



## WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, May 11, 2021

4:00 pm

Full Meeting Minutes

Teleconference

### Attendees

Steve Bagwin	WPCA Board Member
Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member (Absent)
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Abigail Logrono	Account Clerk, WPCA

### Call to Order and Roll Call

S. Bagwin called the meeting to order at 4:02 pm. A quorum was present (2 Board members).

### Approval of the Workforce Committee meeting minutes

E. Kelly made a motion to approve the April 14, 2022 meeting minutes; seconded by S. Bagwin. There was no further discussion. **Vote: 2-0-0**

### Discussion:

#### Position Vacancies

R. Bull listed the current vacancies and updated the committee explaining that another M-I-T vacancy occurred due to a Mechanic's resigning for a position with a pension closer to where he wants to settle. She explained that there was an issue with HR conducting the exams at the end of April but the exams for the O-I-T and M-I-T vacancies will occur the week of May 16<sup>th</sup>. She explained that there may be an additional O-I-T vacancy but the final outcome has not been decided regarding the matter. She concluded saying that the Process Control overtime budget will have a greater than projected deficit due to the many vacancies since there are currently six open shifts that must be filled weekly.

#### Staffing Changes

R. Bull reported that the Accountant / Financial Manager – WPCA job description is the only outstanding matter to be completed and that she would forward her changes to the Executive Director for final edits.

### Discussion: Condition of City Facilities Building 6A located at 185 Magee Avenue and the working conditions for the SWPCA Employees

B. Brink stated that air quality testing conducted by Fuss & O'Neill, a civil and environmental engineering firm who has done air quality testing for the City before, showed results not as bad as predicted. He stated that the staff does not need to vacate the building immediately and that he and Supervising Engineer, A. Brown were looking at other alternatives. He stated that the WPCA will hire a Commercial Grade Architect to look for the best site to house a smaller than previously discussed building for the staff. S. Bagwin asked about portable space in the interim to which B. Brink said that what the staff is housed in currently is better than portable spaces because; that the new building will be 1,000 – 2,000 sq. ft. for four offices, an area for the Collection System mechanics, as well as restrooms and a small kitchen.

**Update: COVID19 Cases and Vaccine for WPCA Staff**

R. Bull reported there were two (2) new positive COVID cases since last meeting. One individual is on quarantine and the other is back to work.

**Update: IUOE Negotiations**

R. Bull reported that a negotiations meeting was scheduled for today but needed to be rescheduled due to a scheduling conflict. She stated that the HR Director is in the process of rescheduling the meeting.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

E. Kelly made a motion to adjourn the May 11, 2022 Workforce Development committee meeting at 4:20pm; seconded by S. Bagwin. There was no further discussion. **Vote: 2-0-0.**