

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

November 27, 2018

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

We attended a seminar hosted by People's Bank titled Business Banking Seminar: Coaching from Good to Great. This was a great way to start the morning as it was a room filled with energy from the participants. We were reminded that not all employees are superstars everyday but that we all have the potential and that as managers it is incumbent on us to encourage our employees to succeed.

Michelle Parent, Employee Engagement Specialist attended the annual MMPA Labor Relations Conference. This is a great opportunity for Michelle to meet her peers and to learn about the many topics we are all working on. This year the day covered Labor Law Update, 7 Bulletproof Steps to Documentation, Behavioral Interviewing as well as Show Me the Money: Municipal Budgeting and Costing out Contracts.

We were cited by the state during our annual elevator inspection as the pit steel and hoistway steel was rusted and needed to be painted. The necessary work has been completed and we have received our certificate of compliance.

We have begun to sell DPW surplus items on Municibid, the online auction site. The first item was an over seeder that sold for \$925.00.

We attended a MIIA seminar that focused on Pay Equity, Pregnancy Fairness Act & CORI changes. These sessions are a great opportunity for us to be reminded of our responsibility in administering these laws appropriately.

We have completed the Senior Center owner's project manager (OPM) request for qualifications (RFQ) process. We received six proposals and interviewed five vendors over a two day period.

We have submitted our Health Insurance Responsibility Disclosure (HIRD) form to the state. The Health Insurance Responsibility Disclosure (HIRD) is a new state reporting requirement in Massachusetts in 2018. State law requires every employer in Massachusetts with six or more employees to annually submit a HIRD form, which collects information about your employer-sponsored insurance offerings.

Recruitment has been a challenge as of late due to the many employment opportunities that are available to job seekers. We did have an existing employee, Shyanne Walter, make an internal transfer from Ledges now that it is closed for the season into a Senior Clerk position in the Planning & Conservation office. This was a win for the employee and the town as she would have been eligible to apply for unemployment instead we have filled the position which has been vacant since September.

We are still advertising for a part-time Assistant Cook at the COA and for a Dispatcher for the Police Department. Interviews will be conducted soon for the part-time Library Assistant position and we have recently finished the recruitment for the part-time Gate Attendant at the DPW.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley