



Fiscal Year 2023 Recommended Budget Presentation to County Council

ETHICS

ACCOMPLISHMENTS AND GOALS

The Ethics Commission has completed and/or is anticipated to complete the following accomplishments in Fiscal Year 2022.

- *The Commission held ten regular public meetings in calendar year 2021. During the first half of 2021, the Commission's meetings were held virtually. After the FOIA laws were amended mid-year, the Commission began holding hybrid meetings (virtual and in-person).*
- *The 2020 Annual Report was issued on February 1, 2021 and the 2021 Annual Report was issued by February 1, 2022.*
- *As in recent years, in 2021, the Commission began the annual Statements of Financial Interests filing process early in the year. This allowed more time than in the past for annual filers to complete the task by the deadline of May 1, 2021. All required annual and other Statements of Financial Interests were filed electronically in 2021. The Commission continued its efforts to facilitate the filing process, including a save function which appears every few questions and an autofill feature for past filers.*
- *The Commission's Training Committee provided training on the Ethics Code to County officers and employees through 1-2 hour live, virtual training on the Ethics Code. In June 2021, Ethics Code training was provided to County Council and its staff. In person Ethics Code training was also provided to Public Safety personnel and policy academy students. Additionally, Ethics Code training was provided to persons who requested additional information on the Ethics Code.*
- *The Commission's subcommittee, the Ethics Code Revision Committee ("ECRC"), continued meeting to draft recommended Code revisions to the Ethics Commission. The ECRC met virtually in 2021. To date, the ECRC has provided three written reports to the Ethics Commission regarding multiple recommended Code revisions.*

ACCOMPLISHMENTS AND GOALS

The Ethics Commission will achieve the following major goals in Fiscal Year 2023.

- *Mail annual 2022 Statement of Financial Interests to annual filers by March 31, 2023.*
- *Investigate all complaints performed per statutory requirements.*
- *Issue written responses to formal Advisory Opinion and Post-Employment waiver requests per statutory requirement.*
- *Provide informal advice by Ethics Counsel when requested by persons about the Ethics Code.*
- *Continue to provide Ethics Code training to all County officials and employees, new and current, through live 1 to 2-hour presentations on at least a monthly basis, as well as create online resources to augment the Commission's dissemination of*

POSITION OVERVIEW

ORGANIZATIONAL CHART



MISSION: The New Castle County Ethics Commission is created by the New Castle County Code and is responsible for administering and enforcing the Code's ethics and conduct provisions. The Commission's duties include advisory opinions, conducting preliminary inquiries, formal investigations, and evidentiary hearings concerning alleged Code violations and imposing sanctions, if appropriate as well as the financial interests disclosure process.

Ethics: The New Castle County Ethics Commission is created by the New Castle County Code, which has been approved, per State law, by the DE Public Integrity Commission. The Ethics Code codifies minimum standards of conduct for County officials and employees and vests singular authority in the Commission to interpret and enforce the application of the Ethics Code. The Commission is mandated by law to perform the following among other, duties: maintain the Statement of Financial Interest; review County gift logs; provide education on the Ethics Code; issue information and formal written advisory opinions; issue waivers from post-employment prohibitions when appropriate; handle filed, sworn complaints; issue final orders on independently investigated complaints; and impose and/or recommend sanctions for Ethics Code violations.

VACANCIES AS OF MARCH 15, 2022

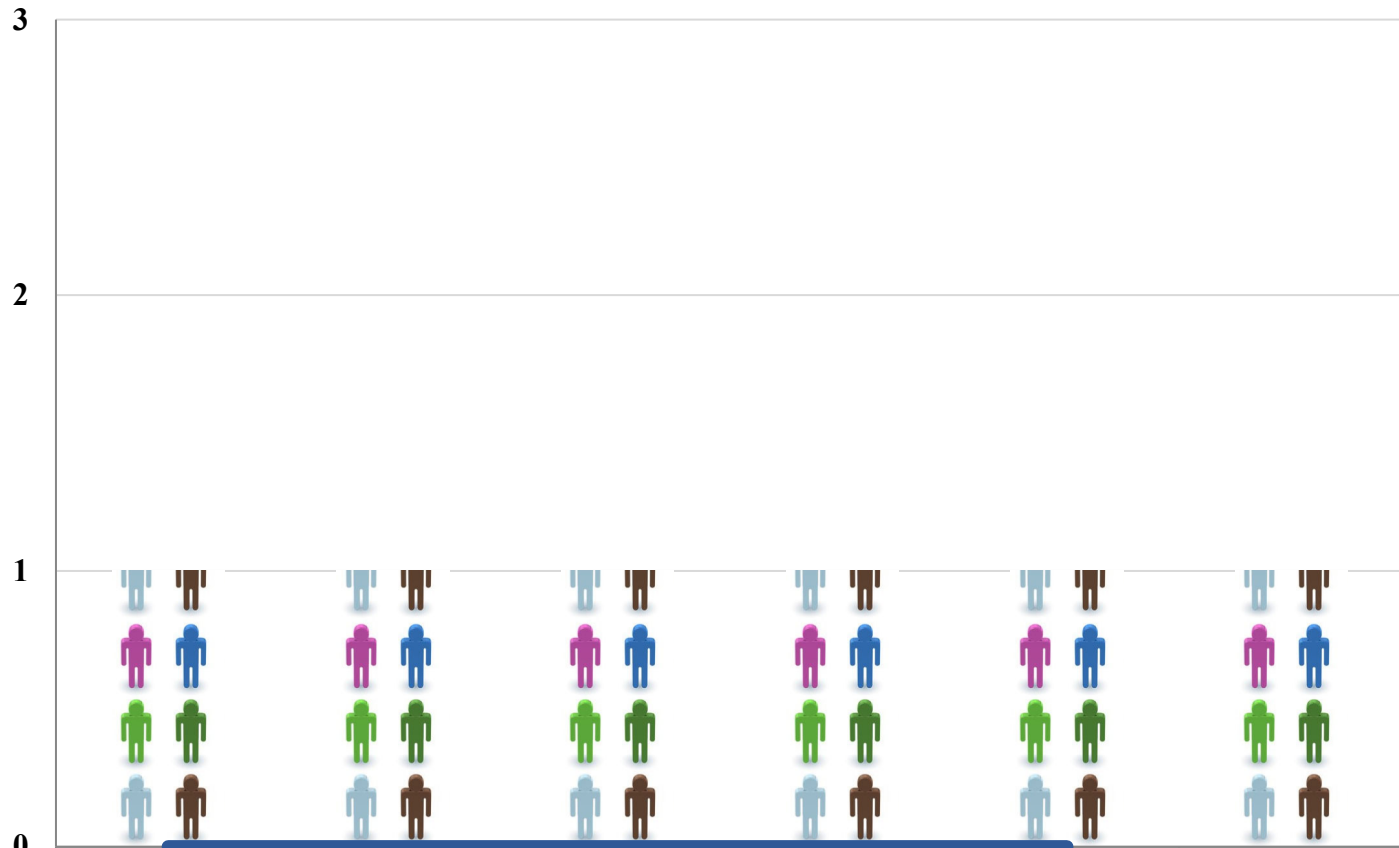
Division/Section	PCN	Position Title	Date Vacated	Fund Source	Anticipated Salary	Status	Plan to Fill
N/A							
Total Vacancies:			0		\$ -		
Vacancy Rate:			0%				

POSITION/SALARY CHANGES

ORG Title	FUND	Position #	PG	Position Count	Position Title	Change Amount	Reason for Adjustment
N/A							
-					Total Adjustments to Positions	\$ -	Total Salary Adjustments

1.00	Current Fiscal Year Positions
1.00	Recommended Fiscal Year Positions
0.00%	% Change over Current Fiscal Year Budget

POSITION HISTORY



	FY2018 Approved	FY2019 Approved	FY2020 Approved	FY2021 Approved	FY2022 Approved	FY2023 Recommended
Number of Positions	1.00	1.00	1.00	1.00	1.00	1.00
Vacancies	0.00	0.00	0.00	0.00	0.00	

The Ethics Commission has one part-time position.

**DIVERSITY SUMMARY
CALENDAR YEAR 2020-2021**

JOB CATEGORIES	Calendar Year	NUMBER OF EMPLOYEES																																																																																																																																																																																																																																																																																																															
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CY 2021				
Category	Males	Females	Total	
# Total	0	1	1	
% Total		100%	100%	
# Non White	0	0	0	
% Non White	0%	0%	0%	

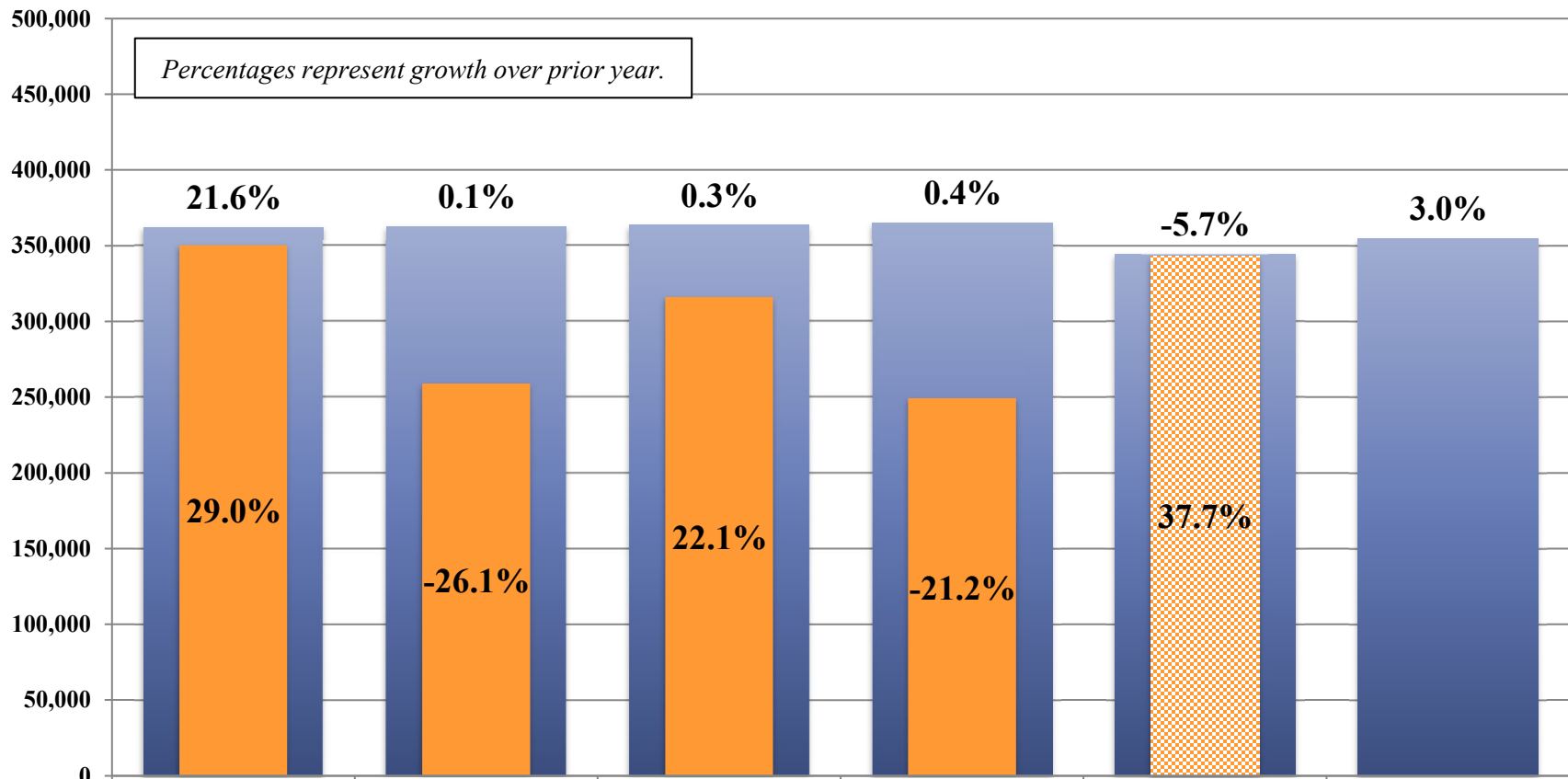
CY 2020				
Category	Males	Females	Total	
# Total	0	1	1	
% Total	0%	100%	100%	
# Non White	0	0	0	
% Non White	0%	0%	0%	

BUDGET OVERVIEW

BUDGET SUMMARY

Budget Category	FY2019	FY2020	FY2021 Actuals	FY2022	FY2023	FY2022 Approved vs. FY2023	% Increase/ (Decrease) over FY2022 Approved
	Actuals	Actuals		Approved	Recommended		
Salaries and Wages	\$ 30,229	\$ 33,128	\$ 35,520	\$ 38,000	\$ 38,000	\$ -	0.00%
Employee Benefits	\$ 3,300	\$ 3,156	\$ 4,087	\$ 4,503	\$ 3,950	\$ (553)	-12.28%
Training and Civic Affairs	\$ 3,439	\$ 8,209	\$ 445	\$ 8,800	\$ 10,500	\$ 1,700	19.32%
Communication and Utilities	\$ 1,706	\$ 1,666	\$ 1,492	\$ 2,665	\$ 2,223	\$ (442)	-16.59%
Materials and Supplies	\$ 738	\$ 571	\$ 502	\$ 2,450	\$ 2,450	\$ -	0.00%
Contractual Services	\$ 215,827	\$ 265,169	\$ 202,784	\$ 281,116	\$ 291,116	\$ 10,000	3.56%
Equipment Replacement	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	0.00%
Operating Transfer Charges	\$ 3,762	\$ 4,278	\$ 4,415	\$ 6,332	\$ 6,066	\$ (266)	-4.20%
Total:	\$ 259,001	\$ 316,177	\$ 249,245	\$ 344,366	\$ 354,805	\$ 10,439	3.03%

BUDGET / ACTUALS HISTORY



	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
■ Budget	362,341	362,606	363,658	365,025	344,366	354,805
■ CARES Act						
■ Actuals	350,343	259,001	316,177	249,245	343,287	

*NOTE: *FY2022 Actuals reflect Departments projected expenditures through June 2022.*
 FY2022 Budget reflects a increase in Other Professional Services and Attorneys Fees.
 FY2021 Actuals are lower due to the COVID 19 restrictions. Anticipated costs for travel, meetings, hearings and training cost were not incurred.
 FY2020 Increase in actuals due to the number of complaints filed and questions and concerns regarding the Pandemic and the campaigns/elections.
 FY2019 Actuals reflect a reduction in outside legal counsel and attorney fees.
 FY2018 Actuals reflect cost to investigate and hold hearings for the significant number of complaints received in calendar years 2015-2017.

PERFORMANCE METRICS AND STATISTICS

PERFORMANCE METRICS

Performance Measures	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Projected
Quantitative					
Statement of Financial Interests (filed for previous calendar year)	302	274	325	TBD	TBD
Ethics Training	17	9	10	11	11
Monthly Meetings (Fiscal Year)	11	10	5	12	12
Complaints Filed (Calendar Year)	6	2	2	2	2

STATISTICS

Calendar Year	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Complaints Filed	5	4	4	6	2	7	4	9	0	20	15	8	6	6	2	2