Workgroup for an Inclusive State Workplace — Meeting #1

September 29, 2026

Maryland

Agenda

I. Call to Order

- Chairman's Opening Remarks
- Roll Call

II. Governance & Guidelines

- Open Meetings Act Compliance
- Group Conduct & Expectations

III. Statutory Mandate (HB1248)

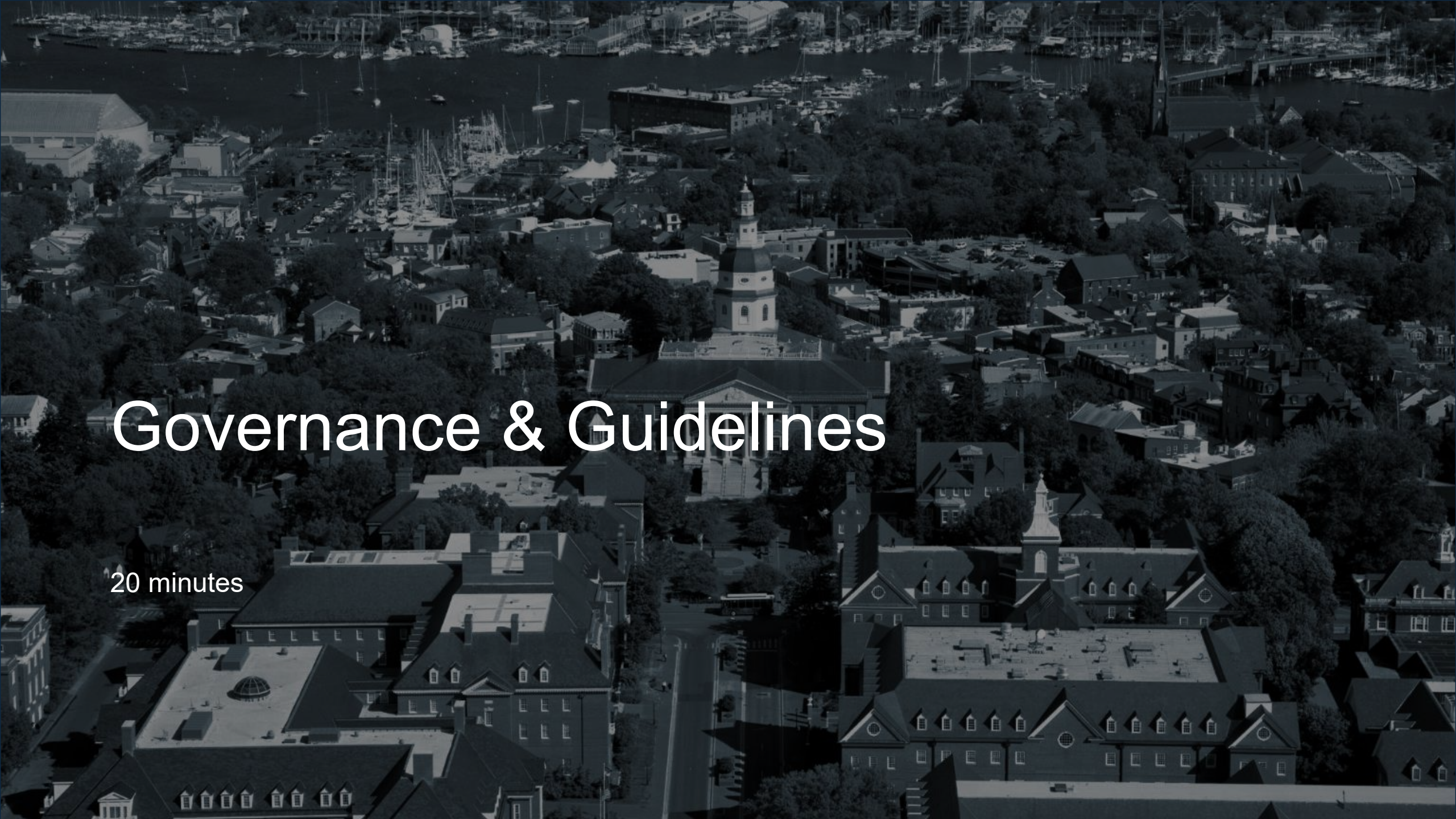
- Overview of HB1248
  1. Workgroup's Statutory Charge
  2. The Seven Mission Areas

IV. Next Steps & Adjournment

- Work Plan Overview
- Open Floor for Feedback
- Next Meeting Date

Roll Call

20 minutes



Governance & Guidelines

20 minutes

Open Meetings Act Compliance

- All meetings must be open & accessible to the public, withholding closed sessions when a specific exemption is applied.
  - Official minutes & video streams will be posted online and retained for at least 5 years.
  - This meeting is open to the public, but will take comments from working group members only

- At least one member must complete OMA training within 90 days; a trained member must be present to hold a closed session

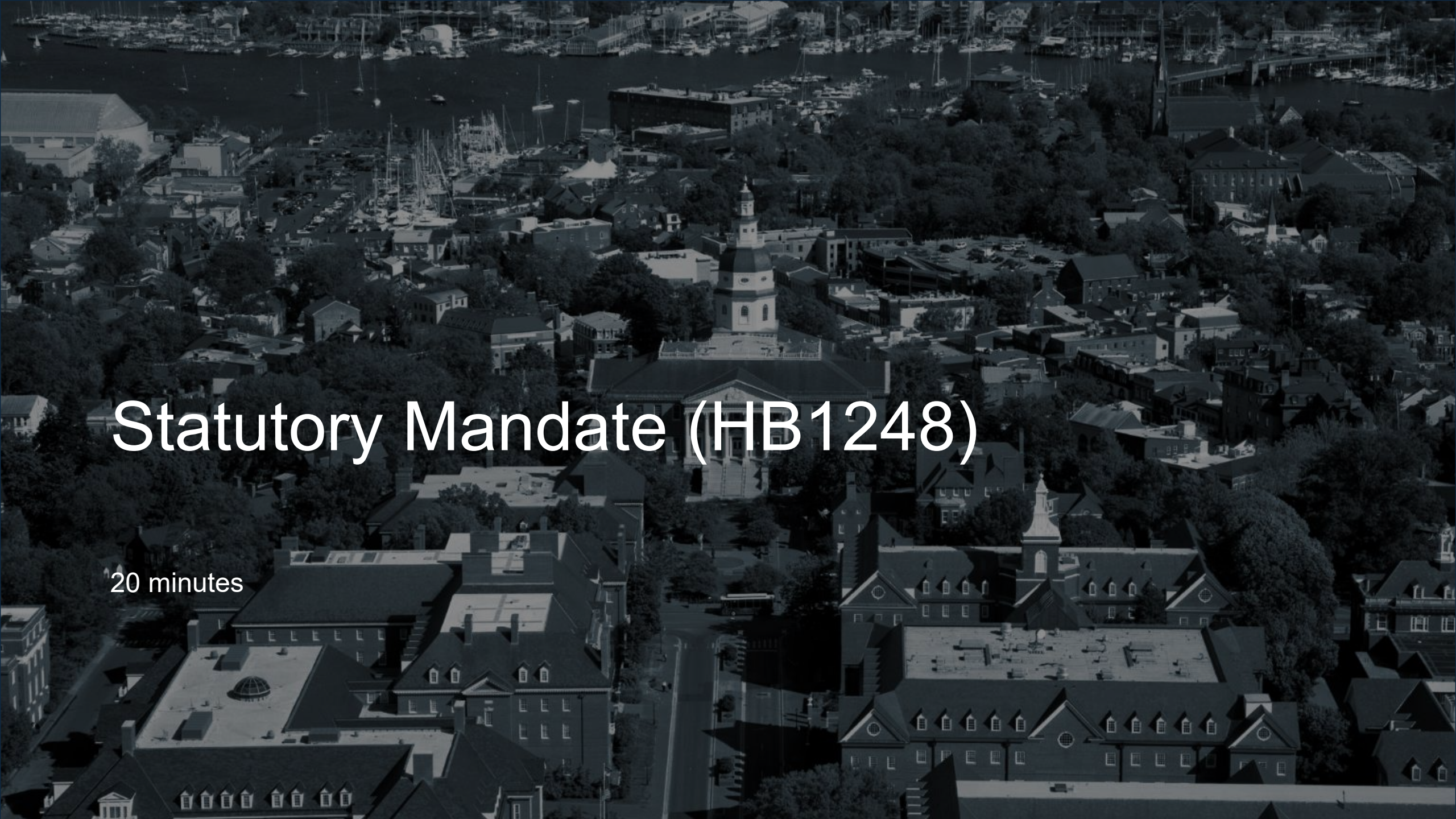
- Written notice and agendas made available to the public 72 hours in advance.

Group Conduct & Expectations

- Presence of a majority of appointed members (quorum) is required to transact official business.

- Each appointed member shall formally designate and register a single, primary designee
  a. Members are strongly discouraged from utilizing a rotating pool of designees, unless absolutely necessary. Any substitutions require advanced notice and must adhere to a one-for-one replacement rule
  b. Staff will maintain official attendance records

- Members and staff must strictly preserve the confidentiality of all closed-session discussions and materials.



Statutory Mandate (HB1248)

20 minutes

Workgroup's Statutory Charge

HB 1248 Establishes…

- The Workgroup for an Inclusive State Workplace to study and make recommendations for expanding part-time, benefit-eligible State employment for populations requiring flexible schedules.

- Administrative support is — i.e., staffing and administrative operations — assigned to Department of Budget and Management (DBM).

- Timeline:
  a. The Group shall provide findings and recommendations to the General Assembly by September 15, 2027
  b. DBM shall develop and distribute guidance by December 31, 2027
  c. The Act abrogates after June 30, 2028.

The Seven Mission Areas

The Workgroup shall focus on…

1. Necessary steps to encourage expansion of part–time employment across SPMS, USM, and MDOT
2. Removing obstacles for individuals challenged by full-time employment
3. Review of the current part-time employment policies and procedures
4. Analyzing recruitment practices, organizational support, and budgetary incentives.
5. Studying & quantifying the long-term economic and operational effects – for both the State and Households.
6. Suggesting timelines, methods, and metrics
7. Potential statutory changes required for implementation of the Workgroup's findings

Next Steps & Adjournment

10 minutes

Work Plan Overview

Meeting #2 – October 30th, 2026

- **Topic:** Current state of in SPMS, USM, & MDOT
- **Objective:** Establish a baseline understanding of existing part-time employment policies and procedures across MD
- **Suggested responsibilities:**
  - **DBM –** Present on SPMS
  - **MDTA** – Present on MDOT
  - **USM** – Present on USM

Overview of Key Areas of Focus

- Current state in SPMS, USM, & MDOT – Incentives & Barriers
- Economic and Operational impact — State Government
- Economic and Operational impact — Household
- Proposed Future State: Incentives, Barriers, Policies, & Procedures
- Implementation: Steps, Timelines, & Metrics
- Statutory Changes
- Report Drafting Reviews

Feedback & Next Steps

- Open floor for feedback
- Next meeting date: October 30th, 2026
    - Official invite to follow adjournment of meeting