



**STATE OF DELAWARE  
LEGISLATIVE COUNCIL  
Meeting Minutes  
Wednesday, January 20, 2016**

**Members Present:** Representative Peter C. Schwartzkopf; Chair, Senator Patricia M. Blevins, Vice Chair; Senators David B. McBride, Margaret Rose Henry, 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, Holly Vaughn Wagner, and Rochelle Yerkes, Division of Research/Legislative Council; Michael Morton, Controller General; Janet Roberson and Angel Burack, Legislative Information System; Bernard Brady, Secretary of the Senate; Carling Ryan, Special Assistant to the President Pro Tempore; Valerie McCartan, Senate Majority 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 Vella, Senior Legislative Aide; Sarah Wooten, House Majority Policy Director; David Deputy, House Minority Chief of Staff; Lt. Britt Davis, and Sgt. Pete Malinky, Capitol Police; Chris Prosser, Acting Director, Division of Facilities Management; Margaret McBride, Kim Gomes, The Byrd Group, John Flaherty, Delaware Coalition for Open Government.

**AGENDA**

1. Welcome – Rep. Schwartzkopf, Chair
2. Approval of November 18, 2015 Meeting Minutes
3. Director, Legislative Council - Report
4. Director, Legislative Information System - Report
5. Controller General - Report
6. New Business
  - a. Building Safety and Security – Lt. Britt Davis, Capitol Police
  - b. Division of Research Staffing – Lori Christiansen and Mark Cutrona
  - c. Constituent Tracking Presentation – Janet Roberson
  - d. Update on Georgetown and Carvel Office Space – Chris Prosser, Deputy Director, Division of Facilities Management
7. Old Business
8. Next Meeting – Wednesday March 16 , 2016
9. Public Comments
10. Adjournment

1. **Welcome** – Rep. Schwartzkopf, Chair

Rep. Schwartzkopf called the meeting of Legislative Council to order at 12:15 p.m. in the Joint Finance Hearing Room.

2. **Approval of November 18, 2015 Meeting Minutes - A motion was made by Sen. McBride and seconded by Rep. Longhurst to approve the minutes from the November 18, 2015 meeting. Motion carried.** Vote: 10 Yes - Senators Blevins, McBride, Henry, Simpson, and Lavelle and Representatives Schwartzkopf, Longhurst, Viola, Short and Hudson.

3. **Director of Legislative Council Report** – Lori Christiansen reported Capitol Police and Debra Lawhead met with Servpro representatives regarding the reported missing items from the fire clean up. Servpro has agreed to make restitution for those reported items. Staff was notified all missing items must be reported to Capitol Police no later than January 20, 2016.

Lori Christiansen and Mark Cutrona met with AJ Schall the Director of DEMA, Timothy Mullaney, the City of Dover Fire Marshall and Lt. Britt Davis, Capitol Police to review fire safety, building evacuation and fire drill plans. She informed the Council the following steps have been taken to provide staff with fire and safety information, a series of building wide e-mails covering numerous safety and security issues, posted fire response procedure signs throughout the building, and pamphlets will be distributed to all full-time staff. A series of fire drills is planned for the future. Rep. Short requested the Director of Delaware Emergency Management Agency (DEMA) be invited to the next Legislative Council meeting to discuss the statewide communications system.

Through the College of Knowledge, 72 staff persons have completed Leg Hall 101 of which building safety was a major component; ten persons took the Understanding Fiscal Notes and Appropriations Bills, eight attended the Understanding FOIA training and eleven attended the training on Bill drafting. Out of the 72 participants, 70 of the evaluations were extremely positive and indicated the desire for more training in different areas. The plan is to offer all of the courses on an on-going basis. The Division of Research has developed “Quick & easy” drafting tools, such as the Pocket Guide, which includes all the formatting & drafting rules and the Cheat Sheet which highlights the top 10 most-commonly used formatting & drafting rules.

The Wreaths Across America ceremony was successful and had a larger attendance than the first year.

4. **LIS Director’s Report** – Janet Roberson reported the latest changes in preparation for Legislative Session. First, there are now charging stations available at the chamber desks. The stations convert from RJ 45 to USB, allowing PoE (Power over Ethernet) to be used. Also, chamber audio is now available on desktop phones in real time. This serves as a solution to the fact that the desktop speakers will be phased out.

5. **Controller General Report** – Michael Morton indicated that the Gov. Rec. FY 17 budget will be introduced on Thursday January 28, 2016. The JFC will begin their FY 17 budget hearings on Tuesday February 2, 2016 and will last for 4 weeks. The JFC will be working

Monday thru Thursday with the exception of President's Day. The final week of the break the JFC does not meet unless we have a snow day or a special hearing.

## 6. New Business

- a. Update on Georgetown and Carvel Office Space – Chris Prosser, Acting Director, Division of Facilities Management gave Council an update on the progress in acquiring space in the Carvel Building and in Georgetown. The Division of Facilities Management (DFM) has been consulting with a contractor on reconstructing the space for offices. There is a need for a full evaluation of the HVAC and fire suppression systems. Sen. Blevins noted that the area is not suitable for office space and there is a need to expedite the project. Mr. Prosser stated this will be a major capital project. Sen. Blevins proposed the legislature move in to the space vacated by the Judiciary. Mr. Prosser stated he would take Sen. Blevins suggestion back to Director Visalli. Sen. Blevins inquired about who is responsible for the cost of the conversion. Mr. Prosser said the Office of Management and Budget (OMB) would pay for the HVAC and electrical upgrades and wall construction. Mr. Prosser said his agency does not pay for furnishings. Michael Morton, the Controller General said he has the money in his budget to cover those costs for the new space. Sen. Blevins proposed a meeting of the chiefs of staff with the chairs and OMB to formulate a plan over the Joint Finance Hearing break. Rep. Schwartzkopf concurred.

Mr. Prosser reported the Sussex County property owner has agreed to the state's proposal and requested the utilities be billed directly to the state. Mr. Prosser said the start date for the modifications to the facility is March or April. Sen. Simpson asked if the start date could be moved up. Mr. Prosser said they could have the staff in the building in March but the workers would be on site as well. He will try and expedite the process.

Mr. Prosser updated the Council members on the progress of replacing the new exhaust system that was damaged in the fire. The contractor has received the new exhaust pipe and it will be installed on Friday January 22<sup>nd</sup>. The load test will be conducted on January 29<sup>th</sup>. There will be constant monitoring of the new system during the load test.

- b. Building Safety and Security – Lt. Britt Davis and Sgt. Pete Malinky, Capitol Police answered questions regarding the new key card system. They reported that there are glitches in the system as there are with every new system and Advantech is in the building working on those issues. Sen. McBride requested the key card reader on S136 be deactivated when the Senate is in session. Sen. Blevins raised the issue of allowing per diem staff that smokes access to the loading dock. There was a discussion about access and security issues. **A motion was made by Sen. Blevins and seconded by Sen. McBride to give per diem staff key card access to the loading dock. The motion failed.** Vote: 5 yes - Senators Blevins and McBride and Representatives Schwartzkopf, Longhurst and Viola. 3 No – Sen. Lavelle, Reps. Short and Hudson; 2 absent- Sens. Henry and Simpson.

c. Constituent Tracking Presentation – Janet Roberson, the LIS Director presented a demo of the **DE**laware **S**ervices for **C**onstituents (DESC), as requested by Sen. Blevins. The path forward on deployment of this application is underway. Rep. Schwartzkopf asked the Director to continue to work with Chiefs of Staff on this project.

d. There was discussion about the need for coordination between the chambers on issuing tributes. **A motion was made by Rep. Schwartzkopf and seconded by Rep. Longhurst for the Chief Clerk of the House and the Secretary of the Senate to meet and discuss the coordination of joint tributes and report back to Council. The motion carried.** Vote: 7 yes - Senators Blevins and Lavelle; Representatives Schwartzkopf, Longhurst, Viola, Short and Hudson. 3 absent- Sens. Henry, McBride and Simpson

**6. Old Business** – none

**7. Next Meeting** - Tentatively scheduled for March 16, 2016

**8. Public Comment** – none

**9. Adjournment** - Rep. Schwartzkopf adjourned the meeting at 1:34 p.m.

Respectfully submitted,

Lori Christiansen

Director

Division of Research/Legislative Council