



Fiscal Year 2024 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 2023.

- The Ethics Commission had ten public, ‘hybrid’ meetings in calendar year 2022, all of which were noticed and held as open meetings in compliance with applicable laws.
- The Ethics Commission’s 2021 Annual Report was issued on February 1, 2022, and the 2022 Annual Report will be issued on or before February 1, 2023.
- In 2022, the Ethics Commission finalized its multi-year review and discussion of the Ethics Code and other related sections of the County Code. The Commission has adopted proposed Code amendments which will be presented to both County management and County Council in calendar year 2023.
- The Commission’s Training Committee provided training on the Ethics Code to approximately five hundred County officials and employees through 2-hour live, virtual training sessions. In person Ethics Code training was also provided to Public Safety personnel and police academy students. The training materials and a recorded virtual session are available on the Commission’s web page. The Commission believes that its training program contributed to the reduction in the number of complaints filed.
- The Commission began the Statements of Financial Interests annual filing process several months ahead of time which afforded filers ample time to meet the May 1, 2022, filing deadline. All Statements of Financial Interests were filed electronically in 2022. The Commission continued its efforts to facilitate the filing process, including imbedded links with explanations for the questions on the form; a save function which appears every few questions, so a filer never has to lose their work; and an autofill feature which saves time for past filers whose answers are the same as the prior filing year.
- Throughout 2022, the Commission responded to hundreds of Ethics Code-related questions from County officials, County employees, and members of the public, and provided formal or informal advice to each person.

The Ethics Commission will achieve the following major goals in Fiscal Year 2024.

- Mail annual 2023 Statement of Financial Interests to annual filers by March 31, 2024.
- Investigate all complaints performed per statutory requirements.
- Issue written Advisory Opinions and Post-Employment waivers, when appropriate, when formal requests from County officials or employees are submitted to the Commission.
- Provide informal advice by Ethics Counsel when sought by persons inquiring about the Ethics Code and/or Ethics Code-related matters.
- Continue its Ethics Code training program so that all County officials and employees receive Ethics Code training through live (virtual or in-person) presentations on at least a monthly basis, and continue to create and provide online resources to augment the Commission’s dissemination of information on the Ethics Code to interested persons.

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 APRIL 10, 2023

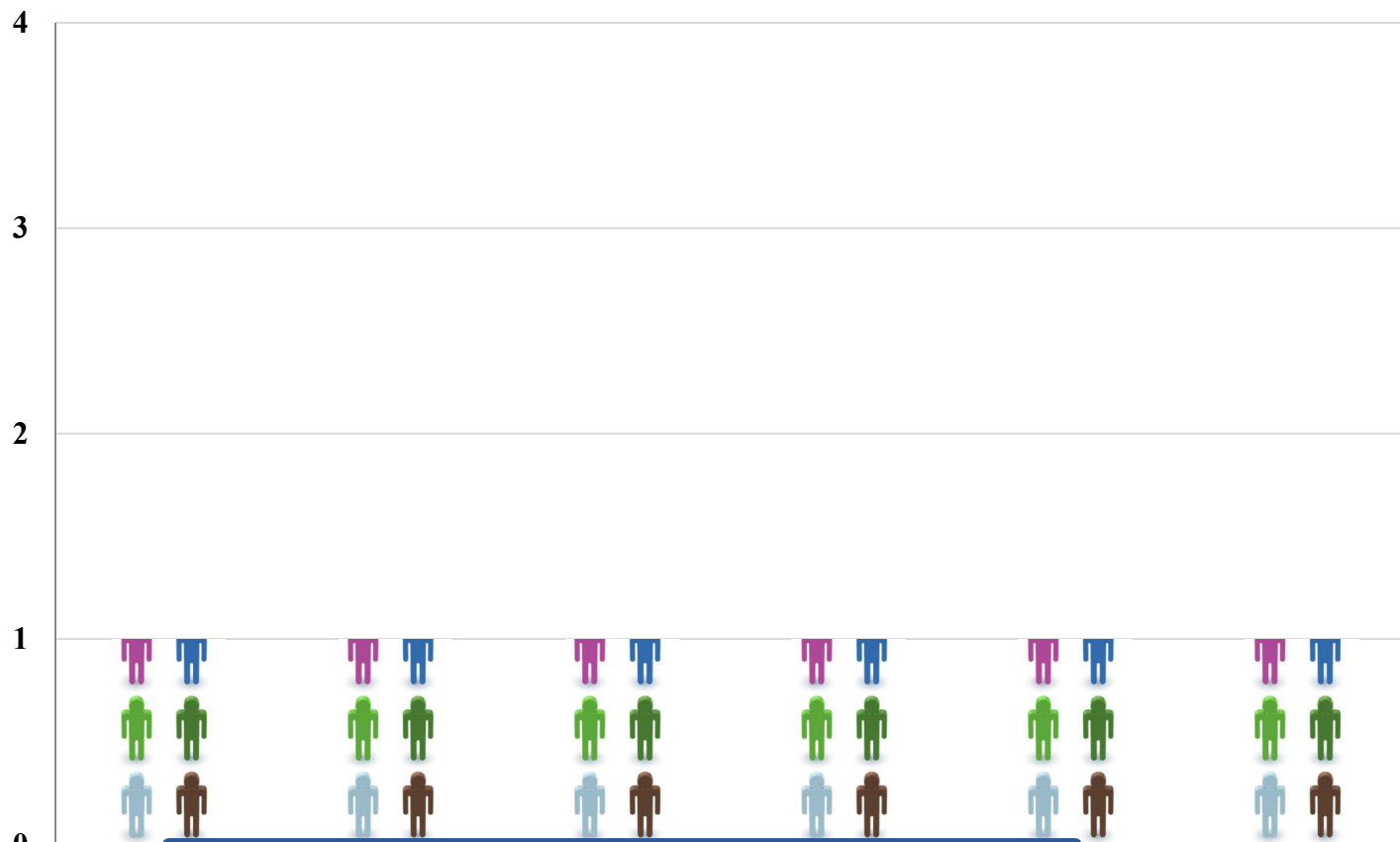
Division/Section	PCN	Position Title	Date Vacated	Fund Source	Anticipated Salary	Status	Plan to Fill
N/A							
Total Vacancies:			0		\$ -		
Vacancy Rate:			0%				

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



	FY2019 Approved	FY2020 Approved	FY2021 Approved	FY2022 Approved	FY2023 Approved	FY2024 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 2021-2022**

JOB CATEGORIES	Calendar Year	NUMBER OF EMPLOYEES														
		MALE							FEMALE							Totals
		Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)	Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	American Indian or Alaska Native (Non Hispanic or Latino)	Two or More Races (Non Hispanic or Latino)	
Officials and Administrators	2022															
	2021															0
Professionals	2022															0
	2021															0
Technicians	2022															0
	2021															0
Paraprofessionals	2022															0
	2021															0
Administrative Support	2022									1						1
	2021									1						1
Skilled Craft Workers	2022															0
	2021															0
Service-Maintenance	2022															0
	2021															0
Certain Elected/Appointed Officials	2022															0
	2021															0
TOTAL	2022	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
	2021	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1

CY 2022				
Category	Males	Females	Total	
# Total	0	1	1	
% Total	0%	100%	100%	
# Non White	0	0	0	
% Non White	#DIV/0!	0%	0%	

CY 2021				
Category	Males	Females	Total	
# Total	0	1	1	
% Total	0%	100%	100%	
# Non White	0	0	0	
% Non White	#DIV/0!	0%	0%	

BUDGET OVERVIEW

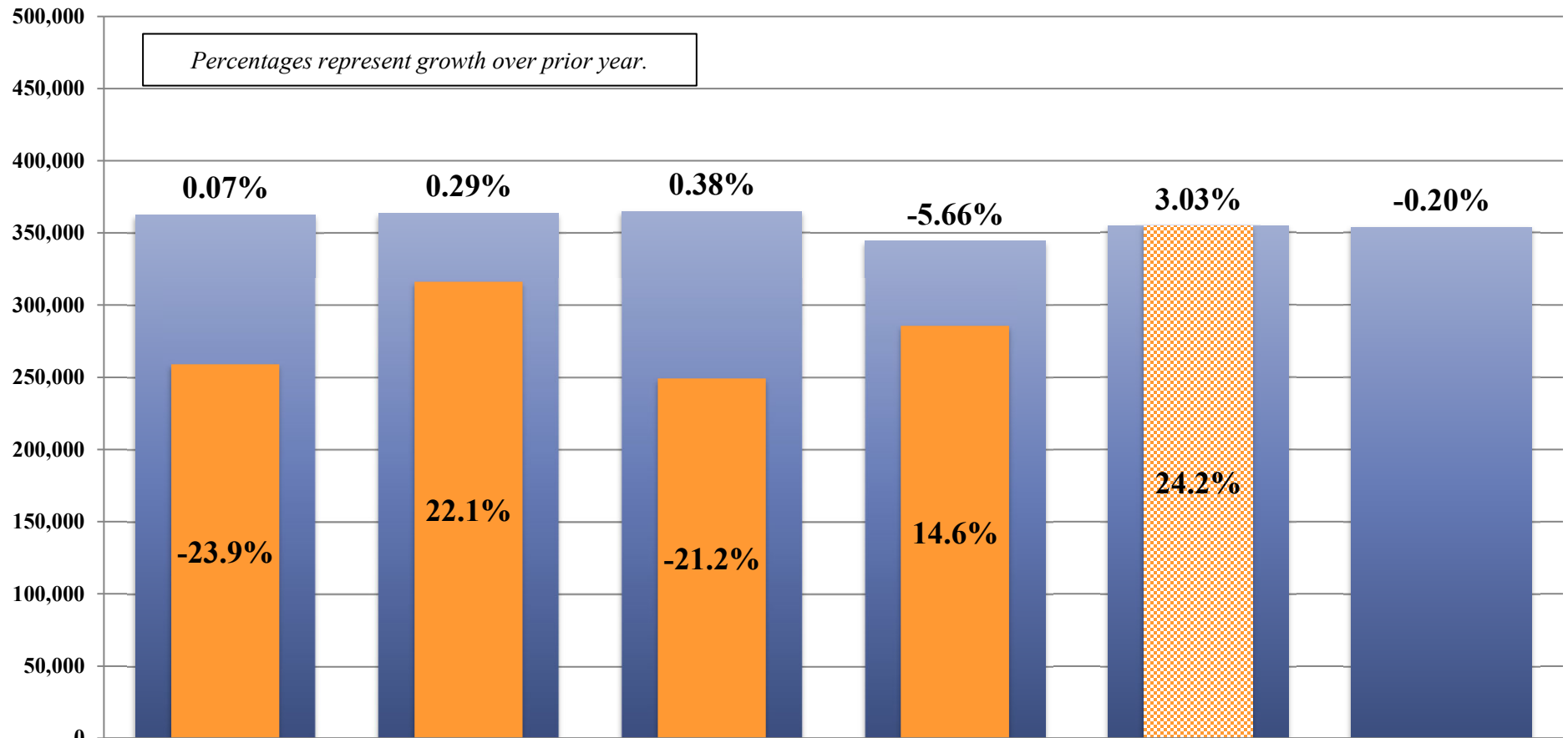
BUDGET CHANGES

Division or Section	FUND	Amount	Reason for Adjustment
Ethics Commission	General	\$ (565)	Benefit Rate Adjustment (Part-Time 8.906%)
Ethics Commission	General	\$ (142)	Operating Transfer Adjustments: Postage (\$300); VOIP (\$1); Copier (\$474); IS \$633
		\$ (707)	Total Adjustments to Budget
		\$ 354,805	Current Fiscal Year Budget
		\$ 354,098	Recommended Fiscal Year Budget
		-0.20%	% Change over Current Fiscal Year Budget

BUDGET SUMMARY

Budget Category	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2023 Approved vs. FY2024	% Increase/ (Decrease) over FY2023 Approved
	Actuals	Actuals	Actuals	Actuals	Approved	Recommended		
Salaries and Wages	\$ 30,229	\$ 33,128	\$ 35,520	\$ 37,701	\$ 38,000	\$ 38,000	\$ -	0.00%
Employee Benefits	\$ 3,300	\$ 3,156	\$ 4,087	\$ 4,467	\$ 3,950	\$ 3,385	\$ (565)	-14.30%
Training and Civic Affairs	\$ 3,439	\$ 8,209	\$ 445	\$ 2,845	\$ 10,500	\$ 10,500	\$ -	0.00%
Communication and Utilities	\$ 1,706	\$ 1,666	\$ 1,492	\$ 1,846	\$ 2,223	\$ 1,922	\$ (301)	-13.54%
Materials and Supplies	\$ 738	\$ 571	\$ 502	\$ 409	\$ 2,450	\$ 2,450	\$ -	0.00%
Contractual Services	\$ 215,827	\$ 265,169	\$ 202,784	\$ 233,430	\$ 291,116	\$ 290,642	\$ (474)	-0.16%
Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	0.00%
Operating Transfer Charges	\$ 3,762	\$ 4,278	\$ 4,415	\$ 4,900	\$ 6,066	\$ 6,699	\$ 633	10.44%
Total:	\$ 259,001	\$ 316,177	\$ 249,245	\$ 285,599	\$ 354,805	\$ 354,098	\$ (707)	-0.20%

BUDGET / ACTUALS HISTORY



	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Budget	362,606	363,658	365,025	344,366	354,805	354,098
CARES Act		0				
Actuals	259,001	316,177	249,245	285,599	354,805	

*NOTE: *FY2023 Actuals reflect Departments projected expenditures through June 2023.*

PERFORMANCE METRICS AND STATISTICS

PERFORMANCE METRICS

Performance Measures	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Quantitative					
Statement of Financial Interests (filed for previous calendar year)	274	325	313	TBD	TBD
Ethics Training	9	10	14	14	14
Monthly Meetings (Fiscal Year)	10	5	11	12	12
Complaints Filed (Calendar Year)	2	2	1	2	2

STATISTICS

Calendar Year	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Complaints Filed	5	4	4	6	2	7	4	9	0	20	15	8	6	6	2	2	1