



STATE OF DELAWARE
LEGISLATIVE COUNCIL
Meeting Minutes
Wednesday January 17, 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; Victoria Cook, Grace Pederson, Natalie White and Holly Vaughn Wagner, Division of Research/Legislative Council; Michael Morton, Controller General; Jackie Griffith, Office of the Controller General, Janet Roberson, Director of Legislative Information Systems (LIS); Valerie McCartan, Senate Majority Chief of Staff, Deborah Allen, Senate Majority Deputy Chief of Staff, Dick Carter, Senior Advisor to the President Pro Tempore, Reed Scott, Senate Majority staff ; David Burris, Senate Minority Chief of Staff; Richard Puffer, Chief Clerk of the House; Sean Finnigan, House Majority Chief of Staff; Lauren Vella, House James Collins, State Chief Information Officer, Jason Clarke, Chief of Policy and Communications, Stephen Laskowski, Director of Customer Engagement and Justin Day, DTI; Lt. Britt Davis, Capitol Police; Michael Svaby, Director, Division of Facilities Management; Andrew Volturo, House Majority Communications Director; Mat Marshall, Senate Majority Communications Director; Joe Fulgham, House Minority Communications Director; Jennifer Hill, Common Cause of Delaware; Brenna Goggins, Lori Athey and Alice Mohrman, Delaware Nature Society; David Athey.

AGENDA

1. Welcome – Rep. Schwartzkopf, Chair
2. Approval of October 25, 2017 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
6. New Business
 - a. DTI service desk on weekends and after hours – Rep. Longhurst
 - b. Delaware Nature Society’s Certified Wildlife Habitat – Brenna Goggins, Director of Advocacy Delaware Nature Society
 - c. Delaware Women’s Military Monument – Senator Poore and Dick Carter
 - d. Task Force Update – Mark Cutrona, Deputy Director, Division of Research

Legislative Council Meeting, January 17, 2018

7. Next Meeting – Wednesday March 14, 2018
8. Public Comments
9. Adjournment

1. **Welcome**

Rep. Schwartzkopf called the meeting of Legislative Council to order at 12:05 p.m. in the Joint Finance Hearing Room.

2. **Approval of October 25, 2017 Meeting Minutes**

A motion was made by Sen. Simpson and seconded by Rep. Hudson to approve the minutes from the October 25, 2017 meeting. Motion carried. Vote: 7 yes. Representatives Schwartzkopf, Longhurst, Viola, and Hudson; Senators McBride, Henry, and Simpson Absent: Senators Poore and Lavelle and Representative Short

3. **Director of Research Report**

Lori Christiansen, the director of the Division of Research, introduced the Division's 2018 Legislative Fellows, Grace Pedersen and Victoria Cook. Grace will be working with the Joint Legislative Oversight and Sunset Committee and Victoria will be assisting the Division of Research. She reported the World War I memorial dedication was held on November 4 and Wreaths Across America was held on Monday December 11, and both were well attended. She took the opportunity to publicly recognize Facilities Management for their work in making the grounds beautiful for both events. She also thanked them for all of their efforts in keeping the interior of the building beautiful as well.

Ms. Christiansen reported the portion of the key card policy addressing per diem staff and legislative fellows has been implemented. Those staff members now have key cards that are color coded to enable Capitol Police to identify those persons who are actively employed during a specific session.

The security camera upgrade has been completed. Ms. Christiansen asked the members of Legislative Council to decide which of the signs informing the public that there are security cameras on the premises they would like Facilities Management to install. **A motion was made by Sen. McBride and seconded by Rep. Hudson to approve the sign in the upper right hand corner of the handout for use by Facilities Management to inform the public that security cameras are in use. Motion carried.** Vote: 7 yes. Representatives Schwartzkopf, Longhurst, Viola, and Hudson; Senators McBride, Henry, and Simpson. Absent: Senator Poore, Senator Lavelle and Representative Short.

Ms. Christiansen noted that two Division of Research staffers were selected by NCSL to do presentations. Holly Vaughn Wagner did a presentation for NCSL entitled **Legislative Committees: Advising Members on the Rules**. The session centered on committee staffers and their role in explaining the legislative rules that apply to the committee.

Mark Cutrona did a presentation on **Legislative Staffing Across the U.S.** This session highlighted the vast differences between state legislatures.

Legislative Council Meeting, January 17, 2018

She also informed the members of Legislative Council that drafting of the constitutional amendment regarding the continuity of government and the statutory changes necessary to support the amendment and the 2017 Technical Corrections bill are underway. Ms. Christiansen also informed members of Legislative Council that the Division of Research will be conducting a Legislative Drafting Workshop on February 16 for caucus attorneys and their administrative assistants. The College of Knowledge workshops will be held in February. In closing, she reminded everyone that flu shots are being offered by the Division of Public Health in the library today until 3:30.

4. Controller General's Report

Michael Morton, the Controller General reported the Governor's Recommend Budget would be released next Thursday January 25, 2018. The press conference is scheduled for the Public Archives Building. He added the Joint Finance Committee hearings will begin on Tuesday January 30th and continue for 4 weeks. The fifth week will be used for special hearings or for any hearings that may need to be rescheduled due to inclement weather.

1. Old Business

a. Legislative Branch IT Update – Steve Laskowski, Director of Customer Engagement and Jason Clarke, Chief of Policy & Communications gave a presentation on the progress of the LIS/DTI transition. They requested the members of Legislative Council approve a Memorandum of Understanding (MOU) that establishes the Legislative Branch IT Board. Sen. Simpson raised a concern that this was the first time he and other members had seen the document and wanted time to review it before voting to approve it. After a brief discussion the Speaker asked the members to review the MOU and inform him whether or not they approve. **A motion was made by Sen. McBride and seconded by Rep. Hudson for the members of Legislative Council to review the document and inform him by Thursday January 25th if they approve the content. If their approval is unanimous, the chairs will proceed with the approval. Motion carried.** Vote: 10 yes. Representatives Schwartzkopf, Longhurst, Viola, Short and Hudson; Senators McBride, Henry, Poore, Simpson and Lavelle.

2. New Business

a. DTI service desk on weekends and after hours - The issue was discussed during the Legislative Branch IT update. No action taken.

b. Delaware Nature Society's Certified Wildlife Habitat – Brenna Goggins, Director of Advocacy Delaware Nature Society gave a presentation on the Certified Wildlife Habitat program. The Nature Society requested Legislative Hall grounds become certified. There was brief discussion and Rep. Schwartzkopf requested Lori Christiansen contact the Division of Facilities Management to make sure their grounds maintenance program would be compatible with the requirements for certification. No further action was taken.

c. Delaware Women's Military Monument – Dick Carter, Delaware Heritage Commission, gave a report on the progress of the Delaware Women's Military Monument. The monument will be dedicated on Saturday November 3, 2018. The committee working on the monument, the commemorative booklet, story boards and the dedication ceremony is made of women veterans, staff from the Department of State, the Delaware Veterans Commission and Division of Research staff. Mr. Carter requested the members of Legislative Council approve the monument be placed on the northwest corner of Legislative Hall. Sen. Simpson questioned the reasoning behind a monument dedicated specifically to women. There was a brief discussion.

A motion was made by Sen. McBride and seconded by Rep. Viola to place the Delaware Women's Military Monument on the northwest corner of Legislative Hall. Motion carried. Vote: 9 yes. Representatives Schwartzkopf, Longhurst, Viola, Short and Hudson; Senators McBride, Henry, Poore and Lavelle; No - Simpson.

d. Task Force Update – Mark Cutrona, Deputy Director, Division of Research gave a presentation on Task Forces and the Division's plan to make them more effective by informing the chairs of what their responsibilities are and clarifying what the Division responsibilities are and what information the Division needs to make sure the legislative website is up to date. Mr. Cutrona also pointed out the differences in the House and Senate rules regarding task forces and how those differences could create problems when the legislation is considered in the opposing chamber. He recommended the chambers adopt rules that are harmonious to avoid such conflicts. Senators Henry and Lavelle concurred that this is something that should be discussed with all four caucus attorneys. Sen. McBride agreed that more effort should be given to the task force process and the development of harmonious rules between the chambers on task forces. No Action was taken.

5. Other Business

Rep. Schwartzkopf asked if anyone had any questions regarding the new media policy. Sen. Lavelle asked Drew Volturo, the House Majority Communications Director if any press passes had been issued under the new press policy. Mr. Volturo answered none to date.

Sen. Lavelle asked about the progress in developing a sexual harassment policy of the General Assembly. In addition he asked if a "hostile work environment" policy was being discussed.

Rep. Schwartzkopf said there are efforts being made for both chambers to work together to develop similar policies. Sen. McBride announced there is mandatory sexual harassment staff training for Senate staff and the members of the Senate would have their own training on January 18, 2018. He has asked Valerie McCartan, Senate Majority Chief of Staff and David Burris, Senate Minority Chief of Staff to work together on developing the Senate policy. No Action was taken.

6. Next Meeting – Wednesday March 14, 2018

7. Public Comment – None

8. Adjournment – Rep. Schwartzkopf adjourned the meeting at 1:24 p.m.

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