

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

DECEMBER 12, 2023 (VIRTUAL)

Attendants: Messrs. Cartafalsa, Cherico, S. Garner, Kern, Knapp, Monaghan, Moss, Mullen, Nagle, Willert, and Mesdames Amadio, Billings, Bonnett, Byrd, Caulk, B. Garner, Jackson, Nichols, and Sage.

There were no members of the public present.

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 stated that Wellness Day will take place in December to kick off our open enrollment period. Additionally, we had our annual Thanksgiving Day luncheon with salaried employees which took place in November. She also noted that a few employees were able to go to Headstrong to present the donation check and to tour the facility. Mrs. Amadio also reported that Active Shooter training was held at the WRTP and at the Administration Building, and that the Social Committee met several times to discuss the Holiday party which will be held on Friday, January 19, 2024. Mrs. Amadio had no additions or changes to her written report. The Committee had no questions or comments on 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. Under Public Works Contracts, she stated that there were two Notices to Proceed issued, two change orders and two close outs processed. She also noted that there were five sewer planning module applications processed and various types of pretreatment correspondence were finalized and mailed. A majority of the item topics that the Admin Team works on monthly are fairly consistent but the volume of the work varies each month. Of special note, Ms. Bonnett stated that the team processed and responded to a total of 21 Right to Know requests and 30 sewer planning modules applications in 2023. 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 questions or comments to the written report.

5. DELCORA COMMITTEE AND BOARD MEETINGS SCHEDULE FOR 2024: Ms. Nichols asked Ms. Bonnett to review the schedule. Ms. Bonnett stated that the yearly schedule is created based upon the Board meetings being held the third Tuesday of each month and the committee meetings are held the week prior. There was only one conflict found in November with the Veterans Day holiday on Monday, November 11th, so the HR/Admin and SPG Committee meetings will be moved and held before the Finance Committee meeting on Wednesday, November 13th. She noted the schedule

was sent to the Board and Staff for review, and no responses were received as to any changes or revisions. Ms. Bonnett also noted that the advertisement for the 2024 meetings will be created and sent to the Daily Times for publication by the end of this year. Mr. Willert noted that it will also be posted on the website.

The Committee had no questions or comments. This item will be placed on the agenda for the December 19th Board Meeting.

6. 2024 HOLIDAY SCHEDULE: The Holiday Schedule for 2024 was provided for the Committee's review. Ms. Amadio noted that the current Primary Election date is April 23rd, according to the state website; however, that date is subject to change as the date is still being debated. Otherwise, all other holidays are the same.

It was the consensus of the Committee to recommend Board approval. This item will be placed on the agenda for the December 19th Board meeting.

7. HEALTH INSURANCE CAPS FOR 2024:

- Monthly Caps On Authority Contribution For Medical And Dental Premiums For 2024:
 - Single \$ 857.82
 - Parent/Child \$1,529.81
 - Parent/Children \$1,529.81
 - Husband/Wife \$1,973.73
 - Family \$2,610.67

Mrs. Amadio noted that the premiums have not increased for the past several years. Ms. Nichols read aloud the above amounts.

It was the consensus of the Committee to recommend Board approval of the above Health Insurance Caps for 2024. This item will be placed on the agenda for the December 19th Board Meeting.

8. APPOINTMENTS OF ADVISORS FOR 2024:

- Auditor (Leitzell & Economidis, PC) (Approved In November)
- Pension Advisors (CBIZ InR Advisory Services, Llc Continues As Investment Advisor And CBIZ Benefits & Insurance Services Continues To Provide Actuarial Services)
- Financial Advisor (Public Financial Management, Inc.)
- Solicitor (Grim, Biehn & Thatcher)

In response to a comment from Ms. Nichols, Mrs. Amadio explained that these are the annual renewal contracts with our advisors that are the same as last year. Ms. Nichols

HR&A Committee Meeting
December 11, 2023
page 3

requested an Executive Session be held after the Finance meeting to discuss the appointment of advisors.

This item will be placed on the agenda for the December 19th Board Meeting.

ADJOURNMENT: It was moved by Mr. Nagle, seconded by Mr. Mullen, and unanimously carried to adjourn the meeting at 3:42 PM.