



**STATE OF DELAWARE
LEGISLATIVE COUNCIL
Meeting Minutes
Wednesday March 14, 2018**

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

In attendance: Sen. Stephanie Hansen; Lori Christiansen, Director, Division of Research/Legislative Council; Mark Cutrona, Deputy Director, Division of Research/Legislative Council; Colinda Marker and Natalie White, Division of Research/Legislative Council; Michael Morton, Controller General; Jackie Griffith, Office of the Controller General; Janet Roberson, Director of Legislative Information Systems (LIS); Angel Burack, Deputy Director, LIS; Bernard Brady, Secretary of the Senate; Debra Allen, Senate Majority Chief of Staff; Valerie McCartan, Policy Director & Senior Advisor to President Pro Tempore; Reed Scott, Senate Majority staff; Richard Puffer, Chief Clerk of the House; Sean Finnigan, House Majority Chief of Staff; Lauren Vella, Legislative Director, House Majority Caucus; Jason Clarke, Chief of Policy and Communications and Stephen Laskowski, Director of Customer Engagement, DTI; Lt. Britt Davis, Capitol Police; Michael Svaby, Director, Division of Facilities Management; Don Gerardi, Deputy Director, Division of Facilities Management; Brenna Goggin, Delaware Nature Society, Verity Watson, RuggerioWillson & Associates; Jeanne Chigoine, ACSCAN; Mikia Guy, DANA; Anne Farley, David Racca; Emily Moore.

AGENDA

1. Welcome – Rep. Schwartzkopf, Chair
2. Approval of January 17, 2018 Meeting Minutes
3. Director, Legislative Council - Report
4. Controller General - Report
5. Old Business
 - a. Legislative Branch IT Update – Steve Laskowski, Director of Customer Engagement and Jason Clarke, Chief of Policy & Communications
 - b. Delaware Nature Society’s Certified Wildlife Habitat – Michael Svaby, Director and Don Gerardi, Deputy Director of Facilities Management
6. New Business
 - a. Non-Profit Solicitation at Legislative Hall - Lori Christiansen, Director. Division of Research
7. Next Meeting – Wednesday April 25, 2018
8. Public Comments
9. Adjournment

Legislative Council Meeting
March 14, 2018

1. **Welcome**

Rep. Schwartzkopf called the meeting of Legislative Council to order at 12:08 p.m. in the Joint Finance Hearing Room.

2. **Approval of January 17, 2018 Meeting Minutes**

A motion was made by Rep. Hudson and seconded by Sen. Simpson to approve the minutes from the January 17, 2018 meeting. Motion carried. Vote: 7 yes. Representatives Schwartzkopf, Longhurst, Viola, Short, and Hudson; Senators McBride and Simpson Absent: Senators Henry, Poore and Lavelle.

3. **Director of Research Report**

Lori Christiansen introduced Colinda Marker. Colinda filled a vacancy in the office when Kathy Morris became the office manager in December.

Ms. Christiansen reported Warren Jones from the DE Volunteer Firefighters Association informed her that construction on the Fire Service Memorial will begin the first week of April. The dedication ceremony will be held on Sunday June 10th.

Ms. Christiansen informed the members of Legislative Council that the City of Dover Fire Marshal has been inspecting state office buildings in the Capitol Complex. According to his findings all stairwell doors are to remain closed. The print shop doors are considered fire doors and must remain closed at all times as well. There is an air phone in place so print shop staff can communicate with persons outside the print shop.

Ms. Christiansen reported that the Division of Research will be hosting Mark Quiner, the director of NCSL's National Center for Ethics in Government. He will be presenting a workshop on "Evaluating Our Ethics". There will be two sessions available. The workshops will be held on Tuesday, April 24th from 10:00 until 11:30 in Room 112 of the Tatnall Building and on Wednesday, April 25th in the House Hearing Room from 10:00 until 11:30. All legislators and staff will be invited to attend.

Ms. Christiansen reported the Division of Research attorneys, Mark Cutrona, Holly Wagner and Debbie Gottschalk along with the Code Revisors and Carolyn Myer from Lexis conducted a Legislative Drafting Workshop on February 16 training 4 caucus attorneys and 9 administrative assistants and DOR staff.

4. Controller General's Report

Michael Morton, Controller General reported the JFC hearings have been completed and they will meet again on May 21, to begin budget mark-up. The plan is to complete the budget during the two week period assuming there is no change in the revenue estimates. The next DEFAC meeting is Monday, March 19.

1. Old Business

a. Legislative Branch IT Update - Steve Laskowski, Director of Innovation and Customer Engagement, Department of Technology and Information, gave an update on the IT Centralization effort which is ongoing between the Legislature and DTI. He reported that the DELIS application will have another release on April 6, 2018. Mr. Laskowski also gave an update on the various work streams associated with the IT Centralization, stating that the Systems Administration team is fully engaged; Enterprise Desktop/LAN is engaged and has standardization plans in place to execute once session is concluded in June. The Applications Delivery team is participating in knowledge transfer on the DELIS, DESC and GIA applications. The IT Governance Board charter was approved in January. The Board met in February to establish itself and discuss roles and responsibilities, and then again in March to actually begin work on project prioritization.

Michael Morton addressed the members at the end of the DTI presentation. He presented the budget request he will be making during mark-up to support the DTI/LIS transition. To fund the upgrade of two existing positions and fund two new positions a request of \$355.0 will be made in the operating budget. There will be a request in Bond of \$1,300.0 to support the transition from the development vendor, necessary upgrades for the Registrar of Regulations, continue the development and completion of base DELIS requirements, switch replacement and upgrade wireless access points. Rep. Short asked what the projected costs would be for FY 2020. Mr. Morton said that it is "wait and see" for the out years.

b. Delaware Nature Society's Certified Wildlife Habitat – Michael Svaby, Director and Don Gerardi, Deputy Director of Facilities Management. Sen. Hansen reported on the outcome of a meeting between the Division of Facilities Management (DFM) and the Delaware Nature Society regarding Legislative Hall's participation in the Certified Wildlife Habitat program. The DFM grounds practices conform to the requirements for certification, so there is nothing DFM needs to do to qualify for certification. **A motion was made by Rep. Hudson and seconded by Rep. Longhurst to approve the signage and the maintenance of the certified wildlife program for Legislative Hall. Motion carried.** Vote: 10 yes. Representatives Schwartzkopf, Longhurst, Viola, Short, and Hudson; Senators McBride, Henry, Poore, Simpson and Lavelle.

2. New Business

a. Non-Profit Solicitation at Legislative Hall - Lori Christiansen, Director, Division of Research reported to the members she had been approached by a non-profit organization requesting permission to solicit donations at Legislative Hall for their charity. She said she was afraid this would establish a precedent and every charity would want that ability. There was a brief discussion. **A motion was made by Sen. Simpson, to allow non-profits to solicit donations at Legislative Hall. There was no second. No further action was taken.**

6. **Next Meeting** – Wednesday, April 25, 2018

7. **Public Comment** – None

8. **Adjournment** – Rep. Schwartzkopf adjourned the meeting at 12:36 p.m.

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