



**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 December 6, 2019 State Board of Elections Meeting

PUBLIC SESSION

Members Present:

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

Staff Present:

Mr. Albence, State Election Commissioner
Mr. Broujos, Deputy Attorney General, Department of Justice
[via Conference Call]
Mr. Greig, Deputy County Director, Kent County Office
Mrs. Turner, Deputy County Director, Sussex County Office
Mrs. Young, County Director, Kent County Office

Public Present:

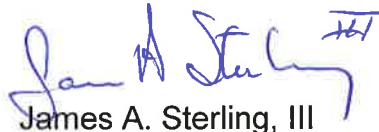
None

1. Mr. Pasquale called the meeting to order at 2:06 p.m.
2. Commissioner Albence provided an update on the current financial status of the Department per its appropriation in the FY2020 State Budget. Expenditures for the Department are on track in accordance to the budget as expected.
3. Commissioner Albence provided an update on the current statewide voter registration total. The total number of registered voters in the State as of December 3, 2019, was 712,700.
4. Commissioner Albence provided an update on upcoming elections and new voting machine demos to the public. The new machines continue to receive positive reactions from the public, including the elderly. Advanced technology in the machines allows voters flexibility, such as the feature that allows adjusting of the screen contrast and increasing text font size to enhance visibility for voters.

5. Commissioner Albence provided an overview regarding an upcoming statewide municipal clerk's meeting. The Department provides support and training to municipality personnel who conduct municipal elections. The training provided by the Department is beneficial especially to new municipal board members.
6. Commissioner Albence provided a recap of the Elections' system conversion; the transition went smoothly, and staff adapted well. The Department met with Department of Technology & Information (DTI) personnel and discussed quarterly major projects review at a final meeting. In addition, the Department is still working through the details for Board of Canvass reporting regarding the General and Special Election.
7. Commissioner Albence provided an update on the development of Public Information Officer (PIO) position for the Department. Details of the position were discussed in the meeting.
8. Commissioner Albence provided a summary of the Department's plans in enhancing election officer trainings with the use of informational videos.
9. Commissioner Albence provided an update on the progress of finalizing equipment upgrade which includes the new software that is being tested with Election Systems & Software (ES&S). The new poll book software can transmit real-time data and monitor the status of poll books at all locations. One of its advantages is that it ensures that voters do not vote more than once.
10. Commissioner Albence provided an update on the first use of new absentee equipment in an election conducted in Sussex County or a First Common Interest Community. It went smoothly as expected and the outcome was a success.
11. Commissioner Albence provided a recap on an upcoming meeting with Advantech (State Contractor) regarding security enhancements to election facilities to ensure that the comprehensive technology will be implemented.
12. 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.
13. Ms. Hopkins-Pugh moved (Mr. Pasquale seconded) a motion to approve the Public Session meeting minutes from the Board's November 18, 2019 meeting. Motion passed unanimously.
14. Ms. Hopkins-Pugh moved (Mr. Pasquale seconded) a motion to approve the Executive Session meeting minutes from Board 's November 18, 2019 meeting. Motion passed unanimously.

15. NEW BUSINESS - Mr. Pasquale discussed a protocol for seating arrangements and accommodations for members of the public and other meeting attendees who exit Public Session while the Board is in Executive Session.
16. Ms. Hopkins-Pugh moved (Mr. Sterling seconded) a motion that the Board exit Public Session and enter Executive Session to discuss legal advice regarding pending litigation. Motion passed unanimously.
17. Mr. Sterling moved (Mrs. Whittington seconded) a motion to exit Executive Session. Motion passed unanimously. Mr. Pasquale called the meeting to order in Public Session.
18. Ms. Hopkins-Pugh moved (Mrs. Williams-Mayo seconded) a motion to approve the removals as presented. The motion passed unanimously.
19. Mr. Sterling moved (Ms. Hopkins-Pugh seconded) that the Board adjourn the public meeting. Motion passed unanimously, and the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "James A. Sterling, III". The signature is stylized and includes a small mark resembling "JAS" at the end.

James A. Sterling, III
Board Member and Board Secretary

NEXT MEETING: MONDAY, JANUARY 13, 2019

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