

**BEFORE THE MERIT EMPLOYEE RELATIONS BOARD  
OF THE STATE OF DELAWARE**

**IN THE MATTER OF THE CLASSIFICATION MAINTENANCE REVIEW OF:**

**AMELIA M. GAUANI,**

Appellant,

**and**

**DEPARTMENT OF CORRECTION, OFFICE OF  
CENTRAL OFFENDER RECORDS,**

Employer.

)  
) **MERB Docket No. 25-09-996C**  
)  
) **INDEPENDENT REVIEWER’S**  
) **RECOMMENDATION TO DISMISS**  
) **APPEAL ACCEPTED**  
)  
) **ORDER OF DISMISSAL**  
)

|                                         |
|-----------------------------------------|
| <b>SENIOR ADMINISTRATIVE SPECIALIST</b> |
|-----------------------------------------|

On or about September 17, 2025, Amelia M. Gauani (“Appellant”) filed a Classification Appeal with the Merit Employee Relations Board (“Board”), asserting the Classification Maintenance Review determination reclassifying her former classification of Administrative Specialist III to Senior Administrative Specialist was in error.<sup>1</sup> The appeal requested her position be reclassified to either Fiscal Analyst I or Fiscal Advisor III.

This appeal was assigned to the Board’s Independent Reviewer, Andrew S. Haines, who contacted the Appellant to schedule an interview.<sup>2</sup> Despite multiple efforts to contact the

---

<sup>1</sup> 29 *Del. C.* §5915(c): Any maintenance review classification determination may be appealed to the Merit Employee Relations Board by any affected employee or agency within 30 calendar days of notification. The Merit Employee Relations Board shall hear all maintenance review classification appeals before it in chronological order, beginning with the oldest such appeal unless all parties are in agreement with other such arrangements.

<sup>2</sup> The Board acknowledges there was a delay between the submission of the appeal and issuance of the Independent Reviewer’ recommendation which was due to the large volume of pending Classification Maintenance Review Appeals.

Appellant by email and correspondence sent to her home address over the course of a two month period, the Appellant did not respond.

The Independent Reviewer issued his findings:

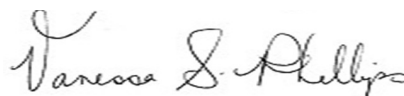
Because the employee did not respond to the multiple opportunities provided to participate in the independent review, no substantive review of the appeal was conducted. As stated in the July 10, 2026 letter, failure to respond by the stated deadline would result in closure of the matter. Accordingly, this appeal is deemed closed without further review.

This case is dismissed based on lacking relevance to review.

The Independent Reviewer's recommendation was forwarded to the Secretary of the Department of Human Resources on August 21, 2026, and was accepted by email dated September 1, 2026.

**WHEREFORE**, the Recommendation of the Independent Reviewer to dismiss this appeal is hereby accepted.

**SO ORDERED, THIS 9<sup>TH</sup> DAY OF SEPTEMBER, 2026.**

A handwritten signature in cursive script that reads "Vanessa S. Phillips".

**VANESSA S. PHILLIPS, CHAIR**