



## WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, May 10, 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 4:09 pm. There were three (3) Committee / Board members present.

### Minutes Approval: April 12, 2023 Workforce Development Committee Meeting

E. Kelly made a motion to approve the April 12, 2023, WFD committee meeting minutes; seconded by E. Nesin. There was no further discussion. **Vote 3-0-0**

### Discussion and vote: Workforce Development Meeting Monthly Dates

R. Bull initiated the discussion by explaining that in certain months, a formal meeting would not be necessary, as she would only provide updated information. She emphasized that the Administration would never cancel two consecutive meetings, even if there was little new information to report during the month in question.

In response, Chairman S. Bagwin expressed his approval of such an arrangement, under the condition that two consecutive months without a meeting would not occur. He inquired about the process of informing the committee regarding meeting changes. R. Bull promptly responded, stating that she and the Executive Director would jointly determine the necessity of a meeting; that in the event of cancellation, she would promptly send an email notification to the committee at least 24 hours prior to the scheduled meeting, informing them of the cancellation. She assured the committee that she would also update the meeting cancellation on the WPCA's website and distribute the information via the designated distribution list.

After a brief discussion, S. Bagwin made a motion to defer a committee meeting should WPCA not have relevant workforce information for the committee and the meeting cannot be cancelled for two consecutive months; seconded by E. Kelly. There was no further discussion. **Vote: 3-0-0**

### Discussion: Position Vacancies and Strategies for Filling Positions

R. Bull provided an update on the recent changes within the organization's staffing. She informed the committee that the vacancy for the position of Mechanic-In-Training (M-I-T), which arose due to the retirement of the Master Mechanic, has been filled internally; that an internal candidate from the existing Certification List was selected, and their appointment will take effect on May 15th. She explained that this internal promotion will result in a vacancy for the position of Plant Operator I. However, this vacancy will be downgraded to an Operator-in-Training (OIT) position and that the WPCA plans to fill this OIT position from the current Operator-in-Training Certification List.

R. Bull mentioned that in the previous month, she had reported that the selected candidate from the certification list would commence employment on May 15th. However, due to HR regulations, the candidate's start date has been delayed until June 5th. Additionally, she informed the committee that this candidate would be the last one chosen from the current Certification List. In the future, she intends to discuss with HR the possibility of conducting new testing to identify potential Operator-in-Training (OIT) candidates.

R. Bull proceeded to provide an update on the positions of Shift Foreman and Assistant Plant Supervisor. She informed the committee that these positions will remain open but would no longer be advertised in local newspapers or on wastewater treatment websites; that this decision was made due to limited funding constraints and clarified that further recruitment efforts would be delayed until after July.

B. Brink mentioned that the City would still proceed with posting the positions on Indeed.com, an online job platform, but no additional recruitment efforts would be undertaken. The committee members acknowledged the funding limitations and expressed their agreement with the plan to repost the positions elsewhere after July.

### **IUOE Contract Settlement Retro Payout**

R. Bull reported that a portion of the contract settlement payment was included in the May 11th paycheck; that this payment encompassed the COVID-19 stipend and the new pay rate. She explained that the COVID vaccine stipend and the retro pay did not get processed due to a delay in getting the Union's Business Agent the agreement that changed each IUOE employee to the correct Grade, which was not sent by HR. She stated she sent the agreement to the Business Agent earlier today and in hopes that he will review and return it soon.

R. Bull provided details regarding the total amount of the payout. The retroactive payout amounts to approximately \$240,673.62, the COVID Vaccine payout is around \$1,820.00, and the COVID stipend amounts to approximately \$26,000. She explained that the WPCA had allocated funds for FY '21 and '22 for this purpose, but the additional pay for FY '23 will be sourced from the Miscellaneous Contingency account.

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

B. Brink reported that the trailers have been delivered to the site and arrived earlier today. He explained that the trailers need to be connected to a power source; that the IT Department is responsible for setting up the necessary communications for them and that they both require a waste tank and a water tank, and that A. Brown is currently working on that. He concluded saying unfortunately, he did not have the exact operational date, but he expressed hope that they will completely set up by mid-June.

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

R. Bull reported there have been 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 May 10, 2023, Workforce Development committee meeting at 4:22pm; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0.**