

## MINUTES

### HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

MARCH 8, 2021 (VIRTUAL)

Attendants: Messrs. Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Nagle, Pisani, and Willert, Mesdames Amadio, Bonnett, Byrd, Nichols, 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. Mrs. Amadio reported that we still have a few employees out on Short Term Disability. Hopefully a couple of them will be returning soon. In terms of COVID, we are still monitoring the situation. The CDC came out with some new guidelines. We have one member of our H/R team monitoring the COVID CDC guidelines and reviewing information as relates to employees getting the vaccine. Mrs. Amadio believes that some employees are trying on their own to get vaccinated. Mrs. Amadio had no additions to her written report but would answer any questions. Mr. Knapp asked a question regarding the CDC guidelines that after you were vaccinated you did not have to wear a mask. Mrs. Amadio replied that she not had an opportunity to review the new CDC guidelines prior to the meeting. From what she briefly read her understanding was that if two individuals are in the same room and they have both been fully vaccinated they are no longer required to wear a mask. Mr. Lenton elaborated that if everybody in your group was vaccinated you did not have to wear a mask but if you are in the public you would still have to wear a mask. The committee had no other 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 were a few items finalized and mailed out under the Contracts section of the report and the other usual monthly items processed are listed under the remaining sections of the report. Under the item "Info Link Inquires from the website", the number of emails received was a bit higher than normal mainly due to customers having billing questions or other issues as bills are currently due now. These emails are forwarded to the Customer Service Department for response.

Regarding the item concerning preparation of the monthly meetings, Meghan and I also spend a significant amount of time in preparation for the O&E and Finance meetings to make sure all agenda items are uploaded to BoardPq along with any other reports and attachments. Then, we transcribe the audio of the meetings to create the minutes of each meeting and upload that text to BoardPq. After the committee meetings, I create the Board agenda to include all of the items that require Board approval along with the

other standard items listed on the agenda and send it to staff for their review. These Board agenda items are also uploaded to BoardPq along with any attachments. Lastly, I create the Board minutes using the audio of the meeting. This process is repeated 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: Mrs. Amadio reported there are no grievances at this time.

6. EXECUTIVE SESSION: There was no Executive Session.

7. ADJOURNMENT: It was moved by Mr. Knapp seconded by Mr. Lucas, and unanimously carried to adjourn the meeting at 3:36 p.m.