

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

FEBRUARY 8, 2021 (VIRTUAL)

Attendants: Messrs. Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Nagle, Pileggi, Pisani, and Willert, Mesdames Amadio, Bonnett, Byrd, 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. Amadio reported we did hire a new union employee in the position of Operator Trainee. A couple of individuals are out on Short Term Disability that is not work related. However, there was one employee out on Worker's Comp. for a short period of time he is back at work and doing well. Mrs. Amadio had no additions to her written report but would answer any questions. Mr. Kern questioned on the number employees in the Authority. Mrs. Amadio replied that there are 139 active employees and two part time employees. 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 wasn't too much activity under the Contracts section and the usual monthly items worked on are listed under the other sections of the report. Another responsibility of the Admin Team that is not listed as a regular item on the report is the daily handling of the inbound and outbound mail, and other packages received. Each piece of mail is date stamped, sorted, placed in interoffice envelopes and distributed to the recipients at the Admin and plant buildings. Depending on the amount received, it can take up to two or three hours to finish it all. Fed Ex/UPS packages, all hand deliveries and most first-class mail are also entered on the mail log. The mail log assigns a number to the item, shows the date received, and then we enter who it is from, the subject matter, and the recipient's name. This is very useful when someone needs to determine if an expected or important piece of mail or a report was received, when it was received and to whom it was sent.

Outbound US mail from the plant and the Admin building is weighed and posted, banded together, picked up in the afternoon and taken to the post office by one of the helpers. Another daily task of her team is answering the general phone and routing the calls to the appropriate department or person and taking sewer complaints. The other Admin Team members are Deb Saunders and Meghan Cummings. 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 we are continuing dealing with COVID on a daily basis or by person to person bases. We are still doing all our sanitizing and cleaning and trying to take it one day at a time. So far we are doing pretty well with that.
7. EXECUTIVE SESSION: There was no Executive Session.
8. ADJOURNMENT: It was moved by Mr. Lucas seconded by Mr. Knapp, and unanimously carried to adjourn the meeting at 3:35 p.m.