

BOARD OF ELECTIONS FOR NEW CASTLE COUNTY
Carvel State Office Building
820 N. French Street
Wilmington, Delaware 19801

MINUTES OF BOARD MEETING OF SEPTEMBER 11, 2008

Members Present:

Mr. Austin	Mr. Brady
Mr. Krzyzanowski	Mr. Lanouette
Ms. Parks	Mr. Sterling
Mrs. Whittington	

Staff Present:

Mr. Albence, Administrative Director
Mr. Sholl, Deputy Administrative Director
Mrs. Manlove, Commissioner of Elections
Mrs. Rodgers, Election Office Manager

In the absence of Mr. Steele, Mr. Sterling nominated and Mr. Lanouette seconded the nomination of Mr. Brady to serve as Acting Chair. Motion passed unanimously. In the absence of Mr. Kuhrt, Mr. Brady nominated and Mr. Lanouette seconded the nomination of Mr. Sterling as Acting Secretary. Motion passed unanimously.

1. Mr. Brady called the meeting to order at 7:03 p.m.
2. Mr. Sterling moved and Mr. Krzyzanowski seconded a motion to approve the minutes of the August 5, 2008 meeting. The motion passed unanimously.
3. Mr. Sholl and Mr. Albence provided a recap of the Primary Election. The election was smooth overall, but some issues did arise in opening the polls. The call volume to the Department was relatively heavy, but sufficient capacity was in place to handle calls in a timely manner. More resources will be allocated to the Voting Machine Support Line to accommodate a high number of calls to that area.
4. Mr. Sholl reviewed the Financial Report and informed the board that Departmental expenditures for FY 2009 are on track at this point. Major current expenses are election-related costs (e.g., payment of election officers).
5. Mr. Albence informed the Board of upcoming elections, which include:
 - November 4 – General Election
6. Mr. Sholl discussed recent activity on the Department's website. Site traffic increased significantly in advance of the Primary Election, and volume is expected to continuously rise between now and the General Election.

7. Mr. Albence reported that the Voter Registration Unit is working through an approximately two week backlog and will undertake post-election clean-up over the next several weeks.
8. Mr. Sholl informed the Board that the Department will continue to use the version of the software currently operating the absentee system, as the updated version has not yet been certified by the EAC.
9. Mr. Albence reported that the Department has completed initial work on a project with the US Census Bureau Block Boundary Study project and is awaiting feedback from the Bureau on this submission. This effort will ensure that the Bureau has on file the most updated voting district data in advance of the updates that will be needed following the 2010 Census.
10. Mr. Albence and Mr. Sholl updated the Board on a number of upcoming Departmental activities related to preparation for the General Election:
 - Absentee ballots for the General Election will be prepared over the coming weekend.
 - Election Officer assignments will be mailed first week of October.
 - Ballot/cartridge/voting machine preparation will begin next week.
 - Supplies/Materials levels will be reviewed and evaluated.
 - Manuals/Checklists will be revised as needed and reprinted.
11. Mr. Albence and Mr. Sholl reported that two absentee ballot scanners failed during the tabulation of absentee ballots during the Primary Election. The product vendor will be asked to provide spares to ensure full capacity for the General Election.
12. Mr. Albence reported that the improvements and repairs to door lamp wires and upper shocks on some voting machines have been completed.
13. Mr. Sholl informed the Board that the Department will not be able to fill the currently vacant position, due to the hiring freeze currently in effect. Mr. Albence reported that the Department has hired a total of 13 casual/seasonal staff members to supplement full-time staff in the Reception, Voter Registration, and Absentee Units as well as at the Warehouse.
14. Mr. Albence informed the Board of current community outreach initiatives by the Department:
 - The Department, in conjunction with project partners, continues to participate in the *MotiVote* campaign, a non-partisan effort focused on voter education and registration, sponsored jointly by the Department, the League of Women Voters of Delaware, the Metropolitan Wilmington Urban League, Latin American Community Center, Voices Without Borders, and the local Young Democrats and Young Republicans

- organizations. Mr. Albence and Mr. Sholl continue their service on the MotiVote leadership team.
- Mr. Albence continues his regular appearances on *Comcast Newsmakers* and *Windows on Wilmington*. Mr. Sholl provided information to News Journal reporters during the course of the primary election season, and Mr. Albence participated in television interviews to Fox 29 and WPVI 6 on the eve of the election and on the day of the primary.
15. Old Business: None
16. New Business:
- Mr. Sterling moved and Ms. Parks seconded the motion to certify the results of the September 9, 2008, Primary Election. Motion passed unanimously.
 - Vote and Vax Pilot Project: Ms. Parks moved and Mrs. Dudlek seconded the motion to permit the Department to partner with the Division of Public Health/Department of Health and Social Services to offer the Vote and Vax program at Bayard School and Thomas Edison Charter School during the General Election on November 4, 2008. The motion failed.
 - Next meeting is Tuesday, October 7, 2008
 - General Election certification schedule TBD.
17. Board Removals:
- a. Ms. Parks moved and Mrs. Whittington seconded the motion to remove 267 names from the voter registration rolls due to a move out of state. The motion passed unanimously.
 - b. Mr. Sterling moved and Ms. Parks seconded the motion to remove 44 names from the voter registration rolls as a result of the address verification process. The motion passed unanimously.
 - c. Ms. Parks moved and Mr. Sterling seconded the motion to make 3 corrections to birth years noted in voter registration records. The motion passed unanimously.
 - d. Mr. Sterling moved and Mr. Lanouette seconded the motion remove 2 names from the voter registration rolls based on personal requests. Motion passed unanimously.
18. Commissioner Manlove provided the following update from the Office of the State Election Commissioner:
- The Commissioner commended the entire election community statewide for a smooth election.
 - The Commissioner reported that the electronic signature pilot project will be officially launched next month with a press event (on October 2nd at the Dover DMV Office). When implemented, the new process will dramatically change elections office operations statewide.

- The Commissioner stated that the statewide mailing of signature cards proved to be a very successful endeavor.
 - The Commissioner reported that her office has assumed responsibility for end of night reporting for Kent County election results.
 - Phone System Upgrade: The Commissioner's Office has installed a phone system that mirrors the NCC system. This will permit redundancy/disaster recovery by either office (i.e., calls may be diverted from NCC to the Commissioner's office and vice versa, if necessary).
 - The Commissioner reported that she is working with Premier Election Solutions regarding ongoing service issues with the absentee ballot system.
 - The Google Maps application was successfully implemented during the Primary Election.
 - The Commissioner reported that Stan Anderson has assumed responsibility for the Commissioner's office website.
 - The Commissioner will represent Delaware at the upcoming UOCAVA conference in Washington next Monday and Tuesday.
19. Mr. Sterling moved the meeting be adjourned. Mrs. Whittington seconded the motion. Motion passed unanimously.

Respectfully submitted,

James Sterling III
Acting Secretary

Next Meeting: Tuesday, October 5, 2008