

MINUTES

HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING

JANUARY 08, 2024 (VIRTUAL)

Attendants: Messrs. Cartafalsa, Cherico, S. Garner, Kern, Martin, Moss, Nagle, Schuster, Willert, and Mesdames Amadio, Bonnett, Byrd, Caulk, B. Garner, Jackson, Keffer, and Nichols.

There were no 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. Nichols asked Mrs. Amadio to introduce herself to the new Board of Directors. Mrs. Amadio advised them that she is the Business Resources Manager who oversees the Human Resources Department. She then stated that it was a quiet month, however, DELCORA hired two new Sewer Maintenance Helpers who both have CDL licenses. She reported that a CDL license is important for this role. Mrs. Amadio also advised the Board that a few employees returned from Short-term Disability. Additionally, Mrs. Amadio advised that the Open Enrollment process for DELCORA's healthcare benefits was completed successfully.

Lastly, Mrs. Amadio advised the Board that the invitations were sent out for DELCORA's Holiday Party scheduled for Friday, January 19, 2024, at 6:00 p.m. Mrs. Amadio had no additions or changes to her written report. The Committee had no questions or comments on the written report.

Ms. Nichols asked if invitations could be sent to the new Board members. Mr. Willert suggested that they be sent electronically. Mrs. Amadio advised the Board that she would send them out as soon as possible. Ms. Nichols also asked if the new members of the Board have been set up on Boardpaq. Mr. Willert advised that Ms. Caulk had set all of them up on Boardpaq.

There were no further questions.

ADMINISTRATION REPORT: Ms. Bonnett introduced herself as the Office Manager overseeing the Administrative Department to the three new Board members. She stated that the report lists the items that the Admin team worked on during the last four weeks. Under Public Works Contracts, there were two contract close-outs and five contract change orders that were processed and finalized. She noted that the 2024 meetings schedule approved by the Board in December was advertised in the paper in late December, the schedule was placed on the website, and all meeting dates entered on the internal Authority & Board Room calendars. The remainder of the report lists the

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other routine items sent to us by the Engineering, Operations and Pretreatment departments that the Admin team finalized and processed. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.

ADJOURNMENT: It was moved by Mr. Moss, seconded by Ms. Keffer, and unanimously carried to adjourn the meeting at 3:35 PM.