

JENNIFER L. WOLOWICZ, Assistant Town Administrator

## Assistant Town Administrator Report

May 27, 2019

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

Michelle Parent, Human Resources/Payroll Manager attended the MMPA's Human Resource Boot Camp conference. This program covered core and basic functions of the municipal HR office including overall responsibilities and accountability. Insight into best practices and tips to maintain compliance were offered. This program highlighted the positive impact a progressive and up-to-date HR office has on the overall community.

Seasonal recruitment for the DPW and Recreation departments has been underway. We have had some former employees reapply, that is always a good feeling to know we have people who want to work for us again and are coming in with experience.

Maeve Fitzgerald has returned for the summer with a year of college under her belt at Fairfield University. Maeve is a joy to have in town hall and will work with many of our departments over the summer.

We have been working on transitioning to a new third party administrator for our workers compensation and injured on duty claims effective July 1<sup>st</sup>.

The annual PBE process is in the last phase for this past year for all non-union & union employees. The performance based evaluation program is an all year process for employees and managers as they set goals in the beginning of the fiscal year and have meetings throughout to check in on the progress of said goals.

Administration met with Chief Gundersen, Donna Whiteley and Anne Capra to review what they learned in the MMPA's Supervisory Leadership Development Program that they attended over 3 full days this spring. The program included Managing Self: What's My Type?/Managing Self and Others: Communication and Feedback, Managing Others: Team Building, Respectful Workplace, Dealing With Conflict and Inappropriate Behavior/Managing the Work: Organizing and Delegating, Managing Others: Coaching and Performance Management/Managing the System: Labor Relations, Supervising in a Unionized Environment, Policies and Resource. We were happy to hear that all three enjoyed the program and would recommend it for other staff members.

On a personal note I have completed all of the required classes to earn my Masters in Public Administration degree from Westfield State University. The final step will be to complete my capstone project this fall. The topic of my capstone will be Why Do Municipalities Need a Succession Plan?

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley