



Fiscal Year 2022 Recommended Budget Presentation to County Council

ETHICS

FY2022 ORGANIZATIONAL CHART



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.

ACCOMPLISHMENTS AND GOALS

The Ethics Commission has completed and/or is anticipated to complete the following accomplishments in Fiscal Year 2021.

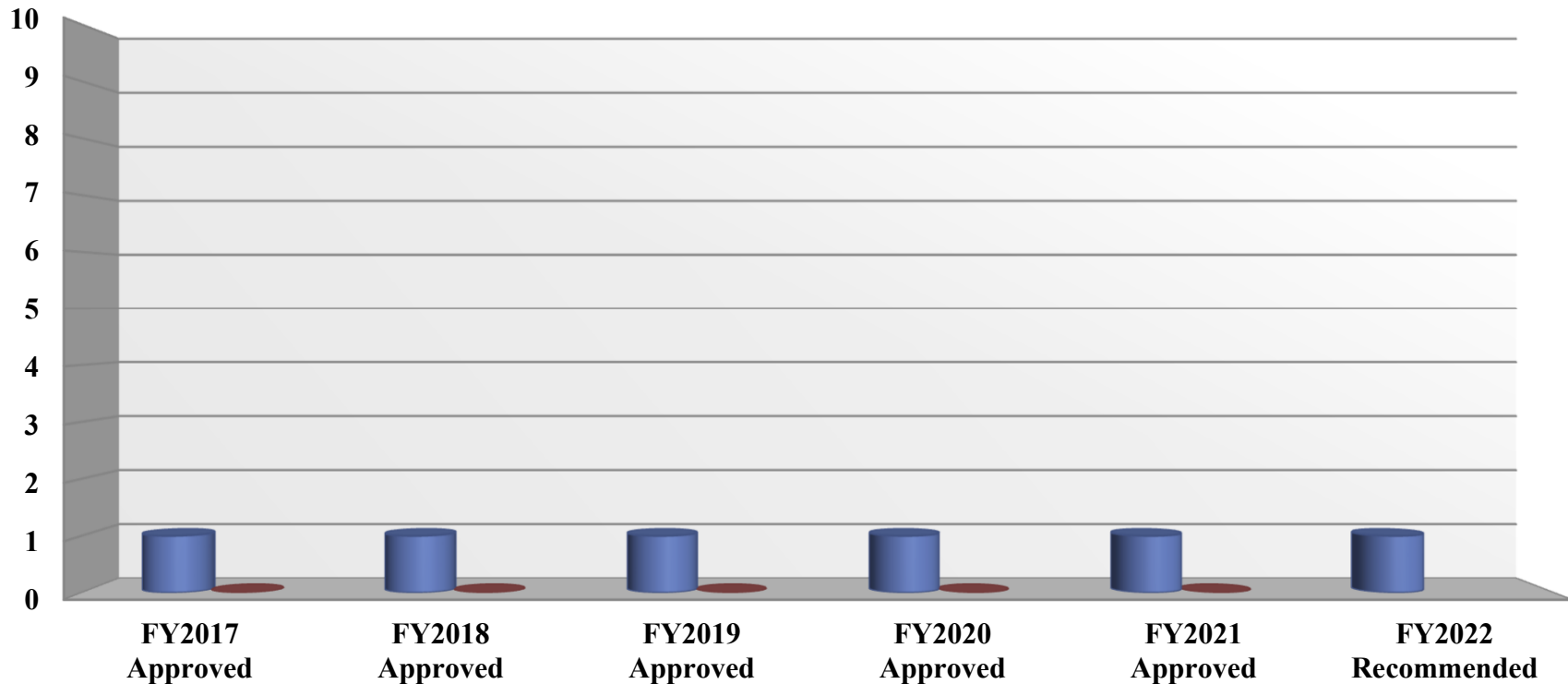
- The Commission held 9 regular public meetings in calendar year 2020 and began holding virtual meetings in May 2020.
- Counsel for the Ethics Commission handled many requests for informal advice on the Ethics Code and the Commission had several requests for formal advice for interpretation of the Ethics Code.
- The 2019 Annual Report was issued on February 1, 2020 and the 2020 Annual Report will be issued by February 1, 2021.
- As in 2019, the Commission began the process in 2020 of filing the annual Statements of Financial Interests early in the year, which allowed more time for filers to complete the task by the deadline than in the past. All required annual and other Statements of Financial Interests were filed electronically. For the filing of the 2019 annual Statements of Financial Interests in 2020, the Commission added an autofill feature to its software to make the annual filing process easier and faster.
- The Commission's Training Committee provided training on the Ethics Code to County officers and employees through 1-2 hour in-person presentations to attendees, as well as live, virtual training on the Ethics Code. Ethics Code training was also provided virtually to candidates for elective County office.
- The Commission's subcommittee, the Ethics Code Revision Committee ("ECRC"), continued meeting to identify recommended Code revisions to the Ethics Commission. The ECRC met in person on a monthly basis until it began meeting virtually in April 2020. To date, the ECRC has provided two written reports to the Ethics Commission of recommended Code revisions.
- The Commission continues to update its independently administered websites and plans to launch a county-wide gift log website, as well as update the Statement of Financial Interests website form and filing instructions.
- The Commission strives to reflect the diverse population of the County in its membership. The Commission currently has its most diverse composition in its multi-decade history. Four of the seven members are women, and three of the seven members are African American. Additionally, the Commission is chaired by an African American woman.

The Ethics Commission will achieve the following major goals in Fiscal Year 2022.

- Mail annual 2020 Statement of Financial Interests filers by March 31, 2021.
- Issue 2021 Annual Report by February 1, 2022.
- 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 by the Ethics Code.
- Respond to questions posed by members of the public to Ethics Counsel regarding the Code-compliance of conduct of persons covered by 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 information on the Ethics Code to interested persons.
- Continue improvements of and additions to the independently administered websites including the resources website, the Statement of Financial Interests website, and the county-wide gift log website.
- Continue to work on improving the Ethics Code through public meetings held by the Ethics Code Revision Committee.

POSITION OVERVIEW

POSITION HISTORY



	FY2017 Approved	FY2018 Approved	FY2019 Approved	FY2020 Approved	FY2021 Approved	FY2022 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	0.00

The Ethics Commission has one part-time position.

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	FY2022 Positions Recommended	
0.00%	% Change over Current Fiscal Year Budget	

VACANCIES AS OF MARCH 15, 2021

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

**DIVERSITY SUMMARY
CALENDAR YEAR 2019-2020**

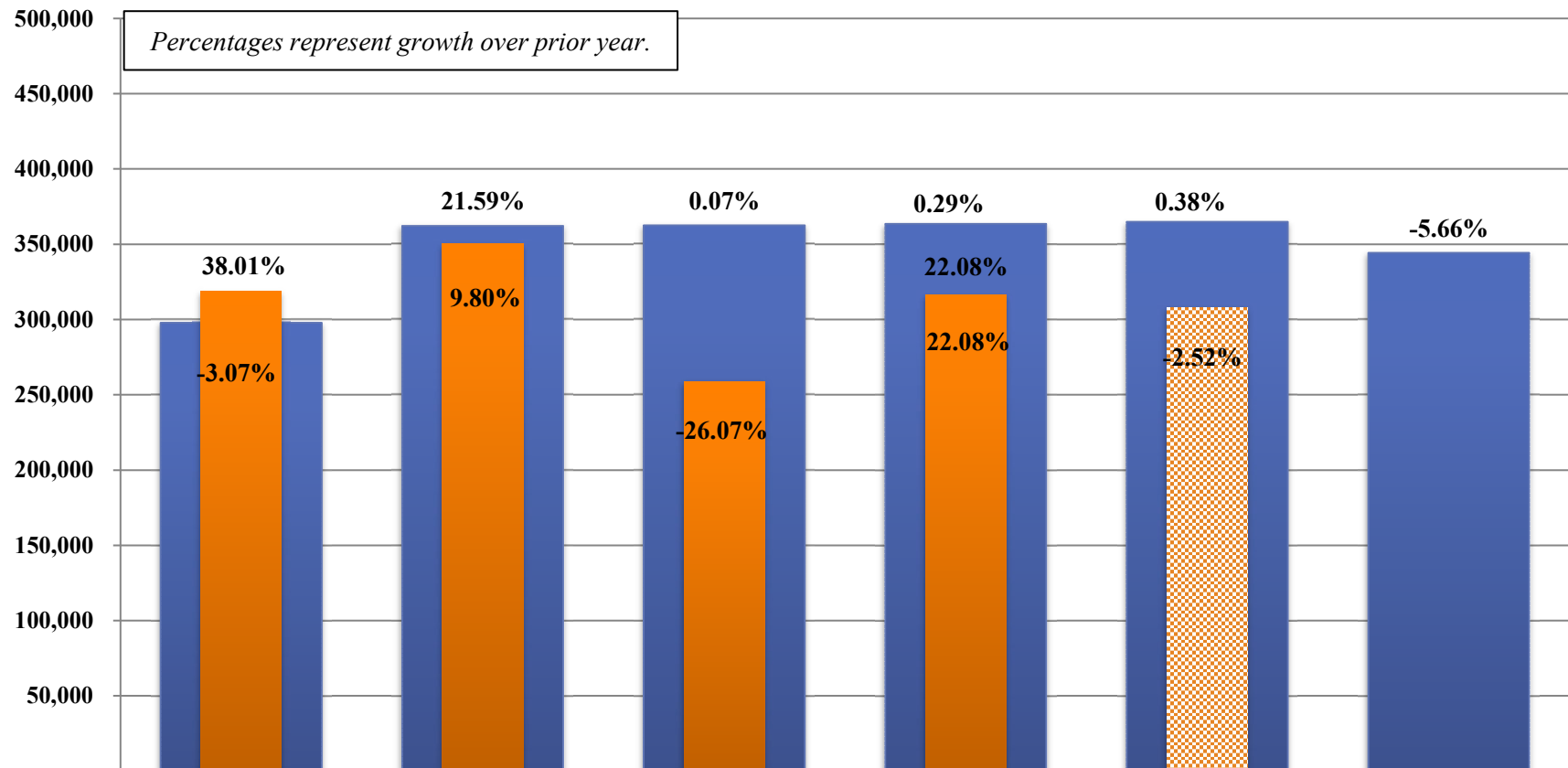
JOB CATEGORIES	Calendar Year	NUMBER OF EMPLOYEES																																
		MALE							FEMALE							Totals																		
		Hispanic or Latino	White (Non Hispanic or Latino)	Black or African American (Non Hispanic or Latino)	Asian (Non Hispanic or Latino)	Native Hawaiian or Other Pacific Islander (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	2020																		2019															
Professionals	2020																		2019															
Technicians	2020																		2019															
Paraprofessionals	2020																		2019															
Administrative Support	2020																		1													1		
	2019																		1													1		
Skilled Craft Workers	2020																																	
	2019																																	
Service-Maintenance	2020																																	
	2019																																	
Certain Elected/Appointed Officials	2020																																	
	2019																																	
TOTAL	2020																																1	
	2019																																1	

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

CY 2019				
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 / ACTUALS HISTORY



	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
■ Budget	298,003	362,341	362,606	363,658	365,025	344,366
■ CARES Act				-		
■ Actuals	319,064	350,343	259,001	316,177	308,200	

*NOTE: *FY2021 Actuals reflect Departments projected expenditures through June 2021.
 FY2022 Budget reflects a decrease in Other Professional Services and Attorneys Fees.
 FY2019 Actuals reflect a reduction in outside legal counsel and attorney fees.
 FY2018 Budget reflects was due to the cost to investigate and hold hearings for the significant increase in the number of complaints received by the Ethics Office in calendarary years 2015-2017.*

BUDGET CHANGES

Division or Section	FUND	Amount	Reason for Adjustment
Ethics	General	\$ 131	Benefit Rate Adjustment
Ethics	General	\$ (907)	Cross Charge Adjustments: (\$600) Postage, (\$307) VOIP
Ethics	General	\$ (5,000)	Adjust Other Professional Services based on reduction in number of complaints
Ethics	General	\$ (15,000)	Adjust Attorneys Fees based on reduction in number of complaints
Ethics	General	\$ 117	Operating Transfer Charges: \$117 Information Systems
		\$ (20,659)	Total Adjustments to Budget
		\$ 365,025	Current Fiscal Year Budget
		\$ 344,366	FY2022 Recommended Budget
		-5.66%	% Change over Current Fiscal Year Budget

BUDGET SUMMARY

Budget Category	FY2018	FY2019	FY2020	FY2021	FY2022	FY2021 Approved vs. FY2022 Recommended	% Increase/ (Decrease) over FY2021 Approved
	Actuals	Actuals	Actuals	Approved	Recommended		
Salaries and Wages	\$ 29,813	\$ 30,229	\$ 33,129	\$ 38,000	\$ 38,000	\$ -	0.00%
Employee Benefits	\$ 2,981	\$ 3,300	\$ 3,156	\$ 4,372	\$ 4,503	\$ 131	3.00%
Training and Civic Affairs	\$ 7,074	\$ 3,439	\$ 8,209	\$ 8,800	\$ 8,800	\$ -	0.00%
Communications/Utilities	\$ 2,226	\$ 1,706	\$ 1,666	\$ 3,572	\$ 2,665	\$ (907)	-25.39%
Materials and Supplies	\$ 764	\$ 738	\$ 571	\$ 2,450	\$ 2,450	\$ -	0.00%
Contractual Services	\$ 303,482	\$ 215,827	\$ 265,169	\$ 301,116	\$ 281,116	\$ (20,000)	-6.64%
Equipment Replacement	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	
Operating Transfers	\$ 4,003	\$ 3,762	\$ 4,278	\$ 6,215	\$ 6,332	\$ 117	1.88%
Total:	\$350,343	\$259,001	\$316,177	\$365,025	\$344,366	\$ (20,659)	-5.66%

APPENDIX

