

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

JANUARY 11, 2021 (VIRTUAL)

Attendants: Messrs. Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Pileggi, Pisani, and Willert, Mesdames Amadio, Bonnett, Byrd, Caulk, Nichols , 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. Amadio reported that nothing much happened this month. There is nobody on Short Term Disability currently and nobody on Worker's Comp. DELCORA did do the United Way Campaign this year. We did it a little differently this year. The campaign was only for five days and it was done through email and the internet. We still got a nice turn out from our employees. Mrs. 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 the report lists the items that the Admin team worked on during the last four weeks. There is one contract that has been out for bid since December 9th. To date, 3 contractors have purchased the bid documents for \$25.00 each. The bid documents were sent electronically, and the bid opening is tomorrow, January 12th. Under Contract Final/Closeout, the initial close out letter was sent in December to the contractor, Philips Brothers Electrical, with all of the required close out documents for them to execute. Once we get those documents back, the close-out will be placed on the O&E and Board agendas for close-out approval. The item listed under Miscellaneous – "various regulatory reports" are monthly, quarterly, semi-annual or annual reports that are completed by Engineering or Operations and then sent to the Admin team to finalize, scan, copy and mail out. The remainder of the report lists the other routine items the Admin team processed. 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. Amadio reported there are no grievances at this time.
6. HR UPDATES: Mrs. Amadio mentioned that in terms of COVID-19 we are continuing on staying on the same track for procedures we talked about before and everything seems to be moving in a good direction in terms on how we control it here. We continue to take each case individually and go forward with it.
7. EXECUTIVE SESSION: There was no Executive Session.

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8. ADJOURNMENT: It was moved by Ms. Sage seconded by Mr. Knapp, and unanimously carried to adjourn the meeting at 3:35 p.m.