



## WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, July 13, 2022

4:00 pm

Full Meeting Minutes

Teleconference

### Attendees

Steve 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
Abigail Logrono	Account Clerk, WPCA

### Call to Order and Roll Call

S. Bagwin called the meeting to order at 4:00 pm. A quorum was present (3 Board members).

### Approval of the Workforce Committee meeting minutes

The Chairman asked for a motion to approve the minutes. E. Kelly made a motion to approve the June 15, 2022 meeting minutes; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0**

### Discussion:

#### Position Vacancies

R. Bull reported that the Assistant Plant Supervisor posting remains open and that recruitment is ongoing. She mentioned that there is still (1) Shift Foreman vacancy and said that the posting for the vacancy remains; that no applications are currently on file. She reported that the WPCA has requested the vacancy be placed on the Indeed website but that the WPCA expects to fill the vacancy in-house but, recruitment will continue until filled. She reported that there are three (3) Mechanic-In-Training (M-I-T) vacancies. The WPCA made three (3) offers of employment, but only two offers were accepted. She explained that one M-I-T candidate would begin Monday, July 18, and the other on August 1. She stated that one (1) Mechanic-In-Training (M-I-T) vacancy remains but that a Mechanic will resign effective July 29, at which time there will be two (2) M-I-T vacancies. She stated that H.R. has reposted for MIT.

She reported that there were four (4) Operator-In-Training (O-I-T) vacancies; that the WPCA made four (4) offers of employment, and that all four (4) offers were accepted. She stated that the four candidates would begin on Monday, July 18.

#### Staffing Changes

R. Bull reported that the Procurement Coordinator—WPCA retirement date remains July 29, 2022; that the PAR was completed and; that the position was posted on Saturday, July 9. She stated that there are no applications to review. She reported that some of the research tasks are being done by the operations and maintenance staff but that she and the Account Clerk II are responsible for account reconciliation, bid waivers and ordering until a replacement is hired.

She reported that the Financial Manager – WPCA retirement date remains December 31, 2022 and that the WPCA will begin recruitment efforts in August / September.

### **Update: Issues with the City's Time & Attendance System**

R. Bull explained that the City has implemented the new time and attendance system—DayForce for all its employees except Police and 911. She explained that with this new system the WPCA employees cannot see /access their sick, vacation, and personal accruals compared to the old system, even though it was implemented at the WPCA over a year ago—the WPCA is always the first Department to test out a new T&A system, as we are a 24 / 7 operation. She explained that the City is concerned about security and is attempting to put measures in place to ensure the system is not compromised. She stated that obtaining reports is another issue but that the City has provided the same payroll register as the old system and that for security purposes, the report is on the network in a folder that can only be accessed by the Administrative Account Clerk and the Administration Manager. R. Bull went on to say that now that the rest of the City is using the T&A system, Crystal has become the “Go To” person to help the satellite departments near us because there was little training before the implementation. She stated that reports are difficult to pull from this system, which makes it more time-consuming to do tasks that took little time with the old system.

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

B. Brink reported that A. Brown is completing the RFQ to hire an architect to do a conceptual study that will be initially a study with a conceptual plan for looking at housing for Bldg 6A employees. He stated that the building will house the Collection System and the Regulatory Compliance staff with offices, common area, a small kitchen and bathrooms, possibly locker rooms as well, since we are running out of lockers in this building. He stated he would have to report at the next meeting.

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

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

### **Update: IUOE Negotiations**

R. Bull reported that there has not been a negotiation meeting since the last committee meeting but that the HR Director is in the process of scheduling upcoming meetings.

### **Old Business**

There was no old business.

### **New Business**

### **Adjournment**

The Chairman asked for a motion to adjourn the committee meeting. E. Kelly made a motion to adjourn the July 13, 2022 Workforce Development committee meeting at 4:19pm; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0.**