



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

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

**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
March 28, 2022**

LOCATION: Conference/Video Call

TIME: 4:00 p.m.

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

DIRECTORS ABSENT: None

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

CALL TO ORDER

Ms. Hwang called the meeting to order at 4:04 p.m. Some Board members and staff participated via Zoom video, some were present at MES Headquarters. The meeting was streamed live to the public on YouTube.

MINUTES

The February 2022 HR Committee minutes were inadvertently left out of the materials sent to Committee members. They will be presented for approval at the next meeting of the HR Committee in April.

TELEWORKING POLICY

Dr. Glass presented the draft Teleworking Policy. About 500 MES employees are classified as emergency essential personnel and required to report to their assigned job locations. About 235 employees have more flexible space requirements and could complete their job duties remotely. This policy would authorize continued telework options for those employees whose job classifications permit. This policy is in line with the DBM policy for the State Personnel Management System and includes accountability measures, controls and limitations.

Dr. Glass summarized the provisions in the proposed policy. Several questions were addressed. Work done on home computers is still saved to the MES servers. There has been no loss of performance or complaints from the clients and/or MES supervisors. Overtime and comp time must be pre-approved. Teleworking is a benefit not a right, subject to supervisory approval. With these questions addressed, Judge Smalkin made a motion to recommend that the proposed telework policy be recommended to the Board for its approval, with several minor revisions noted. Mr. Witt seconded the motion. The motion passed unanimously.

WATER/WASTEWATER OPERATOR CAREER PATH

Dr. Glass presented a memo outlining the proposal to modify the Water and Wastewater Operator career path. The committee and Board adjusted the Operator in Training (OIT) program last month. The Operator career path picks up after completion of the OIT program when the employee becomes licensed. The goal is to keep qualified operators by offering them a clear progression and plan for career advancement. The steps to progress from OIT to Senior Lead Operator are included. Promotions above Lead Operator are dependent on supervisory positions becoming available. The agency pays for the additional training and certifications required for the different promotional levels.

Once this path is approved, evaluations of other career paths will begin. The agency-wide compensation study is almost complete and will be made available next month. Mr. Witt made a motion to recommend that the proposed Water and Wastewater Operator career path be recommended to the Board for its approval. Mr. Tanner seconded the motion. The motion passed unanimously.

TARGETING EXCELLENCE PROGRAM

Ms. Frketic presented the Targeting Excellence Gift Card Award Program (“Program”). This program is for those employees who go above and beyond their normal duties, but for actions that do not meet the standards required for an Inspire Award. Employees will be rewarded with \$25 gift cards. Recommendations are made by staff to the Group Administrators who forward them the Managing Directors. There is a \$100 limit per year per employee. Ms. Hwang asked that a provision be added that the gift cards purchased for this program, ONLY be used for this program. Finance will set up a tracking control system. Mr. Witt asked if the total MES budget for the program for the year should be included. Judge Smalkin made a motion that the Program be recommended to the Board for its approval. Mr. Tanner seconded. The motion passed unanimously.

OLD/NEW BUSINESS

Ms. Hwang indicated that a letter received by the Board on March 21st from a former employee would be taken under consideration at the next meeting of the HR Committee. The HR Committee will also be meeting in April to discuss agency compensation issues. That meeting will be on April 20th at 11:00 a.m.

ADJOURNMENT

Upon motion by Ms. Hwang the meeting adjourned at 4:55 p.m.

Marian C. Hwang

MARIAN HWANG, ESQ.
HUMAN RESOURCES COMMITTEE CHAIR