


**New Castle County
Human Resources Advisory Board
Annual Report to New Castle County for 2021**

To: The Honorable Matthew Meyer, County Executive
The Honorable Karen Hartley-Nagle, County Council President
Council Members, New Castle County Council

From: Dr. Valencia "Lynn" Beaty, Chair, Human Resources Advisory Board 

Cc: Dr. Nakishia Williams Bailey, Member, Human Resources Advisory Board

Re: HR Advisory Board Annual Report to New Castle County for 2021
(In compliance with New Castle County Code Section 2.04.001)

Date: May 5, 2022

Human Resources Advisory Board Members in 2021:

- Dr. Valencia "Lynn" Beaty, Chair
Appointed by Resolution R17-034 on 02/14/17; Term expires 02/14/23
- O. Floyd Corbin
Appointed by Resolution R16-063 on 04/12/16; Term expires 04/12/22

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 2021:

January 7, 2021

Meeting cancelled; no agenda items presented.

February 4, 2021 (Zoom Audio and Video Conference Meeting)

Board Members Present:

Dr. Valencia "Lynn" Beaty, Chair
O. Floyd Corbin, Member

- Approval of Human Resources Advisory Board Annual Report for 2020

The Board approved the Human Resources Advisory Board Annual Report for 2020.

- Recommendation of new class specification for Deputy Chief of Technology (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) – Pay Grade 36 (\$87,344 – \$135,500 per year)

The Board recommended approval of the new class specification of Deputy Chief of Technology. (Ordinance 21-017 was adopted by Council and Approved by the County Executive.)

March 4, 2021

Meeting cancelled; no agenda items presented.

April 1, 2021 (Zoom Audio and Video Conference Meeting)

Board Members Present:

Dr. Valencia "Lynn" Beaty, Chair
O. Floyd Corbin, Member

- Recommendation of new class specification for Senior Assistant Platoon Leader – Fire/Medical (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 3911) – Pay Grade 26 (\$53,600 - \$83,153 per year)

The Board recommended approval of the new class specification of Senior Assistant Platoon Leader – Fire/Medical. (Ordinance 21-064 was adopted by Council and Approved by the County Executive.)

- Recommendation of new class specification for Senior Assistant Platoon Leader - Police (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 3911) – Pay Grade 26 (\$53,600 - \$83,153 per year)

The Board recommended approval of the new class specification of Senior Assistant Platoon Leader - Police. (Ordinance 21-064 was adopted by Council and Approved by the County Executive.)

May 6, 2021

Meeting cancelled; no agenda items presented.

June 3, 2021

Meeting cancelled; no agenda items presented.

July 1, 2021

Meeting cancelled; no agenda items presented.

August 5, 2021 (In-Person and Zoom Audio & Video Conference Meeting)

- Recommendation of new class specification for Junior Pension Program Analyst (Pay Plan and Rates of Pay for Classified Service Professional Employees Represented by AFSCME Local 3109) – Pay Grade 26 (\$50,528 - \$78,387 per year)

The Board recommended approval of the new class specification of Junior Pension Program Analyst. The class specification was not brought before Council and therefore, not adopted.

- Recommendation of new class specification for Senior Pension Program Analyst (Pay Plan and Rates of Pay for Classified Service Professional Employees Represented by AFSCME Local 3109) – Pay Grade 30 (\$61,417 - \$95,281 per year)

The Board recommended approval of the new class specification of Senior Pension Program Analyst. The class specification was not brought before Council and therefore, not adopted.

- Recommendation of new class specification for Pension Program Manager (Pay Plan and Rates of Pay for Classified Service Employees) – Pay Grade 34 (\$79,223 - \$122,901 per year)

The Board recommended approval of the new class specification of Pension Program Manager. The class specification was not brought before Council and therefore, not adopted.

- Consider Ordinance No. 21-089 To Amend NEW CASTLE COUNTY CODE CHAPTER 26 (“HUMAN RESOURCES”), ARTICLE 1 (“IN GENERAL”), SECTION 26.01.003 (“RESERVED”) REGARDING RESIDENCY REQUIREMENTS FOR CERTAIN COUNTY EMPLOYEES

The Board recommended approval of Ordinance No. 21-089 regarding residency requirements for certain County employees. (The ordinance was adopted by Council but Vetoed by the County Executive.)

September 2, 2021

Meeting cancelled; no agenda items presented.

October 7, 2021

Meeting cancelled; no agenda items presented.

November 4, 2021 (In-Person and Zoom Video & Audio Conference Meeting)

Board Members Present:

Dr. Valencia “Lynn” Beaty, Chair
O. Floyd Corbin, Member

- Approval of the Bylaws of the Human Resources Advisory Board Adopted December 18, 2014 and Revised September 14, 2017

The Board approved the Bylaws of the Human Resources Advisory Board revised September 14, 2017

- Approval of 2022 Human Resources Advisory Board Meeting Schedule

The Board approved the 2022 Human Resources Advisory Board Meeting Schedule.

December 2, 2021

Meeting cancelled; no agenda items presented.