



NEW CASTLE COUNTY ETHICS COMMISSION
MINUTES OF SEPTEMBER 14, 2022
PUBLIC MEETING

In attendance:

Commission Members:

Robert Ralston Kellie Tetrick; Brandon Brice; Sally Jensen; and Charles Toliver

Absent: Johanna Bishop; Robert Hicks

Ethics Commission Staff¹:

Julie M. Sebring, Legal Counsel
Alison Lewis, Confidential Assistant

Chair Ralston opened the Public Session of this meeting at 4:33 p.m. The meeting was advertised per State law and held both virtually via Zoom and at the anchor location of the Ethics Commission office, 77 Read's Way, New Castle, DE 19720.

Chair Ralston thanks Vice Chair Tetrick for chairing the Ethics Commission's August 10, 2022, meeting in his absence.

Public Meeting Minutes: The Commissioners reviewed the draft minutes of the August 10, 2022, of the Ethics Commission public meeting. Commissioner Toliver made a motion to approve the draft minutes as amended per discussion, and Commissioner Jensen seconded the motion.

VOTE: 3-0-1, motion carried.

Executive Session Minutes: There were no Executive meeting minutes for August 10, 2022.

Finance Reports: Commissioners reviewed the monthly Commission expense reports for the months of July 2022 and August 2022.

Committee Reports

Administrative Committee:

The Commissioners reviewed and agreed upon the final draft of the Commission email usage policy. The Commissioner thanked Counsel for her work on this matter. Commissioner Jensen made a motion to approve the policy which was seconded by Vice Chair Tetrick. The motion carried unanimously.

VOTE: 4-0 motion carried.

The Administrative Committee will be meeting in the very near future to discuss how to proceed with the proposed Code revisions as discussed and approved by the Ethics Commission. Counsel suggested that the Commission should decide on a way to express its thanks to the members of the ECRC for their hard work and dedication and asked the Commissioners to share any ideas they might have on that subject.

Forms Committee: Counsel advised the Commission that she continues to obtain Code compliance from the remaining 4 delinquent annual filers. Ms. Lewis advised the Commission that there were minimal reported issues experienced by filers of annual 2021 SFIs, all of which were resolved quickly and easily.

Training Committee: Ethics Code training for County officials and employees was held on Thursday, August 25, 2022, via Zoom. Counsel and Ray Carr conducted the training. Commissioners Bishop and Jensen attended this training. The training was well-attended by County employees and Counsel received positive feedback following the training as well as many inquiries involving Ethics Code issues. The next general Ethics Code training session for County officials and employees will be held on September 28, 2022, from 1 p.m. to 3 p.m., via Zoom. The Ethics Commission office was contacted by Human Resources about distributing a Certificate of Attendance to employees attending Ethics training. The Commissioners reviewed and approved the form of certificate created by Counsel for this purpose.

Ethics Commission Office updates:

The next Commission meeting is scheduled for Wednesday, October 12, 2022, as a hybrid meeting, in compliance with State law.

The Commission discussed the upcoming annual COGEL conference set for December 4-7, 2022, in Montreal, Canada. The Commission decided that Vice Chair Tetrick, Commissioner Jensen, and Counsel will attend.

At 4:49 p.m., Commissioner Jensen made a motion to move to Executive session and Commissioner Toliver seconded the motion. The motion carried unanimously, 5-0.

At 4:59 p.m., Commissioner Toliver made a motion to return to Public session and Commissioner Jensen seconded the motion. The motion carried unanimously, 5-0.

At 5:00 p.m., Commissioner Toliver moved to dismiss C22-01; Commissioner Brice seconded the motion. The motion carried unanimously, 5-0.

At 5:20 p.m., Commissioner Brice made a motion to return to Executive session and Commissioner Tetrick seconded the motion. The motion carried unanimously, 4-0.

At 5:50 p.m., Commissioner Jensen made a motion to return to Public session and Commissioner Brice seconded the motion. The motion carried unanimously, 4-0.

At 5:52 p.m., Commissioner Brice made a motion to adjourn the meeting and Commissioner Jensen seconded the motion. The motion carried unanimously, 4-0.

The draft minutes were prepared by Alison Lewis, Confidential Assistant, and reviewed by Julie M. Sebring, Esquire.