



**STATE OF DELAWARE  
LEGISLATIVE COUNCIL  
Meeting Minutes  
Wednesday September 19, 2018**

**Members Present:** Representative Peter C. Schwartzkopf, Chair; Senator David B. McBride, Vice Chair; Rep. Daniel Short; Senators Nicole Poore, F. Gary Simpson and Gregory F. Lavelle.

**Members Absent:** Absent: Sen. Henry and Representatives Longhurst, Viola and Hudson

**In attendance:** Mark Cutrona, Deputy Director, Division of Research/Legislative Council; Holly Vaughn Wagner, Colinda Marker, and Nathan Poore, Division of Research/Legislative Council; Michael Morton, Controller General; Janet Roberson, Director, Legislative Information Systems (LIS); Debra Allen, Senate Majority Chief of Staff; Valerie McCartan, Policy Director/Senior Advisor to the President Pro Tempore; Richard Puffer, Chief Clerk of the House; Sean Finnigan, House Majority Chief of Staff; Lauren Vella, Legislative Director, House Majority Caucus; David Burris, Chief of Staff, Senate Minority Caucus; David Deputy, Chief of Staff, House Minority Caucus; Steve Laskowski, Director of Customer Engagement, DTI; Michael Jackson, Director of the Office of Management and Budget (OMB), Amy Bonner, Deputy Director of OMB; Don Gerardi, Deputy Director, Division of Facilities Management (DFM); Joshua Alcorn, Chief Engagement Officer, The Beau Biden Foundation for the Protection of Children; Lt. Britt Davis, Capitol Police

**AGENDA**

1. Welcome – Rep. Schwartzkopf, Chair
2. Approval of June 13, 2018 Meeting Minutes
3. Director, Legislative Council - Report
4. Controller General - Report
5. Legislative Branch IT Update
6. Old Business –
  - a. Print Policy - Debbie Allen, Chief of Staff, Senate Majority Caucus
7. New Business
  - a. Legislative Calendar for the 1<sup>st</sup> session of the 150<sup>th</sup> General Assembly
  - b. Portrait – Beau Biden Foundation for the Protection of Children
  - c. Building Issues – Don Gerardi, Deputy Director of Facilities Management
8. Other Business
9. Next Meeting – Wednesday October 17, 2018
10. Public Comments
11. Adjournment

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1. **Welcome**

Rep. Schwartzkopf called the meeting of Legislative Council to order at 12:11 p.m. in the Joint Finance Hearing Room.

2. **Approval of June 13, 2018 Meeting Minutes**

**A motion was made by Sen. McBride and seconded by Sen. Poore to approve the June 13, 2018 Legislative Council meeting minutes. Motion carried.** Vote: 6 yes. Representatives Schwartzkopf and Short; Senators McBride, Poore, Simpson and Lavelle.

Absent: Representatives Longhurst, Viola and Hudson and Sen Henry

3. **Legislative Council Director's Report** – Mark Cutrona made the report in the absence of Lori Christiansen. Mr. Cutrona reported the Women's Military Service Monument will be dedicated on Saturday November 3 at noon on the NW corner of Legislative Hall. A special license plate was designed for the event and on the day of the event DMV will have their mobile unit on site so women veterans can get their license plates. There is also a commemorative pin for women veterans as well. Pictures of the monument design and the license plate and pin were distributed to the members of Council. In addition, Mr. Cutrona shared the Division has been working on new versions of the tour packet. We have designed a booklet elementary and middle school students that contains Delaware historical facts and information on the legislative process. It is a coloring book and contains a crossword puzzle, a word scramble and a matching game. The Division is also working on a new booklet for adults. The goal is to have them both available for the start of the 150<sup>th</sup> General Assembly. Mr. Cutrona informed the members, the Wreaths Across America State House Kickoff will be held on Monday December 10. He also reported on the progress of the Joint Legislative Oversight and Sunset Committee. Nathan Poore, the new Graphics and Printing Technician was introduced to the members.

4. **Controller General Report** - Michael Morton reported there are new DEFAC numbers and he would soon be releasing a summary report. The numbers indicate a \$40 million dollar increase over the next two years.

5. **Legislative Branch IT Update** - Steve Laskowski, Director of Customer Engagement, DTI reported the consolidation is almost complete. Janet Roberson, Director of LIS reviewed the status of the projects and their anticipated completion dates that have been discussed at the IT Governance Board meetings.

## 6. Old Business

- a. **Print Policy** – Debbie Allen, Senate Majority Chief of Staff, proposed a change to the current Legislative Council print policy to allow the printing of letters to new residents, voters and high school graduates by the Print Shop going forward. Sen. Lavelle (I think) questioned the reason for the original policy. Mark Cutrona reviewed the Council minutes from the May 26, 1996 meeting which created the policy and advised the reasoning was unspecified. A discussion followed regarding possible reasons for the policy and its present validity. No reasons were determined to prohibit the printing of these letters by the print shop. **A motion was made by Sen. Poore and seconded by Rep. Short to approve the requested change. Motion carried.** Vote: 6 yes. Representatives Schwartzkopf and Short; Senators McBride, Poore, Simpson and Lavelle. It was suggested that all Legislative Council Policies be reviewed at a future meeting.

## 7. New Business

- a. Legislative Calendar for the 1<sup>st</sup> session of the 150<sup>th</sup> General Assembly – Michael Morton, Controller presented the proposed legislative calendar for 2019. **A motion was made by Sen. Lavelle and seconded by Sen. Poore to approve Legislative Calendar for 2019 as presented. Motion carried.** Vote: 6 yes. Representatives Schwartzkopf and Short; Senators McBride, Poore, Simpson and Lavelle.
- b. Portrait – Beau Biden Foundation for the Protection of Children – Joshua Alcorn, The Beau Biden Foundation made a brief presentation on the portrait the Biden Family would like to gift to the General Assembly that would be hung in Legislative Hall. There was a brief discussion and the Speaker asked that the decision be deferred until the next meeting when all of the members are present. **No action was taken.**
- a. Building Issues – Michael Jackson, Director of OMB and Don Geradi, Deputy Director of Facilities Management lead the discussion regarding the mold in the building and issues with the leaking roof. The Speaker asked if the building was safe for staff and Mr. Jackson replied that the building is safe and that the results of Harvard Environmental were being verified by an independent contractor. Sen. Simpson asked if the air quality of the entire building had been tested and if the cause had been identified and addressed. Sen. McBride commended OMB and DFM for their expedient action addressing the building problems. Michael Jackson acknowledged Justin King for the many hours he spent working in Legislative Hall. Sen. Lavelle asked about the minor capital improvements to the building. Mr. Jackson reported the building will be painted before the start of session in January. OMB was asked to attend the next Legislative Council meeting to provide updates on the improvement projects in and around Legislative Hall, including the design proposal for the east side of the building's landscaping (including removal of the holly bushes), the status of the HVAC system replacement, roof repairs,

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replacement of the steps and railings, interior painting and floor restoration. The landscaping design proposal will need to be approved by a vote of Legislative Council. **No action was taken.**

8. **Other Business** – None
9. **Next Meeting** – to be determined
10. **Public Comments** - None
11. **Adjournment**- Rep. Schwartzkopf adjourned the meeting at 1:10 p.m.

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