

SUMMARY OF A COMMITTEE MEETING

HELD Wednesday, October 21, 2020

At 11:30 a.m. – (Electronically [via Teleconference/Telephone])

[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 Wednesday, October 21, 2020 at 11:30 a.m., via electronically [via teleconference/telephone].

The following Committee members were present via a roll call: Committee Chairman Lucien Blankenship, Tommy J. Alexander, and Brenda J. Dickerson. Other directors present were Deborah Clark, William R. Muhammad and George Munchus.

Others present via teleconference/telephone: Michael Johnson, General Manager; Derrick Murphy and Iris Fisher, Assistant General Managers; Grace Amison, Executive Assistant to the Board of Directors; Cynthia Williams, Board Administrator, Vanessa Washington, Executive Assistant; Colandus Mason, Paul Lloyd, Joyce Dupree, Rick Jackson; BWWB Employees, Mary Thompson, Parnell Thompson Law, LLC; Mindy Falkner and Cooper Johnson, Valent Group; and Mark Johnson, Creation Benefit Solutions.

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

Committee Chairman Blankenship called the meeting to order at 11:30 a.m. Human Resources Manager Paul Lloyd opened the meeting with prayer.

Next, Committee Chairman Blankenship called for any additional items to be added to the agenda. Director Munchus indicated that he would be leaving the meeting at 12:15 p.m. As there were no items to be added to the agenda, Director Dickerson made a motion to approve the agenda and Director Alexander seconded. The agenda before the Committee was approved by a unanimous voice vote.

Following, agenda item one requested the Committee to review and to recommend to the Board to approve an agreement with Optum for the 2021 Stop Loss Insurance renewal at a projected annual cost of \$411,254.00 (the annual premium amount can vary depending on individuals being added or being deleted off the medical insurance plan during the year); and to authorize the General Manager or the Assistant General Manager to execute the agreement; necessary to perform essential minimum functions of the governmental body. Director Dickerson made a motion to approve agenda item one and Director Alexander seconded. The agenda item was approved by a unanimous voice vote. Said item was moved to the full Board for consideration.

Next, agenda item two requested the Committee to review and to recommend to the Board to approve an agreement with Amwins/ TransAmerica to provide 2021 Post 65 Health Insurance coverage at a projected annual cost of \$853,440.00. The 2020 annual premium for Post 65 Health Insurance is projected to be \$909,169.00; and to authorize the General Manager or the Assistant General Manager to execute the agreement; necessary to perform essential minimum functions of the governmental body. Director Dickerson made a motion to approve agenda item two and Director Alexander seconded. The agenda item was approved by a unanimous roll call 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 the 2021 Health Insurance premium rates and credit employees (and covered spouses) and under 65 retirees (and covered spouses) as having a biometric screening if completed by the due date which is anticipated to be in the Spring of 2021; necessary to perform essential minimum functions of the governmental body. GM Johnson and HR Manager Lloyd explained the pros and cons on this topic, per requested. HR Manager Lloyd recommended that BWWB stay with the current plan. Thus, Director Dickerson made a motion to approve agenda item three and Director Alexander 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 the following revisions to the Vacation Policy for the current year (2020) due to the impact of COVID-19 on company operations; necessary to perform essential minimum functions of the governmental body: (1) To waive the mandatory taking of five (5) consecutive days of vacation for 2020 relative to employees with fiduciary or internal control responsibilities; wherein (2) Employees will be allowed to roll over all accrued and unused vacation time from 2020 to 2021. A director asked whether an employee could sell the vacation days back next year, which GM Johnson replied yes. Also, a director asked for clarification on excess vacation pertaining to an employee retiring. HR Manager Lloyd explained the current policy and stated that the accrued vacation would be included on the employee's last paycheck. He explained that unused sick time for a retiring employee would be time loss. The meeting paused at 12:09 p.m., because Director Dickerson's iPad stopped working and to allow her to be reconnected to the meeting. Director Munchus indicated that it was a good time for the HR Committee to take on the issue of succession planning. Director Munchus left the meeting at 12:11 p.m. Director Dickerson was reconnected at 12:13 p.m. and the meeting resumed. There was more discussion on said agenda item and the process for job responsibilities continuing in the absence of an employee in an essential function role. Afterwards, Director Dickerson made a motion to approve agenda item four and Director Alexander seconded. The agenda item was approved by a unanimous roll call 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 revisions to the Vacation Policy in Section 8.8 in the Employee Handbook and in Section 8080 in the HR Management Guide as set out in Exhibits "A" and "B" attached hereto; necessary to perform essential minimum functions of the governmental body. HR Manager Lloyd presented the topic. There was much discussion on Section 8.8 and 8080 (exhibits "A and B") relative to the suggested changes from staff. Various directors expressed concerns regarding the verbiage of the policy. There was a consensus among the Committee to revise language relating

to the Vacation Accrual Limits. Thus, Committee Chair Blankenship made a motion to approve agenda item five subject to revisions and Director Alexander seconded. The agenda item was approved by a unanimous roll call vote. Said item would move to the full board for consideration subject to the suggested language revisions.

Next, agenda item six requested the Committee to hear a presentation on how merit and COLA increases are calculated according to the Salary Administration Plan; necessary to perform essential minimum functions of the governmental body. Committee Chair Blankenship yielded agenda item six to Director Dickerson to lead the discussion. She stated that the agenda item should be tabled until there have been further conversations regarding how merit increases are administered by other water systems, et al. Also, Director Dickerson asked two questions relative to the creation of BWWB's Salary Administration Policy that were answered by HR Manager Lloyd. Committee Chair Blankenship made a motion to table the agenda item and Director Alexander seconded. The agenda item was tabled by a unanimous roll call vote.

Subsequently, the Committee proceeded to agenda item seven, which addressed new business. Director Muhammad asked a question regarding the role of the Human Resources Department in vetoing PARFs. Committee Chair Blankenship stated the topic should be discussed and submitted as a single item at next Human Resources Committee Meeting. He asked GM Johnson to provide the process in advance to all directors.

As there was no further business before the Committee, Director Dickerson made a motion to adjourn the meeting and Director Alexander seconded. Thus, Committee Chair Blankenship adjourned the meeting at 12:54 p.m.