



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Charles Glass, Ph.D., P.E. EXECUTIVE DIRECTOR

**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
MEETING MINUTES**

August 19, 2021

LOCATION: Conference/Video Call

TIME: 9:30 a.m.

DIRECTORS PRESENT: Marian Hwang, Esq. (Chair) (video)
Charles Glass, Executive Director (video)
Judge Frederic Smalkin (video)
Robert Witt, (video)
Robert Neall (video)

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean Coleman, Esq. (video)
Pamela Fuller (video)
Kevin Eckhart (IT)(video)

CALL TO ORDER

Ms. Hwang called the meeting to order at 9:32 a.m. Board members and staff participated via Zoom video. The meeting was streamed live to the public on YouTube.

MINUTES

Ms. Hwang requested discussion or a motion for the approval of the minutes of the meeting of March 24, 2021. No current Board members were present at that meeting. The minutes of the meeting were taken by Ms. Fuller, and reviewed and verified by Mr. Coleman, who attested that they accurately reflect what occurred at that meeting. There was no discussion. Mr. Neall made a motion to approve the minutes, Judge Smalkin seconded. The minutes were unanimously approved.

HUMAN RESOURCES SYSTEMS OVERVIEW

Ms. White presented an overview of the MES Human Resources system. In 1993 the General Assembly approved legislation separating the agency from DNR and making it a self-supporting independent agency, with the authority to create its own personnel system. In 1995, the agency codified this independent personnel system under COMAR 14.27.02. There are many similarities to the State Personnel Management System, and a number of differences, notably, leave accrual and some benefits.

The MES Reform Act imposed several new requirements that are currently being addressed.

POLICY PROJECT REVIEW

Dr. Glass updated the committee on the status of the agency policy review project. The policy review committee first met in October 2020 and began reviewing all existing MES policies, as well as drafting new policies as needed. Dr. Glass began his review of these policies in April and May of 2021. Each group has spent considerable time updating and drafting policies. In addition, the MES Reform Act required specific policies be approved by the Board by December 1st. Dr. Glass has finished his review and has started sending the policies to the Office of the Attorney General for legal review. Once legal has reviewed, they will be presented to the Board for additional feedback.

Judge Smalkin and Ms. Hwang agreed that it was important for the Board to review the policies required by the Act first, as they are due by December 1st. Judge Smalkin proposed calling them the "December package."

Mr. Coleman advises that his office has started reviewing the policies and providing comments. He hopes to have many of the policies ready by early September. The Conflicts of Interest Policy will need to be approved by October 31st. The Maryland State Ethics law already contains conflict of interest provisions. The goal is have this to management and the Board by the September meeting.

Dr. Glass indicated he will be working with Ms. Hwang and Ms. Heller to determine which policies should go the HR Committee or the Audit Committee for review.

CLOSED SESSION

At 10:02 a.m., in accordance with MD. Code Ann., Gen. Prov. §3-305(b)(1) Ms. Hwang stated that the Committee intended to enter closed session to approve the minutes of a prior closed meeting session, and to discuss the performance of one or more individuals. Ms. Hwang asked if anyone objected to the Committee entering closed session, and no objections were heard. She also stated that any member of the viewing public who objected, could submit their objection via email to the agency. Secretary Neall then made a motion that the Committee enter closed session for the reasons stated above. Judge Smalkin seconded the motion, all members voted in favor of closing the meeting. Ms. Hwang announced that the meeting of the Committee would immediately adjourn following the closed session. The public meeting then ended at 10:05 am. The Board members and Mr. Coleman and Ms. Fuller were then transferred to a secure conference video line.

Ms. Hwang called the meeting of the closed session of the Board to order at 10:10 a.m. Present during the closed session of the Board were Board members Hwang, Smalkin, Neall, and Witt, Assistant Attorney General Coleman, and Paralegal Fuller.

At the start of the closed session Ms. Hwang requested approval of the minutes of the closed session of the HR Committee from the meetings of May 27 and 28, 2020. The minutes were unanimously approved.

During the closed session the Committee reviewed various materials related to executive salaries and discussed modifying the salary of the Executive Director. The Committee then unanimously approved recommending to the full Board of Directors an annual salary of \$225,000 for the Executive Director.

ADJOURNMENT

Upon motion by Ms. Hwang the meeting adjourned at 11:00 a.m.

Marian C. Hwang

MARIAN HWANG, ESQ.
HUMAN RESOURCES COMMITTEE CHAIR