



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, October 11, 2023

4:00 pm

Full Meeting Notes

Teleconference

Attendees

Steve Bagwin (Absent)	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 4:02 pm. There were two (2) Committee / Board members present.

Minutes Approval: September 13, 2023, Workforce Development Committee Meeting

E. Kelly made a motion to approve the September 13, 2023, WFD committee meeting minutes; seconded by E. Nesin. There was no further discussion. **Vote 2-0-0.**

Discussion: Position Vacancies and Strategies for Filling Positions

R. Bull reported that the Procurement Coordinator position is now vacant and explained the reasons. She pointed out that Abby has taken on the formidable responsibility of managing her current duties and procuring parts, goods, and services for the Plant and Collection System. She explained that these tasks fall within the purview of the Procurement Coordinator's responsibilities. She further explained that Crystal handles the administrative aspect of the job, primarily dealing with invoice processing and reconciling the related accounts. She stated that some of Abby's minor Administrative Account Clerk duties have been assigned to the Seasonal Office Worker to alleviate the total workload. R. Bull concluded this section of the report by noting that the position was posted on September 29th and is set to close on October 27th.

Regarding the OIT positions, R. Bull reported the completion of interviews and reference checks. She explained that one candidate has been selected and will commence work on October 30th, while the other candidate is on hold pending the completion of a background check by HR. She stated that should this candidate not meet hiring expectations, the recruitment process will continue with evaluating eleven (11) applicants from the second (2nd) Band of candidates and subsequently scheduling interviews.

R. Bull emphasized the operational need for an earlier shift schedule change due to the OITs not yet receiving their CDL. She explained that OITs originally scheduled for 7-3 days had to be rescheduled for evenings, nights, and weekends to ensure sufficient Plant coverage. She also said that the new OITs will not remain on the day shift for the entire nine (9) months probationary period; they will transition to 3-11 and 11-7 after a three-month interval.

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 reported that she will meet with the Payroll Supervisor in November to ensure that the WPCA information aligns with theirs.

Additionally, R. Bull mentioned that the retroactive payments for Retirees will be disbursed soon.

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

B Brink reported that IT has successfully implemented internet connection for the computers; the furniture, including chairs and file cabinets, procured for both the Collection System Mechanics and Regulatory Compliance staff has been moved in; the electrical has been fixed and is up and ready; that there is an issue with water supply and the WPCA is looking to run a line from Facilities to the trailers. B. Brink reported that the City is moving ahead with the roof renovation of Bldg 6A

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

R. Bull reported that the Executive Director's office chairs are in the process of being reupholstered and will be done by the next meeting.

New Business

No new business

Adjournment

E. Kelly made a motion to adjourn the October 11, 2023, Workforce Development committee meeting at 4:16 pm; seconded by M. Negin. There was no further discussion. **Vote: 2-0-0.**