

## MINUTES

### HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

MAY 10 2021 (VIRTUAL)

Attendants: Messrs. Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Nagle, 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 mentioned that an employee that was on disability came back last week this is a good thing as we've had a number of employees go out on Short Term Disability over the last several months. We of course would like to get back to being fully staffed. Mrs. Amadio would like to thank Mrs. Ieasa Nichols for sending over the contact information for an individual with the Delaware County Health Department. We were able to reach out to them directly and they provided us with the information to assist employees with getting vaccinated. Mrs. Amadio has not heard personally of anyone using this information, but is hoping they are utilizing the information in their own time. DELCORA cannot require employees to inform us of their vaccination status, but we did ask for employees to voluntarily provide us with that information if they felt comfortable enough to do so. This information would be beneficial in maintaining our overall operations and how we had certain procedures. Mrs. Amadio reported in the last several months employees have gotten COVID, but we were able to maintain our operations. Things are going well on the HR front. One of our employees will be retiring next week. We do have someone to replace him when he leaves. Mrs. Amadio had no additions to her written report, but would answer any questions. 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. As the report shows, there wasn't too much activity under the Public Works Contracts or the Pretreatment sections. Any contract change orders or close-outs listed on the report stay on the report until all of the steps in the entire process are completed. Also, over the next several weeks, Ms. Bonnett plans to review the files in the basement and remove older files that do not need to be retained as per the Municipal Records Act. She will also be discarding the annual Chapter 94 reports from 2015 through 2018; duplicates of these reports are kept in the WRTP library. A list of all files removed will be compiled and attached to a resolution that will be placed on the agenda for Board consideration and approval. It's been a few years since we have done this for the Admin files in the basement. We also routinely remove contract files that have been closed out for over one year, box them up, and take them to the basement. The remainder of the report lists the other routine

items that 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 3:35p.m.