



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, December 13, 2023

4:00 pm

Full Meeting Notes

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

Call to Order and Roll Call

S. Bagwin called the meeting to order at 4:13 pm. There were three (3) Committee / Board members present.

Minutes Approval: November 15, 2023, Workforce Development Committee Meeting

E. Kelly made a motion to approve the November 15, 2023, WFD committee meeting minutes; seconded by M. Nesin. There was no further discussion. **Vote 3-0-0.**

Discussion: Position Vacancies and Strategies for Filling Positions

R. Bull reported that the Operator-In-Training remaining vacancy will be filled with a candidate in the A Band. She explained that, at the prior Board meeting, she reported that she would request the second Band—Band B from HR and interview those candidates. She further explained that the plan changed and this fourth candidate from the first group references checked out and therefore, he will move further along in the process with HR preparing to perform a background check. She stated if the background check is good, the candidate will be hired probably in early January.

R. Bull reported that the Procurement Coordinator duties are being handled by Abby with Crystal handling the accounts payable aspect of the job. She stated that Abby continues to handle certain portions of her Administrative Account Clerk duties, but that some have been assigned to the Seasonal Office Worker to alleviate the total workload. She stated that the applications were received from HR, totaling eight (8). She explained that the interviews will be held mid-January with hire expected by the beginning of February.

R. Bull reported that HR sent six (6) applications for the Maintenance TradesWorker—Electrician II vacancy. She stated the Plant Electrician has reviewed them and he will be sitting in on the interviews. She reported that the current electrician's last full-time workday is scheduled for January 8th, but that he will remain as a seasonal employee to provide hands on training and will be on call in case of emergencies.

She reported on the Assist Plant Supervisor vacancy saying that it's been vacant for two years and asked the Director if there are plans to fill for the upcoming budget. B. Brink replied that the plan remains to fill the position with an in-house candidate and that maybe the position can be budgeted for half the year instead of the full year.

IUOE Contract Settlement Retro Payout

R. Bull reported that payout discrepancies remain ongoing and that the City Payroll Department agreed that there were incorrect calculations due to schedule situations unbeknownst to them. She explained that Payroll and HR met to discuss the issue and to discuss corrections to IUOE payout for employees and retirees, but that no corrections had been made to date. She concluded by saying that she has reached a roadblock on this matter; that the Mayor's Office will reach out to Payroll.

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

B. Brink provided an update stating that the working conditions are good now that the employees are in the new trailers; that the WPCA Engineer is having some issues with the on-call emergency sewer company regarding connection to the lateral of the Facilities Building and that other than this issue, everything else is good. He stated there is no reason to have this topic on the WFD agenda any longer.

Update: WPCA Staff COVID19 Cases

R. Bull reported there were two (2) new COVID cases since the November meeting, but the employees are back to full duty. She stated that the CDC has lessened its guidelines with respect to wearing a mask after testing positive but since the WPCA is such a small group, it would be better for the collective whole if the staff wears a mask for a few days upon their return to work.

Old Business

No old business.

New Business

No new business, but E. Kelly asked if someone could assist with his Zoom log-on. R. Bull stated she would have someone call tomorrow to assist.

Adjournment

E. Kelly made a motion to adjourn the December 13, 2023, Workforce Development committee meeting at 4:29 pm; seconded by M. Negin. There was no further discussion. **Vote: 3-0-0.**