

**MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING
OF THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
Wednesday, April 26, 2023**

A Human Resources Committee meeting of the directors of The Water Works Board of the City of Birmingham was held on Wednesday, April 26, 2023, at 12:30 p.m., at 3600 First Avenue North, Birmingham, Alabama.

The following Committee members were present: Directors Mims (Committee Chairman), Blankenship and Taylor. Also, present was Director Munchus, who is not a Committee member.

Others present were: Michael Johnson, General Manager; Iris Fisher and Derrick Murphy, Assistant General Managers; Cynthia Williams, Board Administrator; Anitra Clark, Corporate Governance Specialist; Vanessa Washington, Executive Assistant; Colandus Mason, Rick Jackson, Rosalind Jones, Jacqueline Hill, Paul Lloyd, Platon Crowell, Jeremy Ervin, Anthony Rowell, Matthew Pritchett, Austin Trammell, Jeff Wade, Parker Vines, and David Walker, BWWB Employees; Byron Perkins, Perkins Law, LLC; Kelvin Howard, Kelvin W. Howard, LLC; Tiffanie Agee, Agee Law, LLC; Mary-Louise Manning, State of Alabama Attorney General's Office; Bill Todd, O2 Ideas; Al Moore and Marcus Carson, Beville State Community College.

Inasmuch as all Committee members were present, a quorum was in attendance. Committee Chairman Mims called the meeting to order at 12:51 p.m.

Next, Committee Chair Mims asked the Committee to approve the agenda. Director Taylor made a motion to approve the agenda and Director Blankenship seconded the motion. The agenda was approved by unanimous vote.

Following, the Committee proceeded to agenda item one, Request Committee to recommend to the Board to approve agreements (subject to final legal review) with the following recruitment / staffing firms (Human Capital Services, InSight Global, ITAC, and Innova Solutions) to provide recruiting and/or contract staffing services to assist with staffing positions as needed; and to authorize the General Manager and/or Assistant General Manager to execute the agreements. Director Blankenship interjected and asked to vote on agenda items one and two together, at which time a motion and second was made to vote on the items together. Next, General Manager Johnson read agenda item two for the record, Request Committee to recommend to the Board to approve an agreement with Beville State Community College to provide Commercial Driver's License (CDL) training for BWW employees at a projected cost of \$37,000.00; and to authorize the General Manager and/or Assistant General Manager to execute the agreement.

Following, Mr. Paul Lloyd, Human Resources Manager, was recognized. He began his presentation with background information on the four recruitment / staffing firms. Per Mr. Lloyd, the Board approved staff to work with recruiting firms last year, because of the challenges in filling professional positions. Three of last year's recruiting firms (Human Capital Services, InSight Global, and Information Technology, Accounting & Finance, Corporate Services- ITAC Staffing Solutions) are being utilized this year, due to the quality of their services. Ten positions were filled last year by using said firms. Thus, staff is requesting to renew agreements with the referenced three firms for

another year and to add an additional firm, Innova Solutions. Mr. Lloyd stated that Colandus Mason, Information Technology Manager, had experience with a COI firm that he is associated with in receiving referrals from Innova Solutions and Innova Solutions. Mr. Lloyd stated that Innova Solutions would be a good option for filling the information technology positions and possibly other areas. He stated that the previous agreements only allowed the staffing firms to provide direct hire services; however, three of the firms offer a contract to hire /temporary services as an additional resource. Committee Chair Mims asked whether Innova Solutions was one of the three firms referenced, which Mr. Lloyd responded no. Innova Solutions is a new firm. General Manager Johnson confirmed that staff agreed with the recommendation of the firms and their services. Director Munchus asked whether the recruiting firm, Polihire, is still being utilized. General Manager Johnson, responded no, Polihire's services is not being utilized at the present time. They were previously used for senior level services. Next, Director Munchus asked whether Polihire would be used to find a replacement for the Assistant General Manager of Operations and Technical Services position. General Manager Johnson stated no. Afterwards, Committee Chair Mims asked if there was a current working relationship with Birmingham Water Works and Polihire, which General Manager Johnson answered yes. Following, Director Taylor voiced concern as to how would staff and the referenced firms be more efficient in filling the 106 vacant positions compared to the ten positions that were filled last year. Mr. Lloyd responded that currently there are 13 placements (Information Technology and Engineering positions) with the recruiting firms. He stated that Human Resources has two Business Partners and Mr. Platon Crowell's, New Talent Management Officer's, team that will assist with filling the bulk of the vacant blue-collar positions. Then, Committee Chair Mims acknowledge the presence of Dr. Al Moore, Dean of Bevill State Community College.

Next, General Manager Johnson asked that agenda item two be discussed before voting. Mr. Lloyd introduced Jeremy Ervin, Workforce Development Administrator, to present on the CDL implementation program. Mr. Ervin stated that a key item to his employment was to establish a partnership for employees to obtain their CDL certification/licenses. He stated that there are 45 employees that will benefit from meeting the needs of the company customer's base. Currently, employees must find their own CDL certification program; however, in November, a round table meeting with Managers and Superintendents was held to select the best choice. The results based on the team's evaluation included: Bevill State Community College, Truck Drivers Institute, and Jefferson State Community College. The team decided to select Bevill State Community College, because it was the most cost effective and had the best options. Mr. Ervin stated that the first co-hort for the CDL program implementation that has current CDL needs will include certain employees from the Distribution Department and the Water Treatment area plan. He stated that Bevill State Community College agreed to provide a four-week customized training, based on the company's need. Next, Mr. Ervin finalized his presentation with an overview of the CDL implementation timeline. Also, Mr. Ervin recognized Al Moore, Director of Workforce Development for Bevill State Community College and his counterpart, Marcus Carson. He also recognized internal employees Matthew Pritchett, Anthony Rowell, and Austin Trammell for their support of the CDL implementation program. Per Mr. Ervin, the goal is to complete the first co-hort and ensure that there is a minimum of 20 employees to participate in the program every year. Following, Director Munchus commended staff for its partnerships and working with two-year colleges. He stated that the industry does not interact enough with said colleges, and that four-year institutions were more challenging. Director Munchus encouraged staff to continue their work with the colleges, because it helps the community and the organization. Director Munchus stated that he pledges his full support. Afterwards, Mr. Ervin stated

that a question had been raised about Birmingham Water Works' connection with Historically Black Colleges and Universities (HBCUs). He said the company has an open partnership with Lawson State Community College and Jefferson State Community College. Director Munchus asked whether staff was working with Birmingham City Schools. Mr. Ervin responded that the company currently has a partnership with the Academies of Birmingham City Schools. He stated that he is working with Ms. Angela Smith, and that 20 students from the Birmingham City Schools System have been invited to be part of Birmingham Water Works' Customer Service Day, which will be held on tomorrow. Per Mr. Ervin, 10 of the 20 students will be accepted into Birmingham Water Works' Young Ambassadors Program, which will begin on June 12, 2023. Director Taylor asked whether the CDL classes were being held at Beville State Community College or Birmingham Water Works. Mr. Ervin stated that state regulations require the training to be hosted on a state approved site; therefore, the training is being held at the Sumiton Campus at Beville State Community College. Also, Director Taylor inquired whether Birmingham Water Works would be providing employees transportation to the location for the training to alleviate possible transportation barriers. Mr. Ervin stated that the company would transport employees to and from Birmingham Water Works and the training site by a van. He stated that the reason for choosing a small number of employees at this time for the training was to ensure that the workforce could still handle the company's daily commitments. Next, Assistant General Manager Murphy asked the Committee that participated in the CDL training program implementation to stand and be recognized. Director Blankenship asked others present that was affiliated with the program's implementation to stand and be recognized, to place a face with the names being recognized. Mr. Al Moore was recognized, and he introduced himself as Dean of Workforce and Economic Development at Beville State Community College. Following, Mr. Marcus Carson was recognized and introduced himself as Division Chair for the Career Tech Program and Truck Driver Training. Next, Committee Chair Mims called for a vote on agenda items one and two. Director Blankenship made a motion to recommend said item be moved to the full Board for approval and Director Taylor seconded the motion. The item was approved by unanimous vote.

As there was no further business before the Committee, Director Blankenship made a motion to adjourn meeting and Director Taylor seconded the motion. The meeting adjourned at 1:10 p.m.

_____/s/_____
Ronald A. Mims
Committee Chairman

_____/s/_____
Lucien B. Blankenship
Director

_____/s/_____
Mashonda Taylor
Director

_____/s/_____
Michael Johnson
General Manager