



**STATE OF DELAWARE
BOARD OF ELECTIONS
OFFICE OF THE STATE ELECTION COMMISSIONER
905 S. Governors Avenue, Suite 170
Dover, DE 19904
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<https://ivote.de.gov>**

Minutes of March 9, 2020 State Board of Elections Meeting

PUBLIC SESSION

Members Present:

Mr. Pasquale, [D]-New Castle County, President
Mr. Sterling, [R]-New Castle County, At Large
Ms. Hopkins-Pugh, [D]-Sussex County
Mr. Schneikert, [R]-Wilmington
Ms. Sikora, [R]-Sussex County
Dr. Warfield-Walker, [R]-Kent County

Staff Present:

Mr. Albence, State Election Commissioner
Ms. Dixon, County Director, New Castle County Office
Mr. Sholl, Deputy County Director, New Castle County Office
Mrs. Young, County Director, Kent County Office
Mr. Greig, Deputy County Director, Kent County Office
Mr. McDowell, County Director, Sussex County Office
Mr. Broujos, Deputy Attorney General, Department of Justice

Public Present:

Mr. Henry McCann, Chairman, Kent County Republican Party

1. Mrs. Sandstrom intended to attend but has requested to be excused from the meeting.
2. Mr. Pasquale called the meeting to order at 2:03 pm.
3. Ms. Hopkins-Pugh moved (Mr. Sterling seconded) a motion to approve the Public Session meeting minutes from the Board's February 10, 2020 meeting. Motion passed unanimously.
4. Commissioner Albence provided an update on the current financial status of the Department per its appropriation in the FY2020 State Budget. Expenses are on track in accordance to the budget.
5. Commissioner Albence provided an update on the current statewide voter registration total. The total number of registered voters in the State as of March 1, 2020, was 718,204.

6. Commissioner Albence provided a summary of upcoming elections, and the Department's upcoming outreach and demos. In addition, Commissioner Albence anticipates media coverage from news outlets (News Journal and Comcast) educating voters on the operation/voting process using the new voting machines.
7. Commissioner Albence provided a recap on the recent school referenda for Smyrna School District conducted in February 22, 2020 and Seaford School District conducted in March 4, 2020. All proposed questions in the referenda have passed.
8. Commissioner Albence provided a summary of the Department's staff activities to include the following:
 - The Department and representatives from Superior Court met on February 11, 2020 to discuss procedures for the Book of Canvass process, and revisions needed in light of voting equipment updates.
 - The Department's preparations for the Presidential Primary Election.
 - Anticipated staffing updates within the Department.
 - Completion of election system calibration checks and daily maintenance on data quality.
9. Commissioner Albence provided an overview of the Department's plans for cleaning and disinfecting voting equipment. Discussion ensued on hygiene and precautions regarding the Coronavirus.
10. Commissioner Albence provided an update on the proposed regulations drafted as required by the provisions of SB121. The proposed regulations to address if a discrepancy is discovered during a post-election audit. Materials for public review have been made available at the Office of the State Election Commissioner. Relevant comments submitted to the Office of the State Election Commissioner will be considered in any revisions to the draft regulations.
11. Commissioner Albence provided an update on the Election Assistance Commission (EAC) funding allocation on cybersecurity and physical security enhancements. The estimated completion of enhancements will be implemented by July 2020. The Department is in the process of finalizing the schedule for these upgrades.
12. Commissioner Albence provided a recap of the Department's website statistics, including visits to the State Election Commissioner and county office websites, provided via the Google Analytics program. The sudden spike in the data was due to the party change deadline for the Presidential Primary which was February 28, 2020.
13. Commissioner Albence provided a summary of the 2019 Year-End Campaign Finance Report violations regarding fines received by non-filers and tardy reports.

- The Campaign Finance Reports Appeals Subcommittee hearing has been postponed for the last two appellants which was originally scheduled for March 9, 2020. The subcommittee will also conduct a review of committees who have not filed a report to be submitted to the Attorney General's office.
14. Discussion ensued on the topic that Ms. Sikora brought forward regarding Seaford High School's polling location and staffing structure at the polling site.
15. Ms. Hopkins-Pugh moved (Mr. Sterling seconded) a motion to approve the removals as presented. The motion passed unanimously.
16. NEW BUSINESS:
- Commissioner Albence provided an updated on the Board By-Laws which have been drafted in collaboration with Mr. Broujos. An update on the application and selection process for County Directors and Deputy County Directors will be provided to the Board and details to be discussed further until the full By-Laws is finalized.
 - Mr. Schneikert proposed the following structure of a Board subcommittee to handle vacancies in County Director/Deputy County Director positions:
 - Mr. Schneikert moved (Ms. Hopkins-Pugh seconded) a motion to create a Board subcommittee to handle vacancies in the positions of County Director or Deputy County Director when they occur. The subcommittee membership will include: the County Chair of the political party with which the position to be filled is affiliated, and the County board member or members of the same political party affiliation. The subcommittee shall review applications for the position, conduct candidate interviews, and recommend a candidate for appointment to the Board, or the Board members making the appointment), as appropriate. Motion passed unanimously.
 - Mr. Pasquale moved (Ms. Hopkins-Pugh seconded) a motion to nominate Mr. Schneikert to fill the vacancy in the Campaign Finance Reports Appeals Subcommittee. The motion passed unanimously.
17. PUBLIC COMMENT:
- Mr. McCann updated the Board of the Party's progress in recommending a replacement for the anticipated vacancy in filling Deputy County Director for Kent County. Discussion ensued regarding the structure of the Subcommittee and the process for recommendation. Mr. McCann discussed a proposed timeline for the process: accept applications/resumes: March 12-25, subcommittee conducts candidate interviews: March 15-April 10; Board member serving on subcommittee makes recommendation of candidate to Board members who will make the appointment.

18. Mr. Sterling moved (Ms. Hopkins-Pugh seconded) that the Board adjourn the public meeting. Motion passed unanimously, and the meeting was adjourned at 3:21 p.m.

Respectfully submitted,

*Meeting minutes approved
by conference call.*

James A. Sterling, III
Board Member and Board Secretary

NEXT MEETING: MONDAY, APRIL 13, 2020

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