

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

MINUTES OF BOARD MEETING OF OCTOBER 1, 2013

Members Present: Mr. Brady Mr. Krzyzanowski
 Mr. Kuhrt Mr. Lanouette
 Mr. Pasquale Mr. Sterling
 Mr. Thurrell Mrs. Whittington
 Mrs. Williams-Mayo

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

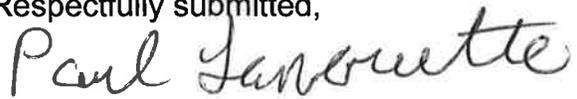
1. Mr. Brady called the meeting to order at 7p.m.
2. Mr. Thurrell moved and Mr. Sterling seconded the motion to approve the minutes of the June 6, 2013, meeting. The motion passed with one abstention (Mr. Pasquale).
3. Mr. Sholl updated the Board on the Department's financial situation. The Department's finished Fiscal Year 2013 in good stead, and planning for anticipated needs in building the Fiscal Year 2014 budget is underway.
4. Mr. Sholl reported that the Voter Registration Unit is current on all work and informed the Board on the number of registered voters in New Castle County.
 - Oct 1, 2013: 387,245
 - Jun 1, 2013: 384,562
 - Nov 1, 2012: 388,862
5. Mr. Sholl provided a recap of performance statistics for school elections for calendar year 2013.
6. Mr. Sholl reported that activity on the Department's website is at expected levels for the season. He also reported that the site will be updated to the new "common look and feel" standard for State websites. A printed copy of a site mockup (cover page) was distributed. The transition to the new layout is scheduled to be completed by the end of the current calendar year.
7. Mr. Albence reported on the following recent and upcoming elections:
 - Sep 11: Delaware State University Freshman Class
 - Sep 18: U of Delaware Freshman Class
 - Sept 30: Lewis Elementary School Student Government
 - Oct 19: Trustees of New Castle Common
 - Nov 26: City of Newark Special Election for Mayor
 - Dec 7: Trustees of New Castle Common runoff (if needed)
 - May 13: School Board Elections

- Sep 9: Primary Election
- Nov 4: General Election

8. Mr. Albence stated that the Department's absentee voting equipment vendor, Dominion Voting Systems, has provided a replacement server. Dominion is working on a long-term solution to an issue related to the end of Microsoft support for the Windows Server software on which the current server operates.
9. Mr. Sholl reported that project to replace door lamp wires on all voting machines has been completed.
10. Mr. Sholl reported on the development of the Vote Delaware portal, and the various services that will be available to voter via this site.
11. Mr. Albence reported that progress continues on the project to increase space for voter services at the Department's warehouse. This space will also serve as an alternate operations/disaster recovery site. Construction is underway and is scheduled to be completed in early December.
12. Mr. Sholl updated the Board on recent office software upgrades. With the end of Microsoft support for Windows XP, computers will need to be transitioned to Windows 7. In addition, the Department is exploring lower-cost options to replace Adobe products, which offer the same level of functionality.
13. Mr. Sholl stated that there has been no recent action on Federal legislation. A Presidential Commission on Election Administration has been named, and recently held a meeting/public hearing in Philadelphia.
14. Mr. Sholl reported that a Delaware Code Title 15 Task Force has been convened to review the current Code. The Task Force will hold several of its meetings at the Warehouse Training Center.
15. Mr. Albence reported that the Department is developing a Continuity of Operations plan under the guidance of DTI. The Department should complete the process in early 2014. The Warehouse is designated as the Department's emergency alternate operations location. An unresolved issue: the source of funding for equipment needed to outfit the alternate operating facility.
16. Mr. Sholl reviewed initial statistics related to the first data produced by the ERIC program. The Department has begun to review, analyze and act on the data contained in this report.
17. State Election Commissioner Comments:
 - Commissioner Manlove reported that progress is being made on a redesign of the SEC website, as well as the creation of a new Campaign Finance system.
 - Efforts continue to discuss security issues regarding holding elections in school buildings.

- The Commissioner recently testified for the newly convened Presidential Commission on Elections.
 - Epilogue language in the State Grant-in-Aid Act direct the county level Department of Elections IT personnel report to the State Election Commissioner during election preparation.
 - Efforts are underway to seek upgrades to positions in elections offices statewide, reflecting the enhanced skills now needed to fulfill these positions.
 - A task force has been convened to undertake a comprehensive review of Title 15 of the Delaware Code, which governs Elections in Delaware (as mentioned above).
18. Old Business: None
19. New Business:
- Mr. Sterling moved and Mr. Pasquale seconded a motion to approve the proposed 2014 Board meeting schedule. Motion passed unanimously.
 - Next meeting: **Tuesday, November 5, 2013**, at the Department's offices.
20. Board Removals & Birth Date Corrections:
- Mr. Thurrell moved and Mr. Pasquale seconded the motion to:
 - Remove 226 people from the voter registration rolls because they moved out of state.
 - Remove 203 people from the voter registration rolls because they have verified that they no longer live in Delaware.
 - Remove 6 people from the voter registration rolls based on a personal request by the voter.
 - Make 18 corrections to birth years noted in voter registration records.Motion passed unanimously.
21. Mr. Thurrell moved and Mr. Sterling seconded the motion to adjourn the meeting. Motion passed unanimously.

Respectfully submitted,


Paul Lanouette
Secretary

