

JENNIFER L. WOLOWICZ, Deputy Town Administrator

Deputy Town Administrator Report

January 31, 2021

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

Valley Green Shredding was on site this month to conduct the destruction of records that were tagged through the annual record maintenance audit. This initiative has proven to be an important tool to maintaining our records in an organized manner & provides our employees with an easy to use database to search for records when requested.

Our collaboration with the Easthampton human resources department was a success as Mayor LaChapelle has officially promoted the interim to the permanent position. We are very happy to have been able to assist the Mayor with this process.

We have partnered with the State Ethics Commission to provide 90 minute online training sessions to all employees on the state conflict of interest law. This training will be in conjunction with the required online test that they will take later in the spring.

Monasia Ceasar, our new Health Compliance Specialist is on board and will be working on a variety of public health areas under the direction of the Public Health Director. We will be making some office moves in town hall to provide the recommended spacing to ensure compliance with social distancing.

I was invited to present at a Belchertown Board of Selectmen meeting with an HR peer to speak to them about the benefits of creating a formal human resources department.

Our annual distribution of the Town of South Hadley Harassment & Sexual Harassment policy has been sent out to all employees as well as all committee & board members.

Stay healthy!

Respectfully,

Jennifer L. Wolowicz
Deputy Town Administrator, South Hadley