



## WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, June 15, 2022

4:00 pm

Full Meeting Minutes

**Teleconference**

### Attendees

Steve Bagwin	Chairman, WPCA Board Member
Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Abigail Logrono	Account Clerk, WPCA

### Call to Order and Roll Call

S. Bagwin called the meeting to order at 4:00 pm. A quorum was present (3 Board members).

### Approval of the Workforce Committee meeting minutes

E. Kelly made a motion to approve the May 11, 2022 meeting minutes; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0**

### Discussion:

#### Position Vacancies

R. Bull reported that for the M-I-T vacancies, HR had seventeen (17) M-I-T applications; the exam was held on June 2<sup>nd</sup>, but the candidates were notified on June 1<sup>st</sup>. She reported that HR provided an alternate date for the exam, and a second exam was held on June 8<sup>th</sup>. She stated that the WPCA was certified six (6) names from those exams. One candidate declined to interview, and interviews were held for the remaining five candidates on Thursday, June 16<sup>th</sup>. She stated a second interview is scheduled for June 23<sup>rd</sup>, which will include a tour of the Plant, pump stations and collection system.

She reported that for the O-I-T vacancies, HR had thirty-six (36) applications; the exam was held on June 2<sup>nd</sup> and 3<sup>rd</sup>, and from those exams, the WPCA was certified fourteen (14) names. She stated interviews were held on June 14<sup>th</sup> and 15<sup>th</sup>, and seven (7) candidates are scheduled for second interviews on June 21<sup>st</sup> and 22<sup>nd</sup>, which will include a Plant tour. She concluded by saying that there were no applications for the Assistant Plant Supervisor or Shift Foreman vacancies.

#### Staffing Changes

R. Bull reported that the Procurement Coordinator is handing over tasks to operations and maintenance but that she, as well as the Account Clerk II, will be responsible for bid waivers and the majority of the ordering until a replacement is hired. She reported that outstanding is the supplemental portion of the application she needs to complete to get the position posted as soon as possible. She updated the committee on the Accountant / Finance Manager – WPCA position stating that all of the paperwork is complete and the changes to the job description will go to the Personnel Commission this month for notation only.

She stated that she hopes to have the position posted in early November and the interviews completed before Mark leaves December 31.

E. Kelly questioned how the current WPCA employees will get paid once new employees are hired. R. Bull explained that the current employees would be coded as a Seasonal and paid their same salary until the new employee training is complete.

M. Nesein questioned the reason so many employees are leaving saying that it is unusual to have so many employees leave at once. R. Bull responded saying that the WPCA had an aging workforce and the management staff is aging as well so many left because of retirement; one left to be closer to home, less commuting, another left because of personal reasons and two were dismissed for performance deficiencies.

E. Kelly questioned what occurs to City employees who have a substance abuse issue, to which R. Bull explained the contract language included in all City Union contracts regarding the suspension time and mandatory referrals to the Employee Assistance Program (EAP).

**Discussion: Condition of City Facilities Building 6A located at 185 Magee Avenue and the working conditions for the SWPCA Employees**

R. Bull reported that a HVAC split unit replacement has been purchased for two offices.

B. Brink reported that the WPCA wants to hire an architect to look at housing for Bldg 6A employees, where to place on the site. He stated that Supervising Engineer, A. Brown looked at hiring an on call City architect that we could use, but the City does not hire those types of on call services. He stated that therefore, A. Brown is preparing a Request for Quotes (RFQ) to get an architect on board to basically do a conceptual study that will be initially a study with a conceptual plan. He stated he would include the committee as we move forward.

**Update: COVID19 Cases and Vaccine for WPCA Staff**

R. Bull reported there was one (1) new positive COVID cases since last meeting.

**Update: IUOE Negotiations**

R. Bull reported that there has not been a negotiation meeting since the last committee meeting but that the HR Director is in the process of scheduling upcoming meetings.

**Old Business**

There was no old business.

**New Business**

R. Bull explained that with the new time and attendance system, employees could not see /access their sick, vacation, and personal accruals compared to the old system, even though it was implemented a year ago. She explained that the City is concerned about security and is attempting to put measures in place to ensure the system is not compromised. She stated that obtaining reports is another issue but that the City has provided the same payroll register as the old system and that for security purposes, the report is on the network in a folder that can only be accessed by the Administrative Account Clerk and the Administration Manager.

**Adjournment**

E. Kelly made a motion to adjourn the June15, 2022 Workforce Development committee meeting at 4:18pm; seconded by M. Nesein. There was no further discussion. **Vote: 3-0-0.**