



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Thursday, March 14, 2024

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

Call to Order and Roll Call

S. Bagwin called the meeting to order at 4:01 pm. There were three (3) Committee / Board members present.

Minutes Approval: February 26, 2024, Workforce Development Committee Meeting

E. Kelly made a motion to approve the February 26, 2024, WFD committee meeting minutes; seconded by M. Nesin. There was no further discussion. **Vote 3-0-0.**

Discussion: Position Vacancies

R. Bull confirmed the ongoing Assist Plant Supervisor vacancy saying that the plans for funding and recruitment will be explained under “Strategies for Filling Position”. Additionally, she mentioned the downgrading of the Shift Foreman vacancy to facilitate the rehiring of the departed Operator II.

Regarding the Maintenance TradesWorker–Electrician II vacancy, no update was provided, indicating it remains unfilled.

R. Bull highlighted the resignation of the Plant Supervisor effective at the month's end, emphasizing the urgency of filling this position.

B. Brink informed the group that R. Pudelka has tendered his resignation, effective by month-end, and explained that the Plant operations is to be assigned to two Class III Operators for the Plant's continuity until a permanent replacement is appointed. He expressed confidence in their ability, citing R. Pudelka's training of these individuals. He explained that the Plant Supervisor will be absent for the remainder of the week and discussions are planned upon his return regarding the delegation of day-to-day responsibilities.

E. Kelly raised concerns about a potential contentious work environment prompting R. Pudelka's departure and suggested an Exit interview to address any underlying issues, proposing involvement from the Workforce Development Committee. He stressed the significance of the Plant Supervisor role and expressed regret over the impending departure. In response, B. Brink expressed interest in an Exit interview with the Human Resources Department, noting it as a major source of contention for R. Pudelka.

Discussion: Strategies for Filling Positions

R. Bull reported that the WPCA will fund the Assist Plant Supervisor vacancy for half the year instead of the full year. She explained that for the Shift Foreman vacancy, the WPCA will also fund the position for half the fiscal year, as the vacancy was downgraded to re-hire a Plant Operator II. She explained that one of the Operator I

position will be vacant fiscal mid-year and that vacancy will not get filled; that the position will be upgraded to Shift Foreman and the funding will go towards that position.

She reported that Abigail (Abby) Logrono was chosen as the Procurement Coordinator; that she was the most qualified in the candidate pool. She explained that Abby has been performing the duties since September of last year, along with handling portions of her Administrative Account Clerk duties. Additionally, she mentioned the redistribution of duties to a Seasonal Office Worker to manage Abby's former tasks and ease workload.

Regarding the Maintenance Trades Worker–Electrician II vacancy, R. Bull reported that the desired candidate declined the offer. She explained that plan is to revise the job description, focusing on higher voltage equipment and specialized electrical tasks rather than general residential or commercial services, before reposting the position.

IUOE Contract Settlement Retro Payout

R. Bull reported that the Union filed a grievance as well as a complaint with the State Labor Board in an effort to resolve the long-standing matter of correcting the IUOE retro payout. She explained that the active employees and the retirees have been paid incorrectly. She mentioned that she supplied documentation to the Labor Relations Specialist to show the WPCA's effort to meet with and assist Payroll in correcting the matter.

Update: WPCA Staff COVID19 Cases

R. Bull reported there was only one (1) new COVID case in since the February meeting, and that the employee is back to full duty.

Old Business

B. Brink provided an update stating A. Brown is handling the issue of sewer and water installation to the trailers; He reported that the WPCA employees might not be in the trailers as long as we initially anticipated because the old property is undergoing remediation work as well as obtaining a new roof.

New Business

No new business.

Adjournment

S. Bagwin made a motion to adjourn the March 14, 2024, Workforce Development committee meeting at 4:21 pm; seconded by E. Kelly. There was no further discussion. **Vote: 3-0-0.**