



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, October 12, 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 4:04 pm. A quorum was present (3 Board members).

Approval of the Workforce Committee meeting minutes

The Chairman stated that the minutes for the last meeting would be approved at the November meeting.

Discussion:

Position Vacancies

R. Bull reported that for the Assistant Plant Supervisor and the one (1) Shift Foreman vacancy—the posting for these positions remains open, and recruitment is ongoing. She reported that there is one (1) Mechanic-In-Training (M-I-T) vacancy and that the WPCA received the Certification List of four (4) candidates from HR on September 27, 2022; interviews were held on Wednesday, October 5, 2022. She stated that references are being checked and that the WPCA plans to select a candidate and make a job offer early next week. She reported that the Master Mechanic still plans to retire December 30, 2022; that there are seven (7) applications on file for the Procurement Coordinator—WPCA vacancy and that the position has been placed on the following wastewater websites: www.newea.org, www.nrwa.org, www.wef.org, www.ctwpaa.org, www.epoc.org, CT Conference of Municipalities. She reported that the Financial Manager – WPCA retirement date changed to January 31, 2023 and that the WPCA has completed the supplemental portion of the application.

Discussion: WPCA Personnel Processing Activities

R. Bull reported that the WPCA has held discussion with HR regarding the testing for the M-I-T position. The plan going forward is to do a hands-on sort of test to determine the applicant's mechanical abilities. She stated that the current testing method is not producing viable candidates and therefore, in order to get a better applicant pool, this would be a more accurate test of skills than asking questions that do not pertain the anything mechanical in nature.

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 has sample floor plans of the temporary trailers to house the Collection System and Regulatory staff. He stated that the location will be where the picnic tables are located currently. He reported that A. Brown checked the building department for any setback requirement violations. She will also check pricing. E. Kelly mentioned that we should try to move the process along and he questioned would the trailers

have showers. B. Brink replied that the trailers we are looking would have showers and lockers at a cost about \$20K - \$30K a month.

Update: COVID19 Cases and Vaccine for WPCA Staff

R. Bull reported there were four (4) new positive COVID cases since last meeting and that all of the employees are doing well and are back to work

Update: IUOE Negotiations

R. Bull reported negotiation meeting have started and several other meetings have been scheduled.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

The Chairman asked for the motion to end the meeting. E. Kelly made a motion to adjourn the October 12, 2022 Workforce Development committee meeting at 4:19pm; seconded by M. Nesin. There was no further discussion.

Vote: 3-0-0.