

SUMMARY OF A COMMITTEE MEETING

HELD Wednesday, September 15, 2021

At 11:30 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 Wednesday, September 15, 2021 at 11:30 a.m., via electronically [via teleconference/telephone-Public].

The following Committee members were present via a roll call: Committee Chairman Lucien Blankenship and Tom Henderson. Other directors present were George Munchus, Chris Rice and Ronald A. Mims. Director Huffman was not present.

Others present via teleconference/telephone: Michael Johnson, General Manager; Iris Fisher, Derrick Murphy and Jeffrey Thompson, Assistant General Managers; Cynthia Williams, Board Administrator; Vanessa Washington, Executive Assistant; Colandus Mason, Paul Lloyd, Joyce Dupree, Sam Day, Cherita King, Derrick Maye and Rick Jackson, BWWB Employees; K. Mark Parnell, Parnell Thompson Law, LLC; Charles Wilkinson, Human Resources Management, Inc.; Andrea Lewis, Human Capital Services and Mark Johnson, Fisher Brown Bottrell.

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

Committee Chairman Blankenship called the meeting to order at 11:38 a.m. Human Resources Manager Paul Lloyd opened the meeting with prayer.

Next, the Committee proceeded to Approval of the Agenda. Committee Chairman Blankenship called for any additions or deletions 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 and Committee Chair Blankenship seconded the motion. The Committee approved the printed agenda by a unanimous vote.

Following, the Committee proceeded to Approval of the Minutes. Agenda item one requested the Committee to approve minutes of the June 21, 2021 HR Committee Meeting. Director Henderson made a motion to approve agenda item one and Committee Chair Blankenship seconded the motion. The agenda item was approved by a unanimous vote.

Next, as there were not any Report of Officers nor any Unfinished Business, the Committee proceeded to New Business. Agenda item two requested the Committee to recommend to the Board to approve the extension of the COVID-19 Employee Assistance Policy to September 30, 2022. Director Henderson made a motion to approve agenda item two and Committee Chair Blankenship seconded the motion. The agenda item was approved by a unanimous vote. Said item was moved to the full Board for consideration.

Following, agenda item three requested the Committee to hear a presentation and to recommend to the Board to approve the FY 2022 health insurance plan design, premium rates and COBRA rates and for the General Manager or Assistant General Manager to execute necessary health insurance agreements to include agreements with Wellness Program providers and Wex to provide 3rd party administrative services for Flexible Spending Plans, Health Reimbursement Accounts, Health Savings Accounts and COBRA Administration. Former IWWB Employees & Under 65 IWWB Retirees BCBS health insurance plan design and premium rates will not change. Mark Johnson presented information on said topic and he discussed the 2021 Planned Budget vs the 2022 Projected Budget. He also reviewed a side by side comparison of the three proposed health insurance plans and Dental Plans for BWB. After much discussion, Committee Chair Blankenship made a motion to approve agenda item three with there being continued discussion between staff and employees and Director Henderson seconded the motion. The agenda item was approved by a unanimous vote. Said item was moved to the full Board for consideration.

Next, agenda item four requested the Committee to hear a presentation and to recommend to the Board to approve the General Manager or Assistant General Manager to execute an agreement (subject to review by the Board's attorney) with Human Resource Management, Inc. to perform compensation services at a projected cost of \$82,950.00. Director Mims entered the meeting at 12:24 p.m. Charles Wilkinson gave an introduction of Andrea Lewis. Ms. Lewis presented information to directors on phases one through three of the Human Resources Management Compensation Services Proposal. Mr. Wilkinson discussed phases four through six of the proposal and concluded his presentation. Director Henderson made a motion to approve agenda item four and Committee Chair Blankenship seconded the motion. The agenda item was approved by a unanimous vote. Said item was moved to the full Board for consideration.

Following, agenda item five requested the Committee to hear a presentation and to recommend to the Board to approve a Sign-On Bonus Program for designated positions and to approve an Employee Referral Bonus Program. Mr. Paul Lloyd presented information regarding the program. He discussed information on guidelines for both programs. Concerns were expressed on whether said agenda item had been reviewed by legal counsel. A director stated the item would be fully vetted before the board meeting. Another director expressed concerns of the bonus not being the same across the board regardless of work class or job title. Staff agreed to review item further. Director Mims left meeting at 1:07 p.m. Committee Chair Blankenship made a motion to approve agenda item five subject to a consensus on said item before the next board meeting and Director Henderson seconded the motion. The agenda item was approved by a unanimous vote. Said item was moved to the full Board for consideration.

Next, agenda item six requested the Committee to hear a presentation and to recommend to the Board to approve a Scheduled On-Call Pay Policy Program. Mr. Lloyd gave an overview on the topic. A director inquired about the cost associated with said agenda item and asked that the information be provided to directors. Mr. Lloyd agreed. Director Henderson made a motion to approve agenda item six and Committee Chair Blankenship seconded the motion. The agenda item was approved by a unanimous vote. Said item was moved to the full Board for consideration.

Following, agenda item seven requested the Committee to hear a presentation and to

recommend to the Board to approve an Employee Recognition Program. Sam Day presented information to the directors on said topic. He proposed the following five programs: (1) *Individual Quarterly Award* (2) *Teams Award* (3) *Leaders Quarterly Award* (4) *Real Time Recognitions* and (5) *Create a "Culture Committee"*. A director inquired about the cost and recommended that the resolution include that information. Afterwards, Director Henderson made a motion to approve agenda item seven and Committee Chair Blankenship seconded the motion. The agenda item was approved by a unanimous vote. Said item was moved to the full Board for consideration.

Subsequently, the Committee proceeded to agenda item eight, which requested the Committee to hear an update on adding additional HR staff to recruit, add HR analytics, and support strategic workforce development goals. Mr. Lloyd introduced state that his department was in dire need of additional staff. He requested the following three positions: (*Talent Management Recruiter, Talent Management Coordinator and Human Resources Information Systems (HRIS) & Analytics Officer*). A director expressed concerns for adding positions for what will be a temporarily situation (COVID-19 impact). A director asked that job descriptions and salary for the proposed job positions be provided to directors. In addition, outsourcing was suggested as a possible option. Director Henderson made a motion to table said item and Committee Chair Blankenship seconded the motion. It was agreed that said item be brought back to the HR Committee within 30 days for further consideration. The agenda item was tabled by a unanimous vote.

As there was no further business before the Committee, Director Henderson made a motion to adjourn the meeting. Committee Chair Blankenship adjourned the meeting at 1:45 p.m.