



# NEWS RELEASE

## DELAWARE DEPARTMENT OF CORRECTION

### Commissioner Terra Taylor

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Presented by Jason Miller, Office of the Commissioner, Chief of Communications and Community Relations

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## DOC Announces Bureau Leadership Promotions

**Dover, DE** -- Delaware Department of Correction (DOC) Commissioner Terra Taylor announced today that DOC Deputy Chief of Administrative Services Wendal Lundy has been promoted to Chief of Administrative Services and DOC Controller Kimberly Cooper has been promoted to Deputy Chief of Administrative Services. Both promotions take effect immediately.

“The Bureau of Administrative Services plays a critical, if often unseen, role in the DOC meeting its mission, and its incoming Chief, Wendal Lundy and Deputy Chief, Kimberly Cooper are experienced professionals who have a track record of leading by example and demonstrating the ability to cultivate high-performing teams,” **Department of Correction Commissioner Terra Taylor said.** “I will be leaning on them in their new positions to focus our Department on building for the future by continuing to recruit and retain the best employees, providing excellent stewardship of our financial resources, administering comprehensive employee services and support, and managing high quality and responsive offender records functions.”

Incoming **Chief of Administrative Services Wendal Lundy** has served the DOC for more than 17 years. As Deputy Bureau Chief of Administrative Services since November 2022 he has served as second in command for a bureau with more than 100 full-time staff that administers recruitment, retention, fiscal management, and offender records functions across the Department of Correction. In addition to providing overall guidance and supervision, Lundy has taken on leadership of initiatives focused on internal promotions and transfers and expanded investments in workforce development to meet complex ongoing recruitment challenges. From 2015-2022 he served as Correctional Food Service Administrator where he managed and administered the Department-wide \$17 million annual food and supply budget and all food services and central supply activities. In this position he supervised all food and related operations through seven subordinate staff members, developed policies and procedures for all food and logistic operations, coordinated on disaster related contingency plans and continuity of operations in these program areas, and served as a member of the American Correctional Association accreditation working group. From 2007-2015 he served as Food Service Quality Control Administrator where he conducted training to food service personnel and inmate workers, conducted kitchen and warehouse inspections and evaluations, developed and implemented a quality assurance program, and

developed tools to monitor and evaluate compliance with applicable laws, regulations, policies, procedures and standards. Lundy joined the DOC from ARAMARK Corporation, where he served as a Patient Services Manager, providing food services management, training and supervision for a large regional hospital facility. He also served in uniform for 20 years in the United State Air Force where he specialized as a Diet Therapy Specialist. Lundy earned an Associate's Degree in Food & Nutritional Science from the Community College of the Air Force, a Bachelor's Degree in Business Management from Wilmington University, and a Masters of Business Administration in Organizational Leadership from Wilmington University.

Incoming **Deputy Chief of Administrative Services Kimberly Cooper** has served in state government for over 25 years, including 23 years with the Department of Correction. Since February 2015, she has served as the Department's Controller, with overall leadership of the Central Business Office and Department-wide responsibilities that include developing and administering its \$450 million annual operating and capital budgets, payroll operations for more than 2,600 full-time employees, accounts payable and receivable, financial analysis and forecasting, grants management, fleet management, procurement and contracting. Cooper first joined the Department of Correction in 1999 with responsibilities for fiscal, budget and payroll for the Food Services Unit, earning promotions to Administrative Assistant II, Administrative Assistant III and Administrative Officer, before transferring to the Delaware Department of Transportation (DelDOT) in 2005, as a Fiscal Administrative Officer where she managed \$11 million weekly drawdowns from the Transportation Trust Fund, revenue tracking, federal reimbursements, accounts payable and receivable, and the procurement card program. In 2006, she returned to the DOC with a promotion to Senior Fiscal Administrative Officer in the Central Business Office, where she assisted in developing annual operating and capital budgets, prepared the annual Generally Accepted Accounting Principles (GAAP) report, performed internal reviews to ensure regulatory compliance and operational efficiency, conducted revenue tracking and forecasting, managed offender per diem reporting, and supervised a team of ten employees that administered accounts payable and receivable and payroll operations. She earned promotion to Controller II in 2015, Controller III in 2018 and Assistant Director of Financial Management in 2023, supervising a team of 21 employees. Cooper has completed numerous specialized trainings and is a graduate of the Delaware State Police Executive Leadership Development Program. She is a multi-year recipient of the DOC Employee of the Year Award (2008 and 2022) and the statewide Award for Excellence and Commitment in State Service (2009) in recognition of her continually expanding responsibilities and results-driven financial leadership.

#### *About the Bureau of Administrative Services*

The Bureau of Administrative Services is responsible for recruitment, retention, fiscal management, and offender records functions across the Department of Correction. Within the Bureau the Central Business Office is responsible for payroll processing, accounts payable and receivable, budget preparation, budget development and implementation, contracts, grant management, and fleet management and the Department-wide *DOC4Inclusion* Diversity and Inclusion Coalition. The Office of Human Resources is responsible for recruitment planning and selection, personnel transactions, benefits, position management, classification and compensation, labor relations, discipline, equal employment opportunity enforcement, and supporting employee training. The Central Offender Records Unit is responsible for sentence calculations and all legal matters of those offenders incarcerated at a Level V and Level IV facility in collaboration with the courts, DOC facilities, and others as well as assisting other agencies in obtaining information for offenders in custody or no longer in custody.



See attached: Photos of Bureau Chief Wendal Lundy and Deputy Bureau Chief Kimberly Cooper.

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