

**MINUTES**  
**HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING**  
**AUGUST 12, 2024 (VIRTUAL)**

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Attendants: Messrs. Cherico, Kern, Lenton, Martin, Moss, Mullen, Nagle, Schuster, Willert, and Mesdames Billings, Bonnett, Byrd, Caulk, B. Garner, Jackson, Keffer, and Nichols.

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. Mr. Lenton's advised the Committee that David Zielke was hired as an Electrician on July 15, 2024. He reported that there were no separations and that a Sewer Maintenance Helper was out on disability beginning, Thursday, July 25<sup>th</sup>. Under old disability claims, an administration employee went out on leave beginning May 9, 2024. They expect to return September 3, 2024. Mr. Lenton reported that there were no Workers Compensation incidents this month. However, a second-step grievance was filed, claiming a three-day suspension for reckless driving was unjust. The grievance was denied. Under Human Resources updates for the month of July, six coaching sessions were held regarding attendance, three employees were helped to access eSuites, one employee was informed about FMLA/STD benefits, and seven employees were helped with payroll concerns, four employees were assisted with health insurance problems. Lastly, the typical day-to-day HR activities including answering employee concerns, updating personal information and processing payroll were done in the month of July. Mr. Lenton had no additions or changes to his written report. Ms. Nichols asked, have we seen any uptake in COVID case? Mr. Lenton advised that one employee returning from a business trip not feeling well. They tested negative but stayed out of work a few days. Mr. Lenton advised the Board that DELCORA has everything in place if there is a rise in cases. The Committee had no farther questions or comments 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 under Publics Works Contracts, the Notice of Award was sent to Jurich, Inc. and the executed award documents were received so the Notice to Proceed will be issued shortly. Also, the executed close out documents were received from S. J. Thomas for the Piping contract. This close out is on the O&E agenda for consideration and will be on the Board agenda for final approval. The change order that is listed for the Electrical Maintenance contract is also on the agendas for consideration and final approval. She stated that the remainder of the report includes all of the routine tasks that are handled every month. Ms. Bonnett also provided more detail on the responses to three Right to Know requests recently received. 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 Mr. Martin, seconded by Mr. Schuster, and unanimously carried to adjourn the meeting at 3.36 p.m.