

**Office of Equity and Civil Rights**  
**Wage Committee Minutes**  
**February 6, 2020**

Participating in the meeting were Commissioners Sheryl R. Wood (Chair), John Barber, and Ally Amerson. Absent: Commissioners Caryn York and Mark McLaurin. Also participating in the meeting were Cedric McCray (Deputy Director), Raemond Parrott (Deputy Director), Andrea Williams (Compliance Officer II), James Peyton, Hugh Scoggins and Aracely Stafford.

**I. Call to Order/Welcome/Introductions**

- The meeting was called to order at 3:10 p.m.
- Chair Wood spoke about the new name of the Office (Office of Equity and Civil Rights). It was moved and seconded by Commissioners Barber and Amerson that a letter be written to the Mayor suggesting that Wage Enforcement be added back to the name. All were in favor.
- **Action:** Chair Wood will follow-up on the history, the new name, and the direction of the Wage Commission. She stated that the Baltimore City Code is written as if the Commission is still separate from the Office.
- **Action:** Commissioners Barber and Amerson will work with the Deputy Director to be included in social media branding.
- **Action:** No letter has been sent out to Commissioner McLaurin. Director Ingram or Deputy Director Parrott will draft the letter and submit to Chair Wood.
- Chair Wood stated that Commissioner York has an excused absence as she is in Annapolis in legislative session during this time period.
- Commissioner Barber asked if there were updates on the LCP Tracking software.
  - Deputy Director McCray stated that there is a contractor to help with the installation
  - A project manager is needed to help with the specifics
  - As soon as there is a timeline set, he will inform the Commission of their progress.

**II. Director's Report**

Report – February 6, 2020

- Deputy Director Parrott asked if anyone had any questions regarding the Report.
- Deputy Director McCray highlighted February 20<sup>th</sup>
  - Session Informativa (Wage Information Session) at the Southeast Anchor Branch Enoch Pratt Library, 4:30 – 6:30 PM, Ms. Aracely Stafford
  - Chair Wood asked if any Commissioners were available to please attend the 2/20 event.
- Human Rights Day in Annapolis, Miller Senate Office Building, West I, 11 Bladen Street, 8am-2pm.
  - Chair Wood stated that the Wage Commission will try to be represented.

- Deputy Director Parrott stated that site visits are reduced due to the backlog of late payrolls. Site visits should increase once the late payroll backlog is reduced.
- It was moved and seconded by Commissioners Amerson and Barber that the Director's Report be accepted.

**III. Items for Approval**

**a. Approval of January 9, 2020 minutes**

- i. It was moved by Commissioner Amerson and seconded by Commissioner Barber that the January 9, 2020 Minutes be approved as written. All were in favor and the motion carried.

**b. Foundation for Fair Contracting Agreement**

- i. Deputy Director Parrott spoke about the agreement which was presented as a draft to the Commission for approval. Staff would like to use the Foundation to conduct site visits. The purpose is to allow staff more time to focus on investigations and late payrolls.
- ii. Chair Wood and Deputy Director Parrott asked if there are any questions regarding the Agreement, please submit directly to Mr. Parrott by February 14<sup>th</sup>.

**IV. Associated Building Settlement Conference / offer approval – Executive Session**

**a. Deliberations – off record**

**V. Abacus Settlement Update**

**VI. SMG Worldwide Settlement Update**

**a. Deliberations – off record**

**VII. Staff settlement approvals process**

- a. Commissioners and staff discussed scheduling more settlement conferences. Chair Wood suggested that some cases can be settlements via conference if the Commission approves.
- b. It was moved and seconded by Commissioners Amerson and Barber that staff be given approval to schedule settlement conferences in cases of late payrolls at \$10,000 and \$5,000 for all other cases.

**VIII. Other business**

**a. Policies and Procedures will be added to the Agenda for March**

**IX. Closing**

There was no further business, and the Commissioners voted to adjourn.

There being no further business, the meeting was adjourned at 5:20 PM.

Respectfully submitted,

Robin Drummond