



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

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

**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
October 21, 2021**

LOCATION: Conference/Video Call

TIME: 3:30 p.m.

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

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean Coleman, Esq. (video)
Pamela Fuller (video)
Carla Loving (video)
Casey Powers (IT)(video)
Jana Leech (video)

CALL TO ORDER

Ms. Hwang called the meeting to order at 3:30 p.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 September 16, 2021. There was no discussion. Mr. Witt made a motion to approve the minutes, Secretary Neall seconded. The minutes were unanimously approved.

POLICY REVIEW

The HR Committee received 4 draft policies at their last meeting. Comments and suggestions have been incorporated as requested.

Dr. Glass reviewed the key provisions of the Incentive Plan/Bonus program (BEST) policy. Board members remarked it was well done. Ms. Hwang asked for a motion to recommend approval of this policy to the full Board at the next meeting. Mr. Witt made a motion to recommend approval of the policy, Judge Smalkin seconded. The motion passed unanimously.

Dr. Glass reviewed the key provisions of the Severance Policy. The policy allows MES to pay the equivalent of 14 calendar day's salary to eligible employees whose contract is terminated for convenience. A separate section for the Executive Director was included. The committee discussed equivalent Federal practices for severance payments. The STARS Commission is concurrently reviewing severance practices. They are scheduled to deliver a report possibly in mid-December. The MES' policies are due by December 1st. The Committee agreed to strike the section detailing severance provisions for the Executive Director at this time, and to re-visit the issue after the STARS Commission issues its report. In the meantime, the Executive Director would be included in the same manner as it applies to all other agency employees. Judge Smalkin made a motion to recommend the policy as thus amended, Mr. Tanner seconded. The motion passed unanimously.

Dr. Glass reviewed the key provisions of the Tuition Assistance Policy. Participation in the program has nearly doubled recently. Judge Smalkin made a motion to recommend approval of the policy, Mr. Witt seconded. The motion passed unanimously.

Dr. Glass reviewed the key provisions of the Whistleblower Complaint Policy. The policy is similar to the DBM policy. Employees have several avenues in which to file complaints, the Maryland Commission of Civil Rights, the Federal EEOC, or the MES EEO officer. Information on how and where to file complaints is posted on the MES website, and at various work locations. Mr. Witt made the motion to recommend approval of the policy to the full Board, Mr. Tanner seconded. The motion passed unanimously.

The Diversity, Equity, and Inclusion Policy was routed to the Committee members prior to the meeting. Ms. Loving is the newly appointed Equal Employment Opportunity and Diversity Officer. A plan existed prior to the policy, but not in this

Human Resources Committee Meeting
October 21, 2021
Page 3

official policy format. MES will be the first agency to have a Policy and a Plan. Judge Smalkin made a motion to recommend approval to the full Board, Mr. Tanner seconded. The motion passed unanimously.

CLOSED SESSION

At 4:15 p.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 and compensation 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. Mr. Witt then made a motion that the Committee enter closed session for the reasons stated above. Secretary Neall 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 4:15 pm. 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 4:16 p.m. Present during the closed session of the Board were Board members Hwang, Smalkin, Witt, Tanner, Neall, Glass, Assistant Attorney General Coleman, and Ms. 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 August 19, 2021. 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 Deputy Director. The Committee then unanimously approved recommending to the full Board of Directors an annual salary of \$209,765 for the Deputy Director.

ADJOURNMENT

Upon motion by Ms. Hwang the meeting adjourned at 4:32 p.m.

Marian C. Hwang

MARIAN HWANG, ESQ.
HUMAN RESOURCES COMMITTEE CHAIR