



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, September 13, 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

E. Kelly called the meeting to order at 4:03 pm. There were three (3) Committee / Board members present.

Minutes Approval: August 16, 2023, Workforce Development Committee Meeting

E. Kelly made a motion to approve the August 16, 2023, WFD committee meeting minutes; seconded by E. Nesin. There was no further discussion. **Vote 2-0-1**; S. Bagwin abstained.

Discussion: Position Vacancies and Strategies for Filling Positions

R. Bull has provided an update regarding the O-I-T exam. She mentioned that the original exam date was initially set for Saturday, August 5th, but it actually took place during the following week. She further clarified that she received the Certification List last week and has commenced scheduling interviews for this Thursday and Friday. She explained that the initial interviews will involve a total of five (5) candidates from the first Band (A). She noted that if these interviews yield positive results, the selection panel will make their choice from this pool of candidates. However, if the interviews do not meet expectations, she explained that she will reach out to HR to consider the second Band (B), which comprises eleven (11) applicants, and subsequently schedule interviews for them.

R. Bull proceeded to provide an update on the positions of Shift Foreman and Assistant Plant Supervisor.

IUOE Contract Settlement Retro Payout

R. Bull reported that the retroactive payment was made on August 4th to the WPCA IUOE employees but there are still outstanding issues. She elaborated that aside from the medical aspect, it remains unclear how the calculation for work hours in FY 22 and 23 was determined. She intends to meet with the Payroll Supervisor to ensure that the WPCA information aligns with theirs.

Additionally, R. Bull mentioned that the retroactive payments for Retirees have not yet been disbursed. HR is awaiting some additional information from the WPCA to complete the spreadsheet required for these payouts. She noted that she supplied the necessary information to HR early last week and expressed hope that Retirees would receive their retroactive payments soon.

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

R. Bull reported that IT has successfully implemented internet connection for the computers. She reported A. Brown has managed to secure Shock Electric's services to provide electricity to the trailers. She also mentioned that furniture, including chairs and file cabinets, has been procured for both the Collection System Mechanics and Regulatory Compliance staff.

B. Brink mentioned that Ann is currently working on installing a waterline due to the impracticality and costliness of the current water jug setup. M. Negin shared his recent site visit experience, mentioning that no employees were present in the trailers during his visit.

R. Bull explained that desks and chairs were delivered earlier this week, and the team promptly assembled the chairs and transported all necessary materials to the trailers earlier this week.

Update: WPCA Staff COVID19 Cases

R. Bull reported there was one (1) new COVID case since the last meeting, but the employee is back to full duty.

Old Business

E. Kelly raised a question regarding the worn-out condition of the chairs in the Executive Director's office, emphasizing the need for their replacement. In response, R. Bull clarified that the initiative to address this issue has already begun, with plans in motion to reupholster the chairs. This approach is being pursued as a cost-effective alternative to completely replacing them with new ones. B. Brink explained that cost savings.

New Business

E. Kelly inquired about a subscription for the Advocate for the WPCA. R. Bull stated she would investigate securing an internet subscription for this purpose.

Adjournment

E. Kelly made a motion to adjourn the September 13, 2023, Workforce Development committee meeting at 4:24 pm; seconded by M. Negin. There was no further discussion. **Vote: 3-0-0.**