



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, November 16, 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

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

- September 7, 2022. The Chairman asked for a motion to approve the September WFD meeting minutes. M. Nesin made a motion to approve the September meeting minutes; seconded by E. Kelly. There was no further discussion. **Vote: 3-0-0.**
- October 12, 2022. The Chairman asked for a motion to approve the October 12, 2022 WFD meeting minutes. E. Kelly made a motion to approve the October meeting minutes; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0.**

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 the interviews occurred for the one (1) Mechanic-In-Training (M-I-T) vacancy, and a candidate was selected and hired. She stated that the candidate began work on November 7.

She reported that the Master Mechanic still plans to retire on December 30, 2022, and the WPCA is looking to make some changes to this position to fit the needs of the WPCA better.

She reported that the initial interview for the seven (7) applicants for the Procurement Coordinator—WPCA vacancy was held, and 2nd interview will be held next week. She stated that several applicants had relevant experience and felt confident that a candidate would be selected. 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 document flow from HR has improved and the WPCA is getting employees pay done quicker but that there is more improvement needed to facilitate efficiency. She reported the WPCA 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 completed the RFP for the trailers and that there will be two opposite trailers; one for the Collection System mechanics with a bathroom, area for desks and a common area and, one for the Regulatory Staff with bathrooms, office space for desks and an area to view plans. He reported that the conditions in that area of the building have gotten worse; that the roof recently sprung a new leak. The committee agreed that this action cannot happen soon enough.

B. Brink went on to report that A. Brown is still working on the RFP for the Architects for the building that will ultimately be build.

Update: COVID19 Cases and Vaccine for WPCA Staff

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

Update: IUOE Negotiations

R. Bull reported negotiation meeting are on-going and movement is being made towards a final contract. B. Brink reported that the City is close to settling the salary portion and that the next meetings are scheduled for Dec 6th and 15th.

Old Business

There was no old business.

New Business

B. Brink reported that Risk Management had supplied a Safety report for the City and that the most injuries are slip, trips and falls and back strain accounts for the most loss time from work.

Adjournment

The Chairman asked for the motion to end the meeting. E. Kelly made a motion to adjourn the November 16, 2022 Workforce Development committee meeting at 4:13pm; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0.**