



**STATE OF DELAWARE  
LEGISLATIVE COUNCIL**

**Meeting Minutes  
Wednesday, January 15, 2020**

**Members Present:** Representative Peter C. Schwartzkopf, Chair; Senator David B. McBride, Vice Chair; Senators Nicole Poore, Brian Townsend, Gerald Hocker, and Catherine Cloutier; Representatives Valerie Longhurst, J. Larry Mitchell, Daniel Short, and Timothy Dukes

**In attendance:** Mark Cutrona, Director, Division of Research/Legislative Council; Holly Vaughn Wagner, Deputy Director, Division of Research/Legislative Council; Yvette Smallwood, Erika Schrader, Amanda McAtee, Mark Brainard, Joel Rudnick, and Colinda Marker, Division of Research/Legislative Council Staff; Ruth Ann Jones, Controller General Staff; Janet Roberson, Director, Legislative Information Systems (LIS); David Deputy, House Minority Chief of Staff; Sean Finnigan, House Majority Chief of Staff; David Burris, Senate Minority Chief of Staff; Joy Bower, Secretary of the Senate; Richard Puffer, Chief Clerk of the House; Valerie McCartan; Scott Goss; Chief Michael Hertzfeld, Capitol Police; Lt. Scott Simpson, Capitol Police; Michael Svaby, Director, Facilities Management; Don Gerardi, Deputy Director, Facilities Management; Jeff Chubbs, Danielle Littmann, Legislative Fellows; Mary Grace Colonna

**AGENDA**

1. Welcome – Rep. Schwartzkopf, Chair
2. Approval of November 7, 2019, Meeting Minutes
3. Legislative Council Report – Mark Cutrona, Director of the Division of Research
4. Controller General Report – Michael Morton, Controller General
5. New Business
  - a. Key Card Policy
  - b. Legislative Hall Safety Plan\*
6. Next Meeting – Wednesday, March 18, 2020
7. Public Comments
8. Adjournment

**1. Welcome**

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

**2. Approval of November 7, 2019, Meeting Minutes**

**A motion was made by Sen. McBride and seconded by Sen. Cloutier to approve the November 7, 2019, Legislative Council meeting minutes. Motion carried. Vote: 9 yes. Senators McBride, Poore, Townsend, Hocker, and Cloutier; Representatives Schwartzkopf, Longhurst, Short, and Dukes.**

Absent: Representative Mitchell

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**3. Legislative Council Director's Report** – Mark Cutrona started by thanking the Facilities Management staff for their response and great work in handling emergency and regular maintenance in the building.

Mr. Cutrona announced his success in filling the Division's vacancies and introduced the new staff. Erika Schrader has been hired as the new Assistant Registrar of Regulation. Mrs. Schrader's background includes clerking for a Superior Court judge and acting as counsel for the State, New Castle County, and two local law firms. Joel Rudnick is the new Legislative Librarian. Mr. Rudnick has a Masters degree in Library and Information Science and was a librarian for the DE Technical Community College Owens Campus. Mr. Cutrona also introduced the Division's two Legislative Fellows. Jeff Chubbs has a Bachelors in Natural Resource Management from the University of Delaware and is currently working towards his Masters in Energy and Environmental Policy. Danielle Littmann has a Bachelors in Legal Studies from the University of Massachusetts and is currently attending the University of Delaware working towards her Masters in Public Administration. Mr. Cutrona also advised the Division's new Legislative Attorney, Cara Wilson, will be starting soon. Mrs. Wilson comes from Community Legal Aid Society, prior to that she clerked for judges in Sussex County Court of Common Pleas.

Mr. Cutrona announced the successful transition of equipment in the Legislative Print Shop. The Print Shop will be holding an open house today to showcase the new print equipment, updated layout, and explain the services available to Legislators and staff. Mr. Cutrona provided several sample products produced by the print shop including a trifold brochure, the Legislative Hall Tour Guide, and the accompanying Student Activity Guide.

The Division worked with First State Heritage Park over the summer to improve the tour guide materials. Mr. Cutrona thanked the print shop in their work on the tour guide, Nathan Poore for his graphic design work, and Colinda Marker for coordinating with First State Heritage Park and Nathan to complete the redesign.

Representative Longhurst complimented the guides and inquired if they are available online. Mr. Cutrona advised they are not currently online, but he is working with IT to get the documents uploaded.

Mr. Cutrona thanked Holly Vaughn Wagner, Deputy Director, for coordinating two Legislative Drafting Workshops last week, one for the Department of Justice and Governor's Office and one for Legislative attorneys and staff. Over 80 people were in attendance between the two workshops. He thanked Debbie Gottschalk for presenting regarding technical corrections, Donald Sellers and his print shop staff for printing all materials, and Colinda Marker for behind the scenes coordination of details. He also thanked Code Revisors, Dan Wolcott and Jamie Sharp, and the editor of the Delaware Code at Lexis, Carolyn Myer.

Sen. McBride thanked Mr. Cutrona for his work hard work in filling vacancies and handling of FOIA requests.

**4. Controller General's Report** – Michael Morton was unavailable to present the Controller General Report.

**5. New Business**

- a. Key Card Policy Discussion - Mark Cutrona referred Council to the Key Card Policy adopted by Council in 2017. He advised the updates being suggested include several technical changes and a change to the per diem access badge policy. The current policy states a per diem badge will be made for each year and collected and destroyed at the end of session. To avoid excess cost and waste, the revised policy will be to make per diem access badges valid for each General Assembly. The cards will be collected June 30 during the first leg of session, redistributed when session resumes in January, and recollected and destroyed at the end of the General Assembly.

Sen. McBride inquired about addressing the issue of individuals using other people's cards. Mr. Cutrona directed Council to the Key Card Acceptable Use Agreement, which all key card recipients must sign, acknowledging receipt of the Key Card Policy. The Agreement states recipients agree not to permit unauthorized individuals to enter exterior doors. Sen. Townsend suggested specifically stating in the policy that key cards are to be used only by the individual they are issued to. Mr. Cutrona advised he will amend the policy to reflect this statement. Rep. Short inquired about what

access per diem staff have. Mr. Cutrona advised per diem staff must use the west entrance to enter the building and have interior door access only.

**A motion was made by Sen. McBride and seconded by Sen. Poore to approve the revised Key Card Policy with Sen. Townsend's requested revision. Motion carried.** Vote: 9 yes. Senators McBride, Poore, Townsend, Hocker, and Cloutier; Representatives Schwartzkopf, Longhurst, Short, and Dukes.

Absent: Representative Mitchell

**6. Executive Session\***

**A motion was made by Sen. McBride and seconded by Rep. Longhurst to resolve into executive session to discuss documents, which if copied or inspected could jeopardize the security of Legislative Hall, and to discuss personnel matters in which the names, competency, and abilities of individual employees will be discussed. Motion carried.** Vote: 9 yes. Senators McBride, Poore, Townsend, Hocker, and Cloutier; Representatives Schwartzkopf, Longhurst, Short, and Dukes.

Absent: Representative Mitchell

Representative Schwartzkopf called the meeting back to order at 1:30 p.m. on the conclusion of executive session discussions.

**A motion was made by Rep. Short and seconded by Rep. Longhurst to approve the Legislative Hall Safety Plan. Motion carried.** Vote: 7 yes. Senators McBride, Townsend, and Cloutier; Representatives Schwartzkopf, Longhurst, Mitchell and Short.

Absent: Senators Poore and Hocker, Representative Dukes

**7. Next Meeting - Wednesday, March 18, 2020**

**8. Public Comments – None**

Respectfully submitted,  
Mark Cutrona  
Director  
Division of Research/Legislative Council