



NEW CASTLE COUNTY ETHICS COMMISSION  
MINUTES OF APRIL 13, 2022  
PUBLIC MEETING

In attendance:

Commission Members:

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

Ethics Commission Staff<sup>1</sup>:

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 March 11, 2022, of the Ethics Commission public meeting. Commissioner Hicks made a motion to approve the draft minutes as submitted, and Commissioner Jensen seconded the motion.

VOTE: 4-0-2, motion carried.

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

VOTE: 4-0-2, motion carried.

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

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## **Committee Reports**

**Administrative Committee:** Counsel advised the Commission that the ECRC did not meet this month. Nevertheless, the members of the ECRC continue their work on Code revisions.

**Forms Committee:** Ms. Lewis advised the Commission that annual Statement of Financial Interest filers have been filing their 2021 forms without system error. Most issues experienced involve filers who need to have their passwords re-sent to them.

**Training Committee:** Ethics Code training for County officials and employees was held on March 29, 2022, via Zoom. Counsel and Dr. Ray Carr conducted the training. It was well attended and the feedback was positive. The next general Ethics Code training for County officials and employees is scheduled for April 21, 2022, via Zoom, from 1 p.m. to 3 p.m.

### **Ethics Commission Office updates:**

The next Commission meeting is scheduled for Wednesday, May 11, 2022, as a hybrid meeting per State law.

Counsel advised the Commission about the New Castle County Covid Remembrance day on Wednesday, May 11, 2022. Counsel also advised the Commission about the Vial of Life program offered by NCC EMS for seniors and disabled persons.

Counsel advised the Commission that she is continuing her efforts to get estimates for testing the office for mold.

Counsel has consulted with Delmarva Digital regarding the email addresses for the Commission. The cost is about \$300 per year for 10 email addresses. The Administrative Committee will draft guidelines for adoption and use of Commission email addresses.

## **Old Business**

The FY23 Budget Presentation to County Council is scheduled for Monday, April 18, 2022, starting at 2 p.m., via Zoom. The Zoom information for Commissioners to attend the hearing has been circulated via Outlook calendar invite. Ms. Lewis will re-send the Zoom information to be sure that everyone has it.

## **New Business:**

The Commission determined that an updated Ethics Commission web platform is not a topic that is ripe for Commission discussion at this juncture. Any member of the public wishing to address the Commission on this topic may do so during the public comment portion of the meeting. Alternatively, they may provide the Commission with suggestions in writing for its consideration.

At 5:52 p.m., Commissioner Hicks made a motion to move to Executive Session, and Commissioner Bishop seconded the motion. The motion carried, 7-0.

At 6:23 p.m., Commissioner Jensen made a motion to return to Public session. Chair Ralston seconded the motion. The motion carried 7-0.

At 6:23, Commissioner Bishop made a motion not to file a complaint regarding the matter discussed; Chair Ralston seconded the motion. The motion carried, 6-0.

At 6:24 p.m., Commissioner Toliver made a motion to adjourn the meeting and Commissioner Tetrick seconded the motion. The motion carried unanimously, 6-0.

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