



**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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<http://ivote.de.gov>

Minutes of February 10, 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
Mrs. Williams-Mayo [D]-New Castle County, At Large
Ms. Hopkins-Pugh, [D]-Sussex County
Mrs. Sandstrom, [D]-Kent 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
Ms. Massey, Director of Boards & Commissions, Office of the Governor

Public Present:


None

1. Mr. Pasquale called the meeting to order at 2:06 pm.
2. Commissioner Albence introduced Mr. Schneikert, new board member from New Castle County.
3. Ms. Hopkins-Pugh moved (Mrs. Sandstrom seconded) a motion to approve the Public Session meeting minutes from the Board's December 6, 2019 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. January and February expenditures for the Department are on track in accordance to the budget as expected.
5. Commissioner Albence provided a summary of upcoming elections, and the Department's upcoming outreach and demos. Discussion ensued regarding the process of testing the machines for functionality and inquiries of its connectivity to which Mr. Albence confirmed that the voting machines are not connected to the Internet.
6. Commissioner Albence provided a summary of the Department's staff activities to include the standardization of training materials throughout the Department of Elections, additional staffing, and the Department's upcoming Mock Election Board of Canvass utilizing the new machines.

7. Commissioner Albence provided an overview on the Department's collaboration with Delaware Emergency Management Agency (DEMA) regarding an upcoming cybersecurity tabletop exercise on March 5th. The Department of Homeland Security is also involved in the exercise.
8. Commissioner Albence provided an update on the new voting system. Discussion ensued on the details regarding poll book use in the Appoquinimink Referendum in December 17, 2019 and testing opportunities in the upcoming referenda prior to the Presidential Primary Election. Commissioner Albence also discussed details on the quality control and multiple-level check for data following the system conversion.
9. Commissioner Albence provided a summary on the additional security that was implemented for submitting applications through Delaware's Voter Portal (<https://ivote.de.gov>).
10. Commissioner Albence provided a summary of the 2019 Year-End Campaign Finance Report violations regarding fines received by non-filers and tardy reports.
 - Four committees have filed an appeal and are scheduled to appear before the Subcommittee following the Board Meeting on February 10, 2020.
11. Commissioner Albence provided an update on the additional funding from the Election Assistance Commission (EAC) for enhancing security including details of the State matching requirement. Furthermore, the Department plans on allocating the funds for additional cybersecurity upgrades that are currently being drafted.
12. Commissioner Albence provided a recap on the enhancement contract with Advantech (State Vendor) for upgrading Delaware Elections facilities as recommended by the Delaware State Police (DSP). In light of that, Mr. Sterling provided valuable insight for evaluating the security upgrade once implemented.
13. 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 data spikes in website activities were due to the Appoquinimink Referendum in December 17, 2019 and Campaign Finance deadline which was January 21, 2020.
14. Ms. Massey provided an overview regarding operating bylaws commission. The bylaws would include a subcommittee that would review applications for and conduct interviews of candidates for County Director/Deputy County Director positions. The subcommittee would make recommendations to the Board for appointment. Information-related handouts were distributed to everyone present at the meeting.
 - Ms. Hopkins-Pugh moved (Mr. Sterling seconded) a motion to appoint Commissioner Albence to draft the bylaws in collaboration with the Attorney General's office. The motion passed unanimously.
15. Mr. Sterling moved (Ms. Hopkins-Pugh seconded) a motion to approve the removals as presented. The motion passed unanimously.
16. Mr. Pasquale moved (Mrs. Sandstrom seconded) a motion to appoint Mr. Sterling to fill vacancy as chair to the Appeals Subcommittee. The motion passed by a majority of the board members voting in favor of the motion. One member voted against the motion.
17. Mr. Pasquale moved (Mrs. Sandstrom seconded) a motion to appoint Ms. Hopkins-Pugh as co-chair to the Appeals Subcommittee. The motion passed unanimously.

18. Mr. Sterling moved (Ms. Hopkins-Pugh seconded) a motion to approve polling place changes for the Presidential Primary Election as presented. The motion passed unanimously.
19. Commissioner Albence introduced Ms. Dixon, new County Director for the Department of Elections, New Castle County.
20. Mr. Sterling moved (Ms. Hopkins-Pugh seconded) that the Board adjourn the public meeting. Motion passed unanimously, and the meeting was adjourned at 3:24 p.m.

Respectfully submitted,


James A. Sterling, III
Board Member and Board Secretary

NEXT MEETING: MONDAY, MARCH 9, 2020

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