

**MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING
OF THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
October 23, 2024**

A Human Resources Committee meeting of the directors of The Water Works Board of the City of Birmingham was held on Wednesday, October 23, 2024, immediately after the Regular Board of Directors' Meeting, at 3600 First Avenue North, Birmingham, Alabama.

The following Committee members were present: Directors William "Butch" Burbage, Jr. (Committee Chairman), Thomas E. Henderson and Mashonda S. Taylor. Director George Munchus was also present.

Others present were: Darryl Jones, Interim General Manager; Mac Underwood, Interim Deputy General Manager, Barry Williams and Derrick Murphy, Interim/Assistant General Managers; Cynthia Williams, Board Administrator; Anitra Clark, Corporate Governance Specialist, Vanessa Washington, Executive Assistant; Colandus Mason, Paul Lloyd, Platon Crowell, Jeremy Ervin, Marilyn Vertison, Rick Jackson, A'khi King, Derrick Maye, Jeff Wade, Charles McGee, Anthony Hazel, and David Walker, BWB Employees; K. Mark Parnell, Parnell Thompson Law, LLC; Alan Kouns, State of Alabama Attorney General's Office; Mark Niblett, and Bonnie Huckaby, Insurance Office of America; and Frank Adams, Direct Communications.

Inasmuch as all Committee members were present, a quorum was declared in attendance. Committee Chairman Burbage called the meeting to order at 1:05 p.m.

Next, Committee Chairman Burbage asked the Committee to approve the agenda. Director Taylor made a motion to approve the agenda and Director Henderson seconded the motion. On a motion duly made and seconded, the motion was approved by unanimous vote.

Following, the Committee moved to the first item on the agenda, Request Committee to Approve Minutes of the Human Resources Committee Meeting held August 28, 2024. Director Henderson made a motion to approve the minutes and Director Taylor seconded the motion. On a motion duly made and seconded, the motion was approved by unanimous vote.

Next, the Committee moved to the second item on the agenda, Request Committee to Recommend to the Board to Consider a New Policy for the Board to Approve the Job Descriptions for Senior Management, and that the Board must be informed of any changes to all other job descriptions. Director Henderson made a motion to recommend said item be moved to the Board for approval, and Director Taylor seconded the motion. On a motion duly made and seconded, the motion was approved by unanimous vote.

Following, the Committee moved to the third item on the agenda, Request Committee to Recommend to the Board to Approve a One-Year Agreement with NAPS Background Checks to Provide Employment Related Background Check Services, effective January 1, 2025 through December 31, 2025, based on a fee schedule (state, county, vendor research fees, etc. which are out of NAPS control, may increase and are passed through); and to authorize the Interim General Manager and/or the Interim Assistant General Manager to execute the necessary documents. Director Taylor made a motion to recommend said item be moved to the Board for approval, and

Director Henderson seconded the motion. On a motion duly made and seconded, the item was approved by unanimous vote.

Next, the Committee moved to the fourth item on the agenda, Request Committee to Recommend to the Board to Approve a One-Year Agreement with Equitable for Company Provided Group Life and Short-Term Disability Insurance and the following Voluntary Group Insurance Coverages: Life & Accidental Death and Dismemberment, Short-Term Disability, Long-Term Disability, Accident (new offering), and Critical Illness (new offering), effective January 1, 2025 through December 31, 2025, based on the attached rate schedules, for the company provided Group Life and Short-Term Disability coverages; and to authorize the Interim General Manager and/or the Interim Assistant General Manager to execute the necessary documents. Director Henderson made a motion to recommend said item be moved to the Board for approval, and Director Taylor seconded the motion. On a motion duly made and seconded, the motion was approved by unanimous vote.

Following, the Committee moved to the fifth item on the agenda, Request Committee to Recommend to the Board to Approve a One-Year Agreement with McLean & Company to Provide Best Practice HR Research and Related Services, effective January 1, 2025 through December 31, 2025, at an out-of-pocket cost to the Board of \$29,340.00; and to authorize the Interim General Manager and/or the Interim Assistant General Manager to execute the necessary documents. Director Taylor made a motion to recommend said item be moved to the Board for approval, and Director Henderson seconded the motion. On a motion duly made and seconded, the item was approved by unanimous vote.

Next, the Committee moved to the sixth item on the agenda, Request Committee to Recommend to the Board to Approve 2025 Grade I and Grade IV Prep Series and Continuing Education Hours (CEH) Training Classes with Water Girl Consulting, at an estimated out-of-pocket cost to the Board of \$49,500.00; and to authorize the Interim General Manager and/or the Interim Assistant General Manager to execute the necessary documents. Director Henderson made a motion to recommend said item be moved to the Board for approval, and Director Taylor seconded the motion. On a motion duly made and seconded, the motion was approved by unanimous vote.

Following, the Committee moved to the seventh item on the agenda, Request Committee to Recommend to the Board to Approve a One-Year Agreement with AmWins/TransAmerica Life Insurance Company to provide 2025 Post 65 Medical and Prescription Drug Insurance coverage, effective January 1, 2025 through December 31, 2025, at an estimated out-of-pocket cost to the Board of \$926,369.00; and to authorize the Interim General Manager and/or the Interim Assistant General Manager to execute the necessary documents. Director Taylor made a motion to recommend said item be moved to the Board for approval, and Director Henderson seconded the motion. On a motion duly made and seconded, the item was approved by unanimous vote.

Subsequently, the Committee moved to the eighth item on the agenda, Request Committee to Recommend to the Board to Amend the Salary Administration Plan regarding the Calculation of Merit Increases for the 2025 calendar year using the same step process as used in 2024 (the amendment does not apply to grandfathered jobs/grades). Director Taylor asked if there had been any discussions regarding said item with the Employee Association. Derrick Maye, Employee Association Chair, responded that the Employee Association had been involved in the discussions.

Director Henderson made a motion to recommend said item be moved to the Board for approval, and Director Taylor seconded the motion. On a motion duly made and seconded, the motion was approved by unanimous vote.

As there was no further business before the Committee, Director Taylor made a motion to adjourn the meeting, and Director Henderson seconded the motion. On a motion duly made and seconded, the motion was approved, and the meeting adjourned at 1:13 p.m.

_____/s/_____
Darryl R. Jones
Interim General Manager

_____/s/_____
William "Butch" Burbage, Jr.
Committee Chairman

_____/s/_____
Thomas E. Henderson
Director

Mashonda S. Taylor
Director