

JENNIFER L. WOLOWICZ, Deputy Town Administrator

Deputy Town Administrator Report

December 31, 2020

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

We have continued our work on diversity, equity & inclusion with Dr Appio and we are happy to have had more employees complete the anonymous survey. These surveys will be used by Dr Appio to craft our next steps with the staff.

Our Symposium of Understanding on diversity, equity & inclusion was also used as a way to introduce Dr Appio to the South Hadley community and to generally explain what we have been doing on the employee side and what will be coming in the future. We had approximately 30 people attend the online symposium and since then we have shared it to our social media outlets and on the cable access channel for viewing and we have tracked 19 views.

I successfully completed the MMA – Suffolk University Municipal Finance Management Seminar. The seminar was 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 included budgeting, financial reporting, treasury functions, property assessment, and costing out contracts. The seminar had approximately 40 participants and we were able to collaborate together online for our assignments through the Zoom platform.

The Town Administrator search process has begun with the hiring of Community Paradigm Associates by the Selectboard. The firm has asked all department heads to complete a questionnaire & to participate in a one on one interview to discuss what specific skills, experience & characteristics they desire in the next Town Administrator.

We have provided return to work guidance to employees who have been in quarantine or isolation unfortunately due to testing positive for Covid-19 and/or had exposure to a positive case, whether or not they were hospitalized or traveled outside the state. Also, we have provided staff with an employee screening questionnaire that they should use to self-screen before coming to work in order to help to stop the spread.

Stay healthy!

Respectfully,

Jennifer L. Wolowicz
Deputy Town Administrator, South Hadley

116 MAIN STREET, SOUTH HADLEY, MASSACHUSETTS 01075-2896

P: 413.538.5017 ext. 129

SOUTHHADLEYMA.GOV