



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

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

**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
November 18, 2021**

LOCATION: Conference/Video Call

TIME: 9:00 a.m.

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

DIRECTORS ABSENT: None

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

CALL TO ORDER

Ms. Hwang called the meeting to order at 9:00 a.m. Some Board members and staff were present at MES Headquarters, other Board members 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 October 21, 2021. There was no discussion. Ms. Hwang indicated she would send the Clerk a few minor correctors. The minutes were unanimously approved.

POLICY REVIEW

Dr. Glass and Ms. Loving presented the MES Sexual Harassment Policy for the Committee's review. This updated policy is in line with Federal and State law, and reiterates the agency's 0% tolerance for sexual harassment and discrimination. Ms. Loving will soon begin conducting the State required sexual harassment training for MES employees, and she would like to distribute the approved policy during the training. Ms. Loving addressed several questions from committee members.

In response to a question, Ms. Loving stated that the agency will be subject to standard State Equal Employment Opportunity Commission (EEOC) audit. They will evaluate and review the agency's training program. Mr. Coleman clarified that the agency already had a sexual harassment policy, and that this policy is an update, which expands and clarifies the complaint procedures. There is also a separate policy for disciplinary action that covers all types of workplace harassment. Employees can also still file complaints with the State EEOC office.

Mr. Witt made the motion to recommend approval of the policy to the full Board, Mr. Tanner seconded. The motion passed unanimously.

ADJOURNMENT

Upon motion by Ms. Hwang the meeting adjourned at 9:09 a.m.

Marian C. Hwang

MARIAN HWANG, ESQ.
HUMAN RESOURCES COMMITTEE CHAIR