



JTH HADLEY

JENNIFER L. WOLOWICZ
Assistant Town Administrator
Telephone (413) 538-5017
Fax (413) 534-1041

116 Main Street, Suite 103, South Hadley, Massachusetts 01075-2896
jwolowicz@southhadley.ma.gov

Assistant Town Administrator Report

May 15, 2015

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

We hosted our 2nd annual benefits fair in late April and we had approximately 40 employees attend to meet with various vendors. We had representatives from AFLAC, Blue Cross Blue Shield, Boston Mutual, Cafeteria Plan Advisors, Delta Dental, Commonwealth SMART Plan, Guardian Dental, Hampshire County Group Insurance Trust & Hampshire County Retirement. I want to thank Julie Gentile and Gloria Congram from Millennium Insurance for coordinating the fair.

We have distributed the new Credit Card Policy to our employees and this policy will become part of the Financial Policies that were created earlier this year by Bill Sutton & Debbie Baldini.

We have made progress in the area of security of the building. The two front entrances will be closed beginning June 1. Signs will be present to direct visitors to the side entrances. This decision was made by Administration primarily for security of the building & our employees. Administration made this decision in consultation with the SHPD, a security specialist and Trooper Carmichael also recommended that we reduce entryway access into the building at our April PD day. The two entrances chosen will direct traffic to the central floor which will allow for improved observation and for monitoring in the future.

We are also installing a card access system on the new employee lunchroom and the soon to be new "Operations Center" which will be located across from the Assessor's office. This will house the postage meter, internal mailboxes, photocopier and fax machine. This move will consolidate these services for our employees into an area that will be accessible only for card holders. This will benefit us in a multitude of ways, it will prevent the general public from using our photocopier and fax machine (yes, this really does happen), will provide a confidential area for internal communications to be delivered and will reduce employee traffic into the Collector's office (current home of the postage meter). This is also the first step towards future use of the card access system for access into the building which will include the ability to lock/unlock the doors to the building both from our Administration offices and remotely.

I attended a training session sponsored by MIIA with the Town Administrator titled Conducting Internal Investigations of Discrimination Complaints. This was facilitated by the MCAD and was very informative. We learned about best practices of conducting an internal investigation and our very own Town Administrator participated in a role play as “Rick” a supervisor who was in need of some training and according to the presenter did a much better job than the actors in the video that she had planned to show!

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley