



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 November 18, 2019 State Board of Elections Meeting

PUBLIC SESSION

Members Present: Mr. Pasquale, [D]-New Castle County, President
Mr. Sterling, [R]-New Castle County, At Large
Mr. Chambers, [R]-Wilmington
Mrs. Whittington, [R]-New Castle County
Mrs. Williams-Mayo [D]-New Castle County, At Large
Ms. Hopkins-Pugh, [D]-Sussex County
Ms. Sikora, [R]-Sussex County
Dr. Warfield-Walker, [R]-Kent County
Mrs. Sandstrom, [D] Kent County

Staff Present: Mr. Albence, State Election Commissioner
Mrs. Young, County Director, Kent County Office
Mr. Greig, Deputy County Director, Kent County Office
Mr. Sholl, Deputy County Director, New Castle County Office
Mrs. Turner, Deputy County Director, Sussex County Office
Mr. Broujos, Deputy Attorney General, Department of Justice

Public Present: None

1. Mr. Pasquale called the meeting to order at 3:04 p.m.
2. Ms. Hopkins-Pugh moved (Mr. Chambers seconded) a motion to approve the Public Session meeting minutes from October 14, 2019. Motion passed unanimously.
3. Ms. Hopkins-Pugh moved (Mr. Sterling seconded) a motion to approve the Public Session meeting minutes from October 30, 2019. Motion passed unanimously.
4. Ms. Hopkins-Pugh moved (Dr. Warfield-Walker seconded) a motion to approve the Executive Session meeting minutes from October 30, 2019. Motion passed unanimously.

5. Commissioner Albence provided an update on the current financial status of the Department per its appropriation in the FY2020 State Budget. The Commissioner elaborated details on security enhancements in Department facilities that are underway. Furthermore, Delaware State Police, Capitol Police, and Advantech (State Contractor) evaluated the facilities and provided recommendations on security enhancements. Additional security enhancements will be phased in as funding becomes available.
6. Commissioner Albence provided an update on the current statewide voter registration total. The total number of registered voters in the State as of November 1, 2019, was 711,014. An increase in the number of registered voters is to be expected in the coming months as we approach the election season.
7. Commissioner Albence provided a summary of upcoming elections and the Department's upcoming outreach and staff activities. Additionally, there has been a high interest in demos driven by the Department's high outreach and the response has been positive overall; voters were reassured with the paper trail feature in the new voting machines. The Commissioner also discussed further details regarding plans of the Department creating parameters/guidelines for school districts to use in referendums as well as best practices for ballot transport at the end of voting.
8. Commissioner Albence provided an overview of the Department's recent visit to observe Philadelphia's school board election. Discussion ensued regarding the details of the observation.
9. Commissioner Albence provided an update on the transition to the new voter registration system. The transition to launch went smoothly on November 8, 2019. Additionally, a discussion ensued regarding voting machine updates and the fulfillment progress of remaining requirement items for Election Systems & Software (ES&S).
10. Commissioner Albence provided an update regarding equipment hardware and software upgrades; the new poll book is simpler and much easier to navigate.
11. Commissioner Albence provided an overview of the Department's social media presence. A YouTube channel was created for the Department to promote elections. Content on the channel is produced by Departmental staff and to also include training videos in the future for poll workers.
12. Commissioner Albence provided a summary of the Department's participation in the upcoming security tabletop exercises in collaboration with Delaware Emergency Management Agency (DEMA). The exercises are designed to promote skill-building qualities that assist and train staff to be more proactive and ensure that protocols are in place.

13. Commissioner Albence provided an update on legislation concerning SB73 (Removing reasons for Absentee Voting), HB175 (Vote By Mail), and Title 15 Violations (Reviewing Penalties). The details and status of each legislation were discussed among the Board and staff members.
14. Commissioner Albence provided a summary of the Department's website statistics, including visits to the State Election Commissioner and county office websites, provided via the Google Analytics program. A notification regarding Delaware not having an election was published on the Department's website on November 5, 2019.
15. Commissioner Albence provided an update on upcoming polling place changes for New Castle, Kent, and Sussex counties. Details to be discussed at the January Board meeting.
16. Mr. Sterling moved (Mrs. Williams-Mayo seconded) a motion to approve the removals as presented. The motion passed unanimously. Discussion ensued regarding the new format of the Board Approvals Report to be implemented in subsequent reports.
17. Ms. Hopkins-Pugh moved (Mr. Sterling seconded) a motion that the Board exit Public Session and enter Executive Session to discuss the qualifications of the applicants previously interviewed by the Board on October 30, 2019 for the Department of Elections, New Castle County Director position. Motion passed unanimously, and the Board entered Executive Session.
18. Mr. Sterling moved (Mrs. Williams-Mayo seconded) a motion to exit Executive Session. Motion passed unanimously. Mr. Pasquale called the meeting to order in Public Session.
19. Ms. Hopkins-Pugh motioned (Mr. Sterling seconded) for the Board to select interview candidate #1 (a number assigned to the particular applicant by the Board during Executive Session) to fill the vacancy for New Castle County Director. Motion was passed unanimously.
20. Ms. Hopkins-Pugh moved (Dr. Warfield-Walker seconded) a motion requesting Commissioner Albence, on behalf of the Board, to make an offer to candidate #1 for the position of Department of Elections, New Castle County Director. Motion passed unanimously.
21. Mr. Sterling moved (Ms. Hopkins-Pugh seconded) that the Board adjourn the public meeting. Motion passed unanimously, and the meeting was adjourned at 4:49 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "James A. Sterling, III". The signature is written in a cursive style with a prominent "J" and "S".

James A. Sterling, III
Board Member and Board Secretary

NEXT MEETING: MONDAY DECEMBER 6, 2019, 2:00 P.M.

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