



Wes Moore GOVERNOR

Aruna Miller LT. GOVERNOR

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

**BOARD OF DIRECTORS  
HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
September 20, 2023**

**LOCATION:** Conference/Video Call

**TIME:** 12:30 p.m.

**COMMITTEE MEMBERS PRESENT:** Robert L. Witt, II (Chair) (video)  
Honorable Frederic N. Smalkin (video)  
James Johnson, Jr., Ph.D., P.E. (video)  
Shelley Heller (video)

**OTHERS PRESENT:**

Brendon Baatz (video)  
Charles C. Glass, Ph.D., P.E.  
Ellen Frketic  
Sean Coleman, Esq.  
Pamela Fuller

Marni Dolinar  
Kanishk Sharma  
Shannon Bettleyon  
Jana Leech (video)  
Casey Powers (IT) (video)

**CALL TO ORDER**

Mr. Witt called the meeting to order at 12:32 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**

Mr. Witt requested discussion or a motion for the approval of the June 15, 2023, Human Resources (HR) Committee meeting minutes. The minutes were unanimously approved.

**COMPENSATION ADMINISTRATION GUIDELINES**

Dr. Glass presented the Compensation Administration Guidelines, which were distributed at the August 24, 2023, meeting. These guidelines are a compilation of work done over the years. The Agency conducted a review of the entire Human Resources process to make sure staff are compensated fairly, while taking into consideration the Agency's client's budgetary needs. The draft guidelines have been vetted through the Managing Directors and the Office of Attorney General. It is designed to be a guiding

document for the entire HR process. The newly created career ladders have also been added.

A Request for Proposals (RFP) is currently out for a contractor to conduct the biennial class and compensation survey. The selected contractor will compare salaries at other State, County, and private entities to MES's salaries. Many adjustments were made based on the last survey. It costs about \$50,000 to \$100,000 to conduct the study.

Mr. Witt requested that the Operator in Training (OIT) career ladder be included. Dr. Glass indicated that would be added to the guidelines.

In response to Dr. Johnson's questions about the Agency's salary structure, Dr. Glass explained that MES differs from the State system in that it has 13 grades and no steps. Instead of steps, the MES salary scale has a minimum, midpoint, and maximum dollar amount. The Agency will review the salary cards annually as raises are awarded to help prevent any employee from maxing out within their grade.

The guidelines also elaborate on the Incentive programs at MES, including Building Excellence and Success Together (BEST), Inspire, and Targeting Excellence.

Mr. Witt asked for a motion to recommend approval of the guidelines to the full Board with the addition of the OIT career ladder. Judge Smalkin made the motion for the recommendation; Ms. Heller seconded. The motion passed unanimously.

### **HUMAN RESOURCES POLICY**

Mr. Coleman presented the amended MES Sexual Harassment Policy (HR Policy 11.02) to the committee for consideration. The General Assembly recently enacted changes to the time period in which a State employee can file a complaint based on harassment. State employees now have two years to file a complaint with the employer. MES does not have a general harassment policy, but this change would apply to its sexual harassment policy.

The recommended change to Section V would make MES' policy consistent with the State law, which is effective October 1. There were no questions or concerns with this change.

Dr. Johnson made a motion to recommend approval of the policy update to the full Board, effective October 1; Judge Smalkin seconded. The motion passed unanimously.

### **ADJOURNMENT**

Upon motion by Mr. Witt, the meeting adjourned at 12:56 p.m.

  
**ROBERT L. WITT, II,**  
**HUMAN RESOURCES COMMITTEE CHAIR**