

JENNIFER L. WOLOWICZ, Deputy Town Administrator

Deputy Town Administrator Report

November 30, 2020

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

We have been working with DPW to remove some surplus items from the town hall as we continue on our never ending quest to keep the town hall space clean, organized & making sure we are using our available space to the best of our ability. Even more so now when we are faced with measuring offices to ensure all employees have the proper distance from their co-workers to keep them healthy.

I worked again this month with the City of Easthampton Interim Human Resources Director on internal investigations & paid admin leave, EAP admin referrals, personnel file requests, inter-municipal agreements, combining town HR operations with school, separation agreements & IOD reporting requirements & training.

Our diversity, equity & inclusion work continues with Dr Appio. This month she created a survey that was sent out to all employees several times giving them an opportunity to be a part of this important process. This was an anonymous survey and all responses went directly to Dr Appio. Employees were asked to share some feedback about past diversity, equity, & inclusion training experiences, as well as any questions, concerns, and goals for this work. The responses will be used by Dr Appio to develop potential trainings and recommendations for next steps.

I was accepted to the MMA – Suffolk University Municipal Finance Management Seminar for this session and have completed 3 of the 5 required classes. Due to the pandemic the seminar is being held virtually. The seminar is designed to provide an overview of municipal finance in Massachusetts, including operational aspects of finance structure, and systems and processes in Massachusetts cities and towns. Topics will include budgeting, financial reporting, treasury functions, property assessment, and costing out contracts.

Stay healthy!

Respectfully,

Jennifer L. Wolowicz
Deputy Town Administrator, South Hadley