

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

October 25, 2018

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

Michelle Parent, Employee Engagement Specialist and I attended the MPPA Fall Conference with peers from other municipalities in Massachusetts. It is a great way to network and to learn how others are tackling similar employment issues. A class was offered to seasoned municipal HR professionals titled “Exploring Intersections of Conflict and Culture” which was attended by 30 of us. This focused on recognizing our own approach to managing conflict in the workplace and how this is different for all of us based on our cultural norms and expectations.

A recruitment panel for the Chief of Police has been working diligently and has recommended finalists to the Town Administrator for his consideration.

We are in need of a part time Assistant Cook for the Council on Aging due to the retirement of Jim Tomlinson. This position has been advertised for several weeks but we are not getting a large response.

We have been experiencing the side effect of low unemployment in our recruitments. Over the last month we have had three positions that were recruited for which means advertising, interviewing, offers being made only to have the candidates withdraw or decline the offers.

I had a chance to meet with Kathy Anderson, Manager of Community Benefits at Holyoke Medical Center to discuss the upcoming year and how HMC can be a partner with us in our wellness activities.

The solicitation for the Senior Center OPM is in progress. We received six proposals and the review panel will be conducting interviews over the next week in order to bring a recommendation to the full Senior Center Building Committee & the Selectboard in early November.

With the cold weather we have some mice taking up residency in town hall so we are having Braman Pest Control in to relocate them.

Our October professional development day was presented by Jeff Rock from Swift River Coaching and the topic was “Build Confidence, Connection & Community through Storytelling”. We worked in groups to learn how to listen to others and to recognize how our own story has an impact on how we approach personal and professional circumstances. Sharing with others can be somewhat intimidating at times but we heard some positive comments as well as some suggestions for future professional development days.

Acoustic sounds panels have been installed in the Town Administrators office to provide sound insulation due to the height of the ceiling in that office the sounds tended to travel.

We are seeking vendors to install mini split heat/AC systems in four offices just as we did last year with the Administration & Finance area.

Lighting improvements were made in the boiler room as well as in the downstairs hallway.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley