

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

AUGUST 10, 2020 (VIRTUAL)

Attendants: Messrs. Boland, Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Nichols, Pileggi, Pisani, and Willert, Mesdames Amadio, Bonnett, Byrd, 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. Amadio reported that she and Ms. Byrd have been working as a team together since Mrs. Carrero-Papi transition to a new position. Ms. Amadio 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: Ms. Amadio reported there are no grievances at this time.
5. HR UPDATES: Ms. Amadio mentioned that there were several situations where an individual had been in contact with an individual outside the workplace that has tested positive for COVID-19. They have been handling each individual situation as they occur and making sure that DELCORA is following the Governor Guidelines in handling COVID-19. Mr. Boland had a question if DELCORA was aware of the COVID Response Act (CRA)? Ms. Amadio said that DELCORA is aware of CRA and several employees have inquired about it. There has been meeting on CRA and how the work force will manage if this becomes necessary, it will continue to be reviewed and adjusted as guidelines change. Mrs. Amadio had no other additions to her written report. The Committee had no other questions or comments to the written report.
6. ADMINISTRATION REPORT: Ms. Bonnett had no additions or changes to her written report. Mr. Kern asked on the report under Pretreatment correspondence what the initials VMR stand for. Ms. Bonnett did not know exactly but said she would find out and let Mr. Kern know at tomorrow's O&E committee meeting. The Committee had no other questions or comments to the written report.
7. EXECUTIVE SESSION: There was no Executive Session.
8. ADJOURNMENT: It was moved by Mr. Mullen seconded by Mr. Monaghan, and unanimously carried to adjourn the meeting at 3:45 pm.



Inter – Office Memorandum

Robert J. Willert, Executive Director

Lindsey Amadio, Business Resources Manager

Human Resources Update

August 10, 2020

Staffing

Following Dalinda Carrero-Papi's transition to a new company, Lindsey Amadio and Trena Byrd will be working together to oversee the Human Resources Department.

Separations

None at this time.

Short Term Disability: New Claims

Senior Secretary Deborah Saunders went out on disability on July 6, 2020. This Disability is not work related.

Lab Technician Sandra Mayberry went out on disability on July 17, 2020. This disability is not work related. Her return date was Friday, August 7, 2020.

Disability: Old Claims

WRTP Helper Chris Trexler went out on disability on April 25, 2020. This disability is not work related. His return date was Sunday, August 2, 2020.

Workers' Compensation

None at this time.

Grievances

There are no grievances pending at this time.

HR Updates

COVID-19 WORKPLACE UPDATES

We continue to follow all government mandates regarding cleaning and disinfecting, mask wearing and the providing of proper PPE to our employees.

We have had several employees inquire about the Expanded Family Medical Leave Act specifically related to COVID-19 and childcare. We expect some employees to utilize this act.

We have also had several situations with employees whom have been in contact with another individual (outside of work) that tested positive for COVID-19. Out of an abundance of caution and consideration for maintaining our staffing needs, we have assessed each case and made decisions based on the CDC guidance. So far it seems to be just about managing the situations as they come and mitigating exposure the best we can to other employees.



INTER-OFFICE MEMORANDUM

TO: Robert J. Willert, Executive Director
FROM: Barbara Bonnett, Office Manager *BAB*
SUBJECT: Administration Report: 07/09/2020 – 08/06/2020
DATE: August 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. SEW-2007-C – CCTV Inspection And Repair Project – Edgmont, Middletown And Rose Valley via PennBid – no fee
- Contracts Authorized for Advertisement:
 - a) None at this time.
- Contract Addendums:
 - a) Contract No. SEW-2002-CO – Annual Sewer Maintenance – Addendum No. 2
 - b) Contract No. TC-2006-C – WRTP Plant Upgrades 2020 – Addendums No. 3 & 4
- Contract Notice of Award Issued:
 - a) Contract No. TC-2005-C – Roof Replacements Project (Paneko Construction)
 - b) Contract No. SEW-2002-CO – Annual Sewer Maintenance (A.J. Jurich)
 - c) Contract No. TC-2006-C – WRTP Plant Upgrades 2020 (Contract A-General: Allan Myers; Contract D-Electrical: Philips Brothers)
- Contract Notice to Proceed:
 - a) Contract No. TC-2005-C – Roof Replacements Project (Paneko Construction)
- Contract Final/Closeout:
 - a) Contract No. TC-1608-C – Solids Handling Upgrade 2016 – Part B – Electrical (Philips Brothers Electrical)
- Contract Change Orders:
 - a) None at this time.

Public Works Contracts:

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

Insurance Claims:

- Sewer Backup: None at this time.
- Liability: None at this time.
- Auto: Elijah Walker – DOL: 7/28/2020 – no injuries

Miscellaneous:

- Sewer Planning Module Approvals – Correspondence concerning modules was processed during the month – 2
- Pretreatment correspondence was processed during the month – 4 NOVs; 5 VMRs .
- Prepared monthly Committee Meeting Agendas & Minutes.
- Prepared monthly DCJA Meeting Agendas & Minutes.
- Right-To-Know Requests/Responses received and/or processed – 2
- Sewer Complaints Received – 2
- Info Link Inquiries from website – 16
- 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.
- 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.
- 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.