



**STATE OF DELAWARE**  
**LEGISLATIVE COUNCIL**  
**Meeting Minutes**  
**Wednesday, March 16, 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; Rich Dillard, Attorney to the Senate Minority Caucus; 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, Capitol Police; Chris Prosser, Acting Director, Division of Facilities Management; A.J. Schall, Director of Delaware Emergency Management Agency; Joe Mulford, Manager of the Delaware State Police Headquarters Communications; Warren Jones, Executive Director, Delaware Volunteer Firefighters Association; Randall Chase, Associated Press.

**AGENDA**

1. Welcome – Rep. Schwartzkopf, Chair
2. Approval of January 20, 2016 Meeting Minutes
3. Director, Legislative Council - Report
4. Director, Legislative Information System - Report
5. Controller General - Report
6. New Business
  - a. Statewide Emergency Communications – A.J. Schall, Director, Delaware Emergency Management Agency (DEMA)
  - b. Update on the Fire service memorial and proposal of an alternate site - Warren Jones, Executive Director, Delaware Volunteer Firefighters Association
  - c. Update on office space at Carvel and the Georgetown site – Chris Prosser, Acting Director of Facilities Management
  - d. Reassessment of the Legislative Management and COOP/COG subcommittees
  - e. Division of Research staffing
7. Old Business
8. Next Meeting – Wednesday April 20, 2016
9. Public Comments
10. Adjournment

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

Rep. Schwartzkopf called the meeting of Legislative Council to order at 12:12 p.m. in the Joint Finance Hearing Room. He announced we would be moving around on the agenda.

2. **Approval of January 20, 2016 Meeting Minutes - A motion was made by Rep. Hudson and seconded by Sen. Lavelle to approve the minutes from the January 20, 2016 meeting. Motion carried.** Vote: 10 Yes - Senators Blevins, McBride, Henry, Simpson, and Lavelle and Representatives Schwartzkopf, Longhurst, Viola, Short and Hudson.

3. **New Business**

- a. Statewide Emergency Communications – A.J. Schall, Director, Delaware Emergency Management Agency (DEMA) and Joe Mulford, Manager of the Delaware State Police Headquarters Communications addressed the concerns of Legislative Council as to how emergencies are communicated to first responders. Council requested DEMA work with Kent Comm, Dover Fire Department, Capitol Police and the Division of Facilities Management to assess the emergency response to the Legislative Hall fire and suggest protocols for the future.
- b. Update on the Fire service memorial and proposal of an alternate site - Warren Jones, Executive Director, Delaware Volunteer Firefighters Association gave a presentation on the progress of the fire service memorial. The Division of Facilities Management contracted with an arborist to evaluate the proposed site on the north side of Legislative Mall. The arborist recommended not removing the trees. The fire service proposed a new location on the south side of the mall in line with the Law Enforcement Memorial. **A motion was made by Sen. Simpson and seconded by Rep. Short to approve constructing the fire service memorial on the south side of Legislative Mall. Motion carried.** Vote: 10 Yes - Senators Blevins, McBride, Henry, Simpson, and Lavelle and Representatives Schwartzkopf, Longhurst, Viola, Short and Hudson.
- c. Update on office space at Carvel and the Georgetown site – Chris Prosser, Acting Director of Facilities Management, reported on the restructuring of the Carvel Building. He met with contractors and expects to have final estimates on mechanical design and construction by April 8<sup>th</sup>. It will take 3 to 4 months for the design process and 8 to 9 months for construction. The project will take approximately one year to complete. Sen. Blevins inquired about the use of the Supreme Court office space. Mr. Prosser responded that Director Visalli would be sending a response to the senator.

The Sussex County office site is awaiting a fire inspection permit and the Code inspection was due on March 16<sup>th</sup>. It will take approximately three weeks to complete the renovations and the building should be ready for occupancy by April 25<sup>th</sup>.

- d. Reassessment of the Legislative Management and COOP/COG subcommittees – Janet Roberson presented the discussion points and recommendations of the Legislative Management Subcommittee. The members of Council discussed the merits of the subcommittee and determined any ideas to improve the efficiency of the General Assembly should be discussed in Legislative Council and in the individual caucuses. **A motion was made by Sen. Simpson and seconded by Rep. Hudson to approve the expansion of the information available about the committee process and the inclusion of individual voting reports to be downloadable on the public website. Motion carried.** Vote: 9 Yes - Senators Blevins, McBride, Simpson, and Lavelle and Representatives Schwartzkopf, Longhurst, Viola, Short and Hudson. Not voting – Sen. Henry

Sen. Blevins expressed concern over the scope of the COOP/COG plan and suggested that the work on the plans should be deferred until after June 30<sup>th</sup>. Rep. Viola asked if the constitutional issues could be addressed so the constitutional amendment process could begin in the 148<sup>th</sup> General Assembly. Mark Cutrona agreed to have drafts available at the April Legislative Council meeting.

- e. Division of Research staffing – There was a discussion on the merits of filling a vacant budgeted attorney position in the Division of Research to address the increased work load experienced by the Division over the last few years. **A motion was made by Sen. Simpson and seconded by Sen. McBride to approve the Division of Research hiring a Legislative Attorney. Motion carried.** Vote: 9 Yes - Senators Blevins, McBride, Henry, Simpson, and Lavelle and Representatives Schwartzkopf, Viola, Short and Hudson. Not voting – Rep. Longhurst
4. **Director of Legislative Council Report** – Lori Christiansen reported the MIA memorial funded by the 140<sup>th</sup> General Assembly and located on the corner of Legislative Avenue and Loockerman Street has no marker with the dedication date. She requested the approval of Legislative Council to work with Archives and Dick Carter on having proper signage made for the monument. The Legislative Council approved her request by consent. Ms. Christiansen also reported staff successfully conducted a fire drill.
  5. **LIS Director's Report** – Janet Roberson reported the work on the DELIS project continues to be the main focus of LIS. Staff is conducting end user testing and addressing issues based on feedback. LIS is working with DTI to secure third party hosting. The ~~desk~~ DESC project application will launch on March 28<sup>th</sup>. LIS has worked with the chiefs of staff to fully implement the project. Work on the Georgetown site continues and should be completed on schedule. Staff continues to work on laptop lease refresh, switch cabinets and desktop phone replacement.

6. **Controller General Report** – Michael Morton reported the Joint Finance hearings have been completed with the exception of the Department of Corrections which was rescheduled due to inclement weather. The Joint Finance Committee will meet again to discuss the bank settlement funds. DEFAC will meet again on Monday.
  
7. **Old Business** –
  - a. Sen. Blevins had questions about the delayed egress on the exterior doors. Lt. Britt Davis, Capitol Police, responded to her inquiry and said he would contact Advantech about shortening the delay on the doors.
  
  - b. Rich Puffer, the Chief Clerk of the House reported that he and Bernard Brady, Secretary of the Senate have been working on a combined General Assembly tribute and they would provide proofs at the April Legislative Council meeting.
  
  - c. Sen. McBride commended the Division of Facilities Management's ground crew on their efforts in keeping the grounds pristine and he has made Director Visalli aware of his appreciation for their work as well.
  
8. **Next Meeting** - Scheduled for April 20, 2016
9. **Public Comment** – none
10. **Adjournment** - Rep. Schwartzkopf adjourned the meeting at 1:34 p.m.

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