

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

MINUTES OF BOARD MEETING OF NOVEMBER 1, 2011

Members Present: Mr. Brady Mr. Krzyzanowski
 Mr. Kuhrt Mr. Lanouette
 Mrs. Pase Mr. Pasquale
 Mr. Sterling Mr. Thurrell

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

1. Mr. Brady called the meeting to order at 7 p.m..
2. Mr. Sterling moved and Mr. Lanouette seconded the motion to approve the minutes of the October 4, 2011, meeting. The motion passed unanimously.
3. Mr. Sholl provided an update on the Department's financial status. Expenditures for the current fiscal year are on track. The Department is closely monitoring expenses (e.g., utility costs) for the new Warehouse.
4. Mr. Sholl provided an update on the Department's FY 2013 budget request. The request included funds for personnel contingency and an additional \$3,900 request for unexpected costs related to the new Warehouse.
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:
 - Nov 1, 2010: 389,657
 - Oct 1, 2011: 372,290
 - Nov 1, 2011: 372,483
6. Mr. Albence informed the Board of the following 2012 elections:
 - Feb 28: Red Clay School District – Bond referendum
 - Mar 28: Brandywine School District – Operating referendum
 - Apr 24: Presidential Primary
 - May 8: School Board
 - Sep 11: Primary
 - Nov 6: General Election
7. Mr. Sholl provided a recap of activity on the Department's website. Activity to date for 2011 has been consistent with expectations for comparable periods.

8. Mr. Albence informed the board of recent and upcoming professional development opportunities for department staff, including the recently completed Registered Election Official (REO) training presented by The Election Center to statewide election staff.
9. Mr. Albence updated the board that he and Mr. Sholl plan to attend the annual JEOLC meeting in Washington, DC, in January 2012.
10. Mr. Sholl provided an update on Department work on redistricting following the 2010 Census. He also provided an update on work the Department has undertaken to assist the State Election Commissioner with the redistricting of northern New Castle County school districts.
11. Mr. Sholl reported that new high-speed absentee ballot scanners have been ordered, and that the Department will be testing a replacement absentee ballot printer.
12. Mr. Albence provided an update on the Department's new warehouse. He reported that some final finish work must be completed, that the internet connection is now in place, and that the phone system installation is pending. In addition, he reported that plans for the training room are moving forward, and that proposals from potential audio-visual vendors (three proposals) are in hand. The goal remains to complete the room by March 2012.
13. Mr. Sholl provided the following updates regarding proposed Federal legislation:
 - HR 672: Bill eliminating the Election Assistance Commission
 - Bill is expected to pass House and fail in Senate.
14. Mr. Sholl reported the legislation in the General Assembly regarding the following topics:
 - A bill revising Delaware Code, Title 15, regarding list maintenance, mandating use of facilities receiving State funding as polling places, and expanding electronic transmittal and return of absentee ballots for disabled voters will be considered by the Senate in January
 - A constitutional amendment bill and a "cleanup" bill regarding Delaware Code, Title 15, will be introduced in January.
15. Mr. Sholl reported on preparations for the 2012 election season, including:
 - a recap of the UOCAVA solution developed in-house (to be launched later in November)
 - the completion of the election calendar
 - work on a bid process for moving voting machines, per state contracting guidelines.

16. Mr. Sholl provided an update on upcoming outreach activities by the Department.
17. Mr. Albence reported that the Department adopted a new records retention schedule. Records to be retained will be delivered to State Archives for storage and retention, and redistricting maps will be delivered to Archives in electronic format.
18. Mr. Albence provided a recap of the Electronic Records Information Center (ERIC) program in which the State will participate. This is a multi-jurisdiction shared database designed to improve accuracy of voter registration records by identifying potentially eligible unregistered voters and to improve the address verification process. The program has been supported by the Pew Center on the States. The launch of ERIC has been delayed, but is expected to take place shortly. There are no updates from last month's discussion on this topic. (NOTE: There is no change in the status of the ERIC program since the last meeting.)
19. Commissioner Manlove reported the following updates from the Office of the State Election Commissioner (SEC):
 - State election officials are meeting with public school Superintendents regarding issues related to conducting elections in school buildings.
 - The eSig program is currently "live" at the Department of Health & Social Services (DHSS), and the SEC is working through some issues regarding the rollout and the voter registration process at DHSS, generally.
 - The eSig program will next be rolled out at the Department of Labor, once issues are resolved regarding the "best fit" (organizationally) of this function within the Department's workflow.
 - The high-speed absentee ballot scanners that have been purchased are on order. The vendor has informed us of a pending software upgrade, which must be certified by the Election Assistance Commission. Depending upon the timing for the certification, our scanners may be delivered with the prior generation software. This version of the software is also fully certified by the federal Election Assistance Commission.
 - The in-house UOCAVA program has been developed and final testing is just about complete. Staff training on the new system is planned, and the system will be rolled out later in November and used for the 2012 election season.
 - An updated SEC calendar (including campaign finance-related information) will be posted shortly.
 - The SEC will hold one or two meetings providing the public opportunities to comment on the proposed school redistricting plan.
20. Old Business: None

21. New Business:

- Mr. Albence presented the list of proposed polling place changes for the 2012 Presidential Primary and school board elections.
- Mr. Thurrell moved and Mr. Pasquale seconded a motion to approve the polling place changes as presented. Motion passed unanimously.
- Next regularly scheduled meeting: **Tuesday, December 6, 2011**

22. Board Removals & Birth Date Corrections:

- Mr. Sterling moved and Mr. Pasquale seconded the motion to:
 - Remove 88 names from the voter registration rolls due to a move out of state.
 - Remove 34 names from the voter registration rolls through the address verification process.
 - Remove three names from the voter registration rolls based on personal requests.
- The motion passed unanimously.
 - NOTE: There were no birth year change requests.

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

Respectfully submitted,

Paul Lanouette
Secretary