



NEW CASTLE COUNTY COUNCIL PUBLIC WORKS COMMITTEE MEETING

Co-Chairs: Timothy Sheldon, Ninth District
Dave Carter, Sixth District

October 1, 2024
2:00 PM

VIRTUAL ZOOM WEBINAR MEETING** &
LOUIS L. REDDING CITY/COUNTY BUILDING
1ST FLOOR COUNCIL CHAMBERS
800 N. FRENCH STREET, WILMINGTON, DE 19801

AMENDED AGENDA

- A. Meeting Call to Order
- B. Approval of Minutes
- C. Finalization of Newark Sewer Service Agreement
- D. Other
 - Travel Request: Councilman Carter NACo Large Urban County Caucus (LUCC)
 - Travel Request: Councilwoman Durham NACo Large Urban County Caucus (LUCC)
 - Travel and Training Request: Police Accountability Board
- E. Public Comment
- F. Adjournment

AGENDA POSTED: 9/24/2024
AMENDED AGENDA POSTED: 9/25/2024

*The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004(e)(2). The meeting may go into Executive Session to address issues that arise at the time of the meeting.

**The agenda was revised on Wednesday, September 25, 2024, to include a travel and training request from the Police Accountability Board and funds were approved after the original posting.

Under Title 29, Section 10006A of *Delaware Code*, New Castle County Council is holding this meeting as a telephone and video conference, utilizing **zoom Webinar. In addition, this meeting is open to the public in Council Chambers (800 N. French Street, Wilmington, DE 19801). The link to join the meeting via computer, smart device, or smart phone is : <https://zoom.us/j/377322142> You may also call into the meeting (audio) using the

following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

Meeting materials, including a meeting agenda, legislation to be addressed during the meeting, and other materials related to the meeting are electronically accessible at <https://www.nccde.org/2351/Agendas-and-Minutes>. Members of the public joining the meeting may be provided an opportunity to make comments in real time. A comment period will be administered by a moderator to ensure everyone may have an opportunity to comment.

If permitted to comment, you will not be able to speak until called upon by the moderator. For those appearing virtually, there are functions in the program that allow you to do this. Please see the link in the previous paragraph.

NEW CASTLE COUNTY
TRAVEL & TRAINING EXPENSE FORM

EMPLOYEE NAME

David Carter

TELEPHONE

302-395-8366

TITLE

Councilman

DEPARTMENT

County Council

DESTINATION

Santa Rosa, CA

OCA - GRANT/PROJECT

DATES

12/4/24-12/7/24

PURPOSE

NACo Large Urban County Caucus

Dates	12/4/2024	12/5/2024	12/6/2024	12/7/2024				TOTALS	Obj Lvl
TRANSPORTATION									
Airfare	\$1200							\$1200	2001
Trainfare									2002
Taxi & Shuttle									2003
Tolls									2005
Parking	\$70	\$70	\$70	\$70				\$280	2006
Total									
MILEAGE									
Actual miles									
Allowable Rate									
Total									2004
LODGING									
Hotel	\$250	\$250	\$250	\$250				\$1000	2010
Telephone									2030
Total									
MEALS									
Number of days (overnight travel):			Rate per day:		Maximum meal allowance:				
Actual meal costs								-	
Less than full day:									
Breakfast								-	
Lunch								-	
Dinner								-	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020
MISCELLANEOUS									
Conference Fees									2101
Seminar Fees									2102
ATM Fees									2007
Tips									2007
Books, Tapes, Etc									4101
Auto Rental									2008
Other									
Total	\$	\$ -	\$	\$ -	\$ -	\$	\$ -	\$ -	
SUMMARY	\$	\$ -	\$ -	\$ -	\$ -	\$	\$ -	\$ 2480	
Expense Explanations: Travel and lodging charges for NACo Large Urban County Caucus. These numbers are approximate, and actual may vary.						Less Pre-payments:			
						Less Charges paid by NCC:			
						Due Employee:			
Explanation continued on attachment: yes() no()									

I hereby certify that these expenses, incurred by me on official New Castle County business, are reimbursable in accordance with current policies and have not been reimbursed, except where indicated.



9/20/2024

Employee SignatureDate

Type or print legibly - - Attach approval, receipts and original brochures.
Reference Administrative Policy #1
Form updated March 2006.

REVIEW AND APPROVAL:

Supervisor's SignatureDate

I certify that all expenses are in compliance with all policies and Executive Orders.

General Manager's SignatureDate

VENDOR NUMBER:

VOUCHER NUMBER:

VE



NEW CASTLE COUNTY
TRAVEL & TRAINING EXPENSE FORM

EMPLOYEE NAME

Dee Durham

TELEPHONE

302-395-8342

TITLE

Councilman

DEPARTMENT

County Council

DESTINATION

Santa Rosa, CA

OCA - GRANT/PROJECT

DATES

12/4/24-12/7/24

PURPOSE

NACo Large Urban County Caucus

									Obj
Dates	12/4/2024	12/5/2024	12/6/2024	12/7/2024				TOTALS	
TRANSPORTATION									
Airfare	\$1250							1250	2001
Trainfare									2002
Taxi & Shuttle									2003
Tolls									2005
Parking	\$25	25	25	25				\$100	2006
Total									
MILEAGE									
Actual miles									
Allowable Rate									
Total									2004
LODGING									
Hotel	\$227.25	227.25	227.25	227.25				\$908.99	2010
Telephone									2030
Total									
MEALS									
Number of days (overnight travel):			Rate per day:		Maximum meal allowance:				
Actual meal costs								-	
Less than full day:									
Breakfast								-	
Lunch								-	
Dinner								-	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020
MISCELLANEOUS									
Conference Fees	0	0	0	0					2101
Seminar Fees									2102
ATM Fees									2007
Tips									2007
Books, Tapes, Etc									4101
Auto Rental	100	100	100	100					2008
Other								400	
Total	\$	\$ -	\$	\$ -	\$ -	\$	\$ -		
SUMMARY	\$	\$ -	\$ -	\$ -	\$ -	\$	\$ -	\$ 2,658.99	
Expense Explanations:						Less Pre-payments:			
Travel and lodging charges for NACo Large Urban County Caucus. These numbers are approximate, and actual expenses may vary.						Less Charges paid by NCC:			
						Due Employee:			
Explanation continued on attachment: yes() no()									

I hereby certify that these expenses, incurred by me on official New Castle County business, are reimbursable in accordance with current policies and have not been reimbursed, except where indicated.

REVIEW AND APPROVAL:

9/20/2024

Employee Signature

Date

Type or print legibly - - Attach approval, receipts and original brochures.
Reference Administrative Policy #1
Form updated March 2006.

Supervisor's Signature

Date

I certify that all expenses are in compliance with all policies and Executive Orders.

General Manager's Signature

Date

VENDOR NUMBER:

VOUCHER NUMBER: **VE**





NEW CASTLE COUNTY

Travel and Training Authorization Form

PART 1. TO BE COMPLETED BY REQUESTING DEPARTMENT Complete Part 1 and forward to Chief Administrative Officer for approval.		
Name(s) and Title(s) of Employee(s):	Kim Eppehimer, Board Chair, NCC Police Accountability Board (NCCPAB) Kevin Evans, Board Vice-Chair, NCCPAB Dr. Tanya Whittle, Research Committee Chair, NCCPAB Pamela Brooks-Grimes, Training Committee Chair, NCCPAB	
Department:	Executive Office	
Conference/Seminar/Meeting Title:	National Association for Civilian Oversight of Law Enforcement (NACOLE) Annual Conference	
Location:	Tuscon, Arizona	
Date(s):	October 13-17, 2024	
Fiscal information: Check if this is a grant ☐ If applicable, provide grant name: _____	Original Budget:	\$40,000
	Expended to Date:	\$0
	Present Balance:	\$40,000
	Amount Requested:	Hotel @ \$95 per night x 4= \$1,960 (taxes and fees included) 4 Round Trip Flights from PHL to AZ= \$2,724 Conference Tickets @ \$580 x 4= \$2,320 Food @ \$75 per day x 4- \$1,500 Est. Total - \$8,504
Purpose/Justification:	The conference provides a forum where the growing community of civilian oversight practitioners, law enforcement officials, journalists, elected officials, students, community members, and others can meet to exchange information and ideas about issues facing civilian oversight of law enforcement, jails, and prisons.	
Is use of a County car required? Is a rental car required? Premium city requested?	☒ No ☐ Yes ☒ No ☐ Yes ☒ No ☐ Yes ONLY MEALS WITH ITEMIZED RECEIPTS WILL BE REIMBURSED.	
Overtime required for traveler:	None	
Additional requirements:		
Requested by:	Kailyn Richards	Date: 9/25/2024

General Manager's signature:		Date:
------------------------------	--	-------

PART 2. TO BE COMPLETED BY CHIEF ADMINISTRATIVE OFFICER (CAO)		
☐ Approved Signature	☐ Denied	_____ Date

G:\ap\forms\travel authorization.doc (updated 11/07)

NCCPAB Training Curriculum (DRAFT)

Citizens Police Academy- 16 hrs. (not including ride-alongs) - 4 sessions- \$4,400

Session #1: Hiring, Ethics, and Accountability – 3 hours

Location: Hybrid

Session #2: Use of Force – 4 hours

Location: Department of Public Safety

Session #3: Professional Standards, Community Services, Behavioral Health Unit – 3 hours

Location: Hybrid

Session #4: Patrol Procedures, Classroom & Scenarios– 6 hours

Location: Department of Public Safety

NACOLE - 9 hours - \$10,000 (including lunch/refreshments for in-person training)

Overview of Civilian Oversight of Law Enforcement – 1 hour

Location: Virtual

Description: This session traces the history/evolution of oversight in the U.S., describes the models of oversight, and provides an overview of oversight mechanisms in the U.S.

*Recommended initial training 1h (virtual)

Principles for Effective Oversight – 1 hour

Location: Virtual

Description: This session elaborates on 13 principles that are the preconditions for effective civilian oversight of law enforcement and highlights how these principles should be incorporated

into policies and procedures to enable the oversight entity to meet its goals and carry out its mandate. *Recommended initial training 1h (virtual)

Effective Practices for Conducting and Reviewing Investigations – 1 hour 30 minutes

Location: Virtual

Description: This session details what goes into an investigation and effective practices for reviewing them. A case study is used, and participants are asked to review brief information about the case ahead of time. *May be conducted before or after the in-person sessions. 1h 30m (virtual)

Group Dynamics and Processes Using Tuckman’s Stages of Group Development – 1 hour

Location- In-Person

Description: This session examines common behaviors, thoughts, and feelings experienced by members of any group, and what is needed in order for the group to move forward and “get the work done.” 1h (in-person)

Community Outreach and Engagement – 1 hour

Location: In-Person

Description: This session explores strategies for engaging stakeholders in the oversight process and includes interactive planning. 1h (in-person)

Transparency and Recommended Reporting Practices – 1 hour

Description: This session discusses what an oversight entity should do to sustain a level of transparency regarding police misconduct and the work being done by the oversight entity. It also addresses the importance of issuing public reports and what they should contain, and reviews some publicly available reports as examples. 1h (in-person)

Reviewing and Understanding Data – 1 hour

Location: In-Person

Description: This session focuses on how to understand and interpret numerical data regarding traffic stops, arrests, uses of force, etc., within the context of the overall population of the oversight entity's jurisdiction. 1h (in-person)

Identifying and Addressing Challenges and Opportunities – 1 hour 30 minutes

Location: In-Person

Description: This session identifies common challenges and opportunities oversight entities face, involves participants discussing local expectations and desired outcomes, and initiates the planning process to address these over the coming year. *Includes interactive planning 1h 30m (in-person)



Dr. Berke, Wilmington University – Cost TBD

Trauma-Informed Policing – Time TBD

Location: TBD



NACOLE Conference – Est. \$2,200 per person (includes flight, hotel, and conference)

Training Hours TBD

Location: Tucson, Arizona

Click [here](#) to see the full the conference schedule.