

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

JANUARY 10, 2022 (VIRTUAL)

Attendants: Messrs. Cherico, Garner, Hurst, Kern, Knapp, Lenton, Monaghan (by phone), Moss, Mullen, Nagle, and Willert, Mesdames. Billings, Bonnett, Byrd, Caulk, Cummings, Nichols, and Sage.

Public attendees: Mike Ewall of Energy Justice Network, and Kearni Warren.

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. Ms. Byrd reported that there were no staffing or separations for the month of December. Short term disability remained the same. She noted that no grievances were reported at this time. Ms. Byrd also reported that we had a few call-outs due to Covid-19. We continue to follow our COVID-19 policy/procedure. Ms. Billings asked how many employees does DELCORA currently have, as well as, who is our workers compensation and medical carrier. Ms. Byrd replied that we have approximately 135 employees including hourly and salary, our workers compensation carrier is AmTrust, and The Standard is the Disability carriers. DELCORA's Medical insurance is with IBX but we are in a joint venture with DCIU through Gallagher. The committee had no additional 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. Under Public Works Contracts, there was one Award Notice sent to A. J. Jurich for the Church Street Sewer Upgrade project and we are waiting for the executed award documents to be returned so that the Notice to Proceed can be issued. The item listed under Miscellaneous entitled "various regulatory reports" are monthly, quarterly, semi-annual, or annual reports that are completed by Engineering or Operations and then sent to the Admin team to finalize, scan, copy and mail out. The 2022 meetings schedule approved by the Board was advertised in late December. 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: Ms. Byrd reported that there are no grievances reported at this time.

6. HR UPDATES: As an addition to the written report, Ms. Byrd added that open enrollment for medical started in December. Adding that the process was no-contact this year. She also reported that she prepared the flexible spending packets in December as well. A campaign was held for the United Way, wherein we were able to raise approximately \$7,000 in donations.
7. EXECUTIVE SESSION: Mr. Willert stated there was no need for executive session today, however, he did make a comment on settlement of the negotiations for Union contract. Mr. Willert reported that the new contract settled with a percentage increase of 3% over the next 3 years.
8. ADJOURNMENT: It was moved by Mr. Monaghan, seconded by Ms. Nichols, and unanimously carried to adjourn the meeting at 3:51 p.m.