

## **SUMMARY OF A COMMITTEE MEETING**

HELD Thursday, December 10, 2020

At 11:30 a.m. – (Electronically [via Teleconference/Telephone])

[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 Thursday, December 10, 2020 at 11:30 a.m., via electronically [via teleconference/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 Deborah Clark, William R. Muhammad and George Munchus.

Others present via teleconference/telephone: Michael Johnson, General Manager; Derrick Murphy, Jeffrey Thompson, and Iris Fisher, Assistant General Managers; Cynthia Williams, Board Administrator, Vanessa Washington, Executive Assistant; Colandus Mason, Marsha Hammonds, Paul Lloyd, Cherita King, Barry Williams, Rick Jackson; BWWB Employees, K. Mark Parnell, Parnell Thompson Law, LLC; Emory Anthony, Esq.

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

Committee Chairman Blankenship called the meeting to order at 11:30 a.m. Human Resources Business Partner Cherita King opened the meeting with prayer.

Next, Committee Chairman Blankenship called for any additional items to be added to the agenda. GM Johnson indicated he had an edit to the agenda. He indicated the agenda needed to be amended so that agenda item two would reflect the corrected dollar amount of \$4,460.00. As there were no items to be added to the agenda, Director Alexander made a motion to approve the agenda. Director Dickerson seconded. The Committee approved the agenda as printed by a unanimous voice vote. The amended agenda was approved with the motion and second as stand by a voice vote.

Following, agenda item one requested the Committee to approve minutes of the May 21, 2020 HR Committee Meeting; necessary to perform essential minimum functions of the governmental body. Director Dickerson made a motion to approve agenda item one. Director Alexander seconded. The agenda item was approved by a unanimous voice vote.

Next, agenda item two requested the Committee to review and to recommend to the Board to approve an engagement letter with Armstrong Law, LLC, in the amount of \$4,460.00 to pay for legal services and required filing fees to apply for an extension of a current employee's H1B Visa; and to authorize the General Manager or the Assistant General Manager to execute the engagement

letter; necessary to perform essential minimum functions of the governmental body. A director inquired as to why BWWB was being requested to pay the fees for said employee. GM Johnson explained. There was much discussion and concern expressed regarding whether the request would be viewed as preferential treatment to said employee. In addition, the reduction for the cost of legal services were discussed. After some discussion, Director Dickerson made a motion to approve agenda item two. Director Alexander seconded. The agenda item was approved by a unanimous roll call vote. Said item was moved to the full Board for consideration.

Following, agenda item three requested the Committee to review and to recommend to the Board to approve an amendment to the Smoking Policy (Section 6.11) in the Employee Handbook and (Section 6110) in the HR Management Guide; necessary to perform essential minimum functions of the governmental body. Director Alexander made a motion to approve agenda item three. Director Dickerson seconded. The agenda item was approved by a unanimous roll call vote. Said item was moved to the full Board for consideration.

Next, agenda item four requested the Committee to review and to recommend to the Board to approve an amendment to the Sick Leave Policy (Section 8.7) in the Employee Handbook and (Section 8070) in the HR Management Guide; necessary to perform essential minimum functions of the governmental body. GM Johnson explained the current sick leave policy vs the amendment. The amended policy would allow employees to take sick leave without waiting six months from the date of hire. A director clarified that an employee would only receive the sick time he/she has earned up to that point. Director Alexander made a motion to approve agenda item four. Director Dickerson seconded. The agenda item was approved by a unanimous roll call vote. Said item was moved to the full Board for consideration.

Following, agenda item five requested the Committee to review and to recommend to the Board to approve the following amendments to the COVID-19 Employee Assistance Policy; necessary to perform essential minimum functions of the governmental body: (1) allow Part-Time Employees to be eligible for COVID-19 Employee Assistance Sick Leave Pay on a pro-rated basis effective March 17, 2020 (part time employees would be allowed up to 7.5 days or 60 hours vs full time employees are allowed up to 10 days or 80 hours); and (2) extend the expiration of the Policy to June 30, 2021. GM Johnson explained that the only amendment to the policy is to add part-time employees, as it originally only addressed full time employees. Director Dickerson made a motion to approve agenda item four. Director Alexander seconded. The agenda item was approved by a unanimous roll call vote. Said item was moved to the full Board for consideration.

Next, agenda item six requested the Committee to hear an update on the SuccessFactors HR/Payroll Implementation; necessary to perform essential minimum functions of the governmental body. Business Systems & Operations Manager Barry Williams presented information on said topic. He gave an overview on the revised timeline. Per Mr. Williams, the GO-Live date for this module is January 1, 2021. He indicated that there were no issues in rolling out benefits, open enrollment and performance goals. Thus, he anticipates a successful launch for said Payroll module. After answering a few questions, Mr. Williams concluded his presentation.

Following, agenda item seven requested the Committee to hear a presentation on the process for approving PARFs; necessary to perform essential minimum functions of the

governmental body. HR Manager Paul Lloyd presented information on said topic. Directors had many questions regarding new hire approvals, promotions being vetoed, hiring employees, and the overall process for PARF's and staff/management's responsibility. Also, discussed were two plant operator positions that were needed and why they were never pursued. Next, staff was asked to revisit the PARF's flow chart, and send the memo to directors before the December 16, 2020 Regular Board of Directors' Meeting.

Subsequently, the Committee proceeded to agenda item eight, which addressed new business. Director Blankenship notified directors of a request received from the City of Birmingham. It requests BWWB participation/commitment relating to a \$1,000,000.00 infrastructure investment in the City of Birmingham and the Housing Authority of the Birmingham District's Choice Neighborhood application to the US Department of Housing and Urban Development (HUD) regarding revitalization of the Smithfield neighborhood. Management was asked to submit this request for the December 16, 2020 Regular Board of Directors' Meeting. Next, under new business, Director Muhammad inquired about the overlapping of salary grades. Mr. Lloyd explained the process and stated it was common practice to have some overlap. Also, Director Dickerson asked that GM Johnson send a hard copy of the AWWA salary survey to the HR Committee. Lastly, Director Munchus stated that there is urgency to the request sent from Director Blankenship. He indicated that a US Government Secretary would be in town next week, and if a director received an invitation to please attend.

As there was no further business before the Committee, Director Alexander made a motion to adjourn the meeting. Director Dickerson seconded. Thus, Committee Chair Blankenship adjourned the meeting at 1:33 p.m.