

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

May 9, 2022 (VIRTUAL)

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

Public attendees: Mike Ewall of Energy Justice Network.

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. Mrs. Amadio reported that there are no new disability claims. There was one new worker's comp claim, the employee is doing well however we do not have an expected return to work date. Mrs. Amadio reported no grievances. She reported that the normal daily tasks for the month were completed. Monthly pension updates were taken care of. Lastly, she stated she met with Mr. Willert and Ms. Nichols to discuss a new position, the Community Engagement, and Outreach Coordinator. The job role and responsibilities were uploaded with the report and she was happy to entertain any comments and suggestions.

Mr. Knapp asked who would the person in the role of Community Engagement and Outreach Coordinator be reporting to? Mrs. Amadio answered that because the role and responsibilities have not been finalized the hierarchy to who this individual would report had yet to be determined.

4. ADMINISTRATION REPORT: Ms. Bonnett stated that the report lists the items that the Admin team worked on during the last four weeks. She noted that there wasn't too much activity under the Public Works Contracts or the Pretreatment sections. When there are any contract change orders or close-outs listed on the report, they stay on the report until all of the steps in the entire process are completed. Other items listed are the typical items that the Admin team worked on up to May 4th. Ms. Bonnett stated one new item added to the report is that the Admin Team recently received instruction on how to use the CityWorks software program for entering sewer complaint information and the team will begin receiving all sewer complaint phone calls from the automated voice messaging system. The CityWorks program maintains the log and status for all sewer complaints. Prior to this, the team would send an email to the Sewer Maintenance department when someone called in or walked in with a sewer complaint. Ms. Bonnett had no additions or changes to her written report. Ms. Nichols asked if DELCORA was responsible to do an initial investigation on a sewer complaint or would it be the home owner's responsibility?

Mr. Willert and Mr. Lenton stated that DELCORA does go out and check out sewer issues initially.

The Committee had no other questions or comments to the written report.

5. EXECUTIVE SESSION: Mr. Willert stated that they will speak briefly after the SPAG meeting regarding a personnel issue.
6. ADJOURNMENT: It was moved by Ms. Nichols, seconded by Mr. Nagle, and unanimously carried to adjourn the meeting at 3:42 p.m.