



NEW CASTLE COUNTY ETHICS COMMISSION  
MINUTES OF MAY 21, 2019  
PUBLIC MEETING

In attendance:

Commission Members:

Paula Jenkins-Massie; Sally Jensen; Robert Ralston; Kellie Tetrick; and Charles Toliver

Absent:

Eric Monzo; Christopher Simon

Ethics Commission Staff:

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

Members of the Public

Laura Hay, Esquire, NCC Office of Law

Chair Jenkins-Massie opened the Public Session at 4:34 p.m. in the Manager's Conference Room of the New Castle County Government Center, 87 Read's Way, New Castle. In addition to Chair Jenkins-Massie, Commissioners Jensen, Ralston, and Tetrick were physically present at the noted location for the entire meeting, and Commissioner Toliver was physically present at the meeting for from about 4:50 pm forward. Commissioner Tetrick left the meeting for a work engagement around 5:35 p.m.

**Public Minutes:** The Commissioners reviewed the minutes of the public session of the March 13, 2019 Ethics Commission meeting. Commissioner Tetrick made a motion to approve the March 2019 public session minutes with a minor revision, and Commissioner Ralston seconded the motion.

VOTE: 4 - 0 Motion carried.

**Executive Minutes:** The Commissioners reviewed the minutes of the March 13, 2019 executive session. Commissioner Tetrick made a motion to approve the March 2019 executive session minutes with minor revisions and Commissioner Ralston seconded the motion.

VOTE: 4 - 0 Motion carried.

**Finance Report:** Copies of the monthly expenditure report and financial spreadsheet were distributed to the Commissioners for review and discussion.

### **Committee Reports:**

**Administrative Committee:** Counsel updated the Commission on the status of the ECRC. Kathleen Denhardt, Ph.D., has offered to serve as the new co-chair of the Committee along with co-chair Kellie Tetrick. The Commission approved and asked Counsel to revise its Charge to the ECRC to reflect the modification.

**Forms Committee:** As of May 21, 2019, there are approximately 12 annual filers who still need to complete their form. Notifications have been sent via U.S. mail and email.

**Training Committee:** The next training session for employees is scheduled for May 23, 2019. Counsel reported that she continues to receive many emails and phone calls with good questions after each training session from County employees and officials. She also reported that she is receiving an unusual number of inquiries related to the use of County resources for campaign purposes and the Commission discussed the manner in which these inquiries could best be handled.

### **Ethics Office updates:**

The next meeting is scheduled for Wednesday, June 12, 2019 in the Multi-purpose conference room of the Gilliam Building, 77 Read's Way, New Castle.

Delmarva Digital has begun the improvements/upgrades to the Advisory Opinion website.

### **NEW BUSINESS**

A proclamation to honor the life of Clyde "Ed" Bishop was presented by NCC Council for the funeral of Mr. Bishop, the late husband of the former Commission Chair, Dr. Johanna Bishop. Councilwomen Diller and Kilpatrick were responsible for the issuance of the proclamation.

The Commission discussed meeting attendance and quorum issues which the Commission has been experiencing for months now and asked Counsel to move forward on methods discussed to ascertain Commissioner participation levels, moving forward.

### **OLD BUSINESS**

Counsel updated the Commission on the FY2020 Budget Presentation to NCC Council on April 15, 2019. Chair Jenkins-Massie presented the budget to NCC Council, and Counsel reported that she received much positive feedback from regarding the thoroughness the presentation and that it was done very well.

At 5:53 p.m., Commissioner Ralston made a motion to move to executive session. Commissioner Jensen seconded the motion. The motion carried unanimously.

At 6:42 p.m., Commissioner Toliver made a motion to return to public session and Commissioner Ralston seconded the motion. The motion carried unanimously. Having no further business to conduct, at 6:42 p.m., Commissioner Toliver made a motion to adjourn the meeting and Commissioner Ralston seconded the motion. The motion carried unanimously.

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