



NEW CASTLE COUNTY ETHICS COMMISSION
MINUTES OF JUNE 8, 2022
PUBLIC MEETING

In attendance:

Commission Members:

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

Ethics Commission Staff¹:

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

Chair Ralston opened the Public Session of this meeting at 4:38 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.

Public Meeting Minutes: The Commissioners reviewed the draft minutes of the May 11, 2022, of the Ethics Commission public meeting. Commissioner Jensen made a motion to approve the draft minutes as amended per discussion, and Commissioner Bishop seconded the motion.

VOTE: 3-0-2, motion carried.

Executive Session Minutes: The Commissioners reviewed the minutes of the May 11, 2022, Ethics Commission meeting, Executive Session. Commissioner Bishop made a motion to approve the draft minutes as submitted, and Commissioner Jensen seconded the motion.

VOTE: 3-0-2, motion carried.

Finance Reports: Commissioners reviewed a year-to-date expense report generated using the County's Munis software, as well as a report listing the Commission's expenses for the month of May 2022.

Committee Reports

Administrative Committee: The Administrative Committee will be meeting to review proposed Code revisions. The Committee will also meet to discuss a Commission email policy. Counsel will contact the members to set up the two meetings.

Forms Committee: Ms. Lewis advised the Commission that annual Statements of Financial Interest filers have continued to file their 2021 forms without system errors. As of this afternoon, there are 10 annual filers who still need to file their 2021 forms. Next week, certified delinquent letters will be sent to filers who have not yet filed, and a copy of the letter will be sent to their supervisors or appointing authority, per Code.

Training Committee: Ethics Code training for County officials and employees was held on May 16, 2022 (an evening session) and May 18, 2022 (a daytime session), both via Zoom. Counsel conducted the evening training; the daytime training was conducted by Counsel and Dr. Ray Carr. Both sessions were well attended, and the feedback was positive. The next general Ethics Code training sessions for County officials and employees will be held on June 23, 2022 (1-3 p.m.) via Zoom.

Ethics Commission Office updates:

The next Commission meeting is scheduled for Wednesday, July 13, 2022, as a hybrid meeting, in compliance with State law.

Counsel provided the Commissioners with statistics received from the Office of Human Resources regarding the number of employees who have taken Ethics Code training. The Commission reviewed and discussed the information. Counsel noted the lack of attendance by those in management, including general managers, as well as elected officials. The Commission discussed possible ways to encourage attendance of management at ethics Code training sessions. It was decided that this topic should be reviewed again at the next meeting.

Counsel advised the Commission that the New Castle County scholarships were announced. A total of \$75,000 was awarded to 81 scholars. Counsel also advised that the FY23 budget was approved as submitted. Additionally, Counsel informed the Commissioners that the 2022 COGEL conference will be held in-person in Montreal, Canada.

At 5:33 p.m., Commissioner Toliver made a motion to move to Executive Session, and Commissioner Brice seconded the motion. The motion carried, 7-0.

At 6:11 p.m., Commissioner Brice made a motion to return to Public session. Commissioner Toliver seconded the motion. The motion carried 7-0.

At 6:12 p.m., Commissioner Bishop made a motion to adjourn the meeting and Commissioner Toliver seconded the motion. The motion carried unanimously, 7-0.

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