

**MINUTES OF THE
2021 - 2022 COMPENSATION REVIEW BOARD
AND CHARTER REVIEW COMMISSION
APRIL 7, 2021**

The following members were present:

LUPI Q. GRADY, Chair
DENNIS C. BROWNLEE
SAMUEL H. DEAN
CAMILLE A. EXUM
DR. STEPHANIE V. OVERTON STANARD
GLENDA R. WILSON
JACQUELINE B. WOODY

Staff Present:

ROBERT J. WILLIAMS, JR., COUNCIL ADMINISTRATOR
WILLIAM M. HUNT, DEPUTY COUNCIL ADMINISTRATOR
COLETTE R. GRESHAM, ASSOCIATE COUNCIL ADMINISTRATOR
KATHLEEN H. CANNING, LEGISLATIVE OFFICER
DINORA A. HERNANDEZ, LEGISLATIVE OFFICER
ROSALYN E. PUGH, ESQ., CONSULTANT
DONNA J. BROWN, CLERK OF THE COUNCIL
SHARON SAVOY WILLIAMS, ADMINISTRATIVE STAFF

WELCOME:

COLETTE R. GRESHAM, ASSOCIATE COUNCIL ADMINISTRATOR CONVENED THE MEETING AT 4:08 PM AND ANNOUNCED THESE ARE PUBLIC MEETINGS AND WILL BE STREAMED TO THE PUBLIC AND RECORDED AS WELL. SHE WELCOMED ALL TO THE FIRST 2021-2022 COMPENSATION REVIEW BOARD AND CHARTER REVIEW COMMISSION MEETING.

INTRODUCTIONS:

CHAIR GRADY INTRODUCED HERSELF AND THEN ASKED EACH MEMBER TO GIVE A BRIEF INTRODUCTION. COLETTE R. GRESHAM THEN INTRODUCES HERSELF AND THE COUNCIL ADMINISTRATOR INTRODUCES HIMSELF AND GIVE A BRIEF SYNOPSIS OF THE COMPENSATION REVIEW BOARD AND THE CHARTER REVIEW COMMISSION. HE THEN INTRODUCES STAFF WHO WILL BE ASSISTING AND STAFFING THE MEETINGS. HE THANKS THE MEMBERS FOR THEIR WILLINGNESS TO SERVE. HE STATES THAT THE LEADERSHIP FOR THESE MEETINGS WILL BE MS. GRESHAM AND HE WILL BE AVAILABLE IF NEEDED.

INTRODUCTORY MATERIALS:

KATHLEEN H. CANNING DESCRIBED THE BACKGROUND MATERIALS PROVIDED TO MEMBERS, SUCH AS THE AGENDA, THE PUBLIC NOTICE, THE DRAFT SCHEDULE, A MEMBERSHIP AND STAFF LISTING AND CR-1-2021, CR-3-2021, CB-2-2021, CR-32-2021, CB-27-2021, THE LEGAL AUTHORITY SUMMARY, THE 2017-2018 COMPENSATION REVIEW BOARD REPORT AND THE 2017-2018 CHARTER REVIEW COMMISSION REPORT. MS. GRESHAM ALSO STATED A COPY OF THE CHARTER WOULD BE SENT ELECTRONICALLY AND MAILED TO MEMBERS.

MINUTES OF THE 2021 - 2022 CHARTER REVIEW COMMISSION
AND COMPENSATION REVIEW BOARD - APRIL 7, 2021
PAGE 2

ORGANIZATIONAL STRUCTURE:

Colette R. Gresham briefly summarized the operations of the Board and its functions relating to compensation and their functions of their review of the Charter. She also outlined the three subcommittees: Administrative and Legislative Matters; Budget and Fiscal Matters; and Contracting and Personnel Matters, which they will break up into the subcommittees and report back to the full Commission the work they have done.

RECOMMENDED TIMELINE:

Kathleen H. Canning reviewed the timeline with the Board members and discussed when the Compensation Review Board recommendations are due to the Council on December 15, 2021. Also, the timeline for the Charter Review Commission recommendations to Council is on April 1, 2022.

MEETING SCHEDULE:

Ms. Gresham announced the meeting schedule as the first and third Wednesdays of the month at 4:00 pm. Mr. Dean announced the third Wednesday is a conflict for him. Since the third Wednesday caused a conflict, there is another option for some Fridays. After discussion, the members agreed to the first Wednesday of the month at 4:00 pm and the third Friday of the month at 10:00 am.

QUESTIONS:

Ms. Gresham informed the members at the next meeting, just as a preview as they start on Compensation Review Board matters, we normally give a historical perspective of the compensation for the Council and County Executive. We also invite the Director of the Office of Human Resources Management to give an overview of the salaries and benefits and our Deputy Council Administrator, William M. Hunt would give an overview of our finances. If there is anything else that you would like on that agenda, we can do that. Chair Grady asks if someone has questions, who should those questions be addressed to. Ms. Gresham let her know she can contact herself, Kathleen H. Canning or Dinora A. Hernandez with any questions.

Ms. Gresham adjourned the meeting at 4:44 pm.