



STATE OF DELAWARE
LEGISLATIVE COUNCIL
Meeting Minutes
Thursday October 13, 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 Daniel Short and Deborah Hudson

Members Absent: Representatives Valerie J. Longhurst and John Viola

In attendance: Lori Christiansen, Director, Division of Research/Legislative Council; Mark Cutrona, Deputy Director, Division of Research/Legislative Council; Deborah Gottschalk, Julie Fedele, Deborah Messina, 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; 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; Major Lee Clough, Capitol Police; Michael Svaby, Director, Division of Facilities Management(DFM); Chris Prosser, Deputy Director, DFM and John Dunham, DFM; Robert Scoglietti, Office of Management and Budget (OMB)

AGENDA

1. Welcome – Rep. Schwartzkopf, Chair
2. Approval of May 18, 2016 Meeting Minutes
3. Director, Legislative Council - Report
4. Controller General - Report
5. Director, Legislative Information System - Report
6. New Business
 - a. Legislative Calendar for 2017 – Michael Morton, Controller General
 - b. Audio Feed from Chambers to the Press Room – Janet Roberson, Director, LIS
 - c. Loading Dock Renovation Project – Michael Svaby, Director of Facilities Management
 - d. Legislative Orientation – Lori Christiansen, Director, Division of Research and Mark Cutrona, Deputy Director, Division of Research
7. Old Business
8. Next Meeting – Wednesday January 18, 2017
9. Public Comments
10. Adjournment

1. **Welcome** – Representative Schwartzkopf called the meeting of Legislative Council to order at 12:08 p.m. in the Joint Finance Hearing Room.
2. **Approval of May 18, 2016 Meeting Minutes - A motion was made by Representative Hudson and seconded by Senator Lavelle to approve the minutes from the May 18, 2016 meeting. Motion carried.** Vote: 8 Yes - Senators Blevins, McBride, Henry, Simpson and Lavelle; Representatives Schwartzkopf, Short and Hudson; 2 Absent –Representatives Longhurst and Short.
3. **Director of Legislative Council Report** – Lori Christiansen introduced the new Division of Research staff members, Legislative Attorney Deb Gottschalk and Joint Sunset Analyst Julie Fedele. Debbie came from the Department of Health and Social Services where she served as Chief Policy Advisor for 7 years and before her work with DHSS she worked with Community Legal Aid. Julie served as the Assistant to the Vice President at Delaware Technical and Community College. Ms. Christiansen also acknowledged Debby Messina, the print shop supervisor will retire on November 1st after 39 $\frac{3}{4}$ years of service.

Ms. Christiansen provided follow-up to Sen. McBride's inquiries at the last meeting regarding the east side of building. The brick caps are still on order. They are a special order item and had to be made. The Brick Doctor is going to install the caps along with the bollards as soon as they are delivered.

Ms. Christiansen reported on the fire alarm on Tuesday August 16th. She stated the safety team and building staff all responded according to the evacuation plan.

She also reported on the Division of Research's purchase of a podium with a self-contained sound system. The Legislature did not have any type of sound system and had to rely on the Division of Communications for sound equipment. This was problematic and did not work well especially for last minute events and/or press conferences. The new podium has a wireless hand held microphone, a lapel and headset microphones. Corrections made us interchangeable signs for when it is used by non-legislatives entities. It will be housed in the Division and available for use throughout the building. The Division also purchased a debate timer for JSC, JFC or any legislative committees to use to time and manage the length of public hearing testimony.

Ms. Christiansen reported the 20 years of service plaque has been hung and the 40 years of service plaque which now includes Sen. McDowell's name is ready to be hung and dedicated. She and Dick Carter have been working with Lloyd's Memorials to complete the plaque for the POW/MIA monument discussed at the last Council meeting.

The planning committee for the 2016 Wreaths Across America has met and started planning. WAA State House Kickoff events are scheduled for Monday December 12th at 11:30.

4. **LIS Director's Report** – Janet Roberson reported the Grant-In-Aid application was released to Production in mid-September. There are 73 applications in process, with positive feedback. LIS extends the ability for organizations to come to Legislative Hall to use computers in the Library in order to submit applications. Release 1 for DESC was put into Production on 8/23/16. LIS received feedback from staff, prioritized changes, tested, and updated the production application. There are currently 1559 cases in the DESC system since going live. LIS is currently planning Release 2 based on recent feedback. LIS worked with staff and the Chiefs to get the Georgetown and new Carvel office spaces operational from a connectivity and usage perspective. LIS is also working around several Facilities Management projects from a logistical perspective. LIS is heavily focused on DELIS Production Release 1, scheduled for November 9th. This will include the release of the new website. Additional releases will follow the first week in January and mid-March. Ms. Roberson reported she met with the Chiefs of Staff this morning to review training schedules. There is a new Help Desk Technician to assist as the LIS staff grows more focused on the maintenance of the DELIS system.
5. **Controller Generals Report** – Michael Morton, Controller General reported that based on September DEFAC FY 18 revenue estimates and if we kept the FY 17 appropriation bills at the FY 17 level there would be a \$167 million deficit for FY 18. Factoring in door openers such as student enrollment growth, education step increase, pension and health insurance increases and annualizing FY 17 programs the estimated FY budget deficit is \$330 million. The Governor's Budget bill hearings begin on Wednesday, November 9th and run the month of November.
6. **New Business** –
 - a. Legislative Calendar for 2017 – Michael Morton, Controller General, presented the proposed calendar for the first session of the 149th General Assembly. The proposed calendar begins with the start of session on the second Tuesday of January and lasting 3 weeks, followed by 6 weeks of JFC and bond hearings. The General Assembly will then be in session for 4 weeks, take 2 weeks off for the Easter break, and return for 4 more weeks of session, take 2 weeks off for JFC markup and finish with 4 weeks of session ending on Friday the 30th. The final approved calendar will be posted on the LIS website and emailed to the Chiefs of Staff. **A motion was made by Representative Henry and seconded by Representative Hudson to approve the proposed calendar. Motion carried.** Vote: 8 Yes - Senators Blevins, McBride, Henry, Simpson and Lavelle; Representatives Schwartzkopf, Short and Hudson; 2 Absent –Representatives Longhurst and Short.

- b. Audio Feed from Chambers to the Press Room – Janet Roberson, Director, LIS informed Council that since the fire in October 2015 the press room has not had audio feed from the chambers. She gave a breakdown of the different options and the cost to provide a live feed to the press room. There was a discussion as to who should pay for the press to have that service. Ms. Roberson said she would contact the press room and report back to Legislative Council at the next meeting.
- c. Loading Dock Renovation Project – Michael Svaby, Director of Facilities Management presented an update on the project. The construction began on October 10th with the removal of the existing loading dock, saw cutting and removal of debris for the electrical duct bank, and electrical conduit install from the basement to the new receiving area. The outside air duct work being installed in the IT offices should be completed by Friday October 14. The project team meets every other Tuesday and is scheduled to meet October 25. No work was to be done on site on October 13 due to the special session.
- d. Legislative Orientation – Lori Christiansen, Director, Division of Research and Mark Cutrona, Deputy Director, Division of Research gave a presentation on the Division's plan to expand Legislative Orientation. After a brief discussion it was decided that all of the topics to be included had merit but should be spread out instead of holding a three day orientation. Rep. Schwartzkopf said he would like to work with the Division on prioritizing the topics and how they are scheduled.

7. Old Business – none

8. Next Meeting – Tentatively Scheduled for January 18, 2017

9. Public Comment – none

Legislative Council moved in to Executive Session at 12:54 to discuss personnel matters under 29 Del. C. § 10004(b)(9).

10. Adjournment – The Executive Session was adjourned to the call of the Chair. Representative Schwartzkopf adjourned the meeting at 1:20 p.m.

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