

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

JANUARY 13, 2020

Attendants: Messrs. Boland, Cherico, Kester, Knapp, Lenton, Lucas, Monaghan, Mullen, Pileggi, Pisani, and Willert, Mesdames Bonnett, Carrero-Papi, 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. Mrs. Carrero-Papi mentioned that Mihaela Petrova was hired as a Lab Helper on January 2, 2020. Also, Ron Fisher, Operator Trainee was awarded the Central Maintenance Helper position that was open when Steve Carroll resigned for another job. Mr. Fisher's previous position is being held for 30 days and then it will be posted. Geoff O'Flynn, Central Maintenance Helper who has been out on disability will report back to work sometime in February. Mr. Trexlar who was injured on December 25, 2019 returned to work on January 7, 2020. No grievances are pending currently. Mrs. Carrero-Papi had a few HR Updates. Wellness Day was a success. HR eSuites is a portal employees can logon to to see their pay stubs, W2's, accrued time, etc. eSuites has been expanded to allow employees to logon via a DELCORA computer. DELCORA's United Way campaign was a successful campaign. Since the Active Shooter training, safety measures has been installed by securing the first floor conference room and providing additional surveillance cameras. Mrs. Carrero-Papi reported she had no other additions to her written report. The committee had no 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. GRIEVANCE ACTIVITY: Mrs. Carrero-Papi reported that there are no grievances at this time.
6. EXECUTIVE SESSION: There was no Executive Session.
7. ADJOURNMENT: It was moved by Mr. Kester, seconded by Mrs. Sage, and unanimously carried to adjourn the meeting at 3:37 pm.



Inter - Office Memorandum

To: Robert J. Willert, Executive Director
From: Dalinda *[Signature]* Papi, Director of Human Resources
Subject: **Human Resources Update**
Date: January 13, 2020

Staffing

Mihaela Petrova has been hired as a Lab Helper effective January 2, 2020.

Operator Trainee Ron Fisher has been awarded the Central Maintenance Helper position vacated by Steve Carroll pursuant to collective bargaining agreement job posting protocol.

Separations

Central Maintenance Helper Steve Carroll left service with DELCORA on December 20, 2019.

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 undetermined.

Workers' Compensation

WRTP Helper Chris Trexler was injured on the job on December 25, 2019. He returned to work on January 7, 2020.

Grievances

There are no grievances pending at this time.

HR Updates

Wellness Day was a success with excellent employee participation. Open enrollment is complete and now closed. Consistent flex spending participation this year.

The HR eSuites portal has been expanded to allow employees access from a DELCORA work station. Employees can review their respective pay stubs, W2's, direct deposit information, etc.

DELCORA's annual United Way campaign was a success with many employees continuing and or increasing donations.

The Active Shooter training and subsequent security recommendations were well received by our Administration Building personell. As a result of the training, we made some key security modifications: securing the first floor conference room, providing additional surveillance cameras, and monitoring and assessing tighter security for the Administration Building employee parking lot.



Inter - Office Memorandum

To: Robert J. Willert, Executive Director
From: Dalinda Carrero-Pap *DCP* Director of Human Resources, and Barbara Bonner *BB* Office Manager
Subject: Administration Report: 12/09/2019 – 01/08/2020
Date: January 9, 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) None at this time.
- Contract Addendums:
 - a) Contract No. PFR-1903-C (Re-Bid) – Springhill Farm Pump Station And Sanitary Sewer Force Main – Addendums 1, 2, and 3
- Contract Notice of Award Issued:
 - 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 Notice to Proceed:
 - a) None at this time.
- Contract Final/Closeout:
 - a) Contract No. SC-1713-C – Seven Siphons Rehabilitation Project

- Contract Change Orders:
 - a) Contract No. TC-1717-C – WRTP Plant Upgrades – Contract A-General – Change Order No. 2 (Allan Myers)
 - b) Contract No. TC-1717-C – WRTP Plant Upgrades – Contract D-Electrical – Change Order No. 3 (Philips Brothers Electrical)
 - c) Contract No. TC-1707-C – PS-6 Construction – Phase 1 – Contract D-Electrical – Change Order No. 1 (Philips Brothers Electrical)
 - d) Contract No. TC-1904-C – WRTP Substation No. 2 Replacement – Change Order No. 1 (Philips Brothers Electrical)
 - e) Contract No. TC-1608-C – Solids Handling Upgrade 2018 – Part A-General – Change Order No. 1 (Allan Myers)

Public Works Contracts:

- Insurance Renewals/Follow-up – 3 Active; 0 Closed

Insurance Claims:

- Sewer Backup: None at this time.
- Liability: Sharon Potts – trip/fall – DOL: 11/25/2019
(not DELCORA responsibility)
- Auto: Chris Mariani – no injuries/minor damage – DOL: 1/7/2020

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 – 5
- Pretreatment correspondence was processed during the month – 1 Permit; 7 NOV's; 12 VMR's 9 Formal Inspections; 1 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.
- Completed yearly reviews of direct reports.

DCP/BAB