



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, July 14, 2021

4:15 pm

Full Meeting Minutes

Teleconference

Attendees

Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member
Steven Bagwin	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 4:12 pm. A quorum was present with two (2) Board members.

Approval of the Workforce Committee meeting minutes

E. Kelly made a motion to approve the June 9, 2021 meeting minutes; seconded by M. Nesin. There was no further discussion. **Vote: 2-0-0**

Note:

S. Bagwin entered the meeting at 4:15pm A quorum was present with three (3) Board members.

Update: WPCA Staffing & Position Vacancies

R. Bull provided an update on the current vacancies explaining that HR is planning to test for the three (3) OIT vacancies the week of July 26th pending the Generalist's workload. She reported that the M-I-T interviews were completed and that a viable candidate was chosen. With regards to the Assistant Plant Supervisor she stated that there are two submitted applications and that she would request to review them.

She also explained that there are three (3) Shift Foremen planning to retire before the end of the year and that the WPCA is discussing placing one of the two Plant II Operators in an "Acting" role in the upcoming schedule; that the other operator has been "Acting" as a Shift Foreman for over three years and is very good.

After a discussion regarding Civil Service rules on posting for these upcoming vacancies and interviewing before the vacancies occur, it was decided that R. Bull would reach out to HR to discuss posting around the time of the earliest vacancy—October. Once the Eligibility List is obtained and interviews happen, candidates will be informed that there are three vacancies but two will be filled in December.

Update: COVID19 Cases and Vaccine for WPCA Staff

R. Bull reported on the number of employees—based on the submitted report mandated by the Health Department—that have not been vaccinated during the testing period of January – April. She also reported that in accordance with the City's Re-Opening Policy all employees who have been validated by the City as being fully vaccinated are not required to wear masks or face coverings except when having to interact with the public. She stated that the employees not on the Health Department list were considered to be non-vaccinated, unless proof of having been fully vaccinated was provided; they are required to wear a face mask or face coverings as well as continue to practice social distancing inside City buildings.

B. Brink mentioned that the City has not made it mandatory to get vaccinated but it will probably be coming because the EEOC has issued a statement on this matter. Also, he mentioned that WPCA employees returned to work full-time effective Monday, July 12th.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

E. Kelly made a motion to adjourn the July 14th Workforce Development committee meeting at 4:32 pm; seconded by S. Bagwin. There was no further discussion. **Vote: 3-0-0.**