



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 18, 2022**

LOCATION: Conference/Video Call

TIME: 2:30 p.m.

COMMITTEE MEMBERS PRESENT: Marian C. Hwang, Esq. (Chair) (video)
Honorable Frederic N. Smalkin (video)
Robert L. Witt II (video)
Hiram L. Tanner, Jr., P.E.

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Charles C. Glass, Ph.D., P.E., Executive Director
Sean Coleman, Esq.
Ellen Frketic (video)
Hament Patel
Carla Loving
Pamela Fuller
Jana Leech (video)
Casey Powers (IT) (video)

CALL TO ORDER

Ms. Hwang called the meeting to order at 2:38 p.m. Some Board members and staff participated via Zoom video call; the remainder were present at Maryland Environmental Service (MES) Headquarters. The meeting was streamed live to the public via YouTube.

MINUTES

Ms. Hwang requested discussion or a motion for the approval of the September 29, 2022, committee meeting minutes. There were no questions or comments. The minutes were unanimously approved.

COLA INCREASE

Mr. Patel presented a memo to the committee summarizing the agency's proposal to implement a 4.5% cost-of-living adjustment (COLA) for MES employees, similar to one announced by Governor Hogan for State employees. While not a part of the State system, MES attempts to follow State salary increases to remain competitive. The cost of living index has increased considerably since last summer. The State increase is effective November 1st. The MES increase would be effective November 2nd, due to billing issues in Workday. Most employees will get the increase. However, employees who are currently at or above their salary grade maximum will only receive an increase that brings their salary up to the maximum for their grade. The increase is not applicable to the Executive Director or Deputy Director. Management is asking for Human Resources Committee and Board approval. Mr. Witt made a motion to recommend approval of the 4.5% COLA effective November 2nd to the full Board, Judge Smalkin seconded. The motion passed unanimously.

MES SALARY CARD UPDATE

Dr. Glass presented the updated MES Salary Card. While implementing the changes recommended by the MGT Consulting report that was issued on April 28, 2022, it was discovered that a number of employees were over their maximum per grade salary listed on the MES Salary card. The State Salary scale gets updated every time a COLA increase is issued. The current MES card had not been updated since 2017 (for FY2018), as such, many employees were at or above the maximum salary for their grade. The updated card includes a 10% increase across all categories, which is the amount it would have been increased if it had been done yearly for the last five years. Mr. Witt asked if the card would be updated with each new COLA or Performance Based Compensation ("PBC") increase. Dr. Glass indicated the card would be adjusted with each new COLA or PBC. In addition, the class and compensation study will be completed every 2 years. The State minimum wage is now \$15.80. MES will be increasing its Grade 1 to \$16.50. Judge Smalkin made a motion to recommend approval of the updated salary card to the full board, Mr. Tanner seconded. The motion passed unanimously.

SALARY GRADE COMPLIANCE

Dr. Glass then discussed the salary card compliance issue that was recently uncovered. When it was observed that numerous employees' salaries were not in compliance with the salary card, Ms. Winsome was asked to conduct an internal audit. She discovered that 66 employees exceeded their grade's salary range, and 44 employees were not provided a grade. This was most likely the result of a potential lack of

segregation of duties within Workday and the salary change process. Multiple actions have been taken to alleviate this issue including implementation of adjustments to job classifications recommended by the MGT study, and adjustments to the Salary Card. It will no longer be possible to bypass the salary grade maximum level in Workday. Notice will be given to Managing Directors and Executive Director as individual cases arises. With the proposed adjustments, only 20 employees remain above their grade maximum, and a few were below the minimum. Adjustments continue to be made to re-classify or adjust employees' class and grade to ensure everyone is placed appropriately.

SEXUAL HARASSMENT POLICY UPDATE

An update to the Sexual Harassment Policy (HR 11.02) was presented. The proposed revision incorporates the updated definition of sexual harassment enacted by SB 450 (2022). The committee recommends approval of the revised policy. Mr. Witt made a motion to present the revised policy to the full Board for approval, Judge Smalkin seconded. The motion passed unanimously.

ADJOURNMENT

Upon motion by Ms. Hwang, the meeting adjourned at 3:13 p.m.

Marian C. Hwang

MARIAN HWANG, ESQ.
HUMAN RESOURCES COMMITTEE CHAIR