

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

APRIL 12, 2021 (VIRTUAL)

Attendants: Messrs. Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Nagle, Pileggi, 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 an employee went out on Short Term Disability that wasn't work related. A quick update on COVID, there were a few employees who were COVID positive at the plant but they have not effected the operation of the plant. We were able to maintain them and continue the operations at the plant. Mrs. Amadio had no additions to her written report but would answer any questions. Ms. Nichols asked are we doing anything to get employees vaccinated. Mrs. Amadio mentioned that when we were moved from Phase 1A to Phase 1C we were not able to get a vaccine until Governor Wolf made his statement a couple of weeks ago changing his previous timelines that would begin to allow anyone to be vaccinated beginning April 19. It has been challenging for us to offer a vaccine to employees. However, a number of employees have gotten the vaccine on their own. We have not made it mandatory to tell us but employees have voluntarily told us. Mr. DiSantis was trying to get us to be a hub for wastewater employees. Mrs. Amadio was not sure where the process with that stood at the moment. She requested if anyone on the Board had any information on vaccinations locally that we would welcome any information to provide to our employees. Mr. Nagle mentioned that Delaware County Community College was having a drive through this Saturday for people to get vaccinated. Mr. Lenton reported that they have spread the information to employees. The committee had no other questions or comments to the written report.

4. ADMINISTRATION REPORT: Ms. Bonnett stated that the report lists the items that the Admin team worked on during the last four weeks. There were two contracts going through the close out process and four contract change orders being processed. Typically, all properly executed documents are received prior to Board approval; however, sometimes it is necessary to get Board approval before we receive these documents. If that is the case, these will be listed on the agendas with a notation of "pending the receipt of the executed documents." Engineering determines which contracts fall under that category.

Also, Ms. Bonnett stated that every month the agenda and the minutes are created and finalized for the Darby Creek Joint Authority. The DCJA secretary, Keith

Martinez, emails the draft minutes to her. The month end financial report is provided by Shep Garner. That month's meeting package is scanned and emailed to the DCJA Solicitor. They then email it to all DCJA meeting participants. Hard copies of the meeting package are also provided to the DCJA Board members. Each month, the Muckinipates month end financial report is scanned and emailed to those Muckinipates Board members who have email addresses. Hard copies are also made and US mailed to all Muckinipates Board members for their monthly meeting. That report is provided by Deb Zetusky. 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. EXECUTIVE SESSION: There was no Executive Session.
7. ADJOURNMENT: It was moved by Mr. Monaghan seconded by Mr. Lucas, and unanimously carried to adjourn the meeting at 3:39 p.m.