

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	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
International meetings and contacts by the Office of the Secretary of State	2,200	1,924	1,936	2,300	2,530	2,600	2,650
Documents certified for international use	38,820	40,824	45,764	39,701	39,469	41,500	41,500
Citizens and business leaders volunteering as members of Maryland Sister States committees	250	200	227	200	253	300	350
International events and delegations hosted	80	65	57	95	104	120	140

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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.

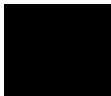
- Obj. 2.1** Ensure compliance with the requirements of the Maryland Solicitations Act by reviewing the financial information submitted by charitable organizations identified as having inconsistencies or potential problems.
- Obj. 2.2** Ensure compliance with the requirements of the Maryland Notary Public 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	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Charitable organizations registered	10,523	11,110	13,474	13,660	13,948	14,150	14,350
Number of delinquent charities	1,681	2,517	2,385	1,530	1,268	1,200	1,000
Enforcement activities regarding delinquent charities	N/A	N/A	510	6,442	6,072	5,500	5,000
Delinquencies resolved	600	296	803	2,168	1,641	1,300	1,000
Charity enforcement investigations and actions	N/A	24	48	45	33	50	50
Notary Public commissions processed	18,532	21,809	21,030	22,950	22,393	22,000	23,000
Notary Public enforcement investigations and actions	N/A	23	29	68	54	60	60
Number of on-line notary applications	N/A	N/A	N/A	2,640	19,746	20,000	21,000
Number of processed extraditions, pardons, and commutations	N/A	229	247	172	204	225	225
Waivers granted	N/A	3,549	3,578	3,590	3,100	3,000	3,000
MCC applications from charities received and processed	1,014	928	949	1,125	887	1,000	1,000
MCC criteria met/approved	934	824	899	980	806	900	900
MCC dollars raised	\$3,213,855	\$3,116,567	\$2,958,647	\$3,000,675	\$3,000,000	\$3,000,000	\$3,000,000
Police Commissions issued	N/A	578	616	655	484	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	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Responses to requests for information about charity registration status	9,500	9,710	10,376	12,906	13,358	13,000	13,000
Processed annual fundraising solicitor/council registration applications	N/A	3,103	3,106	2,546	1,427	1,500	1,600



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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	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
Applicant assistants registered	250	265	208	304	336	512	565
Number of statewide program participants	993	1,350	1,386	958	1,200	1,080	1,200
Number of participants re-enrolling	16	25	24	220	210	222	208
Pieces of mail forwarded	25,241	34,809	16,320	15,804	16,604	18,358	19,000
Number of trainings completed	N/A	N/A	N/A	31	33	37	60

OTHER PERFORMANCE MEASURES

Performance Measures	2014 Act.	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Est.	2020 Est.
COMAR partial subscriptions by title	1,488	1,553	1,528	1,377	1,436	1,500	1,500
MD Register subscriptions	195	225	175	250	193	250	250
Number of COMAR Supplement pages changed	10,336	8,696	9,130	8,892	5,024	9,000	9,000

NOTES

¹ FY 2018 data is an estimate.

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

	2018 Actual	2019 Appropriation	2020 Allowance
Number of Authorized Positions	25.00	25.00	25.00
Number of Contractual Positions	7.50	8.50	8.50
01 Salaries, Wages and Fringe Benefits	2,491,457	2,512,577	2,617,371
02 Technical and Special Fees	380,196	482,136	482,136
03 Communications	103,612	98,581	78,232
04 Travel	39,516	83,600	63,360
07 Motor Vehicle Operation and Maintenance	29,892	6,040	6,040
08 Contractual Services	136,225	156,172	560,127
09 Supplies and Materials	34,819	32,200	29,050
10 Equipment - Replacement	8,593	5,500	5,500
11 Equipment - Additional	12,474	4,000	5,500
13 Fixed Charges	27,058	14,363	14,383
Total Operating Expenses	392,189	400,456	762,192
Total Expenditure	<u>3,263,842</u>	<u>3,395,169</u>	<u>3,861,699</u>
Net General Fund Expenditure	2,097,908	2,162,679	2,541,743
Special Fund Expenditure	820,858	868,107	906,743
Reimbursable Fund Expenditure	345,076	364,383	413,213
Total Expenditure	<u>3,263,842</u>	<u>3,395,169</u>	<u>3,861,699</u>
Special Fund Expenditure			
D16301 Sales of Publications, Binders and Data	312,474	369,466	357,241
D16302 Charitable Enforcement & Protection Fund	508,384	498,641	549,502
Total	<u>820,858</u>	<u>868,107</u>	<u>906,743</u>
Reimbursable Fund Expenditure			
D15A05 Executive Department-Boards, Commissions and Offices	345,076	364,383	413,213
Total	<u>345,076</u>	<u>364,383</u>	<u>413,213</u>

3 Year Position Summary

Classification Title	FY 2018 Positions	FY 2018 Expenditures	FY 2019 Positions	FY 2019 Appropriation	FY 2020 Positions	FY 2020 Allowance
D16 - Secretary of State						
D16A0601 - Office of the Secretary of State						
Admin Aide III Exec Dept	4.00	165,220	4.00	162,483	4.00	168,527
Admin Officer I	1.00	43,739	1.00	43,738	1.00	44,613
Admin Officer II	2.00	110,895	1.00	49,203	2.00	119,083
Admin Officer III	3.00	122,122	3.00	156,320	2.00	106,966
Admin Spec III	1.00	41,102	1.00	39,654	1.00	41,925
Administrator I	0.00	0	1.00	61,497	0.00	0
Administrator II	1.00	69,492	2.00	121,796	1.00	70,882
Administrator III	1.00	68,723	0.00	0	1.00	70,098
Administrator IV	1.00	61,467	1.00	64,184	1.00	63,045
Administrator VII	1.00	87,455	1.00	87,455	1.00	89,205
Asst Attorney General VI	1.00	92,564	1.00	92,564	1.00	94,416
Exec Aide IV	1.00	93,299	1.00	104,567	1.00	95,165
Exec Aide V	4.00	380,039	3.00	291,194	4.00	387,640
Secy Of State	1.00	103,822	1.00	104,000	1.00	105,500
Spec Asst I Exec Dept	0.00	0	1.00	39,654	0.00	0
Spec Asst II Exec Dept	1.00	50,120	2.00	104,146	1.00	51,123
Spec Asst III Exec Dept	2.00	178,892	1.00	61,497	3.00	204,397
Total D16A0601	25.00	1,668,951	25.00	1,583,952	25.00	1,712,585