



STATE OF DELAWARE  
BOARD OF ELECTIONS

OFFICE OF THE STATE ELECTION COMMISSIONER  
905 S. Governors Avenue Suite 170  
Dover, DE 19904  
TELEPHONE: (302) 739-4277  
<http://ivote.de.gov>

**Minutes of July 6, 2015 State Board of Elections Meeting--DRAFT**

**Members Present:**

Mr. Chambers, [R]-Wilmington  
Mr. Pasquale, [D]-New Castle County  
Mrs. Pugh, [D]-Sussex County  
Mrs. Sandstrom, [D]-Kent County  
Mr. Smith, [D]-Wilmington  
Mr. Sterling, [R]-New Castle County, At-Large  
Mrs. Tatman, [R]-Sussex County  
Mrs. Warfield, [R]-Kent County  
Mrs. Whittington, [R]-New Castle County  
Mrs. Williams-Mayo, [D]-New Castle County, At-Large

**Staff Present:**

Mr. Albence, Director, New Castle County Office  
Mr. Greig, Deputy Director, Kent County Office  
Mrs. Manlove, State Election Commissioner  
Mr. McDowell, Director, Sussex County Office  
Ms. Turner, Deputy Director, Sussex County Office  
Ms. Woolfolk, Deputy Attorney General, Dept. of Justice  
Ms. Young, Director, Kent County Office

1. Commissioner Manlove called the meeting to order at 4:30 p.m.
2. Commissioner Manlove asked the representatives from each party to caucus to determine officers for the Board. The results of the caucus deliberations were as follows: Mr. Pasquale, President, and Mr. Sterling, Secretary.
3. Following the elections of officers, Mr. Pasquale reconvened the meeting.
4. Mr. Pasquale asked the group to arrive at a consensus on meeting date and time. The group agreed to meet on the second Monday of the month at 4:00PM. The group further agreed to regularly meet at the Office of the State Election Commissioner, but to meet every fourth month at one of the county offices or warehouses. The option of video conferencing will also be explored as an alternative to in-person attendance.
5. Commissioner Manlove informed the board members of their primary responsibilities, which are: certifying the accuracy of election results, approving removal of voters who have left the State, and certifying voting machines for upcoming elections. Other board activities will include review

of the Department budget/expenditures, technology enhancements in election processes, and discussion of other Department activities.

6. Commissioner Manlove reviewed with Board members content of a binder of background materials regarding activities and accomplishments of the Elections team, as well as some additional background information on elections within the State and nationally.
7. Commissioner Manlove provided an update on the status of hiring a Financial Manager for the Department. The responsibilities of the position will include coordination of the Department's budgeting process, including budget composition and expenditure monitoring.
8. Discussion ensued on the status of the legal action regarding the February 24, 2015, Red Clay School District referendum election. Ms. Woolfolk updated the Board that arguments in the case are scheduled for July 9, 2015. Commissioner Manlove assured the Board that she will be sure to keep the Board updated on the status of this matter.
9. Mr. Chambers moved and Mrs. Pugh seconded the motion to adjourn the meeting. Motion passed unanimously.

Respectfully submitted,

James A. Sterling, III  
Secretary

NEXT MEETING: MONDAY, AUGUST 10, 2015 AT 4:00PM  
LOCATION: OFFICE OF THE STATE ELECTION COMMISSIONER