

**MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING
OF THE WATER WORKS BOARD OF THE CITY OF BIRMINGHAM
April 16, 2019**

A Human Resources Committee Meeting of The Water Works Board of the City of Birmingham was held on Tuesday, April 16, 2019 at 9:00 a.m., in the principal office of the Board, 3600 First Avenue North, Birmingham, Alabama.

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

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

The meeting was also attended by: Michael Johnson, General Manager; TM “Sonny” Jones, Assistant General Manager; Grace Amison, Executive Assistant to the Board of Directors; Vanessa Washington, Executive Assistant to Michael Johnson; George Anderson, Rick Jackson, Paul Lloyd, Joyce Dupree, Cherita King, Rhonda Lewis, Joyce Perry, Ladedra Ruffin, Barry Williams, Ben Sorrell, Walter Garner, and BWWB Security, Board Employees; Tommy Palladino and Andy Mitchell, Agency 54; Mary Thompson, Parnell Thompson, LLC; Brian Ruggs, ARCADIS; and Melissa Ausborn, AGO.

Dr. Munchus stated that Executive Session may be necessary regarding an issue Director Mims brought to Attorney Mary Thompson’s attention. Attorney Thompson indicated that the issue was in the realm of general reputation and character. At 9:01 a.m., Dr. Munchus instructed GM Johnson to begin meeting. Following, George Anderson, I.T. Manager, opened the meeting with prayer.

Next, agenda item one requested the Committee to approve minutes of February 12, 2019, as set forth in agenda item one. Dr. George Munchus made a motion and Dr. Brenda J. Dickerson seconded the motion to approve said item.

Next, agenda item two requested the Committee to review and recommend to the full Board an amended ARC-Rated (AR) Garments and Personal Protective Equipment Policy (PPE). Walter Garner, Electrical Engineer began presentation on said item. He indicated that the goal of the ARC flash safety program is to prevent second degree burns to workers and the garments and protective equipment prevent second degree burns if an electrical ARC flash occurs. After discussing what an ARC flash is and displaying several examples of ARC flash burns to the body, he explained its impact on the victim and the company. Per Mr. Garner, BWWB completed ARC flash studies on electrical equipment throughout the company to identify areas where a potential ARC flash could occur and to determine the amount of available energy present in an ARC flash. He also identified various NFPA 70E requirements. Director Clark inquired about which areas were identified in the ARC flash study, how many areas, and the existing locations. Mr. Garner stated the study was done at BWWB’s 76 pump stations, 4 filter plants and its raw water intake stations (anywhere with electrical equipment throughout the company). Director Clark asked Mr. Garner to clarify the potential locations for possible ARC flashes. Mr. Garner answered and continued the presentation.

He explained that the reason for updating the policy is due to revisions in the latest edition of the NFPA 70E-Electrical Safety in the Workplace 2018 code. The employee would be notified of the revised policy through managers and Ultipro. Director Burbage asked whether any ARC flash injuries had occurred at BWWB. The answer was no. Dr. Dickerson inquired about the comprehensiveness of changes to the code. Mr. Garner stated the changes were not too extensive and are highlighted in the policy. Dr. Munchus confirmed that HR and Management agreed with the proposed policy changes which management stated comply with the law. The presentation was concluded. Dr. Munchus made a motion to approve said item as presented. Dr. Dickerson seconded the motion. Thus, item will move forward to the full board.

Following, agenda item three requested the Committee to authorize the issuance of a Request for Proposal (RFP) to implement SAP HR/Payroll. Barry Williams, Business Systems Transformation Manager, began his presentation with the SAP HR/Payroll project scope and benefits. He stated a dual system was being used with Ultipro for SAP HR/Payroll functions while integrating it into SAP. Per Mr. Williams, the goal is to place all HR and payroll data on one platform so that it integrates seamlessly with the SAP data. Dr. Dickerson asked if this implementation gets rid of Ultipro. Mr. Williams stated that it would once the company was off the payroll module. Director Clark asked about the time frame for the process. Next, Mr. Williams explained the timeline. He indicated that there would be two phases: *Phase 1 SAP HR/HCM Core, which is the payroll organization and time management features and Phase 2, which is the SAP Talent Management - recruiting*. He estimates the implementation to take between 12-14 months. However, the initial implementation time line will be finalized once the SAP implementer has reviewed what the BWWB plans and make sure everything coincides. Per Mr. Williams, there have already been discussions with SAP for a general overview regarding what is needed for implementation. Director Clark stated that BWWB needs to have a recourse in place if the SAP consultant/implementer cannot deliver the work as promised. Dr. Dickerson expressed concerns about the succession plan/position management and whether SAP would be able to help. Mr. Williams stated that SAP would be able to record, and track succession plan related information, which would be in SAP Phase 2, Talent Management. Mr. Williams continued the presentation and discussed the success factors and total estimated implementation cost of moving to SAP HR/Payroll. Then, he provided information on what to expect from the RFP Process. The presentation was concluded. GM Johnson stated the item would be sent with the recommendation of the Committee to the board for approval at next week's meeting. Dr. Munchus made a motion to accept the recommendation on said item. Dr. Dickerson seconded the motion. Thus, the item will move forward to the full board.

GM Johnson distributed a presentation made to the Birmingham City Council – Governmental Affairs and Public Information Committee, highlighting several BWWB initiatives and activities designed to serve the community (*for informational purposes only*). Following, Attorney Mary Thompson stated the purpose of Executive Session was to discuss the general reputation and character of certain individuals. Dr. Munchus made a motion to enter Executive Session at 9:39 a.m. Dr. Dickerson seconded the motion. At 10:06 a.m., the motion to end Executive Session was made respectively. Then, Director Burbage made the motion to adjourn the meeting.

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 10:09 a.m.

_____/s/_____
William "Butch" Burbage, Jr., C.P.A.
Chairman/President

_____/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