



WORKFORCE DEVELOPMENT COMMITTEE MEETING

Wednesday, August 11, 2021

4:00 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 4:05 pm. A quorum was present with three (3) Board members.

Approval of the July Workforce Committee meeting minutes

S. Bagwin made a motion to approve the July 14, 2021 meeting minutes; seconded by M. Nesin. There was no further discussion. **Vote: 3-0-0**

Update: WPCA Staffing & Position Vacancies

R. Bull reported that there are two applications for the Assistant Plant Supervisor position and that they will be review by the next committee meeting.

She reported that for the M-I-T vacancy, the interviews were held and a candidate was chosen. She stated the candidate will start Monday, August 23rd.

She reported that the exam for the O-I-T vacancies will be held this coming Friday; that there are thirty-one (31) applicants and; that there will be three exam sessions. She explained that there are three OIT vacancies and due to approved vacation and call outs the WPCA is extremely short staffed.

R. Bull mentioned the recent Administration vacancy and briefly discussed another upcoming Admin vacancy due to retirement. She stated that she will review the job description for these positions and devise a plan for the Director to review at the end of the month.

She concluded the update stating that due to several upcoming employees' retirement, the WPCA will be short staffed for the foreseeable future. She stated that from her experience recruiting for the Shift Foreman position will be exceptionally difficult; that in the last twenty years, only three outside candidates applied for the Shift Foreman position; two were chosen and both left for other opportunities.

M. Nesin inquired about in-house candidates to which R. Bull explained that there are two Plant Operator II who are serving in an "Acting" role. She stated that since the State did not give a certification exam in July the Op IIs were not able to take the exam and that since the next exam isn't scheduled until January '22. She stated those individuals will remain in the "Acting" role until such time when they can take and pass the exam.

Update: COVID19 Cases and Vaccine for WPCA Staff

R. Bull reported on a recent case of COVID and stated that manning the shifts with the current vacancies and employees having to be out sick and /or quarantining is difficult. She reported that covering some shifts is always difficult but as we are so short staffed, covering any shift becomes difficult.

She next reported on the Mayor's mandate regarding having to wear mask and /or face coverings and the mandate for unvaccinated City employees. R. Bull stated that with the case of an unvaccinated employee, the manager can allow an employee to get tested during work hours. But since the WPCA is so short staffed and since our

employees workday ends at 3:00p, 7:00a or starts at 2:30p; that there is more than enough time for employees to get tested outside of the work hours and therefore, employees will not be allowed to get tested during work hours. B. Brink mentioned that since the City has made it mandatory to wear masks that all WPCA employees will be required to do so when inside any City building, except when at their desk or in their offices but not when employees are outside. He also stated that since the Mayor has issued the vaccination mandate, HR will need to provide guidelines on how to address employee's noncompliance.

After a brief discussion, M. Nesin stated that the Pfizer vaccine could be fully FDA approved as early as mid-September and hopefully, that will ease people's mind about taking the vaccine.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

M. Nesin made a motion to adjourn the August 11th Workforce Development committee meeting at 4:27 pm; seconded by E. Kelly. There was no further discussion. **Vote: 3-0-0.**