

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

APRIL 13, 2020

Attendants: Messrs. Boland, Cherico, Kester, Knapp, Lenton, Lucas, Monaghan, Mullen, Pileggi, Pisani, Willert, and Zidek, Mesdames Amadio (Isler), Bonnett, Byrd, Carrero-Papi, Caulk, 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. 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. 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. HR UPDATES: Ms. Carrero-Papi reported that the HR updates are consumed by the COVID-19 situation. She highlighted two things on her written report. The most important after hearing about social distancing being a priority was how to mobilize the workforce and still be able to run the Waste Water Treatment Plant and allow as many people to distance themselves, and how many people can tele-work at home in order to comply with the Governors directive. Hence, Mr. Willert tasked each Department with developing a plan that would balance what their needs would be for tele-working and what would be needed to accomplish the task. Ms. Carrero-Papi stated that listed on her report was what each department has done. She advised the board that most people in the Administration Building are able and equipped to work from home while still honoring the security measures that the IT Department have put in place. Each department has some employees that can completely work from home. One administrative person and one HR person is coming in one day per week so that anything coming into the office can be addressed. No one is coming in at the same time, and each person work area is personal and not interacting and engaging with each others space, which is important for keeping everyone safe. She acknowledged that Mr. DiSantis and Mr. Lenton with doing an excellent job implementing an A/B schedule with seven (7) days on and seven (7) days off allowing for distancing. They are making sure people are sanitizing and wearing protective gear such as mask and gloves, etc. Mr. Zidek than asked, has DELCORA thought of furloughing any employees? After discussion, Mr. Willert added that DELCORA would look into this possibility, then instructed Ms. Carrero-Papi to investigate and advised later during the week.

Ms. Carrero-Papi then continued with her report regarding the COVID-19 Workplace Updates. She advised the board that it was priority to keep the employees informed of the state and

federal guidelines and regulations. Ms. Carrero-Papi stated that included with the report were the

attachments and memos that were given to the employees, as well as, providing the CDC information on mental and emotional wellbeing; prevention, symptoms and “what to do” if you think you are sick with COVID-19. Mr. Lucas asked, how has the response been from the employees. Ms. Carrero-Papi replied, that after speaking with several of the supervisors and managers the feelings have been positive. Mr. Willert then asked Mr. Lenton to reply to the question. Mr. Lenton advised the board that every effort has been made to keep the employees safe. Mr. Kester asked, has anyone called out sick since COVID-19 started and Mr. Lenton replied that there hasn't been any sick call-outs.

Lastly, Ms. Carrero-Papi stated that she would like to thank the IT Department and Mr. Lenton for getting employees set-up at home quick and smooth.

7. EXECUTIVE SESSION: There was no Executive Session.

8. ADJOURNMENT: It was moved by Mr. Monaghan, seconded by Mr. Knapp, and unanimously carried to adjourn the meeting at 3:47 pm.



Inter - Office Memorandum

To: Robert J. Willert, Executive Director
From: Dalinda Carrero-Papi, Director of Human Resources
Subject: **Human Resources Update**
Date: April 13, 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 returned to work on March 30, 2020. There are no worker's compensation cases at this time.

Grievances

There are no grievances pending at this time.

HR Updates

COVID-19 WORKPLACE UPDATES

In the wake of the coronavirus outbreak, we have made it a priority to keep our employees informed of state and federal guidelines and regulations. Examples of this are as follows:

The issuance of a memo to all employees detailing DELCORA's response to COVID-19. See attached.

Providing employees with CDC information on: mental and emotional wellbeing; prevention, symptoms and "what to do" if you think you are sick with COVID-19. See attached.

Providing the official posting on Employee/Employer rights under the Families Coronavirus Response Act ("FFCRA"). See attached. Providing employees who use flex spending with information on how the CARE Act impacts their benefits.

In addition, we provided employees with the Governor's stay at home order/guidance, the CDC slow down ordinance and employee assistance program information.

For my part, I am participating in webinars and staying abreast of how the CARES Act and the Congressional Stimulus package impact DELCORA employees.

EMPLOYEE MOBILIZATION

We have worked hard to follow the Governor's requirement for social distancing and his request to have anyone who can tele-work to work from home. Bob Willert tasked each department with developing a plan that would balance compliance with the Governor's order and the need to run a wastewater treatment plant in an efficient and safe manner. The following was implemented:

Customer Service Department: Working an alternating A/B schedule and are in the office pursuant to that schedule.

Lab: Working an alternating A/B schedule and are in the Lab pursuant to that schedule.

HR/ Finance/ IT/ Procurement/ Business/ Engineering/ Administrative Support: Employees are tele-working. They are supplementing by coming into the office on staggered days to complete work that may need to be handled in office. Each Department has at least one person who is capable of accessing all DELCORA systems remotely with proper security checks in place.

Process Automation/Central and Sewer Maintenance Departments: A/B schedule.

Remote Operations: Will continue to work their four days on/three days off rotating schedule.

Plant Operations: A/B schedule, working 7 days out of every 14 days.

Discussions have occurred with the Business Manager of Local 115 and he is satisfied with the above-mentioned plan for our hourly employees. Our employees are grateful for the consideration.

In addition to the above, an emphasis has been placed on cleaning, using gloves etc. To this extent, deep cleaning occurred at the Administration Building and the Plant. Cleaning protocols are in place and disinfectant/sanitizers/protective equipment are being utilized.



INTER-OFFICE MEMORANDUM

TO: Robert J. Willert, Executive Director

FROM: Dalinda Carrero-Papi, Director of Human Resources, and Barbara Bonnett, Office Manager

SUBJECT: Administration Report: 03/07/2020 – 04/07/2020

DATE: April 7, 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. PFR-2004-C – Springhill Farm Sanitary Force Main Extension
- Contracts Authorized for Advertisement:
 - a) Contract No. PFR-2004-C – Springhill Farm Sanitary Force Main Extension
- Contract Addendums:
 - a) None at this time.
- Contract Notice of Award Issued:
 - a) None at this time.
- Contract Notice to Proceed:
 - a) None at this time.
- Contract Final/Closeout:
 - a) None at this time.
- Contract Change Orders:
 - a) None at this time

Public Works Contracts:

- Insurance Renewals/Follow-up – 0 Active; 1 Closed

Insurance Claims:

- Sewer Backup: None at this time.
- Liability: None at this time.
- Auto: John Tunney – DOL: 3/8/2020 (vehicle hit rental crane; no injuries; vehicle damage)

Miscellaneous:

- Sewer Planning Module Approvals – Correspondence concerning modules was processed during the month – 4
- Pretreatment correspondence was processed during the month – 1 Permit.
- Prepared monthly Committee Meeting Agendas & Minutes.
- Right-To-Know Requests/Responses received and/or processed – 2
- Sewer Complaints Received – 2
- Info Link Inquiries from website – 9
- 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.
- 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 up of Admin server files continues.
- 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