



## WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, July 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 4:00 pm. There were three (3) Committee / Board members present.

### Minutes Approval: May 10, 2023, Workforce Development Committee Meeting

As there was no June meeting, E. Kelly made a motion to approve the May 10, 2023, WFD committee meeting minutes; seconded by E. Nesin. There was no further discussion. **Vote 3-0-0**

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

R. Bull provided an organizational update. She informed the committee about two current vacancies for Operator-In-Training positions resulting from the resignations of two Plant Operators in June. She mentioned that they have received more than forty applications so far, and the application process is set to close this Friday. R. Bull also addressed a pressing concern regarding the scheduling of the exam date, as the WPCA wants to avoid past issues. She explained that in previous instances, the HR Department administered the exam weeks or even months after the application deadline, sometimes taking as long as six (6) months to release the Operator-in-Training Certification List. She explained that consequently, most candidates had already accepted other job offers, and many individuals didn't even sit for the exam due to the extended wait. She reported that to address this problem, discussions are underway to coordinate a more efficient exam scheduling process in cooperation with the HR Department.

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 and that she had HR update the salary for the Shift Foreman position to reflect the new IUOE salary schedule numbers.

### IUOE Contract Settlement Retro Payout

R. Bull reported that a portion of the contract settlement payment was included in the May 11th paycheck, encompassing the COVID-19 stipend and the new pay rate. She explained that the COVID vaccine stipend was paid out a few weeks later but that the retro pay has not gotten processed despite the many attempts to have Payroll provide a date for the payout. She explained that because the retro must be booked in the last fiscal year, she is worried that with the new financial system, it will not get appropriately booked, which will cause problems for the WPCA audit. After a brief discussion, the committee agreed that R. Bull should reach out to Bridget Fox, the Mayor's Chief of Staff, to apprise her of the problem and ask for assistance in the matter.

**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 A. Brown, Supervising Engineer, is working on water hookup, chemical toilets, and electrical. He explained that Ann is getting quotes for electrical but the price for such a simple hookup was too high from EOM Electrical Contractors. He went on to say that A. Brown meet with Greenwich Electric, who's worked with the WPCA before; that they have scoped out the work, but no price quote has been issued to date. M. Negin inquired if there is a time schedule, to which B. Brink replied there was not, but that A. Brown is in top of things.

**Notes: WPCA Staff COVID19 Cases**

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 July 12 2023, Workforce Development committee meeting at 4:14pm; seconded by M. Negin. There was no further discussion. **Vote: 3-0-0.**