



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, October 13, 2021

5:30 pm

Full Meeting Minutes

Teleconference

Attendees

Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member
Steven Bagwin	WPCA Board Member
Mark McGrath	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 5:33 pm. A quorum was present with four (4) Board members.

Approval: Workforce Development Committee September 14, 2021 Full Meeting Minutes

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

Discussion:

Current and Upcoming Position Vacancies

R. Bull reported that three O-I-Ts were hired and that two of the candidates were to begin on Monday, October 18th. She stated that due to a scheduling mishap for the required physical exam only one candidate will begin on Monday, 9/18; the other will start work Monday 9/25 and the last candidate will begin work on Monday, November 1st.

She reported on the vacancy for the Assistant Plant Supervisor saying that there was an interview held over a week ago; that most of the panelists' take away was the applicant would be a good candidate for the position but there were some concerns. B. Brink stated that there would be a second interview to discuss process control matters. She reported that the Shift Foremen vacancies will be problematic for the WPCA but there was an application received today from a person with Class IV certification that could be considered for both Shift Foreman and Asst. Plant Supervisor.

She explained that Administration has decided to go with the same position of an Account Clerk II. She stated that the entire workload, as a result of the previous incumbent's lateral move elsewhere in the City, has fallen on her and others in the office. R. Bull stated it would take too long to change the position, post and recruit; that the WPCA probably would not get someone until January / February 2022 and it would be unfair to ask other to continue to take on extra work without compensation.

She briefly discussed two upcoming critical vacancies—the Plant Maintenance Control Clerk and the Electrician—due to their retirement in February 2022.

WPCA Staffing Changes

R. Bull explained the need for changes to two WPCA jobs—the Collection System Supervisor and the Plant Maintenance Control Clerk. There was a discussion as to why the Administration is making changes at this point in the budget year. B. Brink provided further explanation concluding that he and R. Bull will update and make changes to the job descriptions relative to the current needs of the WPCA and submit to the Committee for review and discussion.

Update: COVID19 Cases and Vaccine for WPCA Staff

R. Bull reported there were no positive COVID case since last meeting and stated that all but three (3) WPCA employees have been fully vaccinated. She reported that the City has begun its weekly testing program in accordance with the Mayor's Executive Order and that the on-site testing operation for weekly testing has been set up at the government center; Tuesday is the designated day for WPCA employees. She stated that HR will address employee's noncompliance. There were no questions from the committee so the Chairman moved to the next agenda topic.

Update: City of Stamford Policies Due to Pandemic

R. Bull reported there was no new information to report and M. McGrath did not have any information to add.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

E. Kelly made a motion to adjourn the September 14th Workforce Development committee meeting at 6:01pm; seconded by S. Bagwin. There was no further discussion. **Vote: 4-0-0.**