



NEW CASTLE COUNTY ETHICS COMMISSION  
MINUTES OF AUGUST 12, 2020  
PUBLIC MEETING

In attendance:

Commission Members<sup>1</sup>:

Paula Jenkins-Massie; Robert Ralston; Johanna Bishop; Robert Hicks; Sally Jensen; and Kellie Tetrick

Ethics Commission Staff: Julie M. Sebring, Legal Counsel  
Alison Lewis, Confidential Assistant  
Ray Carr, Investigator

Public Attendance: Kathleen Denhardt, ECRC Co-Chair

Chair Jenkins-Massie opened the Public Session at 4:33 p.m. via Zoom.

**Public Minutes**: The Commissioners reviewed the minutes of the Public Session of the June 10, 2020 Ethics Commission meeting. Commissioner Jensen made a motion to approve the June 10, 2020 Public Session minutes and Commissioner Tetrick seconded the motion.

VOTE: 6 - 0 . Motion carried.

**Executive Minutes**: The Commissioners reviewed the minutes of the Executive Session of the June 10, 2020 Ethics Commission meeting. Commissioner Ralston made a motion to approve the June 10, 2020 Executive Session minutes with revisions as discussed in the Executive Session, and Commissioner Hicks seconded the motion.

VOTE: 6 - 0 . Motion carried.

**Finance Reports**: Counsel reviewed with the Commission that because the County recently stopped using the Tier program and switched over to the Munis software system for its financial and accounting purposes, it was not possible to print the monthly finance report for the Commissioner's review. It is anticipated

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<sup>1</sup> As of the date of this meeting, the Ethics Commission had one open seat pending County Council's September 8, 2020 meeting during which Council will vote on a Resolution, sponsored by Councilman Penrose Hollins, on County Executive Matt Meyer's renomination of Charles H. Toliver, IV, Esquire, to the Ethics Commission.

that monthly finance reports will be available at the next monthly meeting.

### **Committee Reports**

**Administrative:** ECRC Co-Chair, Kathleen Denhardt, Ph.D., was in attendance at this meeting to present to the Commission the ECRC's updated interim report of proposed Code revisions. Co-Chair Denhardt reviewed six key points which were included in the lengthy report, and she and ECRC Co-Chair, Commissioner Tetrick, responded to the Commissioners' initial questions. So that the Commissioners may be given time to review the report comprehensively, the report will be placed on the agenda of the Commission's next monthly meeting for further discussion. The Commissioners thanked Co-Chair Denhardt for her presentation.

Reports from the Forms and Training Committees, and any additional updates from the Administrative Committee, were deferred to the next meeting.

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

The next Commission meeting is scheduled for Wednesday, September 9, 2020.

C19-05: Commissioner Ralston made a motion to dismiss this matter per the discussion held during the Executive Session. Commissioner Bishop seconded the motion.

VOTE: 6--0, Motion carried.

Commissioner Hicks made a motion to authorize Counsel to draft a letter on behalf of the Commission requesting that the County Auditor perform an audit of the internal controls of a County computer system which tracks public matters and which is widely used, and relied upon, by County personnel. Commissioner Bishop seconded the motion. The draft letter, as authorized, will be discussed during the Executive Session of the Commission's next monthly meeting.

VOTE: 6-0; Motion carried.

At 5:48 p.m., Commissioner Ralston made a motion to move into the Executive Session of the meeting; Commissioner Bishop seconded the motion. The motion passed unanimously, 6-0.

At 6:41 p.m., Commissioner Jensen made a motion to return to the Public Session. Commissioner Bishop seconded the motion. The motion passed unanimously, 6-0.

At 6:48 p.m., Commissioner Ralston made a motion to adjourn the meeting and Commissioner Jensen seconded the motion. The motion carried unanimously.

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