



JTH HADLEY

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Assistant Town Administrator Report

April 20, 2016

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

We have begun to process employee reimbursements for mileage, tolls and miscellaneous purchases through payroll via direct deposit instead of processing a vendor check. This change has resulted in a financial savings to the Town due to the fact that we are no longer printing checks and also saving in administrative costs. Previously a reimbursement request would be handled by 5 employees as compared to only 2 now.

The Wellness Committee scheduled the Healthy Cupboard to be onsite to educate our employees about the nutritional value of certain food items. This is in conjunction with the Hampshire Council of Governments.

Our 3rd Annual Benefits Fair was a huge success with approximately 45 employees in attendance. Employees enjoyed the additional features of the Derma Scan and seated massage this year. Open enrollment is going on now through May 13th for any changes that employees would like to make to their benefits.

April's Professional Development Day focus was on Dementia Awareness. This was one of the most personally interactive sessions we have had since we started hosting the programs. Many employees shared personal experiences with the group.

Lee Alben-Bourdon has been hired as our new Food & Beverage Coordinator for Ledges. She comes to us with many years of experience and has already been diligently working to get the restaurant ready for opening in May.

Kudos to Jackie Iskander, Payroll & Benefits Coordinator for completing the Affordable Care Act (ACA) requirements in the prescribed time period. Although the IRS had granted extensions on the generation of the 1095-C forms Jackie was very diligent in making sure we completed the process in a timely fashion.

The renovation of the old Town Administrators office is well underway. We are targeting mid-May for the Inspectional Services office to be relocating to this new space.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley