

**MINUTES**  
**HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING**  
**SEPTEMBER 09, 2024 (VIRTUAL)**

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

There were two members of the public present: Mr. Mike Ewall and Mr. Lindsey Turner.

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: Before Mr. Lenton presented his report, Ms. Nichols advised the Board that agenda item No. 5 (Resolution No. 2024-10) was removed from the HR Agenda and placed on the Finance Agenda.

The updated agenda and report were provided for the Committee's information. Mr. Lenton advised the Committee that Jason Shelly was hired as an Electrician on August 12, 2024. He advised the Committee that there were no separations at this time and that a Sewer Maintenance Helper out on disability is expected back maybe on tomorrow, September 10, 2024. Mr. Lenton reported that the Administration employee returned to work on Tuesday, September 3, 2024. He advised that there were no Workers Compensation incidents this month. However, DELCORA and the Union have reached a mutually agreed-upon settlement to resolve their ongoing grievance dispute for a CM Helper. Under Human Resources updates for the month of August, HR had eight coaching sessions regarding attendance, five employees were helped to access eSuites or the payroll portal, two employees were informed about FMLA/STD benefits, ten employees were helped with payroll concerns, four employees were helped with health insurance problems. Lastly, the typical day-to-day HR activities were done including answering employee concerns, updating personal information, filing, and processing payroll. Mr. Lenton had no additions or changes to his written report. Ms. Keffer asked if there would be an Executive Session. She was advised that there was not. The Committee had no additional questions or comments.

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 Public Works, the Annual Incinerator Maintenance & Emergency Repairs contract is out for bid and that bid opening is tomorrow at the O&E Committee meeting. She also mentioned the other contract items listed on the report that the team processed during the month. Ms. Bonnett stated that, per our standard procedure, the four sewer planning modules were sent to Catania Engineering for their review and that the report also shows the various types of pretreatment correspondence that were finalized and mailed. The remaining items on the written report are ongoing tasks that are handled every month. 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. Schuster, seconded by Mr. Nagle, and unanimously carried to adjourn the meeting at 3.36 p.m.