



**STATE OF DELAWARE**  
**LEGISLATIVE COUNCIL**  
**Meeting Minutes**  
**Wednesday January 18, 2017**

**Members Present:** Senator David B. McBride, Chair, Representative Peter C. Schwartzkopf, Vice Chair; Senators, Margaret Rose Henry, Nicole Poore, F. Gary Simpson, Gregory F. Lavelle, and Representatives Valerie J. Longhurst, John Viola, Daniel Short and Deborah Hudson

**In attendance:** Lori Christiansen, Director, Division of Research/Legislative Council; Mark Cutrona, Deputy Director, Division of Research/Legislative Council; Deborah Gottschalk, Holly Vaughn Wagner, Alexis West and Jessica Stump, Division of Research/Legislative Council; Janet Roberson, Director of Legislative Information Systems; Bernard Brady, Secretary of the Senate; Jane Williams, Legislative Assistant to the President Pro Tempore; Valerie McCartan, Senate Majority Chief of Staff; Debbie Allen, Senate Majority Deputy Chief of Staff; David Burris, Senate Minority Chief of Staff; Richard Puffer, Chief Clerk of the House; Sean Finnigan, House Majority Chief of Staff; Lauren C.W. Vella, Senior Legislative Aide; Sarah Wootten, House Majority Policy Director; David Deputy, House Minority Chief of Staff; Lt. Britt Davis and Sgt. Pete Malinky, Capitol Police; Rep. Earl Jaques, Dick Carter, Director of Special Projects, Senate Majority Caucus.

**AGENDA**

1. Welcome – Sen. McBride, Chair
2. Approval of October 13, 2016 Meeting Minutes
3. Director, Legislative Council - Report
4. Controller General - Report
5. Director, Legislative Information System - Report
6. New Business
  - a. Smoking Policy – Sen. McBride
  - b. Technical Corrections Legislation – Deborah Gottschalk, Division of Research
  - c. World War I Monument – Rep. Jaques
  - d. Legislative Mall Traffic Study – Lori Christiansen, Division of Research
7. Old Business
  - a. Audio Feed to the Press Room – Janet Roberson, LIS
8. Next Meeting – Wednesday March 15, 2017
9. Public Comments
10. Adjournment

1. **Welcome** – Sen. McBride called the meeting of Legislative Council to order at 12:04 p.m. in the Joint Finance Hearing Room.
2. **Approval of October 13, 2016 Meeting Minutes - A motion was made by Representative Hudson and seconded by Rep. Short to approve the minutes from the October 13, 2016 meeting. Motion carried.** Vote: 10 Yes - Senators McBride, Henry, Poore, Simpson and Lavelle; Representatives Schwartzkopf, Longhurst, Viola, Short and Hudson.
3. **Director of Legislative Council Report** – Lori Christiansen, Director of the Division of Research introduced the Division’s 2017 Legislative Fellows, Lexi West and Jessica Stump.

Ms. Christiansen reported the New Legislator Orientation was held on Tuesday, December 6<sup>th</sup>. The three new legislators were in attendance as well as the Speaker, the Pro-Tem and some other veteran legislators. Senators Mike Gronstal of Iowa and Deb Peters of South Dakota, along with Tim Storey and Stacy Stakeholder from NCSL lead a roundtable discussion on “How to Be an Effective Legislator”. Former Rep. Oberle was a part of the panel as well.

Ms. Christiansen provided Council with an update on the Continuity of Operations/Continuity of Government (COOP/COG) process. Sandy Alexander, the Disaster Recovery Coordinator from DTI, informed the Division of Research that all of the Business Impact surveys have been completed. The next step is for DTI to compile all the data for the COOP/COG committee to review and approve what is documented. The committee would then work with DTI using that information to develop a Living Disaster Recovery Plan. The chairs have reappointed Senators Pettyjohn and Bushweller and Representatives Viola and Hudson to serve as committee members.

Ms. Christiansen reported Wreaths Across America was held on Monday December 12<sup>th</sup>. She shared pictures of the event with the members of Council. She also reported the loading dock project was completed and the loading dock re-opened on Monday, January 9<sup>th</sup>. The plaque for the POW/MIA monument is scheduled to be installed tomorrow.

Ms. Christiansen also informed Council the Division of Research will offer the College of Knowledge again this year during the JFC break. In addition to the courses we offered last year we will add Conflict Resolution, which the UD staff has agreed to do gratis, The Dos and Don’ts of Social Media and Understanding the Regulatory Process.

Ms. Christiansen informed Council the Division of Research is posting two merit positions this week. The first, Graphics and Printing Technician IV became vacant with Donnie Sellers promotion to Graphics and Printing Supervisor. The second, an Administrative Assistant II, became vacant with the retirement of Georgia Roman. Ms. Christiansen reminded the Council the Division of Public Health was giving free flu shots in the library.

**4. LIS Director's Report** – Janet Roberson reported the DESC application is in full production. LIS is receiving feedback from staff and incorporating what is feasible into additional releases, the next scheduled release is February 7th. LIS will be providing the Chiefs of Staffs with a list of fixes for that release by the end of this week, and will continue that process.

The GIA application is in full production. There were and continue to be some issues with the Single Sign On service that DTI offers, as well as some initial hardware issues on the LIS side, and tweaks to calculations on the forms. There are 320 submitted applications at this time, which is a huge success, given the transition from a paper process to electronic. LIS will continue developing the back end process for the analysts with 2018 funding approval.

#### DELCODE

Delcode is being used at this time for the drafting portion only with the DELIS application. It will move to the public site at a future date, once the Registrar's Office and LIS have coordinated that move.

#### DELIS

LIS is in the second week of legislative session with the new system and public site. As far as functionality and system performance go, it is believed it was a solid implementation in that there was no downtime, and the workflow processes completed and the information is accurate and on the public site. There were challenges in two areas, drafting and printed document outputs. The Drafting issues were addressed immediately in a patch to the system. LIS created a development and support team specifically for that area of the application and is developing based on the feedback received. Document outputs were also corrected in a very recent patch, and LIS continues to work on templates and reports. The third release will occur in late February. LIS will be communicating with the Chiefs of Staffs regarding that specific path forward and what is included in that release.

**5. Controller Generals Report** – Michael Morton, Controller General reported that the building in Georgetown that houses legislative staff is for sale. Mr. Morton said he has reviewed the lease agreement which is for 10 years with a five year renewal, so operations should not be affected. Mr. Morton says he believes the offices are safe and he will review the sales agreement to make sure the agreement includes the lease agreement.

#### **6. New Business –**

- a. Smoking Policy** – Sen. McBride requested Legislative Council revisit the last smoking policy adopted by Legislative Council. There was a brief discussion. **A motion was made by Sen. Lavelle seconded by Rep. Schwartzkopf to adopt the Governor's Tobacco Free Workplace Policy. Motion carried.** Vote: 8 Yes - Senators McBride, Poore, Simpson and Lavelle; Representatives Schwartzkopf, Longhurst, Short and Hudson; 2 No – Sen. Henry and Rep. Viola.

- b. **Technical Corrections Legislation** – Deborah Gottschalk made a presentation on the technical corrections bill drafted by the Division of Research. She provided members of Council with the methodology used to develop the bill. **A motion was made by Rep. Schwartzkopf and seconded by Sen. Henry to introduce the legislation sponsored by the members of Legislative Council. Motion carried.** 10 Yes - Senators McBride, Henry, Poore, Simpson and Lavelle; Representatives Schwartzkopf, Longhurst, Viola, Short and Hudson.
  
- c. **World War I Monument** – Rep. Earl Jaques and Dick Carter made a presentation to the members of Council about the placement of a WWI monument on the northwest corner of the Legislative Hall grounds. The Department of State has appropriated the funds to purchase the monument. **A motion was made by Sen. Simpson and seconded by Rep. Short approving the placement of a World War I monument on the grounds of Legislative Hall.** 10 Yes - Senators McBride, Henry, Poore, Simpson and Lavelle; Representatives Schwartzkopf, Longhurst, Viola, Short and Hudson.
  
- d. **Legislative Mall Traffic Study** – Lori Christiansen reported to the members of Council the many traffic issues that need to be addressed around the building. Sen. McBride and Rep. Schwartzkopf will discuss the issue with Jennifer Cohan the Secretary of Transportation. No Action Taken.

7. **Old Business** – none

8. **Next Meeting** – March 15, 2017

9. **Public Comment** – none

10. **Adjournment** – Senator McBride adjourned the meeting at 12:52 p.m.

Respectfully submitted,  
Lori Christiansen  
Director  
Division of Research/Legislative Council