



NEW CASTLE COUNTY COUNCIL PERSONNEL SUBCOMMITTEE MEETING JUNE 17, 2025

Co-Chairs: Janet Kilpatrick, Third District
Valerie George, Fifth District

June 17, 2025
4:00 PM

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

MINUTES

A. Meeting Call to Order

The meeting was called to order by Co-Chair Member of council Valerie George at 04:16 PM.

Members present: Kevin Caneco, David Carter, John Cartier, Dee Durham, Valerie George, Penrose Hollins, Janet Kilpatrick, Timothy Sheldon, George Smiley, David Tackett, Brandon Toole, Monique Williams-Johns

Members absent: Jea Street

B. Approval of Minutes

Motion by Member of Council George Smiley, seconded by Member of Council Janet Kilpatrick, to approve the minutes from January 21, 2025. The minutes were approved by voice vote.

Vote to approve the minutes from the 1/21/25 Personnel Subcommittee Meeting.

C. Presentations

Dr. Blakey, Chief Human Resources Officer - Presentation with Blackwell HR Solutions - Preliminary Findings Report.

Dr. Dusty Blakey, Chief Human Resources Officer, introduced Michelle Ray, CEO and Founder of Blackwell HR Solutions. Ms. Ray gave a presentation on the preliminary findings report.

Questions and comments from Members of Council: Mr. Toole, Mr. Carter, and Mr. Hollins.

Public Comment: Mr. Rob Bollock.

Sarah Marshall and Chase Barnes - Institute for Public Administration - Presentation of the Training Proposal.

Sarah Marshall, MPA, Associate Policy Scientist and Communications Specialist, Institute for Public Administration (IPA) and Chase Barnes, Associate Policy Scientist, Institute for Public Administration (IPA) gave a presentation on the training proposal.

Questions and comments from Members of Council: Mr. Hollins, Mr. Carter, and Ms. George.

Public Comment: None

D. Discussions

Discussion regarding Legal Assistant position.

Mike Migliore, Counsel to Council, discussed the Legal Assistant position and the job specifications.

Questions and comments by Members of Council: Mr. Hollins, Mr. Smiley, Mr. Carter, Mr. Toole, Mr. Migliore, Ms. George, Ms. Williams-Johns, Ms. Kilpatrick, and Mr. Caneco.

Public Comment: None

Discussion regarding anticipated legal updates to the Employee Handbook.

Member of Council Valerie George read a prepared statement on anticipated legal updates to the employee handbook. Mike Migliore, Counsel to Council, supports the future updates.

Questions and comments from Council Members: Ms. Kilpatrick, Mr. Smiley, and Mr. Toole

Public Comment: None

Discussion regarding additional, mandatory training for Council.

Mike Migliore, Counsel to Council, gave an update on the mandatory training for Council.

Questions and comments by Members of Council: None

Public Comment: None

E. Other

None

F. Public Comment

None

G. Adjournment

Motion by Member of Council Mr. Smiley, seconded by Member of Council Ms. Kilpatrick to adjourn the Personnel Subcommittee Meeting June 17, 2025. The motion was approved, and the meeting was adjourned at 05:24 PM.