

# **BOARD OF DIRECTORS HUMAN RESOURCES COMMITTEE MEETING MINUTES**

**April 17, 2025**

**LOCATION:** Headquarters/Video Call

**TIME:** 9:30 a.m.

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

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|------------------------|-------------------------|---------------------------|
| <b>OTHERS PRESENT:</b> | Priscilla Carroll, Esq. | Kanishk Sharma            |
|                        | Marni Dolinar           | Josh Welborn, Esq.        |
|                        | Ramona Jones            | Pamela Fuller             |
|                        | Felicia Gross           | Casey Powers (IT) (video) |
|                        | Matt Lapinsky           |                           |

## **CALL TO ORDER**

Mr. Witt called the meeting to order at 9:02 a.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 a discussion or motion to approve the minutes of the Committee meeting on June 13, 2024. Dr. Johnson moved to approve the minutes; Ms. Heller seconded. No corrections or objections were noted, and the minutes were unanimously approved by consent.

## **HUMAN RESOURCES POLICIES**

Mr. Sharma introduced Dr. Felicia Gross, the new Chief of Human Resources, who started last week.

Several Human Resources (HR) policies were submitted for review and approval. Ms. Jones summarized the changes to each policy. The committee decided to review each policy individually, then vote on them collectively.

The policies reviewed were:

- HR 1.11 Scheduled Hours. Changes were made to the policy scope and definitions. There were no questions or comments
- HR 3.02 Annual Leave. Changes clarified eligibility criteria, and utilization and carryover provisions. There were no questions or comments.
- HR 3.22 Sick and Safe Leave. The changes clarified accrual, use, and denial provisions. Dr. Johnson asked if there were guidelines for what constitutes a “disruption” for purposes of denial. Dr. Gross indicated HR could provide guidance, but the disruptive hardship could differ between units. This policy only applies to a small group of employees who would otherwise not earn sick leave and will be administered in the same way that traditional sick leave is handled. The proposed changes bring the policy into compliance with State law.
- HR 4.03 Abandonment of Employment. The changes update the procedures to be followed. There were no questions or comments.
- HR 5.02 Attendance Standards – Lateness. The changes clarified employee and supervisor’s responsibilities and the procedures to be followed. Dr. Johnson recommended a format change to §III.A. as the second paragraph was the supervisor’s responsibilities. A change was made to have section A pertain to Employee, and Section B pertain to Supervisors. All agreed this format change clarified the section.
- HR6.05 Appeal of Disciplinary Procedure. The changes clarified the definitions and updated several titles. There were no questions or comments.
- HR 8.03 Apprenticeship Policy for Operator in Training (OIT) Program. The changes allow for the substitution of academic credit for up to one (1) year of experience at various levels of the program. The changes also added the

designation “OIT Pending” between OIT 1 and OIT 2. This would allow the agency to retain qualified operators who are struggling to pass the exam and move to the next level. There were no questions or comments.

- HR 10.04 Overtime and Compensatory Time Accrual and Use. Mr. Witt questioned the 120-hour carryover limit for exempt employees. Ms. Heller mentioned many organizations do not allow accrual of any compensatory time, or cap it 80 hours. The policy does allow for exceptions to the carryover limit under unique circumstances.

Ms. Heller made a motion to recommend approval of all the policy updates to the full Board; Dr. Johnson seconded. The motion passed unanimously.

## **CAREER LADDERS**

Mr. Lapinsky summarized the proposed changes to the OIT and Operator career ladders. The changes are part of HR Policy 8.03 discussed earlier. The OIT ladder adds a rung for “OIT Pending” for those OITs who are struggling to pass the required exams. It allows them to remain in the program and allows MES to retain quality operators. They can remain at this level for no more than three years, while they work to pass the exams necessary to maintain their licenses. The ladders are also being updated to allow one (1) year of college coursework to be substituted for up to one (1) year of experience. This change has already been approved by the Board of Waterworks and Waste System Operators (WWSO). The WWSO Board has also recently allowed high school students to accumulate hours before they graduate that can be applied toward their licenses.

Mr. Witt indicated that this is a great idea, as sometimes the best operators are not great test takers. Mr. Lapinsky further explained that the agency is examining past test performance and looking at all avenues to help operators pass their exams. Approximately eight (8) operators are currently signed up for a 5-day course and exam at Mt. St. Mary’s University.

Dr. Johnson made a motion to approve the changes to both career ladders; Judge Smalkin seconded. The motion passed unanimously.

## **EXECUTIVE DIRECTOR PERFORMANCE EVALUATION TIMELINE**

Mr. Witt proposed the following schedule for completion of Dr. Glass performance evaluation:

- April 24 - Evaluation Survey Form will be distributed by Ms. Fuller to the full Board
- May 29 - All completed evaluations are due to Mr. Witt
- June 2 - Mr. Witt will combine all responses and distribute a compiled evaluation to all Board members for their review and discussion
- June 12 - June HR Committee meeting. The meeting will include:
  - Executive Session: to review and discuss the evaluation (all members welcome to attend, or provide comments to Mr. Witt in advance of meeting)
  - Closed Session: consider salary recommendation
- June 26 - June Board meeting
  - Closed session: salary recommendation
  - Mr. Witt and Ms. Heller to meet with Dr. Glass after the meeting to present his evaluation and salary adjustment

## **ADJOURNMENT**

Upon motion by Ms. Heller, seconded by Dr. Johnson, the meeting adjourned at 9:36 a.m.



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