



WORKFORCE DEVELOPMENT COMMITTEE MEETING
Wednesday, June 10, 2020
4:15 pm
Full Meeting Minutes
Teleconference

Attendees

Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Ann Brown	Supervising Engineer, WPCA
Robert Pudelka	Plant Supervisor, WPCA

Call to Order and Roll Call

E. Kelly called the meeting to order at 4:20 pm following some technical difficulties. A quorum was present (2 Board members).

Approval of the April 15, 2020 Workforce Committee meeting minutes

E. Kelly made a motion to approve the April 15, 2020 minutes with revisions; seconded by M. Nesin. There was no further discussion. **Vote: 2-0-0**

COVID-19 Pandemic Impacts on SWPCA

B. Brink stated that there are no reported positive test case among the staff to date and that the City is offering COVID-19 test to its employees weekly on Thursdays. He reported that the operating, maintenance and lab staff members are back to full operation but the administration staff continues to work a staggered work week, as the Gov't Center remains close. He mentioned that the staff is mainly self-policing when using the locker room and showers and when punching in and out at the time clock; that they are exercising social distancing, wearing the appropriate masks, gloves and other PPE items; that on the limited occasions when the public and construction workers are in the Operations building they are using PPEs.

Staffing During Summer Vacation Period

B. Brink and R. Bull briefly reported the staffing issues now that employees are taking summer vacation, as well as those employees who, in accordance with contract language and City policy, have vacation days that must use by the end of June. R. Bull stated that the schedule has been changed to assist with the Shift Foremen vacations but that some overtime will be incurred to cover the operator's vacation use.

WPCA Open Positions

B. Brink reported on the vacancies, particularly discussing the Assistant Plant Supervisor position, and the WPCA's plan to fill the vacancies in light of the City's budget reductions due to COVID-19. R. Bull updated the Committee on the timeframe for HR's posting and testing of the vacancies and reported that some applications had been received for the Environmental Technician position.

New Business

R. Bull reported that the infrared thermometers ordered mid-March have arrived and that she is working with HR on the procedure to implement Temperature Screening. She stated that the CDC guidelines are

being followed and that the final protocol document would need to be approved by the Board before implementation. M. Nesein questioned how the screening would occur to which R. Bull briefly outlined the preliminary procedure plan.

Old Business

No old business

Adjournment

Meeting adjourned @ 4:30. M. Nesein made a motion to adjourn the committee meeting at 4:30 pm; seconded by E. Kelly. There was no further discussion. **Vote: 2-0-0**