

**MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING
OF THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
Thursday, May 21, 2020
11:30 a.m. (Electronically [via video/telephone])**

A Human Resources Committee Meeting of The Water Works Board of the City of Birmingham was held on Thursday, May 21, 2020 at 11:30 a.m., via electronically [via video/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 Ronald A. Mims, Deborah Clark, William “Butch” Burbage, Jr., William R. Muhammad and George Munchus.

Others were present via video/telephone: Michael Johnson, General Manager; Derrick Murphy, Jeffrey Thompson and Iris Fisher, Assistant General Managers; Grace Amison, Executive Assistant to the Board of Directors; Vanessa Washington, Executive Assistant; Marsha Hammonds, Information Technology Systems Support Supervisor; Paul Lloyd, Human Resources Manager; Sam Day, Organizational Development Specialist; Cherita King, Talent Management Officer; Joyce Dupree, Assistant Human Resources Manager; Rick Jackson, Public Relations Manager & Spokesperson; Barry Williams, Business Systems & Operations Manager; K. Mark Parnell, Parnell Thompson Law, LLC; Kelvin Howard, KWH, LLC.

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

Committee Chairman Blankenship called the meeting to order at 11:32 a.m. General Manager Michael Johnson 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 had one new business item. Director Blankenship requested that agenda item five be referred to the next HR Committee Meeting. Dr. Dickerson made a motion to approve the agenda before the Committee as the official agenda. Director Alexander seconded. In a roll call vote, the agenda was unanimous approved.

Next, agenda item one requested the Committee to review and to recommend approval to the Board the BWWB proposed COVID-19 Employee Assistance Policy, effective June 1, 2020. Mr. Lloyd presented information on said topic. He discussed three categories for sick leave pertaining to a BWWB proposed COVID-19 Employee Assistance Policy: (1) *Employee is quarantined or sick*; (2) *Employee is caring for immediate family member quarantined*; or (3) *Employee is caring for a child due to school or childcare provider closed*. Director Clark asked about the company’s current sick leave policy, which Mr. Lloyd explained. Per Mr. Lloyd, under the BWWB proposed policy, an employee would be granted ten additional sick days after his/her sick leave is exhausted before using his/her vacation relating to COVID-19. The COVID-19 would be verified by information reported from the Jefferson County Health Department. Following, Director Blankenship inquired about BWWB employees COVID-19 status. He requested the rule

be suspended to allow modifications to agenda item 1 that would make the proposed policy effective May 4, 2020 through December 31, 2020. Director Alexander made the motion, and Dr. Dickerson seconded. Therefore, the rule was suspended by a Committee roll call vote to allow an amendment to said agenda item. Following, Dr. Dickerson made a motion to resume the meeting. Director Alexander seconded. After much discussion and questions on said agenda item, Dr. Dickerson made a motion to move the amended agenda item to the full board based on the approved modifications. Director Alexander seconded. The Committee unanimous approved by a roll call vote to move the agenda item to the full board for consideration.

Next, agenda item two requested the Committee to hear a presentation on the BWWB Succession Planning Program. Mr. Day presented information on said topic. He discussed a growth plan and the qualifications for a managerial role. Director Blankenship suggested reducing the qualification time period of 24 months to 12 months relating to an employee's eligibility for a managerial role if the employee has had corrective action. Following, Mr. Day discussed the performance evaluation scale used to evaluate employees and the conditions necessary to participate in the program. He was asked questions relating to preventing bias in the selection process for the program, which he answered. Next, cross training was discussed regarding increasing the efficiency of employees. Director Munchus expressed concerns relating to the necessity of training internal successors for upper management positions. GM Johnson talked about the process and assured him that leadership skills were being provided through the program. Following, GM Johnson was asked to provide directors the managers performance evaluations as a reference and to provide an update on training efficiencies and employees' work performance from home during COVID-19. After some discussion, the presentation was concluded.

Next, agenda item three requested the Committee to hear a review of the Employee Investigation Policy and Procedure. Ms. King presented information on said topic. She discussed the informal and formal complaint procedures. Dr. Dickerson expressed concerns regarding retaliation on employees and inquired as to the process for addressing the situation. It was determined that cases pertaining to the retaliation on employee(s), and the process Human Resources implements versus the actual policy would be discussed in Executive Session at the next Human Resources Committee Meeting. Ms. King was asked several questions about the investigators' training. In addition, directors asked staff to provide them with information such as: *(1) The training and retraining investigators received; (2) List of EEOC cases within the last 10 years by department (listing outcomes/rulings); (3) Investigative staff training history per departments; and (4) EEOC cases litigated outside of the EEOC where outside litigation was recommended.* Staff agreed to provide the requested information. The presentation was concluded.

Next, agenda item four requested the Committee to hear a review of Pay Codes and a proposed Emergency Pay Policy and to recommend approval to the Board the Emergency Pay Policy effective June 1, 2020. Ms. Dupree gave an overview on overtime pay codes and their purpose. Various questions were asked and answered on said topic. Staff was asked to provide the following information: *(1) Number of times double back pay has occurred and the circumstances for the past ten years; (2) Number of employees taking vehicles homes listed by department, dollar amount, frequency and impact on budget.* Also, concerns were expressed relating to vehicle GPS data and the process for overtime pay to meter readers completing multiple routes. Following, there was much discussion on COVID-19 and its impact on employees, teleworking, and

legislation relating to COVID-19. Next, Mr. Lloyd presented the proposed Emergency Pay Policy. He discussed a standard and a long-term emergency pay policy. Director Muhammad expressed concerns relating to comp time. Per Director Muhammad, exempt employees should be allowed to sell back their comp time. It was decided that the possibility of exempt employees being allowed the benefit to sell comp time would be discussed at the next Human Resources Committee Meeting. Following, there was a motion and seconded to suspend the rule to address amendments to the Emergency Pay Policy. The amendments were as follows: *(1) The General Manager notifies the Board in the event of an emergency and (2) The policy may be amended, modified or cancelled at any time based upon business needs with the approval of the Board of Directors.* After the motion to receive changes, Dr. Dickerson made a motion to move the Emergency Pay Policy (agenda item 4.2) to the full board. Director Alexander seconded the motion. The Committee unanimous approved by a roll call vote to move agenda item 4.2 to the full board for consideration.

Next, agenda item five, which requested the Committee to hear an update on the status of the SWOT Analysis was referred to the next Human Resources Committee.

Subsequently, agenda item six addressed new business. Dr. Munchus inquired about the status of the two Board positions and suggested looking internal for candidates. He was advised that the positions were advertised, and the process was still ongoing. Next under new business, Director Muhammad expressed concerns on allowing Non-Committee members to introduce new business.

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 2:25 p.m.

_____/s/_____
Lucien Blankenship, Esq.
Director

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

_____/s/_____
Tommy J. Alexander
Director

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