

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

FEBRARY 10, 2020

Attendants: Messrs. Boland, Cherico, Kester, Knapp, Lenton, Lucas, Monaghan, Mullen, Pileggi, Pisani, and Willert, Mesdames Bonnett, Carrero-Papi, Caulk, Cummings, Middleton, and Sage.

There were no members of the public present.

1. ROLL CALL: Eight members of the DELCORA Board of Directors were present constituting a quorum.
2. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited by all parties present.
3. DIRECTOR OF HUMAN RESOURCES' REPORT: The report was provided for the Committee's information. Ms. Carrero-Papi reported she had no other additions to her written report but would answer any questions. Mr. Kester inquired how the mechanic was injured in her report. Ms. Carrero-Papi replied that a chain on a machine he was repairing tightened around his finger and fractured it. Ms. Carrero-Papi noted that February is Heart Health Awareness month, so she sent out to employees health fact sheets containing useful information. She added that there will be an upcoming lunch and learn to inform employees on the Basics of Workers Compensation. Ms. Carrero-Papi stated that she is urging employees to provide the H/R Department with updates to all reliant vital information, W-4 information, etc. The committee had no other questions or comments to the written report.
4. ADMINISTRATION REPORT: Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.
5. RESOLUTION NO. 2020-01 – HONORING THE SERVICE OF KEVIN SHINN: Following discussion, it was the consensus of the Committee to recommend Board approval of the above resolution. This item will be placed on the agenda for the February 18th Board meeting.
6. GRIEVANCE ACTIVITY: Mrs. Carrero-Papi reported that there are no grievances at this time.
7. EXECUTIVE SESSION: There was no Executive Session.
8. ADJOURNMENT: It was moved by Mr. Kester, seconded by Mr. Pisani, and unanimously carried to adjourn the meeting at 3:37 pm.

AGENDA

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

FEBRUARY 10, 2020

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. DIRECTOR OF HUMAN RESOURCES REPORT
4. ADMINISTRATION REPORT
5. RESOLUTION NO. 2020-01 – HONORING THE SERVICE OF KEVIN SHINN
6. GRIEVANCE ACTIVITY
7. EXECUTIVE SESSION
8. ADJOURNMENT



Inter - Office Memorandum

To: Robert J. Willert, Executive Director
From: Dalinda Carrero-Papí, Director of Human Resources
Subject: **Human Resources Update**
Date: February 10, 2020

Staffing

None currently.

Separations

Safety Coordinator Kevin Shinn is retiring effective February 15, 2020. Kevin worked for DELCORA for twenty-four years.

Short Term Disability: New Claims

None at this time.

Disability: Old Claims

Incinerator Operator Geoff O'Flynn went out on disability on June 17, 2019. His injury is not work related. His return date is scheduled for February 16, 2020.

Workers' Compensation

Mechanic Robert Bennett injured himself on the job on January 31, 2020. His return date is unknown.

Grievances

There are no grievances pending at this time.

HR Updates

February is heart health awareness month. An awareness sheet with helpful information was sent out to all employees encouraging awareness of risk factors and healthy lifestyle changes.

This month I will be presenting a lunch and learn to our workforce entitled "Worker's Compensation: The Basics".

Employees were reminded to update their vital information in their personnel files by filling out relevant employee data change forms. They were also reminded to be mindful if they feel a need to change their W-4 information.



Inter - Office Memorandum

To: Robert J. Willert, Executive Director

From: Dalinda Carrero-Papi, Director of Human Resources, and Barbara Bonnett, Office Manager *BAB*

Subject: Administration Report: 01/09/2020 – 02/06/2020

Date: February 6, 2020

The following work was processed.

Public Works Contracts (Active):

- Contracts Advertised and Bid Packages issued to prospective bidders upon payment of fee:
 - a) None at this time.
- Contracts Authorized for Advertisement:
 - a) Contract No. TC-2001-C – Incinerator – Annual Maintenance & Emergency Repairs 2020
 - b) Contract No. SEW-2002-CO – Furnishing Equipment, Labor & Supervision For Sewer Maintenance, Repairs & Other Construction Related Projects
 - c) Contract No. SEW-2003-CO – Furnishing Equipment, Labor & Supervision For Paving Restoration Services
- Contract Addendums:
 - a) None at this time.
- Contract Notice of Award Issued:
 - a) None at this time.
- Contract Notice to Proceed:
 - a) Contract No. PFR-1903-C (RE-BID) – Springhill Farm WWTF Pump Station and Sanitary Force Main
 - Contract 1: General/Mechanical – A. J. Jurich
 - Contract 2: Electrical/SCADA – AJM Electric

- Contract Final/Closeout:
 - a) Contract No. PR-1703-C – Remote Pumping Stations Bar Screen Replacements – Part A – General Construction (Eastern Environmental Contractors, Inc.)
 - b) Contract No. PR-1703-C – Remote Pumping Stations Bar Screen Replacements – Part B – Electrical Construction (Eastern Environmental Contractors, Inc.)
 - c) Contract No. TC-1608-C – Solids Handling Upgrade 2016 – Part A – General (Allan Myers)

- Contract Change Orders:
 - a) Contract No. PR-1703-C – Remote Pumping Stations Bar Screen Replacements – Part A – General Construction – Change Order No. 3 (Eastern Environmental Contractors, Inc.)
 - b) Contract No. PR-1703-C – Remote Pumping Stations Bar Screen Replacements – Part B – Electrical Construction – Change Order No. 1 (Eastern Environmental Contractors, Inc.)

Public Works Contracts:

- Insurance Renewals/Follow-up – 1 Active; 1 Closed

Insurance Claims:

- Sewer Backup: None at this time.
- Liability: None at this time.
- Auto: None at this time.

Miscellaneous:

- Sewer Connection Permits – There were: 0 New Connection Permits; 0 Initial Contacts; and 0 Follow-ups
- Sewer Planning Module Approvals – Correspondence concerning modules was processed during the month – 6
- Pretreatment correspondence was processed during the month – 5 NOVs; 1 VMR 1 Formal Inspection; 2 miscellaneous correspondence;
- Prepared monthly Committee Meeting Agendas & Minutes.
- Right-To-Know Requests/Responses received and/or processed – 4
- Sewer Complaints Received – 6
- Info Link Inquiries from website – 5
- Monthly DMR Reports sent to PADEP for Chadds Ford (3), Thornbury, Pocopson (2), and DELCORA.
- Monthly report sent to Southern Delaware County Authority.

- Various regulatory reports were completed and submitted.
- Various meetings and/or luncheon meetings were scheduled – as requested.
- Admin Team continues to review and update project work orders & procedures – ongoing.
- Work Requests were created and processed.
- Admin Team continues to delete obsolete or duplicate documents from the Admin folder on the server to free up space – ongoing.
- Clean out of old files in basement cages – ongoing.
- Meghan Cummings attends the monthly Safety Committee meeting – ongoing.

OFFICE MANAGER:

Barbara Bonnett accomplished the following:

- Managed the day-to-day operations of the Administration team.
- Assisted Staff in administrative functions and other special requests.
- Coordinated preparation of a variety of miscellaneous requests for typing, file searches, document retrieval, etc.
- Prepared Board Meeting Agenda and Minutes; rotate O&E and Finance Committee meetings.
- Conducted bi-weekly Admin. Dept. meetings to review projects, work load, and misc. items – ongoing.
- Clean out of old files in Administration cages – ongoing.
- Clean up of Admin server files continues.
- Attends Management Team meetings – as needed; ongoing.
- Route/file insurance claims/civil suits, as required.
- Consent Decree – Various reports submitted to DOJ, USEPA, and PADEP – as requested – as needed; ongoing.
- Miscellaneous research projects for Staff/Management – as needed.
- Training of Meghan Cummings continues in the Admin Department.
- Updating instructional/procedural binders: Filing, Admin Procedures, Admin Instructions, and Mail Procedures – ongoing.
- Administration of Public Works Contracts – ongoing.
- INFO Work Requests submitted as requested by building personnel.
- Assisted with insurance policy renewals/correspondence.

DCP/BAB