



## **WORKFORCE DEVELOPMENT COMMITTEE MEETING**

**Wednesday, April 13, 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 4:00 pm. A quorum was present with three (3) Board members.

### **Approval: Workforce Development Committee March 17, 2022 Full Meeting Minutes**

E. Kelly made a motion to approve the March 17, 2022 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 there are two M-I-T vacancies and three (3) O-I-T vacancies. She stated recruitment efforts are underway and that two applications were submitted from individuals who already a Class I certification plus a few years of experience; that the hired would be as a Plant Operator I. She stated that the individuals were interviewed by the Supervising Engineer and the Administration Manager—the Plant Supervisor was unavailable for the interviews but saw the application and supported the hire of one of the individuals interviewed. R. Bull reported that the interviews went very well and one of the individual would be an asset to the WPCA. She concluded saying she would work with HR with the hiring if the candidate is interested.

#### **Staffing Changes**

R. Bull reported that the PMCC title will change to Procurement Coordinator – WPCA at the April 21<sup>st</sup> Personnel Commission meeting. She further reported that the Account Clerk II job description was changed at the March PC meeting, as the duties in the job description did not match the work at the WPCA and therefore, changes were made to reflect such. She stated that the Financial Manager – WPCA description is not fully completed and that once the Executive Director reviews the final edits, it will go to PC in April / May.

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

E. Kelly opened the discussion stating that with the realization of the new dog facility, concerns have been raised about the dog pound but other issues have been raised as well. He reported that he, along with the Executive Director and the Supervising Engineer visited the building 6A where the WPCA staff is housed and he witnessed water coming through an electrical light fixture, ceiling falling and in some areas no ceiling at all. He went on to say he didn't observe but saw photographs of mold growing out of the baseboard and an actual running water stream during a rain event; that the conditions are bad. He stated that the work environment is clearly unpleasant and not the kind of place for WPCA employees to report to work. Further discussion ensued about repairs to the roof, what avenues the WPCA could take should the staff needs to move and current testing occurring at the site.

B. Brink stated that the City had obtained Fuss & O'Neill, a civil and environmental engineering firm who has done air quality testing for the City before. He presented their agreement with the City, which outlined that they are tasked with completing a limited indoor air quality, which includes moisture, visual and olfactory assessment, HVAC system review, air quality measurements (CO<sub>2</sub>, CO, temperature and percent relative humidity) and mold / fungi sampling. Afterwards, they will prepare a summary and submit a findings report within two (2) weeks.

Supervising Engineer, A. Brown stated that she was on site with Fuss & O'Neill earlier today and no leaks were seen but videos were provided of water coming down and all of the other issues E. Kelly mentioned earlier. She stated the testing could show asbestos, PCB's (Polychlorinated biphenyl—highly toxic industrial compounds) or any number of other problems. She stated that the WPCA Regulatory Compliance Coordinator uses a lot of bleach in an attempt to keep the area clean.

After more discussion on the cost of roof, other repairs to the building and alternative housing for WPCA staff the discussion concluded with S. Bagwin saying that he could provide an alternative site for the Sea Cadets at the Halloween Yacht Club.

M. Nesin questioned if the results of this report would help or hurt the planned animal shelter. E. Kelly responded that the footprint of the animal shelter comes almost up to the current building and with future expansion of the Plant the placement of the shelter could be a problem.

**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 to date.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

E. Kelly made a motion to adjourn the April 13, 2022 Workforce Development committee meeting at 4:27pm; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0.**