

## MINUTES

### HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING

NOVEMBER 8, 2021 (VIRTUAL)

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Attendants: Messrs. Kern, Knapp, Lenton, Lucas, Monaghan, McNichol, Mullen, Nagle, and Willert, Mesdames Amadio, Bonnett, Byrd, Caulk, Cummings, Nichols, and Sage.

Mr. Mike Ewall of Energy Justice Network was present. There were no other 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 she had couple of quick updates. First thing we did have a separation from the Authority for one of our Union employees this past month. It was due to that individual violating procedures from the CBA and DELCORA employee handbook. We are in the process of filling his role internally and as his role gets filled other jobs will continue to get posted as needed. We will go through this continual process until all job roles are filled. Under Disability, we have one new claim which actually occurred in September. Our Disability list right now has shortened, which is a positive going into the holiday months. Union negotiations will begin this week. We did decide as an Authority based on our situation with Aqua to present an idea to the Union to extend our current contract for one year. The Union declined the offer and would instead like to negotiate a new contract. So we will now move forward with our original plans to negotiate a new contract. 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. There wasn't too much activity under the Public Works Contracts section. There was one contract authorized to advertise and one contract in close-out. All of the executed close-out documents have been received from Paneko Construction for the Roof Replacement Project so that will be placed on the Board agenda for close-out approval. There were five new sewer planning module applications received and sent to Catania Engineering for review. Under the Pretreatment section, there were several permit extensions, Notices of Violation, Verification Monitoring Reports, and formal inspection reports finalized and mailed. Also, the first draft of the 2022 meetings schedule was sent to Staff for review. It will then be emailed to the Board for their review, then placed on the December HR/Admin agenda for consideration and on the Board agenda for formal approval. Then, it will be advertised by the end of the year. She stated that 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. RESOLUTION NO. 2021-13 – ADOPTION OF RESOLUTION AMENDING DELCORA BY-LAWS

Following discussion, it was the consensus of the Committee to recommend Board approval of the above resolution. This item will be placed on the agenda for the November 16<sup>th</sup> Board meeting.

6. GRIEVANCE ACTIVITY: Mrs. Amadio reported there were no grievances at this time.

7. EXECUTIVE SESSION: There was no Executive Session.

8. ADJOURNMENT: It was moved by Mr. Lucas seconded by Mr. Nagle, and unanimously carried to adjourn the meeting at 3:35 p.m.