

SUMMARY OF A COMMITTEE MEETING

HELD Monday, June 21, 2021

At 10:00 a.m. – (Electronically [via Teleconference/Telephone-Public])

[THESE ARE NOT THE OFFICIAL MINUTES]

The Governor’s Open Meeting Act (“OMA”) Proclamation allows members of governmental bodies to hold said meeting electronically (via telephone etc.) for purposes of establishing a quorum, deliberating and taking action; and via electronic equipment allows members of the public to listen to the meeting.

A Human Resources Committee meeting of the directors of The Water Works Board of the City of Birmingham was held on Monday, June 21, 2021 at 10:00 a.m., via electronically [via teleconference/telephone-Public].

The following Committee members were present via a roll call: Committee Chairman Lucien Blankenship, Tereshia Huffman and Tom Henderson. Other directors present were George Munchus and William “Butch” Burbage, Jr.

Others present via teleconference/telephone: Michael Johnson, General Manager; Iris Fisher, Assistant General Manager; Cynthia Williams, Board Administrator; Vanessa Washington, Executive Assistant; Colandus Mason, Paul Lloyd, Joyce Dupree, Sam Day, Cherita King, Rhonda Lewis and Rick Jackson; BWWB Employees.

Inasmuch as all of the Committee members were present, a quorum was in attendance.

Committee Chairman Blankenship called the meeting to order at 10:08 a.m. Human Resources Manager Paul Lloyd opened the meeting with prayer. Afterwards, GM Johnson announced that former Executive Assistant to the Board, Grace Amison lost her sister on last Thursday and he asked the meeting body to keep her in prayer.

Next, Committee Chairman Blankenship called for any additional items to be added to the agenda. As there were no items to be added to the agenda, Director Henderson made a motion to approve the printed agenda. Director Huffman seconded. The Committee approved the printed agenda by a unanimous voice vote.

Following, agenda item one requested the Committee to approve minutes of the October 21, 2020 and December 10, 2020 HR Committee Meetings; necessary to perform essential minimum functions of the governmental body. Director Blankenship made a motion to approve agenda item one. Director Henderson seconded. The agenda item was approved by a unanimous voice vote.

Next, agenda item two requested the Committee to review and recommend to the Board to approve an amendment to the COVID-19 Employee Assistance Policy to extend the ending date of this Policy to September 30, 2021; necessary to perform essential minimum functions of the governmental body. A director inquired about the number of employees that had been vaccinated and if BWWB offered efforts relative to onsite campus vaccination. Director Henderson made a

motion to approve agenda item two. Director Huffman seconded. The agenda item was approved by a unanimous voice vote. Said item was moved to the full Board for consideration.

Following, agenda item three requested the Committee to review and to recommend to the Board to approve an amendment to the Emergency Pay Policy to allow the option for earned Comp Time by exempt employees to be paid out in salary or in time off; necessary to perform essential minimum functions of the governmental body. A director asked whether the Wage and Labor law allows exempt employees to be paid for comp time, which AGM Fisher replied yes (*during regular payroll*). Director Huffman made a motion to approve agenda item three. Director Henderson seconded. The agenda item was approved by a unanimous roll call vote. Said item was moved to the full Board for consideration.

Next, agenda item four requested the Committee to review and to recommend to the Board to approve a revision to the Vacation Policy for the current year (2021) to waive the mandatory taking of five (5) consecutive days of vacation for 2021 relative to employees with fiduciary or internal control responsibilities due to the impact of COVID-19 on employees using paid time off; necessary to perform essential minimum functions of the governmental body. AGM Fisher gave a brief explanation for the request. Director Henderson made a motion to approve agenda item four. Director Huffman seconded. The agenda item was approved by a unanimous voice vote. Said item was moved to the full Board for consideration.

Following, agenda item five requested the Committee to review and to recommend to the Board to approve for employees (and covered spouses) and under 65 retirees (and covered spouses) to be credited as having completed a biometric screening for the purpose of their 2021 health insurance premiums due to the impact of COVID-19 on completing a biometric screening; necessary to perform essential minimum functions of the governmental body. A director inquired as to whether the benefit would be extended to retirees. Mr. Lloyd stated it is offered to the under 65 retirees, but not the post 65 retirees, because Post 65 retirees are on a different health plan. However, Mr. Lloyd stated he would review the possibility with the benefits consultant. Director Henderson made a motion to approve agenda item five. Director Huffman seconded. The agenda item was approved by a unanimous voice vote. Said item was moved to the full Board for consideration.

Next, agenda item six requested the Committee to the Board to approve revisions to the Education Assistance Policy in Section 7.9 of the Employee Handbook and in Section 7090 in the HR Management Guide as set out in Exhibits “A” and “B” attached hereto for the following purposes (1) add language to clarify that certificate programs may be covered under the Policy, (2) remove provision that employees cannot participate in the program during their Introductory Period, (3) raise the maximum allowable lifetime reimbursement from \$34,000.00 to \$60,000.00, and (4) add language that allows the General Manager to make exceptions to the Policy based on business needs; necessary to perform essential minimum functions of the governmental body. Mr. Lloyd gave an overview on the topic. A director inquired about the participation level in the Education Assistance Program. Director Henderson made a motion to approve agenda item six. Director Huffman seconded. The agenda item was approved by a unanimous voice vote. Said item was moved to the full Board for consideration.

Following, agenda item seven requested the Committee to hear an update on the Organization's Succession Planning Program; necessary to perform essential minimum functions of the governmental body. Sam Day, Organizational Development Specialist, presented information to the directors on said topic. There was discussion on the program providing leadership opportunities for non-managerial people with leadership qualities that does not want to be a manager, in addition, to the manager and supervisor opportunities. A director commented that staff needs to ensure employees are aware of the requirements for the program. Another director expressed concerns regarding the low percentage of women participants and the number of women employed at the BWWB. GM Johnson stated that part of its strategic planning will target certain positions to recruit females such as at its water treatment plants.

Subsequently, the Committee proceeded to agenda item eight, which addressed new business. Mr. Lloyd introduced his Human Resources Team.

As there was no further business before the Committee, Director Henderson made a motion to adjourn the meeting. Director Huffman seconded. Thus, Committee Chair Blankenship adjourned the meeting at 11:13 a.m.