STATE OF DELAWARE
BOARD OF ELECTIONS FOR NEW CASTLE COUNTY
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Minutes of December 3, 2013 Board of Elections Meeting

Members Present:

Mr. Brady
Mr. Kuhrt
Mr. Pasquale
Mrs. Whittington
Mr. Krzyzanowski
Mr. Lanouette
Mr. Sterling
Mrs. Williams-Mayo

Staff Present:

Mr. Albence, Director
Mr. Sholl, Deputy Director
Mrs. Manlove, State Election Commissioner

1. Mr. Brady called the meeting to order at 7:05p.m.

2. Mr. Sterling moved and Mrs. Williams-Mayo seconded the motion to approve the minutes of the November 5, 2013 meeting. The motion passed with one abstention.

3. Mr. Sholl updated the Board on the Department's financial situation. Spending is on target, and the Department is working with the Budget Office this month to cover items not appropriated in the FY2015 budget allocation.

4. Mr. Sholl reported that the Voter Registration Unit is current on all work and informed the Board of the number of registered voters in New Castle County:
   - Dec 1, 2013: 387,223
   - Nov 1, 2013: 386,553
   - Nov 1, 2012: 388,862.

5. Mr. Sholl reported that activity on the Department's website is at expected levels for the season. He also reported that the site update, featuring the State's new "common look and feel" standard, should be launched next week. Final review of draft pages on the new site is being completed.

6. Mr. Albence reported on upcoming elections:
   - Dec 7: Trustees of New Castle Common Runoff
   - Mar 3: Middletown
   - Apr 1: Delaware City
   - Apr 7: Newport
   - Apr 7: Odessa
   - Apr 8: Newark
   - Apr 12: New Castle
   - May 3: Townsend
   - May 13: School Board Elections
   - Jun 3: Bellefonte

- Sep 9: Primary Election
- Nov 4: General Election

7. Mr. Sholl updated the Board on planned upcoming outreach elections planned for the remainder of the current fiscal year.

8. Mr. Sholl mentioned that he and Mr. Albence will attend the annual JEOLC meeting in Washington, DC, in early January, and that he will attend the Overseas Vote Foundation Summit, also in Washington, DC, in late January.

9. Mr. Albence reported that progress continues on the project to increase space for voter services at the Department's warehouse. This space will also serve as an alternate operations/disaster recovery site. Construction is almost complete and is scheduled to wrap-up by mid- to late December.

10. Mr. Sholl updated the Board on recent office software upgrades. With the end of Microsoft support for Windows XP, computers will need to be transitioned to Windows 7. The Department has 29 computers that can be upgraded and 20+ that can't. The Department is attempting to obtain replacements for the 20+ remaining computers from State agencies that are replacing Windows 7 capable machines. Microsoft support for Windows XP is scheduled to end in April 2014.

11. Mr. Sholl reported on the following Federal legislation
    - S1728: SENTRI Act (impacts Military and Overseas voter program).

12. Mr. Sholl reported that a Delaware Code Title 15 Task Force continues to meet. The December Task Force meeting will be held at the Warehouse Training Center on 11th at 1 p.m. January and February Task Force meetings will be held at the State Election Commissioner's office.

13. Mr. Albence reported that the Department is developing a Continuity of Operations plan under the guidance of DTI. The Department will participate in COOP exercises in early January. The Warehouse is designated as the Department's emergency alternate operations location. An ongoing unresolved COOP issue: the source of funding for equipment needed to outfit the alternate operating facility.

14. Mr. Sholl stated that ERIC program data for October is pending and recapped Department actions taken by the Department based upon ERIC data received in prior months.

15. State Election Commissioner Comments:
    - Commissioner Manlove provided an update on the status of some complaints received regarding the Newark municipal election.
    - The State's new campaign finance site is about to be deployed. Training sessions for campaign treasurers and other interested parties will be held statewide, including two sessions at the Warehouse Training Center.
    - The work of the Title 15 Task Force continues, as mentioned above.

- The Pew Center on the States has an interest in promoting the State's positive relationship between the Division of Motor Vehicles and the Elections agencies.
- The State will be highlighted in the Presidential Commission on Election Administration's final report, focusing on the collaborative relationship between Elections and other State agencies (e.g., Division of Motor Vehicles, etc.)

16. Old Business: None

17. New Business:
    - Next meeting: **Tuesday, January 7, 2014,** at the Department's offices.

18. Board Removals & Birth Date Corrections:
    - Mrs. Whittington moved and Mr. Kuhrt seconded the motion to:
      - Remove 400 people from the voter registration rolls because they moved out of state.
      - Remove 39 people from the voter registration rolls because they have verified that they no longer live in Delaware.
      - Remove 2 people from the voter registration rolls based on a personal request.
      - Make 1 correction to birth year noted in voter registration records.

    Motion passed unanimously.

19. Mr. Sterling moved and Mr. Pasquale seconded the motion to adjourn the meeting. Motion passed unanimously.

Respectfully submitted,

Paul Lanouette

Paul Lanouette
Secretary