

**New Castle County
Human Resources Advisory Board
Annual Report to New Castle County for 2015**

To: The Honorable Thomas P. Gordon, County Executive
The Honorable Christopher A. Bullock, County Council President
Members, New Castle County Council


From: Patricia L. Purnell, Human Resources Advisory Board
Ernest Talbert, Member, Human Resources Advisory Board *ert*

Re: HR Advisory Board Annual Report to New Castle County for 2015
(In compliance with Ordinance 07-004)

Date: March 3, 2016

Human Resources Advisory Board Members:

- Chairperson:
Lydia C. F. Anderson, Esquire (Resigned 02/09/16)
Appointed by Resolution #05-169; Term expired 07/26/11

- Member:
 Patricia L. Purnell
Appointed by Resolution #12-116; Term expires 08/21/18

- Member:
Brigadier General Ernest Talbert
Appointed by Resolution #09-170; Term expired 10/27/15

Duties of the Human Resources Advisory Board:

The Human Resources Advisory Board shall represent the public interest in the merit system. The Human Resources Advisory Board shall provide advice and make recommendations to the Chief Human Resources Officer. It shall devote its efforts to the broader aspect of the program through studies, investigations, and recommendations such as advice to the Chief Human Resources Officer, the County Executive and County Council on the improvement of human resources administration in County employment. The Board shall also hear and act upon all appeals as provided in Chapter 26 of the New Castle County Code. It shall make an annual report to the County Executive and County Council which shall be made public.

Additional Information Regarding the Human Resources Advisory Board:

The Human Resources Advisory Board shall consist of three (3) members. The members of the Human Resources Advisory Board shall be appointed by the County Executive, with consent of County Council, for terms of six (6) years or until their successors are appointed and qualified. Appointments made upon the expiration of any Board member's term shall be for six (6) years from such expiration date. When vacancies occur, they shall be filled for the unexpired term. The members of the Board shall be residents of the County. They shall be persons of recognized character and ability whose experience provides knowledge of human resources practices and procedures and knowledge and support of merit principles as applied to public employment. No member of the Board shall be a member of any local, state or national committee of a political party or an officer or a member of a committee of any partisan or political group or shall hold or be a candidate for any political office, and no more than two (2) of the members shall be of the same political party.

Members of the Board shall be compensated according to Section 26.01.009 of the New Castle County Code.

One (1) of the members shall be elected Chairperson by the members of the Board. Meetings shall be called and held as shall be provided by rules to be adopted by the Board. Two (2) members shall constitute a quorum.

Summary of Actions in 2015:

March 7, 2015:

Board Members Present:

Lydia C. F. Anderson, Esquire, Chairperson
Ernest G. Talbert, Member

Board Members Absent:

Patricia Purnell, Member

- Approval of Human Resources Advisory Board Annual Report for 2014

The Board recommended approval of the Human Resources Advisory Board Annual Report for 2014.

- Consider new class specification of Department Finance Officer (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) - Pay Grade 32 (\$64,440 - \$99,968 per year)

The Board approved the new class specification of Department Finance Officer at Pay Grade 32.

- Consider new class specification of Public Safety Grant Analyst (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) - Pay Grade 25 (\$45,795 - \$71,045 per year)

The Board approved the new class specification of Public Safety Grant Analyst at Pay Grade 25.

June 4, 2015:

Board Members Present:

Lydia C. F. Anderson, Esquire, Chairperson
Patricia Purnell, Member
Ernest G. Talbert, Member

- Approval of Revised Human Resources Advisory Board Annual Report for 2014

The Board recommended approval of the revised Human Resources Advisory Board Annual Report for 2014.

- Consider new class specification of Development Facilitator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) - Pay Grade 31 (\$61,371 - \$95,208 per year)

The Board approved the new class specification of Development Facilitator at Pay Grade 25.

- Consider new class specification of Land Use Services Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) - Pay Grade 28 (\$53,014 - \$82,243 per year)

The Board approved the new class specification of Land Use Services Administrator at Pay Grade 28.

- Consider Ordinance No. 15-045: To Honor The Protections Contemplated By The Doctrine Of Separation Of Powers By Amending New Castle County Code Chapters 2 ("Administration") And 26 ("Human Resources") To Prohibit The Executive Branch, And Particularly The Department Of Administration—Administrative Services, From Accessing And/Or Providing A Council Member's Or Legislative Staff Member's Emails, Phone Calls, Calendars And/Or Other Electronic Records Except Pursuant To The Consent Of The Council Member Or, For Staff Or The Body As A Whole In The Context Of Discovery, The Executive And Personnel Committee Co-Chairs And Clerk Of Council, Other Than Pursuant To An Attorney General's Subpoena Or Other Court Order, And To Prescribe Processes And Penalties For Violations Thereof.

The Board did not recommend approval of Ordinance 15-045.