



**STATE OF DELAWARE  
LEGISLATIVE COUNCIL  
Meeting Minutes  
Wednesday, April 17, 2019**

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

**Members Absent:** Absent: Sen. Catherine Cloutier

**In attendance:** Senator Stephanie Hansen; Lori Christiansen, Director, Division of Research/Legislative Council; Mark Cutrona, Deputy Director, Division of Research/Legislative Council; Holly Vaughn Wagner, Amanda McAtee, Mark Brainard, and Colinda Marker, Division of Research/Legislative Council; Michael Morton, Controller General; Janet Roberson, Director, Legislative Information Systems (LIS); Debra Allen, Senate Majority Chief of Staff; Richard Puffer, Chief Clerk of the House; Sean Finnigan, House Majority Chief of Staff; Deanna Killen, Deputy Chief of Staff, Senate Minority Caucus; David Deputy, Chief of Staff, House Minority Caucus; Joy Bower, Secretary of the Senate; James Collins, State Chief Information Officer, DTI; Chris Cohan, Chief of Policy and Communications, DTI; Don Gerardi, Deputy Director, Division of Facilities Management (DFM); Patricia Dailey Lewis, Beau Biden Foundation; Cheryl Heiks, Wally Gator, Robert Keller, Matt Bittle

**REVISED AGENDA**

1. Welcome – Sen. McBride, Chair
2. Approval of January 16, 2019 Meeting Minutes
3. Director, Legislative Council - Report
4. Controller General - Report
5. Legislative Branch IT Update
6. Old Business
  - a. Portrait – Patty Dailey Lewis, Executive Director, Beau Biden Foundation for the Protection of Children
  - b. Legislative Hall landscaping project– Don Gerardi, Deputy, Director, Division of Facilities Management
  - c. March 20 Fire - Don Gerardi, Deputy, Director Facilities Management and Lt. Scott Simpson, Capitol Police
  - d. ~~Policy and response to rallies and gatherings— Lt. Scott Simpson, Capitol Police~~
  - e. Division of Research Hiring Policy
7. New Business
8. Next Meeting – Wednesday, May 15, 2019
9. Public Comments
10. Adjournment

Legislative Council Meeting  
April 17, 2019

**1. Welcome**

Sen. McBride called the meeting of Legislative Council to order at 12:07 p.m. in the Joint Finance Hearing Room.

**2. Approval of January 16, 2019, Meeting Minutes**

**A motion was made by Rep. Schwartzkopf and seconded by Sen. Townsend to approve the January 16, 2019, Legislative Council meeting minutes. Motion carried.** Vote: 8 yes. Senators McBride, Townsend, and Hocker; Representatives Schwartzkopf, Longhurst, Mitchell, Short, and Dukes.

Absent: Senators Poore and Cloutier.

**3. Legislative Council Director's Report** – Lori Christiansen introduced Mark Brainard and Amanda McAtee, the new Joint Legislative Oversight and Sunset Committee Analysts who joined the Division of Research in March.

**4. Controller General Report** - Michael Morton reported that the next DEFAC is Monday, April 22, after which Easter Break will commence for two weeks. The General Assembly will return Tuesday, May 7 and be in session for two weeks. Budget markup will begin Monday, May 20 through Thursday, May 30. The goal is to have the budget completed and to the General Assembly shortly thereafter.

**5. Legislative Branch IT Update** – James Collins began the IT update by thanking the Council for allowing DTI to assume the management of technology in the Legislature. He highlighted the upcoming deployment of Office 365 and gave a brief overview of the advantages it will afford the workplace. Additionally, DTI is working on the initiative to move to digital signatures to reduce the use of paper in state government. Janet Roberson noted that the ITC transition is complete. The systems administration has been fully transitioned to the DTI team. The infrastructure upgrades and standardization of equipment has also been completed. The hardware and equipment have been moved to the William Penn Building; remaining hardware will be de-commissioned when the backup tapes age out. DELIS, Grant-In-Aid (GIA), and DESC have been fully transitioned to the Applications Delivery team, the knowledge transfer for those applications continues. All staffing updates required from the ITC transition are in place.

Ms. Roberson reported that the IT Governance Board continues to meet, nine projects are currently in process, and six projects have been completed. She continued the report sighting quarterly releases of applications updated, the next deployment is scheduled for May 20. Ms. Roberson ended the presentation with a chart showing the number of Service Desk requests opened and closed in the first quarter.

Ms. Roberson inquired how the Council would like updates going forward. Mr. Collins noted the IT Governance Board is in place and could be used as an avenue for communications. No comment was made by the Council.

## 6. Old Business

- a. Portrait – Beau Biden Foundation for the Protection of Children – Patty Dailey Lewis, Executive Director, The Beau Biden Foundation made a brief presentation on the Foundation and Beau Biden’s accomplishments. The Biden Family would like to gift a portrait of Beau to the General Assembly that would be hung in Legislative Hall. Ms. Dailey Lewis remarked her research revealed other Attorney General portraits hang in the building. The Speaker spoke in support of hanging the portrait to honor Beau Biden in what is considered the People’s House. Sen. McBride called for a motion to be made on hanging the portrait in Legislative Hall.

**A motion was made by Rep. Longhurst and seconded by Rep. Short to approve the hanging of the portrait. Motion carried.** Vote: 8 yes. Senators McBride, Townsend, and Hocker; Representatives Schwartzkopf, Longhurst, Mitchell, Short, and Dukes.

Absent: Senators Poore and Cloutier.

Sen. McBride advised he and the Speaker would consult, with the Council’s agreement, on the placement of the portrait in the building. Ms. Dailey Lewis stated interviews have begun to select an artist to complete the portrait. Sen. McBride requested to be kept apprised of the status of the work.

- b. Legislative Hall landscaping project – Don Gerardi, Deputy Director of Facilities Management OMB, provided updates on the design proposal for the east side of the building’s landscaping including removal of the holly bushes. With the Council’s approval, he anticipates work could be done during Easter Break. Sen. McBride thanked Facilities Management for the work they do in the upkeep of the building and its grounds.
- c. March 20 Fire – Don Gerardi and Lt. Scott Simpson, Capitol Police, summarized the fire alarm event on March 20. Lt. Simpson advised John McClister, Facilities Management, responded to the alarm that activated to do a control panel overheating in the mechanical room. Advantech and Hoopes performed a system test and evaluation on the building after the March 20 incident and all systems responded as expected; all doors unlocked when the alarm went off and elevators descended to the first floor and opened. The panel located behind the Capitol Police area has been disabled for anything other than observation. Any overrides must be made directly from the fire panel in the mechanical room to clear, silence, and acknowledge any alarms.

Rep. Short requested a post event analysis be held with the building staff that volunteer to man the floors. He commented on the confusion that was reported after the event as to how to handle wheelchair bound individuals, and the need to have a plan in place. Mr. Gerardi advised standard practice is to place these individuals in stairways for rescue by fire companies. Lt. Simpson advised moving forward they will meet with the State Fire Marshal to get direction on best practices. Rep. Short commented every effort should be made to remove these individuals from the building. Mr. Gerardi commented that some

facilities have been equipped with stair chairs designed to be maneuvered in stairways for emergency situations, Legislative Hall is not currently equipped with these chairs. Sen. McBride inquired if Rep. Short would meet with Capital PD to ensure a comprehensive plan is in place.

Rep. Mitchell commented that in his capacity as Chief of Public Safety for Delaware Tech they have received similar directives that handicapped individuals on upper floors are to be taken to stairwells, while individuals on lower level floors are to be taken directly outside. They have installed the emergency stair chairs and staff has been trained to attempt to get individuals to the lower levels and out of the building. He inquired what plan is in place at Legislative Hall. Lori Christiansen stated a plan is currently in place for floor captains to sweep their designated area to make sure everyone has left the building; all staff have been directed to assemble in front of the Law Enforcement Memorial where attendance is taken. She also advised that there is not a ramp in place on the ground floor; one would have to be installed to make the loading dock area handicapped accessible.

~~d. Policy and response to rallies and gatherings—Removed from agenda.~~

e. Division of Research Hiring Policy – Action was deferred to allow the Council additional time to review the policy presented by the Division of Research.

**7. New Business** - Sen. McBride announced the retirement of Lori Christiansen, Director, Division of Research/Legislative Council effective May 1. There was a brief discussion regarding holding a meeting to review the hiring process to fill the vacancy. It was decided Mark Cutrona, Deputy Director, would assume the role of Acting Director and the next Council meeting would remain set for May 15.

**8. Next Meeting** - Wednesday, May 15, 2019

**9. Public Comments** - None

**10. Adjournment**- Sen. McBride adjourned the meeting at 12:53 p.m.

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