

**MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING
OF THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
August 20, 2019**

A Human Resources Committee Meeting of The Water Works Board of the City of Birmingham was held on Tuesday, August 20, 2019 at 11:30 a.m., in the principal office of the Board, 3600 First Avenue North, Birmingham, Alabama.

The following HR Committee Members were present: Directors Brenda J. Dickerson and George Munchus. The following Non-Committee Members were also in attendance: Directors Deborah Clark, Ronald A. Mims and Tommy J. Alexander. Committee Member Director William “Butch” Burbage was absent.

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

The meeting was also attended by: Michael Johnson, General Manager; TM “Sonny” Jones and Derrick Murphy, Assistant General Managers; Grace Amison, Executive Assistant to the Board of Directors; Vanessa Washington, Executive Assistant; George Anderson, Rick Jackson, Paul Lloyd, Joyce Dupree, Cherita King, Derrick Gooden, Sam Day, Barry Williams, Ben Sorrell, Carolyn White, BWWB Security, Board Employees; Andy Mitchell, Agency 54; Kelvin Howard, KWH, LLC.; K. Mark Parnell and Mary Thompson, Parnell Thompson; Charles Wilkinson, Human Resource Management, Inc; Toni McElroy, Birmingham Career Center.

Dr. George Munchus called the meeting to order at 11:30 a.m. and Human Resources Manager Paul Lloyd opened the meeting with prayer.

Next, agenda item one requested the Committee to approve minutes of April 16, 2019, as set forth in agenda item one. Dr. Brenda J. Dickerson made a motion and Dr. George Munchus seconded the motion to approve said item. Thus, item was approved.

Next, agenda item two requested the Committee to hear a presentation from Creative Benefits and recommend to the Board the FY 2020 health insurance plan design, premium rates and COBRA rates. Mark Johnson, Creative Benefits presented information on the topic. He indicated the changes recommended include: no change in insurance rates, add safety glasses benefit, and decrease the urgent care co-pay. Mr. Johnson stated the benefits plan was structured based on best practices. Dr. Muhammad arrived to meeting at 11:36 a.m. Also, Mr. Johnson recommended that the board keep the base plan and premier plan strategy from the previous year in place. In addition, he talked about the positive impact of having a Wellness Coordinator and reward incentives. Telehealth, Doctors Online, Advocacy Plus, and freshSavings, which are part of the freshbenies Program were discussed as recommendations for the benefits package. Director Muhammad inquired about the cost if the board covered all co-pays at 100%. After more discussion on the funding plans, projected rates, and budget impact, Mr. Johnson concluded the presentation. Dr. Brenda J. Dickerson made a motion to approve said item and Dr. Munchus seconded the motion. Thus, item was moved forward to the full board.

Next, agenda item three requested the Committee to hear a presentation from Human Resources Management, Inc. on the Compensation Services Project and to recommend to the Board one of the implementation options presented. Dr. Munchus inquired whether said presentation contained information that the board had not seen and heard, which GM Johnson answered no. Following, Charles Wilkinson, Human Resources Management requested feedback from the board on six questions relative to the Compensation Services Project in order to return with recommendations later. He indicated that the questions in the presentation were options on information the board had already seen, and it also addressed past questions from the board. Dr. Munchus informed Mr. Wilkinson that there were no considerations to make updates to the Compensation Plan despite options available. There was some dialogue on the market rates, grade structure, and other issues that would create a negative impact relative to implementing the project. Director Clark expressed concerns brought forward during an employee townhall meeting regarding employee salary increases/promotions based on the Compensation Study. She requested the HR Committee to provide six months of information regarding salary increases/promotions during that time period. Director Alexander left meeting at 12:48 p.m. and returned at 12:50 p.m. GM Johnson explained that any changes that took place were administered based on day to day operations. No changes have been made based on the salary survey. Per Attorney Mark Parnell, staff is eligible to administer the existing policy (*Salary Administration Plan, etc.*). Dr. Munchus reiterated that management and/or board members would respond to the six questions related to the salary survey. Dr. Dickerson requested GM Johnson to provide her and the board an updated report entitled *Listing of Employees Current Grades Compared to New Grades*. Afterwards, Dr. Dickerson made a motion to table agenda item three. Dr. Munchus seconded the motion. Thus, item was tabled.

Next, agenda item four requested the Committee to hear a presentation on Leadership Development, Succession Planning, Career Pathing and Workforce Development. Human Resources Manager Paul Lloyd provided an overview on the topic. Directors Clark and Alexander requested the curriculum for the Pre-Supervisory Program and all others. There was several questions and concerns expressed regarding the succession plan. After much discussion on the succession plan, a representative of Birmingham Career Center, Ms. Toni McElroy, presented information on a partnership with BWWB. The programs would consist of the On the Job Training Program (OJT) and the Incumbent Worker Training Program. BWWB would benefit in receiving reimbursement and other benefits from the training programs. In addition, Ms. McElroy informed the board that the programs are designed for individuals in certain income levels to help the individuals get to self-sufficiency. Following, a handout entitled *On the Job Training (a copy of which is on file with the Committee meeting book)* was distributed to the board for reference. GM Johnson stated that the funds are Federal funds and that certain requirements would have to be met. Therefore, staff is communicating with the attorneys to ensure BWWB complies with the requirements. Director Clark suggested staff give the final programs to the board for review. GM Johnson indicated the process is still being reviewed, in addition, staff and the attorneys also need to review item. Dr. Munchus made a motion to move said item forward to the full board. Dr. Dickerson seconded the motion. Thus, item will move forward to the full board.

Subsequently, agenda item five under new business, Dr. Munchus stated there were three items for discussion. First, under new business, Dr. Munchus requested to hear a presentation on SAP. Business Systems Transformation Manager Barry Williams gave an overview on the current

phase of the SAP implementation. He indicated that the request for proposal (RFP) was sent out June 2019. Mr. Williams invited the board to hear a presentation from the final vendor that will be presented to the Steering Committee and internal stakeholders on August 29, 2019. He confirmed that the top vendor was identified through a detailed RFP process and concluded his overview. Second, under new business, Dr. Munchus distributed a resolution to board members regarding employees charged with a crime. However, Director Muhammad indicated he asked Attorney Mark Parnell to draft a resolution on the referenced matter. Per Attorney Parnell, he drafted a resolution as requested by Director Muhammad. The resolution addressed the administrative leave status (unpaid/paid) and termination of an employee arrested and charged with a crime relative to innocence vs guilt. Attorney Parnell stated he drafted an email stating the resolution is not recommended. Director Clark expressed concerns on consistency. Dr. Dickerson left meeting at 1:33 p.m. Director Clark also indicated concerns on the disparity. Dr. Dickerson returned to meeting at 1:36 p.m. Discussion continued about BWWB's policy regarding an employee accused/convicted of a crime and discretion. Dr. Munchus made a motion to implement Attorney Parnell's resolution as written. Dr. Dickerson seconded the motion. The item will be effective immediately. Thus, item will be moved to the full board. Finally, under new business, Dr. Dickerson stated that there were two positions posted (*1. Executive Assistant to the Board and 2. Executive Assistant*). The Executive Assistant to the Board position was posted at a grade different than decided by its Committee. It was indicated that Chairman Burbage directed Mr. Lloyd to make the change(s). A discussion ensued around issues and changes not being brought before the entire assigned Committee. Dr. Dickerson stated the position is a board appointment and should be posted as a grade 45. Director Alexander left meeting at 2:02 p.m. and returned at 2:05 p.m. Mr. Lloyd stated he posted the positions as directed. Director Muhammad indicated he supported the chairman giving Mr. Lloyd a directive; however, the chairman previously advised them that the appointed Committee would bring information back to the board. In addition, Grace Amison, Executive Assistant to the Board of Directors' made it known that the job positions titles were incorrect, and the job description relative to her position contained modifications added that were not submitted to Mr. Lloyd; such as, drafting minutes. Dr. Munchus stated the Committee needs to meet and the job descriptions needed to be corrected. Afterwards, the discussion was ended.

As there was no further business to be brought before the Committee, a motion to adjourn the meeting was duly made and seconded. The meeting adjourned at 2:08 p.m.

_____/s/_____
Brenda J. Dickerson, Ph.D.
Second Vice Chair/Second Vice President

_____/s/_____
George Munchus, Ph.D.
Director

_____/s/_____
Michael Johnson, C.P.A.
General Manager