

## MINUTES

### HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

MARCH 7, 2022 (VIRTUAL)

---

Attendants: Messrs. Cherico, Garner, Kern, Knapp, Lenton, Monaghan, Moss, Mullen, Nagle, Willert, Mesdames Billings, Bonnett, Byrd, Cummings, Nichols, and Ryan.

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. Ryan reported that there were no staff changes or separation since last month's meeting. She reported that there were two new claims for Short Term Disability; A CM Mechanic went out on STD on February 9, 2022. He does not have a scheduled return date at this time. A SM Crew Chief went out on STD on February 22, 2022, he also does not have a scheduled return date at the moment. Ms. Ryan also reported some updates on old claims for Disability. A Process Automation Specialist went out on STD on August 23, 2021, he returned to work on February 14, 2022. A WWTP Operator went out on STD on January 3, 2022, he returned to work on February 14, 2022. Regarding Workers' Comp, a CM Helper initially filed for Workers' Comp but was denied. He appealed that denial and is currently going through the appeal process. However, he is on STD which he qualifies for. A SM Helper was injured and went out March 2, 2022, he does not have a scheduled return date but should be back within four to six weeks. Lastly, Ms. Ryan reported only one employee has been diagnosed with COVID since the last meeting.

HR UPDATES: Ms. Byrd reported that for the month of February, day-to-day HR operations continued. Several requests for employment verifications were completed and returned. The auditors were present, and HR provided employee information, as requested. Employee updates and or changes were done, such as addresses changes, additions, and/or deletions of dependents, beneficiaries, etc. These changes to the Medical and Dental were done on DELCORA's system. The changes are filed in the employee files and scanned to a data system. The monthly reconciliation of Medical, Pension, and dental, invoices were performed. Lastly, Ms. Byrd reported that Ms. Amadio will be returning on the 14<sup>th</sup> of this month and should be carrying out the remainder of the meetings. Ms. Byrd had no additions or changes to her written report.

Ms. Nichols questioned if this was an audit of Worker's Comp. Ms. Byrd stated that Mr. Cherico would be able to answer that question as the audit is requested through Accounting. Mr. Cherico then added that a financial audit is done to see if payroll matches the system information. Ms. Nichols also asked about an audit for Workers Comp. Mr. Garner added that one is done on the Worker Comp in about March/April to verify claims.

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, she stated that there was a bit more activity this past month. The bid openings are tomorrow for the two contracts listed under "Contracts Advertised and Bid Packages Issued". Once the bids are reviewed and Awarded at the Board meeting, then an Award letter will be sent to the contractors with all the required Award documents that need to be executed. Once those are returned, then the Notice to Proceed will be prepared for both contracts. Continuing, Ms. Bonnett stated that there were three sewer planning module applications received and processed, and various pretreatment correspondence was finalized and mailed, as shown on the report. She also noted that all sewer complaints received are sent to the Sewer Maintenance Department and are responded to quickly by staff. Ms. Bonnett stated that a majority of the items that the Admin Team works on each month are fairly consistent, but the volume of the work varies each month. The remainder of the report lists the items that the Team processed during the month. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.

5. APPROVAL OF THE NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN DELCORA AND TEAMSTERS LOCAL NO. 115: Ms. Nichols asked for approval to add the new Collective Bargaining Agreement between DELCORA and Teamsters Local #115 to the Board Agenda. She asked Mr. Willert to explain.

Mr. Willert stated that the agreement was reviewed in January but was never added to the agenda for approval. Mr. Willert went over some of the negotiable changes to the contract. He briefly gave some examples of changes, such as a new three-year term, the safety shoe amount changed from \$275 to \$300, the work schedule changed to 6:00 am to 2:30 pm and grievance response time has been changed from five days to ten days.

Following discussion, it was the consensus of the Committee to recommend Board approval of the above New Collective Bargaining Agreement Between DELCORA AND TEAMSTERS LOCAL #115. This item will be placed on the agenda for the March 15<sup>th</sup> Board meeting.

6. GRIEVANCE ACTIVITY: Ms. Ryan reported that an Operator Trainee filed a grievance on January 12, 2022, regarding not being promoted to an Operator 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. He was informed of this extension when he received his second write-up. A third step hearing was held on March 1, 2022, the outcome is still pending.

7. EXECUTIVE SESSION: There was no Executive Session.

8. ADJOURNMENT: It was moved by Mr. Mullen, seconded by Mr. Monaghan, and unanimously carried to adjourn the meeting at 3:41 p.m.