



## WORKFORCE DEVELOPMENT COMMITTEE MEETING

Thursday, March 17, 2022

4:00 pm

Full Meeting Minutes

Teleconference

### Attendees

Steven Bagwin	Chairman / WPCA Board Member
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

S. Bagwin called the meeting to order at 4:03 pm. A quorum was present with three (3) Board members.

### Approval: Workforce Development Committee February 23, 2022 Full Meeting Minutes

M. Nesin made a motion to approve the February 23, 2022 meeting minutes; E. Kelly seconded by. There was no further discussion. **Vote: 3-0-0**

### Discussion:

#### Position Vacancies

R. Bull reported on the current vacancies saying that there are two M-I-T vacancies and two (2) O-I-T vacancies but that there will be three (3) soon; that two employees resigned effective February 25 and February 27 and the other will retire on March 31. She stated that staffing is difficult now and that there will be three open overtime shifts on the schedule as a result of the Plant Operator's retirement. She explained that recruitment efforts for these positions are on-going and that due to the limited amount of applications received thus far, the posting date has been extended. She went on to say that due to the posting extension date the actual start date once the selection occurs will not be until late April to mid-May. She briefly mentioned that recruitment for the Assistant Plant Supervisor remains the same. She concluded her report saying 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 December 31, 2022. She stated that these two positions are critical for the WPCA and that planning needs to start immediately for their replacements.

B. Brink stated that even though these vacancies exist, the WPCA is looking forward to providing opportunities for new candidates who are eager to work and learn the wastewater process. He briefly mentioned a prior WPCA / City lawsuit favorable outcome saying that the appeal process is not yet finalized.

#### Staffing Changes

R. Bull stated that the documentation is completed for the Collection System Supervisor and Plant Maintenance Control Clerk job descriptions, that the PMCC title will change to Procurement Coordinator – WPCA and that the CSS documents will go before the Personnel Commission for notation next week. She stated that HR has a lengthy list before PC this month and that the PMCC title change will occur at the April meeting along with reclassifying the Accountant position to that of Financial Manager – WPCA. She reported that the Account Clerk II job description was changed as well; that many of the duties in the current description do not match the work at the WPCA and therefore, changes were made to reflect such. She stated that the FM – WPCA description is not fully completed and that once B. Brink completes his edits, it will go to PC in April as well.

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

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

**Update: IUOE Negotiations**

R. Bull reported that no meetings are scheduled and that the IUOE Business Agent is very busy this time of year. M. Nesin inquired when did the current contract ended to which R. Bull replied June 30, 2021. He questioned if the WPCA would need to pay back to that date when the contract is settled to which S. Bagwin and R. Bull replied that the WPCA would be required to pay retro back to July 1, 2021. R. Bull stated that funds have been accrued for retro payment.

**Note:**

At 4:21pm, E. Kelly left the meeting.

**Old Business**

There was no old business.

**New Business**

R. Bull mentioned that the WPCA is experiencing several issues with the new time and attendance system – DayForce and that Personnel Action Forms (PAFs), the mechanism by which City employees are paid, are getting lost in the system somehow; that for this pay period two WPCA employees are just receiving their Step increases submitted in September 2021 and approved by HR in October 2021. She stated she would write a brief memo to the HR Director explaining this occurrence in an effort to prevent this happening in the future.

**Adjournment**

M. Nesin made a motion to adjourn the March 17, 2022 Workforce Development committee meeting at 4:23pm; seconded by S. Bagwin. There was no further discussion. **Vote: 3-0-0.**