

**Office of Civil Rights**  
**Wage Commission Minutes**  
**July 11, 2019**

Participating in the meeting were Commissioners Sheryl R. Wood (Chair) (by phone), Mark McLaurin, John Barber, and Ally Amerson. Also participating in the meeting were Director Darnell Ingram, Deputy Director Cedric McCray, Larry Ennels (Compliance Officer II), and Andrea Williams (Compliance Officer II). The meeting was called to order at approximately 3:14 PM.

**I. Welcome**

Chair Wood welcomed everyone to the meeting and called the meeting to order at 3:14 PM.

**II. Director's Report**

**Past and Upcoming Events**

- On May 31<sup>st</sup>: Staff attended the Immigration Summit held by MIMA in which it provided resources and information to the immigrant community and allies. Staff also attended the event: MIMA in the Community on July 2<sup>nd</sup>, on immigration and policing
- July 2<sup>nd</sup>: Staff attended the Immigrant Community Public Meeting. Mayor Young and Commissioner Harrison addressed concerns of the immigrant community in a public meeting. This meeting is the second "MIMA in the Community," biannual opportunities for the public to engage directly with the work of government. The Director provided guidance on how individuals can file complaints when officers violate BPD's policy regarding their interactions with ICE
- July 13<sup>th</sup> to 14<sup>th</sup>: Baltimore/Washington One Caribbean Carnival/ Festival 2019 - Clifton Park - 2801 Harford Road
  - *Saturday, 7/13: 12:00 pm – 10:00 pm*
  - *Sunday, 7/14: 12:00 pm – 4:00 pm (need support 4:00 pm – 9:00 pm)*
- July 16<sup>th</sup>, 6:00 pm – 8:00 pm: Presenting the next "Can We Talk?" session on Women in Business and the plight of female entrepreneurs. The event will be held at the Living Well at 235 Holliday St, Baltimore, MD 21202.
- July 24<sup>th</sup>, 10:00 am – 2:00 pm: Planned a Disabilities Resource Fair. The fair will be located at Cherry Hill Elementary School at 801 Bridgeview Rd, Brooklyn, MD 21225. The purpose of the fair is the following:
  - To promote resources for persons with disabilities
  - Invite service providers, local, state and federal agencies to share information
  - Provide a one-stop-shop for resources for city residents including children, parents, adults, caregivers and older citizens
  - Provide resources for expungements and assistive technology demonstrations.
  - Encourage service providers [at nursing homes, senior centers and day programs] to bring their clients
  - Campaign and advocate for persons with disabilities
- Wage Staff will be attending the Interstate Labor Standards Association (ISLA) Annual Conference from August 18-22 in Washington D.C. Registration is still open for any Commissioners that would like to attend
- Civil Rights Week: September 27<sup>th</sup> – October 5<sup>th</sup> (see attachment)

## Agency Data

<b>Metrics</b>	<b>June</b>	<b>Total</b>
Number of Possible Violation by Contractor	0	6
Number of Wage Complaints (by employee)	3	68
Number of Wage Cases Closed	0	1
Amount WC awarded in penalties and fines	\$0.00	\$284,490.00
Number of Late Payroll Fines Assessed	69	139
Amount of Late Payroll Fines Assessed	\$48,810.00	\$81,190.00
Number of Late Payrolls sent to collections	30	31
Amount of Late Payrolls sent to collections	\$9,500.00	\$9,580.00
Number of Late Payroll Fines Disputed (Hearing)	0	0
Number of Site Visits	13	66
Number of Interviews Conducted	5	21

## Organizational Updates/Improvements

- July 1<sup>st</sup> began the new fiscal year and staff met to discuss goals and strategies
- Finalizing the SOPs to ensure consistency in investigations and training for new investigators. (*see attachment*)
- Investigators are focusing on a more robust investigative process and more stringent enforcement for workers, as well as increased revenue for the agency
- Hiring three new part-time investigators as well as a Program Compliance Officer I. They are expected to be onboarded by September 1, 2019
- We have several new interns and youth workers, including Sydney Chanmugam and Charon Davis who are working with the Wage Commission. Both have been very involved with editing the updated SOPs as well as reviewing our late payrolls. Their time and talents have been very helpful
- We are still waiting on the new payroll processing technology. Procurement is currently working with a pilot version of the program.

Chair Wood noted that commissioners were working on rules and regulations and wanted a copy of rules and regulations that were in progress already so that they could incorporate it into what the Wage working group was drafting. Director Ingram noted that they had created a general framework but felt that they should primarily use the work of the Commissioners. Cedric McCray noted that there was an intern assigned to the Wage Commission that was working with Jane Lewis from the Law Department.

Commissioners noted their concerns about issues with the Board of Estimates and wanted to know if there was a plan to resolve this issue, and if it would be before or after the regulations were drafted. Director Ingram felt that it would be best to work on all issues together and roll out solutions in one process. He noted that likely the Board of Estimates would do a delegation of their authority to the Commission, and that he would work with Sharon Snyder to get it on the Board of Estimates' agenda as soon as possible.

### **III. Items for Discussion**

#### **a. Draft Wage SOPs**

Commissioners reviewed the documents and Director Ingram asked that they give their feedback. Chair Wood stated that she would like to give the Commissioners a week to review and give their comments to her directly, so that they could be uniform in their feedback.

Ally Amerson clarified that the SOPS were for internal use in training staff, and a separate outline would be used for changes to the rules and regulations. Ally Amerson noted that they had received conflicting information about the process for rules and regulations. Chair Wood noted that they had discussed the difficulty of changing processes through City Code, versus making simple changes to the rules and regulations. Director Ingram noted that they would confirm any questions and get back to Chair Wood by the following Thursday.

#### **b. Wage Classifications**

Larry Ennels noted that they had previously discussed bringing the rates down to two classifications rather than one. He noted that they were working with the State Dept of Labor to make it happen, and that they would follow the state's survey process.

Director Ingram wanted to know if the Commission was in favor of moving from five classification types to two in order to mimic the State. He noted that they would have to present this information to the Board of Estimates.

John Barber felt that it would simplify the process to their advantage. Ally Amerson asked if the workers would be impacted and Director Ingram noted that changes would be small and mostly beneficial.

Mark McLaurin moved to approve the reducing the number of classifications to two. Ally Amerson seconded and all were in favor.

Director Ingram noted that they would continue with this year's process, and that the change would occur in the next calendar year.

**c. Foundation for Fair Contracting**

John Monroe presented on the Foundation for Fair Contracting and their proposal to assist in wage investigations. He stated that they had volunteered with the Commission in the past and helped compile information for the investigators. He noted that they were a non-profit organization, established under national labor management cooperation act, created to level the playing field and assist governments in enforcement work. He stated that they enlist trained, qualified professionals to ensure that prevailing wages are paid in government projects. Volunteers are compliance group representatives which allows them to access records. He noted that compliance representatives attend training, wear badges, and restrict work to enforcing prevailing wage rates, and that they may conduct site visits, interview workers and assist with audits. He stated that they cannot issue violations, impersonate City employees, or engage in union activity. He suggested that 1-2 staff members of the organization could volunteer.

Mark McLaurin motioned to approve the partnership between the Wage Commission and the Foundation for Fair Contracting. Ally Amerson seconded and all were in favor.

Cedric McCray thanked Commissioner Barber for facilitating a training with the electrical, carpentry, and plumbing and steamfitting trades. He also thanked Charon Davis for her help in developing the standard operating procedures and working with the late payrolls.

**IV. Closing**

There being no further business, the meeting was adjourned at 4:51 PM.

Respectfully submitted,

Jill Muth  
Special Assistant to the Wage Commission