

## MINUTES

### HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

MAY 08, 2023 (VIRTUAL)

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Attendants: Messrs. Cherico, Garner, Kern, Lenton, Monaghan, Moss, Nagle, Willert, Mesdames. Amadio, Billings, Bonnett, Byrd, Caulk, B. Garner, Nichols, and Sage.

The following were present: There were no other members of the public present.

1. ROLL CALL: Seven 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 DELCORA most recently held an on-site management 101 training course for all managers. The individual who gave the training worked for the PA Rural Water Department. She reported that she received excellent feedback from those who attended. It stated that the managers were pleased with how the trainer used her background knowledge in wastewater to make the training relatable. Mrs. Amadio stated that she is looking forward to doing more training in the future. Lastly, regarding employee separations, another employee, Bernadette Bohn, a laboratory technician, officially retired on April 14, 2023. A Resolution will be prepared for her for next month. However, a resolution prepared for Mr. William Smith, who retired in March, will be placed on the agenda for the March 17, 2023, Board of Directors meeting. Ms. Nichols asked if Mrs. Amadio could bring the Board an update on Meghan's process? Mrs. Amadio advised the board that Meghan's last day was Friday, May 5, 2023, DELCORA celebrated her departure with pizza and wings. She advised that Brianna Garner would be filling that position as Administrative Assistant, as well as some admin work in the HR Department. Mr. Willert added that DELCORA is interviewing for a customer service employee as Brianna filled in occasionally in that department as well. There were no other questions. Mrs. Amadio had no additions or changes 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. She noted that there was one Notice to Proceed sent out and that executed close out documents were received from Mobile Dredging so that contract is on the O&E agenda for consideration as well as a change order for the same contract. She also reported that there were four sewer planning module applications received and processed, and various types of pretreatment correspondence as listed were finalized and mailed. There was also one auto claim made for a damaged car tire from a loose manhole cover and all information was sent to Gallagher Insurance for further investigation. Ms. Bonnett stated that sewer complaints are received either by phone or in person and are entered into the CityWorks software system for the Sewer Maintenance department to address. The remainder of the report lists the other items that the Team handled during the month. Lastly, she stated that all of the completed 2022 Statement of Financial Interests forms

were sent to the County by the May 1<sup>st</sup> deadline. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.

5. ADJOURNMENT: It was moved by Mrs. Billings seconded by Mr. Nagle, and unanimously carried to adjourn the meeting at 3:37 PM.