

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

May 11, 2020 (VIRTUAL)

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. GRIEVANCE ACTIVITY: Mrs. Carrero-Papi reported that there are no grievances at this time.
5. HR UPDATES: Mrs. Carrero-Papi reported that there are no Workers' Compensation claims at this time but that there is a new Short-term Disability Claim. She reported that her understanding is that the gentleman will be out for a couple of months but the plant is managing well. Mrs. Carrero-Papi stated that the HR updates are consumed by the COVID-19 situation. She reports that there are constant updates coming and things that should be done to keep the employees safe and compliant with the Governor's orders and directives. She reported that on April 15, 2020, the Governor issued an order regarding workplace safety for essential businesses in operation. It focuses on a number of things, one being cleaning and disinfecting. Mrs. Carrero-Papi mentioned how excellent a job Ms. Caulk, Mr. Richards and Mr. Lenton are doing in making sure DELCORA is adequately stocked. They prepare a list of all the materials that they have acquired and we have sufficient disinfecting products to handle the task at hand. She reported that, additionally, the Governor has instituted measures that must take place, should there be a confirmed case of COVID-19 within the workplace. It has been discussed as a group and DELCORA is ready to implement, should it be the case. Continuing, Mrs. Carrero-Papi reported that with respect to the requirement that all employees social distance, in addition to the measures described at last month's HR Committee Meeting, DELCORA is ordering "Spit Guards", which are a type of clear dividers that will be placed in front of desks and cubicles so that employees will be able to maintain a safe distance from one another. Additionally, we are enforcing social distancing protocol in all breakrooms and common areas. With respect to mask usage, the order states that employees must wear masks while at work unless they are eating or drinking. To this extent, Mrs. Carrero-Papi reported that a sufficient quantity of cloth masks were ordered so that each tele-working /salaried employee will have three (3) cloth masks to wear while in the office. Employees at the plant already have masks and bandanas that are provided to them. Finally, if an individual tests positive for COVID-19, temperature screenings must be utilized. To comply, DELCORA has contracted with NOVACARE to provide screeners as needed to perform temperature checks of all employees before the start of their workday. Therefore, DELCORA will be in compliance. Mrs. Carrero-Papi had no other additions to her written report. The Committee had no questions or comments to the written report.

6. 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.

Mr. Willert added that DELCORA is in a challenging position but in the operations department, the men are doing great and there have not been any call outs during this time. Mrs. Carrero-Papi added that to all those who are teleworking from home, hats off to them as well for a great job.

7. EXECUTIVE SESSION: There was no Executive Session.

8. ADJOURNMENT: It was moved by Mr. Zidek, seconded by Mr. Knapp, and unanimously carried to adjourn the meeting at 3:40 pm.