

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

OCTOBER 15, 2020 (VIRTUAL)

Attendants: Messrs. Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Nichols, Pileggi, and Willert, Mesdames Amadio, Bonnett, Caulk, and Sage.

There were no members of the public present.

1. ROLL CALL: Seven 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 John Winns was out on disability not work related. One of our mechanics was injured at work and will be reevaluate soon. He is doing well and is on the mend. Ms. Amadio had no additions to her written report but would answer any questions. The committee had no questions or comments to the written report.
4. ADMINISTRATION REPORT: Ms. Bonnett mentioned that the report is self-explanatory. The items worked on varies from month to month from each of the departments and some items are routinely completed every 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: Ms. Amadio reported there are no grievances at this time.
6. HR UPDATES: Mrs. Amadio mentioned that we are continuing to follow the CDC guidelines for COVID-19. A few of the employees are on the extended FLMA leave. Specifically, for child care. So far this is going well those employees are being noted that they are on that and we are keeping track of the time. After the first 2 weeks or 80 hours of time worked, employees are subject to receiving only 66 2/3 of their pay. The employees doing the FLMA leave for the most part are not taking full day's off, but using partial time on specific days. This seems to be going well and we are maintaining good communication with the supervisors. Several employees have contracted COVID-19, but not on DELCORA premises. We are taking steps to increase our disinfection of the property. Limiting the number of employees on a job. Making mask wearing in the office building mandatory in common areas. Also, taking temperatures as needed for the employees. We did investigate doing flu shots, but there was a lack of interest to move forward with doing this onsite.
7. EXECUTIVE SESSION: There was no Executive Session.

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



To: Robert J. Willert, Executive Director

From: Lindsey Amadio, Business Resources Manager *LA*

Subject: **Human Resources Update**

Date: October 15, 2020

Staffing

None at this time.

Separations

None at this time

Short Term Disability: New Claims

Central Maintenance Helper John Winns went out on disability on September 10, 2020. This disability is not work related.

Disability: Old Claims

None at this time.

Workers' Compensation

Central Maintenance Mechanic Benjamin Eastburn went out on worker's compensation on October 5, 2020. His injury was work related.

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. There are now several employees that are utilizing the Expanded Family Medical Leave Act.

We have had different situations and scenarios as they relate to COVID-19 and continue to react to each situation individually. We continue to monitor the situation as well as the CDC guidelines to ensure we are protecting both our employees and our customers.



INTER-OFFICE MEMORANDUM

TO: Robert J. Willert, Executive Director
FROM: Barbara Bonnett, Office Manager *BAB*
SUBJECT: Administration Report: 09/04/2020 – 10/09/2020
DATE: October 9, 2020

The following work was processed.

Public Works Contracts (Active):

- Contracts Advertised and Bid Packages issued to prospective bidders upon payment of fee:
 - a) None at this time.
- Contracts Authorized for Advertisement:
 - a) Contract No. TC-2009-C – T-28 Construction and PS-5 Modifications
- Contract Addendums:
 - a) None at this time.
- Contract Notice of Award Issued:
 - a) Contract No. TEW-2008-C – Furnishing Equipment, Labor And Supervision For Electrical Maintenance, Repairs & Other Construction-Related Projects (Philips Brothers Electrical)
- Contract Notice to Proceed:
 - a) Contract No. TC-2006-C – WRTP Plant Upgrades 2020 (Contract A-General: Allan Myers; Contract D-Electrical: Philips Brothers)
 - b) Contract No. TC-2005-C – Roof Replacements Project (Paneko Construction)
 - c) Contract No. SEW-2007-C – CCTV Inspection And Repair Project – Edgmont, Middletown And Rose Valley (Mobile Dredging & Video Pipe)
- Contract Final/Closeout:
 - a) Contract No. SC-1710-C – Chester Creek East & West Sanitary Sewer Interceptor Pipe Grouting – Parts A (West) & B (East) (Video Pipe Services)
 - b) Contract No. TC-1801-C – Incinerator Annual Maintenance & Emergency Repairs 2018 (Industrial Furnace Co.)
 - c) Contract No. SEW-1905-C – Furnishing Equipment, Labor And Supervision For Sewer Maintenance, Repairs & Other Construction-Related Projects (A. J. Jurich, Inc.)
- Contract Change Orders:
 - a) None at this time.

Public Works Contracts:

- Insurance Renewals/Follow-up – 4 Active; 0 Closed

Insurance Claims:

- Sewer Backup: None at this time.
- Liability: None at this time.
- Auto: None at this time.

Miscellaneous:

- Sewer Planning Module Approvals – Correspondence concerning modules was processed during the month – 2
- Pretreatment correspondence was processed during the month – 6 NOVs; 4 VMRs; 16 Formal Inspections .
- Prepared monthly Committee Meeting Agendas & Minutes.
- Prepared monthly DCJA Meeting Agendas & Minutes.
- Scan/email monthly Muckinipates financial report to Board members.
- Right-To-Know Requests/Responses received and/or processed – 4
- Sewer Complaints Received – 1
- 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.
- INFO Work Requests submitted or as requested by building personnel.