

**MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING
OF THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
Thursday, March 3, 2022**

A Human Resources Committee meeting of the directors of The Water Works Board of the City of Birmingham was held on Thursday, March 3, 2022 at 1:00 p.m., at 3600 First Avenue North, Birmingham, Alabama.

The following Committee members were present via roll call: Committee Chairman William “Butch” Burbage, Jr., Dalton NeSmith and Ronald A. Mims. Other directors present were George Munchus and Director Christopher B. Rice (via telephone).

Others present: 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, Rick Jackson, Derrick Maye and Terrell Jones, BWWB Employees; K. Mark Parnell, Parnell Thompson Law, LLC; Byron Perkins, Perkins Law, LLC., and Kelvin Howard, KWH, LLC.

Inasmuch as all Committee members were present, a quorum was in attendance. Committee Chairman Burbage called the meeting to order at 1:00 p.m. Human Resources Manager Paul Lloyd opened the meeting with prayer.

Next, the Committee proceeded to approval of agenda. Committee Chairman Burbage called for any comments or questions regarding the agenda. As there were none, Director Mims made a motion to approve the agenda as printed and Director NeSmith seconded the motion. The Committee approved the printed agenda by unanimous vote.

Following, the Committee proceeded to approval of minutes. Agenda item one requested the Committee to approve minutes of the September 15, 2021, Human Resources Committee. Director NeSmith made a motion to approve said agenda item and Director Mims seconded the motion. Director Burbage acknowledged that, although said minutes were under different HR Committee members, the referenced minutes needed to be approved. The agenda item was approved by unanimous vote.

Next, the Committee proceeded to reports of officers, which there were no reports.

Following, the Committee proceeded to unfinished business. Agenda item two requested the Committee to hear a presentation and to recommend to the Board to approve amending Section 7.6 (Pay Types) in the Employee Handbook and Section 7060 (Pay Types) in the HR Management Guide to add Scheduled On-Call Pay. Mr. Lloyd gave an overview on the topic. He stated that under the current policy, employees are not compensated for being scheduled on-call if he/she is not called in to work. Thus, staff wants to amend the policy to allow active full-time hourly employees who are scheduled on-call on a department rotating basis to be paid if not called back in to work. AGM Fisher stated that \$50,000.00 is in the budget for this item. Director Rice asked to hear from Derrick Maye, Employee Association Chair, regarding the Employee Association’s

opinion. Mr. Maye stated that this was a positive move forward. Director NeSmith made a motion to approve said agenda item and Director Mims seconded the motion. The agenda item was approved by unanimous vote and moved to the full Board for consideration.

Next, agenda item three requested the Committee to hear a presentation and to recommend to the Board to approve amending Section 7.6 (Pay Types) in the Employee Handbook and Section 7060 (Pay Types) in the HR Management Guide to add an Employee Referral Bonus and to make formatting changes to align the sequence of Pay Types in the HR Management Guide to the Pay Types in the Employee Handbook. Mr. Lloyd stated that the employee referral bonus is being added to help recruit and hire qualified candidates in a competitive labor market. He stated that BWW has challenges in recruiting qualified candidates for open job positions. Thus, staff is trying to be proactive by offering incentives (such as a \$250 referral bonus for employees) to assist with positions getting filled. He clarified that Executive Management and HR were not eligible for the sign-on bonus pay. Director Mims inquired as to whether this item conflicts with agenda item 5), but Mr. Lloyd confirmed there was not a conflict. Next, Director NeSmith voiced concerns about the possibility of discrimination claims and inquired about whether legal had reviewed this information. Attorney Parnell replied that the policy had been reviewed and an employee must remain hired at least 180 days to receive the bonus, which should reduce/eliminate any discrimination claims. Afterwards, Mr. Lloyd talked about the policy compliance requirements and concluded the discussion on said item. Director Mims made a motion to approve said agenda item and Director NeSmith seconded the motion. The agenda item was approved by unanimous vote and moved to the full Board for consideration.

Following, agenda item four requested the Committee to hear a presentation and to recommend to the Board to approve amending Section 7.6 (Pay Types) in the Employee Handbook and Section 7060 (Pay Types) in the HR Management Guide to add a Sign-on Bonus for designated positions as approved by the General Manager based on one or more of the following criteria: challenge of finding qualified candidates, being a critical function, and/or multiple openings for the same position. Mr. Lloyd stated that the sign-on bonus is also intended to recruit qualified candidates to fill open positions in a competitive market. Per Mr. Lloyd, the sign-on bonus has a retention element built-in and the bonuses are separated based on the difficulty of positions being filled. He stated lots of people are interested in entry level jobs as opposed to specialized jobs. Director Mims inquired as to whether the sign-on bonus was reimbursable. Mr. Lloyd replied that the bonus is paid out in increments over a period of time. Director Munchus indicated that he could assist in sending referrals. Director Rice voiced concerns about the perception of certain positions being offered a higher bonus than others. He indicated that the bonus should be the same for all employees regardless of job title. He suggested tabling the said agenda item. Following, there was discussion on the salary survey and updating the policy/process if needed in the salary survey. Director Mims made a motion to approve said agenda item and Director NeSmith seconded the motion. The agenda item was approved by unanimous vote and moved to the full Board for consideration.

Next, the Committee proceeded to new business. Agenda item five requested the Committee to hear a presentation and to recommend to the Board to authorize the General Manager or Assistant General Manager to execute agreements (subject to legal review) with five Professional and/or Technical Recruiting firms (Excelsior Staffing, Human Capital Services,

LLC, InSight Global, ITAC, and Polihire) to provide recruiting services to help fill professional and technical positions as needed. Director Mims inquired about the location of the recruiting firms. Per Mr. Lloyd, all the recruiting firms have offices in Birmingham except Polihire, whose office is in Washington, D.C. Director NeSmith asked whether this item was budgeted and if so, the cost. AGM Fisher stated that the budgeted amount is \$195,000.00. Per Director NeSmith, more discussion is necessary for this agenda item. Director NeSmith made a motion to table said agenda item until next month's HR Committee Meeting and Director Mims seconded the motion. The agenda item was tabled by unanimous vote.

Following, agenda item six requested the Committee to hear a presentation and to recommend to the Board to approve amending Section 8.3 (Holidays) in the Employee Handbook and Section 8030 (Holidays) in the HR Management Guide to add Juneteenth and two Personal Holidays to the list of approved holidays. Mr. Lloyd gave an overview of said agenda item. He stated that BWW did a survey to compare what other companies are offering. Mr. Lloyd stated the personal holidays would allow more flexibility in time off and be available to employees during introductory period. Mr. Maye stated that the Employee Association asked Management for five holidays. He reiterated the benefit of not having to close the organization due to the flexibility of a personal holiday. Director Mims stated he would prefer three (3) personal holidays as opposed to Juneteenth and two (2) personal holidays. Director Mims and NeSmith voiced concerns about the Juneteenth holiday. Director Mims stated he was willing to vote for 3 personal days but not Juneteenth, because the organization would have to shut down. Director NeSmith stated that he has concern when some places close for holidays and others do not and having to shut down the entire BWW system. AGM Johnson stated that there should be three days no matter how they are implemented, as BWW does not want its employees to feel less valued than other employees. Mr. Maye explained to the Committee that originally five days were requested; however, Juneteenth was approved as a federal holiday. Thus, the reason for the request. After deciding not to choose Juneteenth as a holiday for the company, Director NeSmith made a motion to approve three (3) personal holidays and Director Mims seconded the motion. The amended agenda item was approved by unanimous vote and moved to the full Board for consideration.

Next, agenda item seven requested the Committee to hear a presentation on the status of the Compensation Project. Mr. Lloyd updated the Committee on the compensation project estimated timeline for completion of the seven (7) phases. He suggested a possible HR Committee tentative for April 19, 2022 for the consultant to provide an update on the job descriptions and project status and a goal to present the final findings to HR Committee by the end of June 2022. Director Burbage indicated that several compensation studies have been done but were not implemented by the previous boards.

Subsequently, agenda item eight requested the Committee to hear an update on the status of the Career Fair scheduled for March 4, 2022 and March 5, 2022. Mr. Lloyd acknowledged the great job done by several departmental managers and their teams. He stated that there has been a strong response to the career fair for attendance. Director Burbage stated he was passing around a whole page flyer that was advertised in the Birmingham Newspaper. Public Relations Manager Rick Jackson listed the various entities/venues that the career fair was being promoted, which concluded the update on said agenda item.

As there was no further business before the Committee, Director Mims made a motion to adjourn the meeting, and Director NeSmith seconded the motion. Committee Chair Burbage adjourned the meeting at 2:07 p.m.

_____/s/_____
William "Butch" Burbage, Jr.
Vice-Chairman

_____/s/_____
Carl Dalton NeSmith
Assistant Secretary-Treasurer

_____/s/_____
Ronald A. Mims
Director

_____/s/_____
Michael Johnson, MBA, CPA
General Manager