



NEW CASTLE COUNTY ETHICS COMMISSION  
MINUTES OF OCTOBER 9, 2019  
PUBLIC MEETING

In attendance:

Commission Members:

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

Absent:

Eric Monzo; Robert Ralston; and Christopher Simon

Ethics Commission Staff:

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

Public Attendance:

Kathryn Denhardt, Ph. D.; Sidney Liebesman,  
Esquire

Chair Jenkins-Massie opened the Public Session at 5:00 p.m. in the Manager's conference room of the New Castle County Government Center, 87 Read's Way, New Castle.

**Public Minutes:** The Commissioners reviewed the minutes of the public session of the September 18, 2019 Ethics Commission meeting. Commissioner Jensen made a motion to approve the September 2019 public session minutes and Commissioner Toliver seconded the motion.

VOTE: 4 - 0 . Motion carried.

**Executive Minutes:** The Commissioners reviewed the minutes of the executive session of the September 18, 2019 Ethics Commission meeting. Commissioner Toliver made a motion to approve the September 2019 executive session minutes and Commissioner Jensen seconded the motion.

VOTE: 4 - 0 . Motion carried.

**Finance Reports:** The Commissioners reviewed the monthly finance report. Copies of the reports for September 2019 were distributed to the Commissioners.

### **Committee Reports**

*Administrative Committee:* A written interim status report from the Ethics Code Review Committee (ECRC) was distributed to the Commissioners. The ECRC Co-chairs Kathryn Denhardt, Ph.D., and Commissioner Kellie Tetrick updated the Commissioners on the status of the ECRC and the topics in the Ethics Code upon which they are focusing at this juncture for revision.

*Forms Committee:* All 2019 annual filers have completed their forms for 2018. The Commission has requested the Ethics Commission office to check with the Commission's software engineers to see whether some or all of the information from the prior year's completed and approved form can rollover or be automatically filled on the next year's form.

*Training Committee:* Counsel advised the Commission that the next general Ethics Code training for employees is scheduled for Thursday, October 17, 2019. A letter was sent to the Department of Elections to be distributed to the 2020 registered candidates for New Castle County office. The letter invites those candidates to attend an Ethics training session.

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

The next meeting is scheduled for Wednesday, November 20, 2019 in the Manager's conference room of the New Castle County Government Center, 87 Read's Way, New Castle.

### **OLD BUSINESS**

COGEL 2019 – Counsel and three Commissioners are planning to attend this year's conference. The COGEL conference is scheduled for December 15-18, 2019 in Chicago.

FY2021 Budget –Counsel and Ms. Lewis met with members of the Finance office, the Executive office, and Administrative Services earlier in the day to discuss FY 2021 budget preparation.

### **MEMBERS OF THE PUBLIC:**

Kathryn Denhart, Ph.D., presented the written interim status report from the ECRC which was distributed to the Commissioners. The Commissioners asked questions and provided feedback to the ECRC.

Sidney Liebesman, Esquire, was also present for the meeting. He stated that he is an attorney in Wilmington and decided to attend an Ethics Commission meeting.

At 6:23 p.m., Commissioner Jensen made a motion to move into the Executive session of the meeting, Commissioner Tetrick seconded the motion. The motion passed unanimously, 4–0.

At 6:47 p.m. Commissioner Toliver made a motion to return to Public session, Commissioner Jensen seconded the motion. The motion passed unanimously.

C19-02 - Commissioner Toliver made a motion to hold this matter in abeyance pending the resolution of a matter which is currently before the Commission, in the interest of fairness to the parties involved. Commissioner Jensen seconded the motion.

VOTE: 4–0, unanimous.

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

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