

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

May 28, 2018

To: Selectboard

From: Jennifer L. Wolowicz, Assistant Town Administrator

We hosted our first “Battle of the Badge” blood bank and we had 41 people come out and try to donate, which resulted in 33 units/pints of blood being collected. That is a great number and the blood collected at your drive can help save up to 99 lives!! Of those donors 11 were first time donors. The South Hadley Police Department won the battle with 21 votes in their favor. I want to thank Chief Parentela, Detective Camp and Kristin Maher for all their support that day and for volunteering at the drive. Here is a photo of Bob Smith, Cable Studio Manager & myself after our donations.



We have completed the recruitment for the vacant positions at the Waste Water Treatment Plant. Vincent Mooney and Dominique Oquendo have started with us as Senior Plant Attendants.

Chief Parentela and I were busy with some civil service postings and notifications. Lt Luscomb has officially been moved from a provisional status to a regular Lieutenant. We have posted the required notices for promotional examinations for Sergeant and Lieutenant and we have posted a notice for police officer vacancies.

We are in the process of recruiting for the Gaylord Youth Program Coordinator position and interviews are scheduled for early June.

Maeve Fitzgerald, our intern has returned after completing her first year at Fairfield University and we bid farewell & congratulations to Amelia Quimby who completed her internship with us and graduated from Mount Holyoke College.

The onboarding of Michelle Parent, Employee Engagement Specialist continues. Michelle recently attended a workshop titled *HR 101: Human Resources Boot Camp* sponsored by the Massachusetts Municipal Personnel Association. This training covered core functions of a municipal HR office, including hiring, termination and interview skills, performance evaluation and improvement plan best practices, and crash courses on policies such as code of conduct, workplace violence, and HIPAA (the Health Insurance Portability and Accountability Act).

We have been advertising for the new Assistant Town Clerk position and have closed the application process at this time. As outlined in our recruitment policy all applications will now be reviewed by the Human Resources Department to determine which candidates will be invited in for interviews.

We have completed work on the Pleasant Street entryway to match the work that was completed on the Police Department side entrance of the town hall.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley