



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, September 07, 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 4:04 pm. A quorum was present (3 Board members).

Approval of the Workforce Committee meeting minutes

The Chairman asked for a motion to approve the minutes. M. Nesin. made a motion to approve the August 10, 2022 meeting minutes; seconded by E. Kelly. There was no further discussion. **Vote: 2-0-1** S. Bagwin abstained.

Discussion:

Position Vacancies

R. Bull reported that the four (4) Operator-In-Training (O-I-T) vacancies were filled in July and that one (1) Mechanic-In-Training (M-I-T) began on Monday, August 15, leaving one (1) vacancy. She stated H.R. has reposted for MIT; there are six (6) applications on file to date. She stated that one vacancy remains. She reported that the Master Mechanic plans to retire December 30, 2022; the Procurement Coordinator—WPCA retirement date was July 29, 2022. The position was posted on Saturday, July 9. As of today, there are seven (7) applications for review. She reported that the ACC II and the Administration Manager are performing the duties until a candidate is hired. She reported that the Financial Manager – WPCA retirement date changed to January 6, 2023 and that the WPCA has started on the supplemental portion of the application. Posting is planned for the end of the summer.

Discussion: WPCA Personnel Processing Activities

R. Bull reported that the Executive Director contacted the HR Director and discussed having the WPCA handle its HR function, i.e., application receipt, testing, and new hire processing, to name a few.

She reported that going through HR for these functions is lengthy and time-consuming and that the processes would happen more efficiently if done by the WPCA. R. Bull stated that HR now wants to centralize Personnel Action Forms (PAF)—the form that is associated with pay for all employees. She said that she is against handing this function to HR because too many pay changes occur that HR now miss, and without WPCA's involvement, WPCA employees could potentially not get paid for months after their six months of training for OIT and the year training for MIT. She reported she will continue to speak to the HR Director about allowing the WPCA to handle its HR functions, primarily because she handles all of them except proctoring the exam now.

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

B. Brink reported that A. Brown is working to complete the RFQ to hire an architect, who will do a conceptual study to determine the size and placement of the building but that something needs to happen sooner, since a new building would take years to complete. He explained that the WPCA is looking into renting or purchasing temporary trailers to house the Collection System and Regulatory staff and that A. Brown has stated the trailers would cost about \$20K - \$30K a month. After a brief discussion, E. Kelly stated that he was in favor of a temporary trailer to get the staff out of the building. B. Brink stated he agreed and that the trailer(s) would be a good interim solution.

Update: COVID19 Cases and Vaccine for WPCA Staff

R. Bull reported there were no 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

There was no new business.

Adjournment

The Chairman asked for the motion to end the meeting. E. Kelly made a motion to adjourn the September 07, 2022 Workforce Development committee meeting at 4:21pm; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0.**