

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

FEBRUARY 7, 2022 (VIRTUAL)

Attendants: Messrs. Cherico, Garner, Hurst, Kern, Knapp, Lenton, Moss, Mullen, Nagle Willert, Mesdames Billing, Bonnett, Byrd, Caulk, Cummings, Nichols, Ryan, and Sage.

Mr. Mike Ewall of Energy Justice Network and Ms. Kearni Warren were 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. Ms. Byrd reported that the finalization of all benefits, and United Way forms was completed from the previous month for all employees. She also advised the Board that the day-to-day duties continued, such as answering any questions or concerns employees may have, bill reconciliation, verifications, attendance information, etc.

As an update to the written report, Ms. Byrd added that DELCORA ordered 1000 COVID-19 test kits. They are still on backorder. Ms. Byrd had nothing further to report but would answer any questions. She then introduced Kait Ryan.

Ms. Ryan reported that there was a slight update in COVID policy to align it with CDC guidelines which include a shorter length of quarantine time. She reported that the continuance of thoroughly cleaning the workspace as well as practicing social distancing continues. As a result, the number of positive cases and exposures has decreased over the last few weeks. Ms. Ryan reported the resignation of Mark Perrotta, a Central Maintenance Electrician effective, January 8th, 2022. She reported that a new disability claim in which a WWTP Operator went out on Short Term Disability (STD) on January 3rd and is scheduled to return to work on February 14, 2022. Ms. Ryan also reported regarding the old disability claims, that a Sewer Maintenance crew chief went out on September 20, 2021, and returned to work January 31, 2022, as well as an employee that went out on STD due to COVID-19 back on August 23, 2021, will be returning to work February 14, 2022. Ms. Ryan reported there were no updates for Workers Compensation claims. She did report that an Operator Trainee filed a grievance on January 12, 2022, regarding not being promoted to an Operator Trainee after believing his training was completed. His grievance was denied at the second step level since his training was extended after receiving two write-ups for poor work performance within a 45-day span.

Mr. Lenton added that, along with eighteen-month training, the trainees must receive certification to operate the incinerator. The incinerator requires a DEP test. Once the certifications are received the employee can be promoted to the next level operator.

4. ADMINISTRATION REPORT: The report was provided for the Committee's information. 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 is one contract that Engineering will be getting ready for bid once the Authorization to Advertise is approved. Also, all of properly executed award documents for the Church Street project were received from A. J. Jurich so the Notice to Proceed is being prepared. Under Insurance Claims, Ms. Bonnett stated that there was one vehicle accident reported with vehicle damage only and no injuries. The other driver hit our Ford truck. The accident report was sent to our insurance carrier, A. J. Gallagher, to begin the claim process and to assign an adjuster. The police report will be available shortly. In response to a question from Ms. Nichols about our drivers being tested for impairment, Mr. Willert stated that the employee is sent to WorkNet and tested. Continuing, Ms. Bonnett stated that there were five sewer planning module applications received and processed, and the types of pretreatment correspondence finalized and mailed that are listed on the report varies from month to month. She also mentioned that two examples of the regulatory reports sent to Admin by Engineering to be finalized and submitted to the DEP include the Title V Quarterly Preventative and Corrective Maintenance Report for the 4th Quarter 2021 and the Excess Emissions Report for the 2nd half of 2021. The remainder of the report lists the other routine items the Admin team processed during the month. Ms. Bonnett had no additions or changes to her written report. The Committee had no other questions or comments to the written report.
5. GRIEVANCE ACTIVITY: Ms. Ryan updated the Board regarding grievance activity earlier in the HR report. The Committee had no other questions or comments.

HR UPDATES: As an update to the written report, Ms. Byrd added that DELCORA ordered 1000 COVID-19 test kits. They are still on backorder. Ms. Byrd had nothing further to report but would answer any questions.

6. EXECUTIVE SESSION: There was no Executive Session.
7. ADJOURNMENT: It was moved by Mr. Nagle, seconded by Mr. Moss, and unanimously carried to adjourn the meeting at 3:40 p.m.