



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, June 9, 2021

4:00 pm

Full Meeting Minutes

Teleconference

Attendees

Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member
Mark McGrath	WPCA Board Member
Steven Bagwin	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 4:08 pm. A quorum was present with four (4) Board members.

Approval of the Workforce Committee meeting minutes

E. Kelly made a motion to approve the April 14, 2021 meeting minutes; seconded by M. McGrath. There was no further discussion. **Vote: 4-0-0**

Update: WPCA Staffing & Position Vacancies

R. Bull provided an update on the current vacancies explaining that HR has posted for the Assistant Plant Supervisor position and that the position was placed on several wastewater treatment sites as well as in surrounding newspapers and sent to all wastewater treatment facilities in the State. She explained that there will be three (3) OIT vacancies once the in-house candidate / Plant III Operator is promoted to Shift Foreman and that HR is currently accepting applications for these positions. She concluded the update reporting that interviews will be held soon for the MIT vacancy; that the Certification List from HR has applicants beyond that of Rank 4 and that she is doubtful acceptable candidates will be available. M. McGrath inquired if the Certification List on the City-side can be used since there were several vacancies for Mechanics, as hires were made for Master Mechanics that left Mechanics' vacancies. R. Bull replied that she was certain the City and the WPCA use the same job description for the Maintenance Mechanic position and that she would reach out to HR to inquire about their Cert List.

Update: COVID19 Cases and Vaccine for WPCA Staff

R. Bull reported that there were no cases of the virus since the last meeting. She stated the majority of WPCA personnel have received the vaccine and that there are no other changes since the last report.

E. Kelly inquired about employees wearing masks at the Plant to which R. Bull replied that some employees continue to wear mask and that the WPCA is following the State and City directives with respect to wearing masks.

B. Brink stated that for the most part, the employees are no longer wearing mask; that those who are, do it for their own personal reasons and that the construction worker are no longer wearing masks.

Old Business

E. Kelly stated that he wanted item #5a on the agenda to discuss and possibly gage whether or not this committee is effective with achieving its initial goals. Also, he stated the committee is intent on improving and encouraging a diverse workforce. He went on to say that the focus is not necessarily on personnel but on the developmental

needs of the workforce. He inquired about noticeable changes since this committee started, to which R. Bull replied that she has noticed considerable changes, especially after the training on harassment and bullying. She went on to say that there have been fewer employee altercations and covert-type behaviors brought to Management's attention and that there have been no reports of harassment of any kind.

M. Nesin inquired whether or not the changes can be attributed to the Plant Supervisor or training, to which R. Bull replied that it has more to do with the training and management holding people accountable for their actions. B. Brink stated that there has been less employee push back towards the Plant Supervisor and his directives.

New Business

There was no new business.

Adjournment

E. Kelly made a motion to adjourn the June 9th Workforce Development committee meeting at 4:30 pm; seconded by S. Bagwin. There was no further discussion. **Vote: 4-0-0.**