



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, March 15, 2023

4:00 pm

Full Meeting Notes

Teleconference

Attendees

Steve Bagwin	Chairman, WPCA Board Member
Ed Kelly (Absent)	WPCA Board Member
Merritt Nesin	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA

Call to Order and Roll Call

Chairman S. Bagwin called the discussion at 4:02 pm. There were two (2) Committee / Board members present.

Minutes Approval: February 23, 2023 Workforce Development Committee Meeting

M. Nesin made a motion to approve the February 23 WFD committee meeting minutes; seconded by S. Bagwin. Unanimously approved. There was no further discussion. **Vote 2-0-0.**

Position Vacancies and Strategies for Filling Positions

R. Bull reported that the vacant Plant Operator I position was downgraded to OIT and that a candidate from the current list was interviewed and chosen. She stated that the candidate would begin work on March 20th. She further stated that an additional OIT vacancy will occur on May 15th, explaining that a Plant Operator wants to become a mechanic. She said that the employee is a good worker and is on the current cert list for MIT; therefore, he will be selected to fill the MIT vacancy, downgraded from Master Mechanic. She explained that the OIT vacancy due to this action would also be filled from the current cert list.

She stated that she was happy to report that the Finance Manager position was reposted and that the administration would be interviewing an internal applicant who is a strong candidate for the position. She stated that she would have an update at the Monday night Board meeting. R. Bull concluded her report by stating that there is no additional information to report on the Shift Foreman and Assistant Plant Supervisor vacancies.

Organization Chart of New Positions

R. Bull presented the updated organization chart, which included changes to the Master Mechanic classification, now called Lead Mechanic, to better align with operational needs. She reported that as all individuals assigned to the Lead Mechanic role were in the same cost center, two had to be relocated. One was moved from the Sewer Maintenance to the Equipment Maintenance cost center, while the other was moved from the Sewer Maintenance to the Pump Station cost center. R. Bull clarified that due to these changes and to maintain the same staffing levels across all cost centers, additional employees needed to be reassigned for the FY'24 budget. She presented all the necessary changes and explained that she and OPM had spent hours working on the updates for the budget book.

Discussion: IUOE Contract Settlement

R. Bull reported that the City and the IUOE Union reached a tentative agreement and she and the HR Director presented the agreement to the Board of Finance on Thursday, March 9th. She reported that the agreement was

unanimously approved by the BOF. She explained that the Union members plan to meet the following day to ratify the agreement; that in order for the agreement to be ratified, there must be a majority vote. However, she pointed out that the agreement would still need to be approved by the BOR before it can be finalized.

B. Brink explained that the contract with the International Union of Operating Engineers had expired in June 2021. He mentioned that the agreement is a four-year contract covering 2021, 2022, 2023, and 2024. He stated that to stay competitive with other towns and to retain qualified experienced operators and maintenance employees, a Mechanic Tier Series was implemented similar to the operations side, and some classifications received a pay bump starting on Jan. 1, 2023. He further stated that the salary structure is comparable to other cities and towns of our size. He concluded by stating that the WPCA had reserved funds to cover the increase for 2021, 2022 and that for this fiscal year, the extra salary would come from the Miscellaneous Contingency account. He also mentioned that R. Bull has included the salary increase in the FY'24 budget for fiscal year 2024.

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

B. Brink reported that a purchase order is being generated for two trailers and that the trailers should be on site two weeks after the receipt of the purchase order. He explained the trailers would need to be connected to power and IT would need to get the communications up and running. He concluded stating the plan is to have them up and operational by mid-May.

Notes: COVID19 Cases and Vaccine for WPCA Staff

R. Bull reported there were no new COVID cases since last meeting.

Old Business

There was no old business noted.

New Business

There was no new business noted.

Adjournment

M. Nesin made a motion to adjourn the March 15, 2023 Workforce Development committee meeting at 4:27pm; seconded by S. Bagwin. There was no further discussion. **Vote: 2-0-0.**