



STATE OF DELAWARE
LEGISLATIVE COUNCIL
Meeting Minutes
Wednesday May 18, 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, and Deborah Hudson

Members Absent: Representative Daniel Short

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; Janet Roberson, Director of Legislative Information Systems; Bernard Brady, Secretary of the Senate; Carling Ryan, Special Assistant to the President Pro Tempore; Valerie McCartan, Senate Majority Chief of Staff; Debbie Allen, Deputy 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 C.W. Vella, Senior Legislative Aide; Sarah Wootten, House Majority Policy Director; David Deputy, House Minority Chief of Staff; Lt. Britt Davis, Capitol Police, Division of Facilities Management; Chris Prosser, Acting Director, Division of Facilities Management (DFM); Robert Scoglietti, Office of Management and Budget (OMB); Joe Mulford, Manager of the Delaware State Police Headquarters Communications

AGENDA

1. Welcome – Representative Schwartzkopf, Chair
2. Approval of April 20, 2016 Meeting Minutes
3. Director, Legislative Council - Report
4. Director, Legislative Information System - Report
5. Controller General - Report
6. New Business
7. Old Business
 - a. Review of After Action of October 2015 Legislative Hall Pre-Fire Department Notification - Senator Blevins
 - b. Review of Constitutional amendment on emergency interim succession and succession documents – Mark Cutrona, Division of Research, Bernard Brady, Secretary of the Senate and Richard Puffer, Chief Clerk of the House
 - c. Delayed Egress – Lt. Britt Davis, Capitol Police and Ryan Kelly, Advantech
 - d. Key Card access for special populations - Senator Blevins
8. Next Meeting – Wednesday June 15, 2016
9. Public Comments
10. Adjournment

1. **Welcome** – Representative Schwartzkopf, Chair
Representative Schwartzkopf called the meeting of Legislative Council to order at 12:10 p.m. in the Joint Finance Hearing Room.
2. **Approval of April 20, 2016 Meeting Minutes - A motion was made by Representative Hudson and seconded by Representative Viola to approve the minutes from the April 20, 2016 meeting. Motion carried.** Vote: 6 Yes - Senators McBride and Simpson; Representatives Schwartzkopf, Longhurst, Viola, and Hudson. 4 Absent – Senators Blevins, Henry and Lavelle; Representative Short.
3. **Director of Legislative Council Report –**

Lori Christiansen presented a handout with the proposed language for the MIA monument. **A motion was made by Senator Simpson and seconded by Representative Viola to approve the proposed language for the MIA monument. Motion carried.** Vote: 6 Yes - Senators McBride and Simpson and Representatives Schwartzkopf, Longhurst, Viola, and Hudson. 4 Absent – Senators Blevins, Henry, and Lavelle; Representative Short.

Ms. Christiansen presented the 40 years of service plaque proof for the review. She stated that if it were approved today it is possible the plaques could be completed in time for a dedication ceremony honoring Senator McDowell before June 30th. **A motion was made by Senator Simpson and seconded by Representative Viola to approve the 40 years and over service plaque. Motion carried.** Vote: 8 Yes - Senators Blevins, McBride, Simpson, and Lavelle and Representatives Schwartzkopf, Longhurst, Viola, and Hudson. 2 Absent – Senator Henry and Representative Short.

Ms. Christiansen, she had made inquiries, on behalf of Senator McBride, about the east side of the building. DFM has special ordered the caps for the two brick walls that are in disrepair. The caps are special order and they may not arrive for several weeks. Bollards are also being installed to protect the brick walls. The cost of repairing the steps was \$14,500 and Facilities Management paid for the repairs.

In reference to the loading dock, DFM is working with the engineering firm to figure out if the slope of the loading dock is appropriate. DFM believes that by replacing the pavers in front of the slope some of the issues will be mitigated. They believe this will work because currently the pavers are rutted so that trucks are lower than the slope as they are backing down.

DFM will be rotating facilities management staff every 12 to 18 months. This is an effort to cross train DFM staff so staff is knowledgeable about numerous facilities. Leo Koot will replace Gary Bivins at Legislative Hall on July 1st 2016.

Rep. Longhurst expressed concern the Legislative Attorney position has not been filled. Ms. Christiansen said there is a meeting scheduled with Human Resources the week of May 23rd to finalize the posting and Division of Research would attempt to fast track hiring the position.

4. LIS Director's Report – Janet Roberson reported a meeting was held with the Chiefs to discuss feedback on the DESC (constituent tracking) system and priorities for the next release, planned for June 8. Everyone agreed on priorities and timelines and development is progressing nicely. LIS held an open house for the application with a session on reporting which was lightly attended. There is another open house scheduled for the week of May 23rd. LIS is currently concentrating on the development of Chamber Proceedings for DELIS and holding requirements meetings on details of the process with the Secretary and Chief Clerk. Hands on sessions with staff will continue as work flows are completed. Development of an automated process to produce the files for our Delaware Code Online website is almost complete. It has been initially tested and is waiting for the public test site to be fully functional for more intensive testing. At the request of the JFC chairs, LIS is developing an application whereby non-profit organizations will submit their GIA applications online. This is a Phase 1 development, with Phase 2 pending FY17 appropriation. The Georgetown Office setup has been completed. There was an initial issue with configuration of the network on DTT's side which was quickly remedied. There was another issue last week where the fiber was damaged by construction, the damage was repaired overnight and ready for staff Friday morning. The laptop imaging issue between Dell and Microsoft has been solved. The laptops have been imaged and LIS staff will be contacting Legislators and staff regarding distribution.

5. Controller General Report – Mr. Morton was not available.

6. New Business - none

7. Old Business –

- a. Review of After Action of October 2015 Legislative Hall Pre-Fire Department Notification - Joe Mulford, Manager of the Delaware State Police Headquarters Communications and Chris Prosser, Acting Director, Division of Facilities Management answered questions regarding the After Action report submitted by DEMA in April. No action was taken.
- b. Review of Constitutional amendment on emergency interim succession and succession documents – Mark Cutrona, Division of Research, Bernard Brady, Secretary of the Senate and Richard Puffer, Chief Clerk of the House made a presentation on the documents developed to be distributed to members of the General Assembly to document their succession selections. The Council gave their approval to proceed. No action was required.
- c. Delayed Egress – Lt. Britt Davis, Capitol Police made a presentation on the installation of an emergency release button to supplement the delayed egress system. There was a brief discussion. No action was taken.

- d. Key Card access for special populations - Senator Blevins requested per diem employees who smoke be given key card access to the loading dock doors.

A motion was made by Senator Blevins and seconded by Senator Simpson to give per diem smokers key card access to the loading dock doors. Motion failed. Vote: 4 Yes - Senators Blevins, McBride, Henry and Simpson; 5 No – Senators Lavelle and Representatives Schwartzkopf, Longhurst, Viola, and Hudson; 1 Absent – Representative Short

A motion was made by Senator Henry and seconded by Senator Blevins to approve key cards for per diem smokers be given to caucus receptionists. Motion failed. Vote: 5 Yes - Senators Blevins, McBride, Henry, Simpson, and Representative Viola; 4 No – Senator Lavelle and Representatives Schwartzkopf, Longhurst, and Hudson; 1 Absent – Representative Short

8. Next Meeting – Tentatively Scheduled for June 15, 2016

9. Public Comment – none

10. Adjournment - Representative Schwartzkopf adjourned the meeting at 1:00 p.m.

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