



JTH HADLEY

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Assistant Town Administrator Report

February 22, 2016

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

We have continued the training for Jackie Iskander, Payroll & Benefits Coordinator. We had representatives in from Unemployment Tax Control Associates (UTCA) to explain the unemployment process. They also reviewed the services that they offer to us in providing third party administration of our unemployment claims.

A representative was also in from Harpers Payroll to review the system with Jackie since she has been using the system for 3 months now she has a very good understanding of it and is suggesting ways for us to utilize more features to our advantage.

Jeff Wojcik began as our new Emergency Dispatcher in February. Jeff comes to us from Mount Holyoke College and also worked for us previously as a Dispatcher many years ago.

We have been working on the remodel of the Town Administrator's new office and the new conference room. In the coming months the remodel of the old Town Administration area will begin and this area will house the Inspectional Services Department.

Our Wellness Committee held another coloring contest to cast a spotlight on how coloring can reduce stress for adults. We had 9 contestants and their art was displayed on the door of our Operations Center in the main hallway and all the employees were able to vote for the best one. Gail Chadwick's was chosen as the winner and she received a gift card. Debbie Baldini and Claudia Frappier tied for 2nd place and received adult coloring books.

The Wellness Committee also highlighted the benefits of dark chocolate by leaving a tasty treat at our desks with a fact sheet about dark chocolate. I would like to thank Maureen Cronin and Debbie Baldini for being creative in their ideas on how to promote wellness for our employees.

We will be the host community for the spring session of the Massachusetts Municipal Personnel Association (MMPA) program titled Supervisory Leadership Development Program for local government managers and employees. This is a six-day 18 hour training program designed to enhance knowledge, skills and abilities needed for effective supervision. The interactive learning opportunity is for municipal employees interested in developing or strengthening their supervisory and management skills. The course will focus on managing self, managing others, managing the work, and managing the system. It will cover communication, team building, organization, delegation, coaching and performance management, labor relations, and supervising in a unionized environment.

The program starts on February 26th and we have four employees who will be attending. Joe Rodio, Carlene Hamlin, Andy Rogers and Debbie Baldini. We are hosting this in the Community Room at the South Hadley Public Library.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley