



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, April 12, 2023

4:00 pm

Full Meeting Notes

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

Chairman S. Bagwin called the discussion at 4:01 pm. There were three (3) Committee / Board members present.

Minutes Approval: March 15, 2023 Workforce Development Committee Meeting

M. Nesin made a motion to approve the March 15 WFD committee meeting minutes; seconded by S. Bagwin. There was no further discussion. **Vote 2-0-1.** E. Kelly abstained.

Position Vacancies and Strategies for Filling Positions

R. Bull reported that the one (1) Mechanic-In-Training (M-I-T) vacancy due to the downgraded of the Master Mechanic position to MIT will be filled with an internal candidate from the existing Cert List on May 15th. She explained that this hire will leave a vacant Plant Operator I vacancy, which will be downgraded to OIT and filled from the current Operator-in- Training Cert list. She reported that a candidate was chosen from the list and she is attempting to have that candidate begin employment May 15th as well.

She stated that she was happy to report that the WPCA Finance Manager who replacing Mark Turndahl— Vernessa DeCausey started Monday, April 10th; that Mark is on board still to help acclimate her to the WPCA processes. R. Bull concluded her report by stating that there is no additional information to report on the Shift Foreman and Assistant Plant Supervisor vacancies.

Positions Reallocation as a result of Contract Settlement

R. Bull reported that because of the change to the Master Mechanic classification, now called Lead Mechanic, and the addition of the new classifications of Mechanic I (Level I and II) and Mechanic II, a Memorandum of Agreement (MOA) will be necessary to move the Maintenance Mechanics to the newly created Mechanic Tier Series classifications at the appropriate step. She reported that she started the MOA and hopes to have it completed before the end of the following week. M. Nesin inquired if the upgrade for the Lead Mechanic has occurred, to which R. Bull replied that their upgrade will occur with the MOA and would be effective January 1.

IUOE Contract Settlement Retro Payout

R. Bull reported that the HR, Payroll, and WPCA discussed the implementation of the Retro payout, and they agreed that the initial payout would take place on the May 11th paycheck. She also explained that the WPCA department is paid one week later than other City departments, so the pay period covered will be May 1st -7th, but the check will be issued on May 11th.

R. Bull further reported that ensuring the accurate payment of IUOE employees is a significant undertaking. Therefore, she and her staff have calculated the retro payout to avoid any mistakes and provide employees with supporting information in case of discrepancies between the paid amount and the amount the employee anticipated receiving.

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 finally been able to obtain a purchase order for two trailers and that the trailers should be on site within the next two weeks to three weeks. He explained the trailers would need to be connected to power and IT would need to get the communications up and running. He concluded stating the plan is to have them up and operational by mid-May.

Notes: COVID19 Cases and Vaccine for WPCA Staff

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

Old Business

There was no old business noted.

New Business

There was no new business noted.

Adjournment

E. Kelly made a motion to adjourn the April 12, 2023, Workforce Development committee meeting at 4:19pm; seconded by M. Negin. There was no further discussion. **Vote: 3-0-0.**