

MINUTES
HUMAN RESOURCES AND ADMINISTRATION COMMITTEE MEETING
JANUARY 13, 2025 (VIRTUAL)

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

There was one member of the public present: Mr. Mike Ewall.

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. Ms. Nichols advised the Committee that Kait Ryan and Trena Byrd would be presenting the report in Mr. Lenton's absence. Ms. Byrd advised the Board that a WRTP helper was hired in Operations on December 9, 2024 and that there was one separation of a Mechanic on December 18, 2024. She also advised the Board that there were no short-term disability claims in December. Regarding old disability claims, Ms. Byrd reported that an Operation Foreman went out beginning November 23, 2024, and is expected to return in February 2025. A Mechanic went out beginning October 4, 2024, and is expected to return in March 2025. Lastly, Ms. Byrd advised the Board that there were no Workers' Compensation or Grievance claims during the month of December.

Regarding HR Updates, Mrs. Ryan reported that union negotiations are still underway and an extension has been implemented through early February. She advised that one pension estimate was completed for an employee, ten employees were helped with access to eSuites, four employees were helped with payroll concerns, and five employees were helped with health insurance problems. Continuing, Mrs. Ryan reported that the weekly payroll preparations were accomplished, two employee verifications were done, and increases were processed for Non-Union employees. Lastly, she reported that the typical day-to-day HR activities, such as, answering employee concerns, updating personal information, and filing took place in the month of December. There were no additional comments to the written report. The Committee had no 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 the report includes all of the routine tasks that are handled every month and nothing out of the ordinary occurred during the holiday weeks. Ms. Bonnett had no additions or changes to her written report. The Committee had no questions or comments to the written report.

5. APPOINTMENTS OF ADVISORS FOR 2025

- PENSION ADVISORS:
 - >CBIZ INVESTMENT ADVISORY SERVICES, LLC CONTINUES AS INVESTMENT ADVISOR [CBIZ FEE AS FIDUCIARY INVESTMENT MANAGER FOR THE DEFINED BENEFIT PENSION PLAN IS .30% OF ASSETS]
 - >CBIZ BENEFITS & INSURANCE SERVICES CONTINUES TO PROVIDE ACTUARIAL SERVICES [2025 FEE; \$27,500 FOR RECURRING SERVICES BILLABLE QUARTERLY PLUS \$450 FOR PENSION BENEFIT CALCULATIONS]
- FINANCIAL ADVISOR (PUBLIC FINANCIAL MANAGEMENT, INC. [FEE: 35,000-\$45,000 FOR EACH BOND ISSUE])
- SOLICITOR (JOHN RICE OF GRIM, BIEHN & THATCHER [FEE: PARTNERS \$230/HR; ASSOCIATE ATTORNEYS \$210/HR])

Agenda Item 5: [*APPOINTMENTS OF ADVISORS FOR 2025*] Tabled until Executive Session for further consideration. This item will be revisited at the Finance Committee meeting.

6. ADJOURNMENT: It was moved by Ms. Keffer, seconded by Mr. Mullen, and unanimously carried to adjourn the meeting at 3.35 p.m.