

JENNIFER L. WOLOWICZ, Assistant Town Administrator

Assistant Town Administrator Report

April 30, 2019

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

I had the opportunity to attend the Women's Leadership Conference which is presented by Strategic Alliances at Bay Path University. The conference included breakout sessions, I attended Maximize Your Seat at the Table and You Can Make the Impossible Possible, By Changing Your Thinking.

This year's benefits fair was held in April and we had approximately 60 plus employees visit the various vendors. I would like to thank Michelle Parent, Gloria Congram, Maureen Cronin and Kristin Maher for their coordination of this event.

We partnered with Pedal Thru Youth to donate 23 bicycles that were declared surplus property through the police department that will be refurbished and distributed to children in the area.

We were happy to be the host community for two MIIA sponsored training sessions this month. Confined space was held at the library and welding & hot works was held at Mount Holyoke College. Both of these sessions were attended by South Hadley employees and this provides rewards credits that help to reduce our premium when we renew our property & liability insurance each year.

Our professional development day was a full day of training as we will not be having a day in July this year. In the morning the female employees attended a Rape Aggression Defense (RAD) mini course to learn ways to protect and defend ourselves in vulnerable situations. Thank you to Sharon Hart for coordinating the instructors for this course. The male employees met with Tom Schiff and the subject was You + #MeToo In the Workplace. In the afternoon we had a presentation from ClearGov to highlight the services that they provide to our residents and review how we can use the site to help us with budget presentations and community outreach of capital projects.

We attended the monthly MMPA meeting which was held in Chicopee so we didn't have a long commute at all for once. The main agenda topic was Gender Identity I the Workplace: Preparing Policies and Personnel.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley