

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

JUNE 8, 2020 (VIRTUAL)

Attendants: Messrs. Boland, Kester, Knapp, Lenton, Lucas, Monaghan, Mullen, Pileggi, Pisani, and Willert, Mesdames Amadio (Isler), Bonnett, Byrd, Carrero-Papi, Caulk, 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 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: Mr. Lucas stated that this month's updates seemed un-eventful. Mrs. Carrero-Papi advised that last month was heavy because of the COVID-19 re-entrance plan. We are continuing to plan for yellow and eventual the green phases as discussed in last month's report. 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 had no additions or changes to her written report. The Committee had no questions or comments to the written report.
7. EXECUTIVE SESSION: Mr. Willert requested an executive session following the meeting.
8. ADJOURNMENT: It was moved by Mr. Boland seconded by Mr. Knapp, and unanimously carried to adjourn the meeting at 3:35 pm.



Inter - Office Memorandum

To: Robert J. Willert, Executive Director
From: Dalinda Carrero-Papi, Director of Human Resources *DCP/um*
Subject: **Human Resources Update**
Date: June 8, 2020

Staffing

None at this time.

Separations

Custodian Steve Gibson will be retiring on June 30, 2020 after 17 years of service.

Short Term Disability: New Claims

None at this time.

Disability: Old Claims

WRTP Helper Chris Trexler went out on disability on April 25, 2020. This disability is not work related. His return date is unknown.

Workers' Compensation

None at this time.

Grievances

There are no grievances pending at this time.

HR Updates

COVID-19 WORKPLACE UPDATES

We are continuing to plan for yellow and eventual green phases as discussed in last month's report. We are also exploring the idea of offering on-site mobilized testing. This is still in the exploratory phase; I am collecting data on the process and how medical insurance could potentially cover the cost.



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: 05/07/2020 – 06/03/2020

DATE: June 3, 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-2005-C – Roof Replacements Project
- Contracts Authorized for Advertisement:
 - a) None at this time.
- Contract Addendums:
 - a) None at this time.
- Contract Notice of Award Issued:
 - a) Contract No. PFR-2004-C – Springhill Farm Sanitary Force Main Extension (A. J. Jurich, Inc.)
- Contract Notice to Proceed:
 - a) None at this time.
- Contract Final/Closeout:
 - a) Contract No. AC-1906-C – Administration Building Roof Replacement (Munn Roofing Corp.)
- Contract Change Orders:
 - a) None at this time.

Public Works Contracts:

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

Insurance Claims:

Sewer Backup: Karen Cedrone – 418 Gilbert Street, Trainer – DOL: 5/13/2020
Liability: None at this time.
Auto: None at this time.

Miscellaneous:

- Sewer Planning Module Approvals – Correspondence concerning modules was processed during the month – 4
- Pretreatment correspondence was processed during the month – 4 Permits; 1 NOV; 3 VMRs.
- Prepared monthly Committee Meeting Agendas & Minutes.
- Prepared monthly DCJA Meeting Agendas & Minutes.
- Right-To-Know Requests/Responses received and/or processed – 5
- Sewer Complaints Received – 2
- Info Link Inquiries from website – 18
- 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.
- Work Requests were created and processed.

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.
- 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.
- Administration of Public Works Contracts – ongoing.
- Assisted with insurance policy claims/renewals/correspondence.

DCP/BAB