



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, April 14, 2021

4:15 pm

Full Meeting Minutes

Teleconference

Attendees

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

E. Kelly called the meeting to order at 4:15 pm. A quorum was present (2 Board members).

Approval of the Workforce Committee meeting minutes

E. Kelly made a motion to approve the March 17, 2021 meeting minutes; seconded by M. Nesin. There was no further discussion. **Vote: 2-0-0**

Update: WPCA Staffing & Position Vacancies

R. Bull listed the current vacancies and updated the committee explaining that she is continuing to work with HR to post for the Assistant Plant Supervisor; that the recruitment will include some wastewater treatment periodicals and sites, as well as all of the wastewater treatment facilities in the State.

She explained that the WPCA has had one resignation since the last meeting—Plant Operator II. She reported that as a result of the resignation, she will be requesting that HR post and test for Operator-In-Training candidates, as the current list has no viable candidate who has not already been interviewed. She discussed the timeframe for appointing an in-house candidate for the Shift Foremen vacancy and explained the issues with an appointment earlier than May 24th.

She concluded stating that HR was to complete an Exit interview but she was unable to meet with HR today and therefore cannot report whether the interview occurred or any pertinent information discovered as a result of the interview.

Update: COVID19 Cases and Vaccine for WPCA Staff

R. Bull reported that there was one case of the virus since the last meeting. She stated that the WPCA took all necessary precautions; that the case was reported, as required, to the Health Department. She stated that the employee is well and has been approved to return to work at full duty. She went on to report that almost all WPCA personnel except for four (4) employees has either received the first COVID vaccination, the second vaccination or has been scheduled to receive the vaccination. She explained that the City provided appointments through the CDC and that one of the four (1 of 4) employees who has not taken the vaccination is refusing due to already having had COVID; two (2) are waiting to see if there are any unknown side effects and one is no longer employed at the WPCA.

Old Business

No old business

New Business

No new business

Adjournment

E. Kelly made a motion to adjourn the April 14th Workforce Development committee meeting at 4:27 pm; seconded by M. Nesin. There was no further discussion. **Vote: 2-0-0.**