

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

APRIL 11, 2022 (VIRTUAL)

Attendants: Messrs. Garner, Hurst, Kern, Knapp, Lenton, Monaghan, Moss, Mullen, Willert, Mesdames. Amadio, Billings, Bonnett, Byrd, Cummings, Nichols, and Sage.

Public attendees: Mike Ewall of Energy Justice Network.

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 reported that there are two new individuals who are out on Workers Comp at this time. Employee driver's license verifications were sent out to be updated for insurance purposes. Pension estimate requests from employees were fulfilled. She also reported the passing of Vale Middleton's brother, DELCORA sent flowers from the BOD and staff. Mrs. Middleton sent a thank you card. Lastly, Mrs. Amadio reported the passing of a former employee Ed Kozlowski, flowers were also sent to his family on behalf of the Board and Staff at DELCORA.

Mr. Willert asked if there was an update regarding COVID. Mr. Lenton informed the Board of recent COVID scenarios that have forced us to reconsider parts of our COVID policy/procedure. Mrs. Amadio stated that we would discuss the matter internally and follow up with the Board on the policy/procedure changes at the May committee meeting or potentially by the Board meeting next week.

Ms. Nichols questioned if there is workplace exposure does the employee receive 100% pay, Mrs. Amadio answered yes. Ms. Nichols also asked if someone travels internationally would they have to be tested upon arrival back to work? Mr. Lenton replied that the employee has to show proof of a negative test from the country they're traveling from in order to fly back to the United States. Mrs. Amadio added that for domestic travel we do not require employees to get tested prior to their return to work. Mr. Lenton stated that if you are vaccinated and may have had a potential COVID exposure, you will be self-quarantined while at work as long as you're asymptomatic, however, if you are not vaccinated and have been exposed to COVID, different protocols apply.

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, she stated that there were two contracts awarded last month. The executed Award documents were received and the Notices to Proceed were issued

to the two contractors. Also, closeout documents were sent to Industrial Furnace for the previous Annual Incinerator Maintenance contract. There were six sewer planning module applications received and processed, and the types of pretreatment correspondence finalized and mailed that are listed on the report vary from month to month. Ms. Bonnett stated that she is still waiting for a few 2021 State Ethics forms to be returned as they need to be sent to the County by May 1st. 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. GRIEVANCE ACTIVITY: Mrs. Amadio reported that there are no grievances at this time.
6. EXECUTIVE SESSION: There was no Executive Session.
7. ADJOURNMENT: It was moved by Ms. Nichols, seconded by Ms. Sage, and unanimously carried to adjourn the meeting at 3:45 p.m.