



## **WORKFORCE DEVELOPMENT COMMITTEE MEETING**

**Wednesday, February 23, 2022**

**4:00 pm**

**Full Meeting Minutes**

**Teleconference**

### **Attendees**

Ed Kelly	WPCA Board Member
Merritt Nesin	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 4:02 pm. A quorum was present with three (3) Board members.

### **Approval: Workforce Development Committee December 14, 2021 Full Meeting Minutes**

E. Kelly made a motion to approve the December 14, 2021 meeting minutes; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0**

### **Discussion:**

#### **Position Vacancies**

R. Bull reported on the current vacancies saying that recruitment is on-going for the Assistant Plant Supervisor and that the WPCA would interview if a viable candidate applied. She reported that one (1) Shift Foremen vacancy was filled as a result of the Asst. Plant Supervisor interviews and that the candidate started on December 20, 2021. She reported that the Account Clerk II position was filled; that the candidate started work on February 7, 2022 and she briefly explained the reported reasons for the two M-I-T vacancies. She concluded her report saying that in addition to these vacancies, there will be three (3) O-I-T vacancies; that two employees are resigning effective February 25 and February 27 and the other will retire on March 31.

She continued her report saying that the electrician who planned to retire in February has decided against doing so and will probably be with the WPCA for another year; that there is a Shift Foreman vacancy due to retirement that was effective December 31<sup>st</sup>; that the Plant Maintenance & Control Clerk retire date has changed from mid-February 2022 to July 31, 2022 and; that the WPCA Accountant retire date changed from late August of 2022 to October 31, 2022. She stated that these two positions are critical for the WPCA and that planning needs to start immediately for their replacements.

#### **Staffing Changes**

B. Brink reported that the WPCA is reclassifying its Accountant position to that of Financial Manager – WPCA. He provided reasons for the change and briefly discussed the appropriate duties for the position, which are not covered in the current job description. B. Brink noted that this change is not a new position but a “re-title” of the current position, which will require notation by the Personnel Commission. He briefly explained that there are two (2) additional positions the WPCA will change, which were previously discussed—Collection System Supervisor and Plant Maintenance Control Clerk. R. Bull reported that the CSS title will not change but the PMCC title will change to Procurement Coordinator – WPCA.

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

R. Bull reported there were no positive COVID cases since last meeting.

**Update: City of Stamford COVID Vaccinations**

R. Bull reported that the City still provides booster vaccinations for City employees at the Henry Street Clinic. She stated that both the Moderna and Pfizer vaccines are available and that the clinic hours are 8:30a to 2:30p but employees must make an appointment. She said that several WPCA and other City workers have gotten the vaccine from the clinic and that the clinic will remain open for the foreseeable future.

**Update: IUOE Negotiations**

R. Bull reported that several meetings were held with the City, the Union and the WPCA and that a few items were TA'd at the last meeting. She stated that the latest scheduled meeting was postponed and a new date has not been decided. M. Nesin inquired what the Union's main issue was and B. Brink correctly stated that all parties are under a Gag order and the matter could not be discussed in public.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

S. Bagwin made a motion to adjourn the February 23, 2022 Workforce Development committee meeting at 4:28pm; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0.**