



Wes Moore GOVERNOR

Aruna Miller LT. GOVERNOR

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

**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 15, 2023**

LOCATION: Conference/Video Call

TIME: 3:00 p.m.

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

OTHERS PRESENT:

Charles C. Glass, Ph.D., P.E.
Ellen Frketic
Sean Coleman, Esq.
Pamela Fuller
Melissa Slatnick
Marni Dolinar

Shannon Bettleyon
Tim Ford
Hament Patel
Tim Barr
Jana Leech (video)
Casey Powers (IT) (video)

CALL TO ORDER

Ms. Hwang called the meeting to order at 3:00 p.m. Some Board members and staff participated via Zoom video and/or audio 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 May 25, 2023, Human Resources (HR) Committee meeting minutes. Ms. Hwang submitted changes to the draft minutes prior to the meeting. Judge Smalkin made a motion to approve the minutes; Mr. Witt seconded. The minutes were unanimously approved.

CAREER LADDER: EQUIPMENT OPERATOR

Mr. Ford presented the new career ladder for Equipment Operators. This ladder merges the Equipment Operator series and the Operations Manager series. There has been difficulty both attracting workers and keeping these positions filled. This updated ladder will provide staff a progressive pathway to management positions and help eliminate inconsistent usage of Senior and Lead designations. Several positions are being reclassified; these changes will not result in a pay cut to any current employees. The ladder also establishes training and career milestones for each position. Judge Smalkin made a motion to recommend the adoption of the Equipment Operator career ladder to the full Board for approval; Mr. Witt seconded. The motion passed unanimously.

CAREER LADDER: ENGINEER

Ms. Dolinar presented the new career ladder for Engineers. There has been difficulty attracting and keeping mid- to senior-level engineers. The recommended changes will add two new designations. The career ladder also adds professional development milestones and encourages obtaining a Professional Engineer (P.E.) license at the highest levels. Mr. Witt made a motion to recommend the adoption of the Engineer career ladder as presented to the full Board for approval; Judge Smalkin seconded. The motion passed unanimously.

PERFORMANCE BASED COMPENSATION (PBC)

Mr. Patel presented a memo from Dr. Glass recommending performance-based compensation (PBC) increases for Agency employees. Employee evaluations for the period of April 1, 2022, through March 31, 2023, have been completed. The Agency financial performance has been good. The Agency is recommending the following increases, based on evaluation scores:

Score	Percentage of Increase
2.99 and under	No PBC
3.0 – 3.49	3%
3.5 – 3.99	4%
4.0 – 5.0	5%

These increases are in line with increases given to State employees, which includes a 2% cost-of-living adjustment (COLA), 2% step increase, and an additional 2% increase for employees with more than five years of service (a total of 6%). Counties are granting a 5% increase with a 1% merit step increase. Smaller counties are granting a 3-

4% increase and 1-2% step increases. In addition, the State has approved providing \$600 in matching funds to employees' deferred compensation plans, with distribution in July 2023. MES will want to examine this as a possibility, but not until January 2024. It was reported that 70-80% of Agency employees' performance scores were in the 4 to 5 range (out of a possible 5) across all levels of the Agency.

The MES salary card will also need to be increased each year. The Agency is proposing increasing the minimum, mid-point, and maximum salaries on the card by 5%.

Judge Smalkin made a motion to recommend approval of the Performance-Based Compensation as proposed by the Agency; Mr. Witt seconded. The motion passed unanimously.

HUMAN RESOURCES POLICIES

Four updated HR policies were submitted for review and approval. Each policy contained minor updates, title changes, or clarifications.

The Policies reviewed were:

- HR 8.01 Tuition Assistance program (clarified that tuition can be sought either in advance or after completion of class; removed forms)
- HR 8.02 Agency-wide Training program (title changes)
- HR 8.03 Apprenticeship Policy for Operators in Training (OIT) (brings policy into agreement with OIT career ladder already approved by Board)
- HR 8.04 Out Service Training program (title changes)

Mr. Witt made a motion to recommend approval of the policy updates to the full Board; Judge Smalkin seconded. The motion passed unanimously.

CLOSED SESSION

At 3:46 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 employees of the Agency. Ms. Hwang asked if anyone objected to the Committee entering closed session; 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. Judge Smalkin then made a motion that the Committee enter closed session for the reasons stated above. Mr. Witt seconded the motion; all members voted in favor of closing the meeting. Ms. Hwang announced that the Committee

meeting would immediately adjourn following the closed session. The public meeting then ended at 3:47 p.m. The Board members, 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 3:47 p.m. Present during the closed session of the Board were Board members Hwang, Smalkin, Witt, Glass (for a portion of the closed session), Assistant Attorney General Coleman, and Ms. Fuller.

Ms. Hwang requested approval of the minutes of the closed session of the HR Committee from the meeting of June 30, 2022. The minutes were unanimously approved.

During the closed session, the Committee reviewed various materials related to Executive staff salaries and discussed modifying the salary of the Deputy Director. The Committee then unanimously approved recommending to the full Board of Directors a salary increase of 6% for the Deputy Director, effective as of July 12, 2023.

Dr. Glass left the closed session at 4:02 p.m. Based on completion of the Executive Director's performance evaluation, the Committee unanimously approved recommending to the full Board of Directors a salary increase of 6% for the Executive Director, effective as of July 12, 2023.

The Committee then undertook the administrative function of reviewing the Financial Disclosures filed by Board members, as required by the MES Conflicts of Interest Policy (BOD 1.01). At 4:20 p.m. Mr. Coleman left the closed session. He returned at 4:35 to provide legal advice on several questions raised by Board members related to the Financial Disclosures.

ADJOURNMENT

Upon motion by Ms. Hwang, the meeting adjourned at 4:54 p.m.



ROBERT L. WITT, II
HUMAN RESOURCES COMMITTEE CHAIR