

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

**MINUTES OF BOARD MEETING OF AUGUST 3, 2010**

**Members Present:**            Mr. Austin                    Mr. Brady  
   Mr. Krzyzanowski        Mr. Kuhrt  
   Mr. Lanouette            Mrs. Pase  
   Mr. Sterling

**Staff Present:**                Mr. Albence, Director  
   Mr. Sholl, Deputy Director  
   Mrs. Manlove, State Election Commissioner

1.     Mr. Lanouette moved and Mr. Brady seconded the motion to appoint Mr. Sterling as Acting Chair. Motion passed unanimously. Mr. Kuhrt moved and Mrs. Pase seconded the motion to appoint Mr. Brady as Acting Secretary. The motion passed unanimously. Mr. Sterling called the meeting to order at 7:00 p.m.
2.     Mrs. Pase moved and Mr. Brady seconded the motion to approve the minutes of the July 6, 2010 meeting. The motion passed unanimously.
3.     Mr. Sholl provided an update on the Department's financial status. Expenditures are on track, and Mr. Sholl explained various details of the financial statement. He also reported that energy expenditures for FY2010 were \$11,132 less than energy expenditures in FY2009.
4.     Mr. Sholl provided an update on the Department's FY2011 budget. The base budget has been reduced by 2.48%. This reduction does not affect funds appropriated for School Elections or for Primary/General Elections, and he stated that the Department is comfortable with the budget.
5.     Mr. Sholl reported that the Voter Registration Unit is current on all work at this time. He also informed the Board of recent updates on the number of registered voters in New Castle County by month, as detailed below:
  - 387,648 as of August 1, 2010
  - 386,063 as of July 1, 2010
  - 380,877 as of November 1, 2008 (comparison purposes)
6.     Mr. Sholl provided an update on the ballot status of minor parties in the state, based on current registration totals. As of August 1, 2010, the Green Party, the Independent Party of Delaware, the Libertarian Party, and the Working Families Party meet the ballot status threshold of 305 registered voters.

7. Mr. Albence informed the Board of the following upcoming elections:
  - September 14: Primary Election
  - September 22: University of Delaware Freshman Class Officers
  - November 2: General Election
  - TBD: Delaware City Election (Election for 1 Year Council Term)
8. Mr. Albence reported that the Department's website activity is beginning to increase in advance of the fall election season. He also noted a continued increase in page views per site visit in the past few weeks. Mr. Albence also reported that Mr. Sholl is assisting the Department of Elections for Kent County in maintaining and updating their website, as that Department's IT coordinator is currently out on medical leave.
9. Mr. Sholl informed the board that implementation of the "plain language" initiative to ensure maximum readability and comprehension of material on the agency's site is continuing, with a current focus on pages for the Primary and General Elections.
10. Mr. Albence reported that training was conducted for casual/seasonal employees in various subject areas. The training included voter registration, absentee voting, customer service, and voting machine preparation (as appropriate).
11. Mr. Albence attended a meeting in Lake Tahoe, NV, June 28-30 which focused on voter registration modernization. This event was sponsored by the Pew Center for the States, and that organization covered all travel costs. Commissioner Manlove and Stanley Anderson, IT coordinator for the Office of the State Election Commissioner, also attended the meeting.
12. Mr. Albence reported that the State has ended its relationship with ES&S to support the absentee voting system, and has initiated a contractual agreement with Dominion Voting Systems to support the system. Many of the experienced staff with whom the Department worked with ES&S have moved to Dominion and continue to work with the Department under this new arrangement.
13. Mr. Sholl noted that the office phone system and additional desktop computers have been tested and are functional in advance of the upcoming Primary & General Elections. He also reported that several computer units used by casual/seasonal employees will be upgraded with more advanced surplus units obtained from DTI.
14. Mr. Sholl reported that the State converted from the DFMS financials system to the First State Financials (FSF) system on July 19<sup>th</sup>. The transition has been generally smooth, but the scanning capability the Department installed for in-house scanning of invoices and related documentation is not currently functioning. He also reported that various system functionalities are being finalized (e.g., appropriate approval authority for transactions, etc.).

15. Mr. Sholl provided the following updates regarding proposed Federal legislation:
  - HR1719: A voter registration “modernization” bill, this legislation could mandate online voter registration, affect voter registration deadlines, and impose additional requirements. The bill is currently “on hold”.
  - Bills under consideration in Congress could mandate “no excuse” absentee voting and could establish additional/different policies regarding voter registration.
  
16. Mr. Sholl reported the following legislation in the General Assembly:
  - HB 236: Addresses issues related to Special Elections [PASSED & ENACTED]
  - HB381: Permits registration at age 16 (but maintains current voter eligibility provisions) [PASSED BUT NOT ENACTED]
  - HB 425: Postpones raising threshold for ballot access [PASSED & ENACTED]
  - SB 154: Constitutional Amendment (voting age, absentee voting, etc) [NOT PASSED]
  - SB 285: Permits Architectural Accessibility Board to review polling places if asked (and if Board has sufficient resources to do so) [PASSED & ENACTED]
  - SB 326: Modifies Code regarding municipal elections [PASSED & ENACTED]
  
17. Mr. Sholl reported the following preparation activities for the 2010 election season:
  - The State is working with the Federal Voting Assistance Program on a Ballot Marking Wizard program that will facilitate voting for UOCAVA voters. The vendor servicing the State of Delaware is Vexcel (the federal government contracting subsidiary of Microsoft). Vexcel is partnering with Democracy Live to provide the needed software. System setup is basically complete, and final testing continues.
  - An enhancement to the mainframe system has been implemented to facilitate the absentee ballot lookup function.
  - The Department has mailed 441 UOCAVA ballots (8 returned) and 37 domestic absentee ballots (5 returned).
  
18. The State Election Commissioner mailed polling place cards on July 29, 2010. Cards were generally received by voters on July 30 or 31, 2010. Some problems with torn/smear/damaged cards have been reported by voters. The Department has also received back several mail trays/bins of cards that could not be delivered successfully.
  
19. Mr. Sholl reported that the Department held a voter registration event at JPMorgan Chase Bank on July 14<sup>th</sup> (Wilmington HQ) and 15<sup>th</sup> (Newark facility). A total of 37 registrations were collected in Wilmington (30 from Delaware residents and 7 for Pennsylvania residents). The applications for Pennsylvania residents were forwarded to the Pennsylvania Secretary of State. A total of 3 registrations were collected in Newark (all 3 from Delaware residents, and all were update transactions).

20. Commissioner Manlove reported the following updates from the Office of the State Election Commissioner (SEC):
- The state has moved its contract for absentee system support to Dominion Voting Systems from ES&S. This decision has proved to be a wise move and staff statewide are very satisfied with the decision.
  - The Commissioner was featured as a speaker at the National Association of State Elections Directors (NASED) regarding campaign finance, and at the AAMVA (American Association of Motor Vehicle Administrators) regarding the partnership between DMV and Elections. At the AAMVA meeting, Commissioner Manlove co-presented with Jennifer Cohan, Director of the Delaware Division of Motor Vehicles (DMV).
  - The Oregon Secretary of State visited the state to learn about the eSig system, and would like to replicate the system in that state.
  - The SEC mailed polling place cards on July 29, 2010. Some cards were damaged in processing by the U.S. Postal Service, and replacement cards are being mailed to voters upon request. Staff is currently processing undeliverable cards via the address verification process.
  - The Attorney General's Office, in partnership with the SEC, is issuing a letter instructing municipalities to ensure that town charters are in compliance with Federal and state constitutional requirements.
  - The state is requesting a waiver from the Federal Voting Assistance Program regarding the UOCAVA requirements (i.e., mailing ballots 45 days prior to the General Election), but is also making provisions to comply with the provisions of the new law.
  - Work continues on revising the State HAVA Plan, providing greater flexibility in HAVA-related expenditures. Approximately \$1 million in additional funding is expected to augment HAVA funds already awarded the state.
21. Old Business: None
22. New Business:
- A schedule for voting machine certification for the September 14, 2010, Primary Election was distributed. Certification will take place from August 30-September 1, 2010.
  - Next meeting: **Thursday, September 16, 2010** (*Certification of Primary Election*)
23. Board Removals & Birth Date Corrections:
- Mr. Brady moved and Mr. Kuhrt seconded the motion to:
    - Remove 112 names from the voter registration rolls due to a move out of state
    - Remove 5 names from the voter registration rolls through the address verification process
    - Remove 2 names from the voter registration rolls based on a personal request.
    - Make 7 corrections to birth years noted in voter registration records.The motion passed unanimously.

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24. Mr. Austin moved the meeting be adjourned. Mr. Kuhrt seconded the motion. Motion passed unanimously.

Respectfully submitted,

Robert Brady  
Acting Secretary

**Next Meeting: Thursday, September 16, 2010**