

JENNIFER L. WOLOWICZ, Deputy Town Administrator

Deputy Town Administrator Report

February 28, 2020

To: Selectboard
From: Jennifer L. Wolowicz, Deputy Town Administrator

I had the opportunity to attend the Women Leading Government conference. This full day program included sessions on personal safety and finance as well as breakout sessions to assist women in lead government positions.

Michelle Parent has completed our ACA reporting and 1095-C distribution in advanced of the deadline.

We have sent out the annual distribution of the Harassment and Sexual Harassment Policy to all employees and elected officials.

Michelle Parent and I attended the Western Mass Human Resources meeting. We discussed the 2020 changes to the W-2, the struggle all communities are facing with filling positions, especially in the waste water treatment field, supervisory training programs for staff as well as the ever changing world of HR and how we can provide the most effective services to our employees.

We are always looking for ways to provide training opportunities for our employees. Excel has been a program that employees have asked for additional training in and we will be offering a beginner and an intermediate Excel class.

The Tree Warden position has been vacant and we are moving forward with a plan to have the duties performed by two members of the Department of Public Works. These employees have previous tree management experience as well as herbicide & pesticide licensing and we will be working with them to obtain necessary certifications.

Our employees participated in our own “souper bowl” to collect canned goods for the Neighbors Helping Neighbors food pantry.

Respectfully,

Jennifer L. Wolowicz
Deputy Town Administrator, South Hadley