

Office of Equity and Civil Rights
Wage Commission Minutes
December 3, 2020

Participating in the meeting via Webex were Commissioners Sheryl R. Wood (Chair), Ally Amerson and John Barber. Absent: Commissioner Caryn York. Also participating in the meeting were Cedric McCray (Interim Director), Andrea Williams (Supervisor), James Peyton, Aracely Stafford, Jane Lewis, and Melanie Babb.

I. Call to Order/Welcome/Introductions

- a. The meeting was called to order at 3:03 p.m. by Chair Wood.
- b. Interim Director McCray introduced Melanie Babb (Law Intern).
- c. Action: Memo from Ms. Babb to the Commissioners.
- d. Action: Notes to be given to Ms. Babb from previous work.
 - i. By laws
 - ii. Working group notes

II. Items for Approval

- a. Approval of October 1, 2020 minutes
 - i. It was moved by Commissioner Amerson and seconded by Commissioner Barber that the October 1, 2020 Minutes be approved as written. All were in favor and the motion carried.
- b. No Wage Commission meeting in November

III. Update

- a. Ms. Williams gave a brief summary
 - i. SMG
 - ii. Associated Builders

IV. Director's Report

a. Administration

- Director McCray gave the Director's Report.
 - Trainings
 - Language Line
 - MIMA
 - Compassion/Fatigue Webinar
 - Inaugurations – December 8th & December 10th
 - December: “Can We Talk?”, 6PM – Members of Legislative Delegation for Baltimore City

b. Data

- Penalties and fines
 - November = \$9,305.00
- Late Payroll Violations Assessed
 - November = 122 Late Payroll Violations
 - \$293,450.00 Assessed Violations
 - Value Assessed \$176,700.00
- Organizational Updates/Improvements
 - Investigators are continuing to teleworking until further notice
 - New Intern – Melanie Babb

- bylaws for the Wage Commission
- Installation of LCP Tracker on hold until next Administration
- Next Meeting January 7, 2021

c. For discussion

- Ms. Jane Lewis of the Law Department
 - Ms. Lewis addressed the Commission on a particular case and how to handle cases that are represented by an Attorney
 - Chair Wood agreed with Ms. Lewis on how this type of case should be handled
 - Ms. Lewis also spoke briefly about drafting subpoena regulations
- Chair Wood informed Mayor's Office of the need for another Commissioner
- Chair Wood and Commissioner Amerson had agreed to stay on until Commissioners can be sworn in.

V. Settlement Conference

a. Anchor requested a postponement

- i. **Cancellations:** Chair Wood requested as a procedure for postponement, a deadline of 24 hours from 3pm the day before a settlement conference.

VI. Closing

There was no further business, and the Commissioners adjourned.

There being no further business, the meeting was adjourned at approximately 3:40 PM.

Respectfully submitted,

Robin Drummond
Office of Equity and Civil Rights