

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

MARCH 9, 2020

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

There were no members of the public present.

1. ROLL CALL: Nine 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 that she had no additions to her written report but would answer any questions. Ms. Carrero-Papi mentioned that Central Maintenance Helper Ron Fisher was out on a non-work related disability. Mechanic Robert DeMore was out on Workers' Compensation due to an accident at work. Mr. Boland inquired when was the last time there was a loss time at work due to an accident? Mr. Lenton replied that it was over a year without loss time. The committee had no other questions or comments to the written report.
4. ADMINISTRATION REPORT: Ms. Bonnett stated that the report lists the various items the department is working on for the month. Some tasks are completed, and others remain on the report for several months until they are completed. Ms. Bonnet 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. HR UPDATES: Ms. Carrero-Papi reported that with the coronavirus outbreak, employees were provided with important information regarding how to protect themselves. DELCORA is also making contingency plans in case the office needs to shut down for employees to work remotely. Ms. Carrero-Papi is planning a "lunch and learn" luncheon for employees on first aid. March 6, 2020 was Employee Appreciation Day and treats were given to employees to remind them that they are appreciated. March 14, 2020 is National PI Day and employees were asked to bring a pie in on March 13, 2020 to celebrate. March is National Nutrition Month and on Friday's for the month of March, HR will issue healthy living information to employees.
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 3:44 pm.

AGENDA

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

MARCH 9, 2020

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. DIRECTOR OF HUMAN RESOURCES REPORT
4. ADMINISTRATION REPORT
5. GRIEVANCE ACTIVITY
6. HR UPDATES
7. EXECUTIVE SESSION
8. ADJOURNMENT



Inter - Office Memorandum

To: Robert J. Willert, Executive Director
From: Dalinda Carrero-Papi, Director of Human Resources
Subject: **Human Resources Update**
Date: March 9, 2020

Staffing

None at this time.

Separations

None at this time.

Short Term Disability: New Claims

Central Maintenance Helper Ron Fisher went out on disability on February 7, 2020. His disability is not work related. His return date is unknown.

Disability: Old Claims

None at this time.

Workers' Compensation

Mechanic Robert DeMore injured himself on the job on Friday February 21, 2020. His return date is unknown.

Grievances

There are no grievances pending at this time.

HR Updates

In the wake of the coronavirus outbreak, we have been providing our employees with important information regarding how to best protect themselves and stay informed. We are also discussing contingency plans in the event that the virus impacts Delaware County.

We will be having a Management Team “lunch and learn” on first aid in the workplace (i.e., chemical exposure, cuts, eye injuries). This will be administered by our insurance carrier at no cost.

March 6, 2020 was Employee Appreciation Day. In honor of the day, we gave our employees a sweet treat to let them know that they are thought of and appreciated.

March 14, 2020 is National PI Day. The lab employees will celebrate as always with each employee bringing in their favorite pie(s). On March 13, 2020, we will join in the spirit by encouraging our Admin. Building employees to bring in their favorite pies.

March is National Nutrition Month. Every Friday of the month, HR will issue healthy living information for our employees.



Inter - Office Memorandum

To: Robert J. Willert, Executive Director

From: Dalinda Carrero Rapi, Director of Human Resources, and Barbara Bonnett, Office Manager

Subject: Administration Report: 02/07/2020 – 03/06/2020

Date: March 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) Contract No. TC-2001-C – Incinerator – Annual Maintenance & Emergency Repairs
- Contracts Authorized for Advertisement:
 - a) None at this time.
- 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: Rodney Berkeley – DOL: 11/5/2019 (vehicle damage from raised manhole, 6th & Penn)
- 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 – 3
- Pretreatment correspondence was processed during the month – 1 Permit; 2 Draft Permits; 2 NOVs; 2 VMRs 6 SNC Fines.
- Prepared monthly Committee Meeting Agendas & Minutes.
- Right-To-Know Requests/Responses received and/or processed – 4
- Sewer Complaints Received – 3
- Info Link Inquiries from website – 4
- 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.
- Instructed Meghan Cummings on the preparation of the 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