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STATE OF DELAWARE  
DEPARTMENT OF ELECTIONS

OFFICE OF THE STATE ELECTION COMMISSIONER  
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**Minutes of March 7, 2017 Voting Machine Task Force Meeting-DRAFT**

- Members Present:** Mrs. M. Elaine Manlove, State Election Commissioner-Chair  
Senator Anthony DelCollo [R] (phone)  
Senator Bryan Townsend [D] (phone)  
Representative David Bentz [D]  
Representative Jeffrey Spiegelman [R]  
Ms. Jackie Griffith, Office of the Controller General (*representing Hon. Michael Morton*)  
Hon. James Collins-CIO, Department of Technology & Information  
Mr. Damian DiStefano, Office of Management and Budget  
Ms. Erin Innes, Office of Management and Budget  
Ms. Jennifer Hill, Common Cause  
Mr. Larry Morris, Governor's Office (phone)  
Mr. James S. Sterling, III [R]-Secretary, State Board of Elections  
Ms. Laura Waterland-State Council for Persons with Disabilities (phone)
- Invited Participants:** Ms. Amanda Buchanan, National Conference of State Legislatures (NCSL) [phone]  
Ms. Wendy Underhill, National Conference of State Legislatures (NCSL) [phone]
- Staff Present:** Mr. Anthony Albence, County Director, New Castle County Office-Secretary  
Mr. Howard Sholl, Deputy County Director, New Castle County Office  
Mrs. Doris Young, County Director, Kent County Office  
Mr. Douglas Greig, Deputy County Director, Kent County Office  
Mr. Ken McDowell, County Director, Sussex County Office
- Public Present:** Ms. Lisa Goodman, Hamilton-Goodman Partners

1. Commissioner Manlove called the meeting to order at 11:00 a.m.

2. Commissioner Manlove asked members and guests to introduce themselves.
3. Commissioner Manlove presented an overview of the scope of the Task Force's work:
  - Software used to create ballots for the current fleet of machines is certified to Microsoft XP, which is no longer available on computer equipment available for purchase. The software, even if upgraded to be compatible with current editions of Windows, could not be certified to current federal standards.
  - Determining the type of voting equipment that the State wishes to pursue and ensuring that any equipment purchased is fully compliant with federal certification standards.
  - Ensuring that the procurement process undertaken is fully consistent with State law and contracting requirements, while also ensuring that a variety of equipment options are reviewed and evaluated.
4. Meeting Location and Frequency
  - Commissioner Manlove asked the group for input on the frequency and location of the meetings.
  - The group agreed to meet weekly (generally), and to meet at the Office of State Election Commissioner
5. Voting Machine Options
  - Commissioner Manlove briefly recapped the options available on the market in terms of approach and methodology.
6. Structural Changes
  - Commissioner Manlove also discussed if the scope of work of this group could entail restructuring the State's overall approach to election administration (e.g., potential to move towards a "vote center" model, among other potential changes)
7. End-to-End Solution
  - Commissioner Manlove also discussed the need to move off the "legacy" State mainframe system, as the viability of this system and the timeframe of State support (via DTI) will be limited, as well as the desire to utilize a unified system for all needs (i.e., for in-person voting at the polling places, as well as absentee voting). This approach is generally referred to as an "End-to-End", encompassing voter registration functions, elections planning and setup functions, ballot building, voting equipment, etc.
    - DTI CIO Collins expressed DTI's support for pursuing a solution of this nature.

8. Discussion items raised by the Committee

- Need to define requirements to create the Request for Proposal (RFP)
- Need to investigate the options for financing over time, as well as the options for lease vs. purchase of new equipment.
- Representative Bentz suggested exploring potential resale value of the current fleet of machines.
- Representative Spiegelman mentioned that a resolution will be needed in the General Assembly to extend the deadline of the work of the Commission (as the Commission's report was to be submitted to the General Assembly by March 1, 2017, per the authorizing resolution).

9. Additional information provided by Commissioner Manlove:

- Commissioner Manlove mentioned that the Election Assistance Commission (EAC) will be invited to future meetings to offer input on the scope of issues and the RFP process.

10. Commissioner Manlove will update the group on the next meeting date, when confirmed.

11. Commissioner Manlove closed the meeting at 11:45AM.

Respectfully submitted,

Anthony Albence  
Secretary

**NEXT MEETING: TBD**

**LOCATION: OFFICE OF THE STATE ELECTION COMMISSIONER, 905 S. GOVERNORS AVE; STE 170; DOVER, DE 19904**