

MINUTES

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

JUNE 7, 2021 (VIRTUAL)

Attendants: Messrs. Kern, Knapp, Lenton, Lucas, Monaghan, Mullen, Nagle, 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 there were a few updates. We had a new staff member join the union, Griffen Southern to the operations department as an operator trainee due to an employee leaving. We do have a couple of new short term disability claims. We are still down a couple of people but Joe Worrell who was on disability has returned. Hopefully a few more people will be returning soon. Mrs. Amadio mentioned a COVID-19 update due to the new changes with the CDC and the PA Health Department. Based on their recommendations we discussed it internally and we decided to no longer give Expanded Family Medical Leave as of June 18th once schools come to the end of the year. This was ended the end of December 2020 by the government, however, we decided to continue it through the end of the school year. At this time, we do not have many employees using this but they will be notified about it or have already been notified. Also, we have decided to update our mask policy based on the CDC recommendations. DELCORA made sure that everyone who wanted to be vaccinated had the ability and the means to get vaccinated. Anyone that has been vaccinated no longer needs to wear a mask in the work place. However, there are plenty of people continuing to wear their mask. DELCORA still encourage people to practice social distancing and continue to maintain disinfecting protocols daily. So far, everything is going smoothly. It has been several weeks since this has been implemented. 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 in May. The contract files that are kept and maintained in the Admin area were reviewed and any contract identified as older than one year from Board approval date of close-out was removed, boxed up, labeled, and taken to the basement. We use the one year date from close-out because the contractor is required to maintain Products Completion insurance coverage for one full year after the date of Substantial Completion, so the contract files are kept on the second floor for easy access until they reach that one-year mark. Also, as mentioned last month, Ms. Bonnett started reviewing the files in the basement and will

permanently remove any files that do not need to be kept as per the Municipal Records Act, and the annual Chapter 94 reports from 2015 through 2018 kept in the basement were removed and discarded. Continuing, Ms. Bonnett stated that another routine task not noted on the report is that a copy of any report or letter that is US mailed certified is kept in a folder and every few days Debbie Saunders looks up the certified number on the USPS website to determine if the item was delivered. The green signature cards are not used anymore. If the item was not delivered, the originator of the letter or report is notified so they can decide what they want to do with the item, such as mail a copy of the item again as regular or certified mail. Most of the time, however, the item has also already been emailed to the recipient. The remainder of the report lists the other customary items that the Admin team processed during May. 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 was one grievance back in May that has been resolved.

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.