3,590	3,100	2,400	2,500	2,500	2,500
¹ MCC applications from charities reviewed and processed	949	1,125	887	1,154	1,135	1,000	1,135
¹ MCC criteria met/approved	899	980	806	977	994	900	994
¹ MCC dollars raised	\$2,958,647	\$3,000,675	\$2,675,947	\$2,342,569	\$2,300,000	\$2,300,000	\$2,300,000
Police Commissions issued	616	655	484	606	510	600	600

Goal 3. Help Maryland residents make informed decisions when contributing to a charitable organization.

- Obj. 3.1** In conjunction with the Federal Trade Commission and other charity regulators, provide information to Maryland residents about wise charitable giving.

Performance Measures	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Responses to requests for information about charity registration status	10,376	12,906	13,358	15,030	14,000	14,000	14,100
Processed annual fundraising solicitor/council registration applications	3,106	2,546	1,427	1,423	1,400	1,400	1,400

Office of the Secretary of State

Goal 4. Maintain and expand the Address Confidentiality Program (ACP) for victims of domestic violence who have relocated to avoid further abuse. The program helps participants keep their home, work and/or school address secret by providing a substitute mailing address they can use instead. The program also permits State and local agencies to respond to requests for public information without disclosing the victim's actual address.

Obj. 4.1 Expand public outreach to ensure that the ACP is known to individuals in need and the service agencies that support them.

Performance Measures	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Applicant assistants registered	208	304	336	171	223	250	250
Number of statewide program participants	1,386	958	1,200	1,067	1,164	1,250	1,280
Number of participants re-enrolling	24	220	210	137	186	200	210
Pieces of mail forwarded	16,320	15,804	16,604	15,090	23,257	2,500	2,700
Number of trainings completed	N/A	31	33	37	44	65	75

OTHER PERFORMANCE MEASURES

Performance Measures	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Est.	2022 Est.
Number of COMAR Supplement pages changed	9,130	8,892	12,172	12,076	7,960	10,000	10,000
Number of print subscribers to individual COMAR titles	N/A	N/A	N/A	1,322	1,270	1,250	1,200
Number of electronic subscribers to individual COMAR titles	N/A	N/A	N/A	1,371	1,279	1,350	1,250
Number of print subscribers to a full set of COMAR	N/A	N/A	N/A	47	45	42	40
Number of electronic subscribers to a full set of COMAR	N/A	N/A	N/A	10	10	10	15
Number of print subscribers to the MD Register	N/A	N/A	N/A	79	78	75	70
Number of electronic subscribers to the MD Register	N/A	N/A	N/A	101	85	90	90

NOTES

¹ FY 2020 data is estimated because it is reported on a calendar year basis.

Secretary of State

D16A06.01 Office of the Secretary of State

Program Description

Under the Maryland Constitution and State statutes, the Office of the Secretary of State is charged with a variety of responsibilities. The Secretary attests to the Governor's signature on all public papers and documents; certifies documents for international transactions; registers trademarks, service marks and insignia; administers the Notary Public laws; processes the extradition of prisoners; commissions Special Police and Railroad Police; registers charitable organizations, professional fundraisers and solicitors; educates the public concerning charitable organizations and solicitations; administers the Address Confidentiality Program; represents the State of Maryland and the Executive Department in intergovernmental and international affairs; and administers the Maryland Sister States Program. The Secretary also chairs the Governor's Subcabinet for International Affairs. In addition, the Office of the Secretary of State includes the Division of State Documents, which publishes all State administrative regulations in the Code of Maryland Regulations and the Maryland Register.

Appropriation Statement	2020 Actual	2021 Appropriation	2022 Allowance
Number of Authorized Positions	26.00	24.00	24.00
Number of Contractual Positions	8.00	12.00	8.00
01 Salaries, Wages and Fringe Benefits	2,765,728	2,591,740	2,619,938
02 Technical and Special Fees	364,923	678,223	439,741
03 Communications	44,624	66,210	58,505
04 Travel	38,205	52,150	23,300
07 Motor Vehicle Operation and Maintenance	2,504	10,240	5,940
08 Contractual Services	555,916	457,781	848,012
09 Supplies and Materials	38,558	36,005	42,817
10 Equipment - Replacement	650	6,445	1,152
11 Equipment - Additional	0	6,086	3,586
13 Fixed Charges	26,382	21,616	17,066
Total Operating Expenses	706,839	656,533	1,000,378
Total Expenditure	<u>3,837,490</u>	<u>3,926,496</u>	<u>4,060,057</u>
Net General Fund Expenditure	2,687,578	2,404,870	2,443,588
Special Fund Expenditure	849,189	1,068,106	1,250,822
Reimbursable Fund Expenditure	300,723	453,520	365,647
Total Expenditure	<u>3,837,490</u>	<u>3,926,496</u>	<u>4,060,057</u>
Special Fund Expenditure			
D16301 Sales of Publications, Binders and Data	263,153	536,478	557,545
D16302 Charitable Enforcement & Protection Fund	586,036	531,628	693,277
Total	<u>849,189</u>	<u>1,068,106</u>	<u>1,250,822</u>
Reimbursable Fund Expenditure			
D21A01 Office of Justice, Youth and Victim Services	289,407	453,520	365,647
M00F06 MDH - Office of Preparedness and Response	11,316	0	0
Total	<u>300,723</u>	<u>453,520</u>	<u>365,647</u>

3 Year Position Summary

Classification Title	FY 2020 Positions	FY 2020 Expenditures	FY 2021 Positions	FY 2021 Appropriation	FY 2022 Positions	FY 2022 Allowance
D16 - Secretary of State						
D16A0601 - Office of the Secretary of State						
Admin Aide III Exec Dept	4.00	166,115	4.00	176,201	4.00	181,054
Admin Officer I	1.00	44,230	1.00	46,645	1.00	46,645
Admin Officer II	2.00	118,011	2.00	124,505	2.00	124,505
Admin Officer III	2.00	106,046	2.00	118,557	2.00	118,557
Admin Spec III	1.00	41,564	1.00	43,834	1.00	43,834
Administrator II	1.00	70,272	2.00	138,966	1.00	74,109
Administrator III	1.00	70,860	1.00	73,289	1.00	73,289
Administrator IV	1.00	62,502	1.00	65,915	1.00	65,915
Administrator VII	1.00	88,437	0.00	0	0.00	0
Asst Attorney General VI	1.00	93,604	1.00	98,714	0.00	0
Asst Attorney General VIII	0.00	0	0.00	0	1.00	112,403
Exec Aide IV	1.00	94,346	1.00	99,497	1.00	99,497
Exec Aide V	4.00	384,306	4.00	405,285	4.00	405,285
Exec Assoc III	1.00	8,235	0.00	0	0.00	0
Secy Of State	1.00	105,500	1.00	105,500	1.00	105,500
Spec Asst II Exec Dept	1.00	50,095	1.00	59,837	1.00	59,837
Spec Asst III Exec Dept	3.00	152,957	2.00	141,570	3.00	208,410
Total D16A0601	26.00	1,657,080	24.00	1,698,315	24.00	1,718,840