

Personnel Action Committee

Minutes for 01/21/16 Meeting

Starting time 6:30 pm



Committee members – William Onyski (present), Ralph Figy (present), Cindy Harris (Chair) present.

Agenda Item #1

Appointment of Kathleen Deviny, 18 Noble Avenue as a member of the Historical Commission for a term to expire the first Monday of February 2018, replacing Paul Bryne Jr., resigned.

Voted 3-0 to recommend that appointment.

Discussion:

Ms. Deviny is the Archives and Museum Coordinator for the Westfield Athenaeum taking care of and displaying artifacts and papers that are donated to the Athenaeum. Worked with Professor Robert Brown for 12 plus years. She has been instrumental in providing Westfield history especially in providing context to the various items and historical moments Westfield has experienced.

This job entails acceptance of materials, cataloging them, creating a digital library and putting finding aids on line and with the Library of Congress so people can find Westfield's important papers. Also, creates historical displays and educational tours in the Edwin Smith Historical Museum. Also is the Archivist for the First United Methodist Church, and has provided an online showcase of their historical materials.

Ms. Deviny is a Certified Archivist by the Academy of Certified Archivists, which means she knows how to identify, store and maintain historical materials. Also is on the Dewey House Board of Trustees and Pine Hill Cemetery Board of Trustees.

Agenda Item #2

Appointment of Demetrios I. Kanavaros, 12 South Maple Street, as a member of the Commission for Citizens with Disabilities for a term to expire the first Monday of March 2018.

Voted 3-0 to recommend that appointment.

Discussion:

Replacing Michael Reinhagen. Long and varied experience in human services. Started working at Westfield's Carson Center. Currently works for the Commonwealth of Massachusetts under the Department of Developmental Services as the Human Rights Coordinator for all individuals living in state operated homes in Western Mass. Is responsible for the human rights education and advocacy of staff and individuals served by the Department. Serving individuals with disabilities is his passion and he believes his education and professional experience will bring a valuable perspective to this Commission.

Also worked as a Clinical Supervisor, Family Support Specialist, Intensive Foster Care Case Manager, and Supervisor at Providence Behavioral Health Hospital.

Has a BA from Westfield State, working on Masters Degree.

Agenda Item #3

Placement of response by Assistant City Solicitor Shanna Reed, as requested at the July 2, 2015 meeting relative to the Membership of the Commission with Disabilities into minutes of Meeting January 21, 2016 as permanent record.

Voted 3-0 to placing response in minutes

Discussion:

See attached response from the Assistant City Solicitor.

Agenda Item #4

Appointment of Donald Torrico, 186 Egremont Plain Road, Great Barrington, MA for the position of Building Superintendent.

Voted 3-0 to bring this out for a full City Council Vote.

Discussion:

Tammy Tefts, Purchaser for Westfield, spoke in favor of Mr. Torrico. Stated his knowledge in his area is vast and has found his responses for her requests rapid and complete. All contractor questions are fully answered by him.

This appointment was submitted by Mayor Knapik. At this point all 2016 City Councilors have had sufficient time to read his resume, talk with him, talk with the Selection Committee (City Solicitor, Personnel Director, Community Development Director, Asst. Building Inspector, read the Personnel Action Committee Minutes and City Council Minutes in regards to him. There is no reason to have this remain in PAC. All councilors should now be prepared to vote on this matter.

Meeting ending time 6:30 pm

Submitted by Cindy Harris, Chair  
1/22/16



# Memorandum

City of Westfield, Massachusetts  
Office of the City Solicitor

**TO:** Westfield City Council

**FROM:** Shanna R. Reed, Assistant City Solicitor

**DATE:** July 20, 2015

**SUBJECT:** Commission for Citizens with Disabilities Membership

**C:** Mayor Daniel M. Knapik  
Susan Phillips, City Solicitor  
Karin Decker, Personnel Director



At your meeting on July 2, 2015 a motion was made to request the law department to investigate and report on the legal membership of the Commission for Citizens with Disabilities membership. This memorandum shall serve as a response to that request.

Massachusetts General Laws, Chapter 40, §8J authorizes cities and towns that accept that section to establish Commissions for Citizens with Disabilities and states that the membership shall have not less than five nor more than nine members, that the members are appointed in cities by the Mayor subject to the provisions of the city charter. The statute also specifies that a “majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town.”

The City of Westfield Code of Ordinances, Division 8, Chapter 2, §§ 2-426 through 2-430 establishes the Commission for Citizens with Disabilities in Westfield as well as outlines their purpose and membership requirements. Those membership requirements mirror the requirements found in the general laws. The statute states that in cities the commission members are appointed by the Mayor subject to the provisions of the city charter. In Westfield, the Charter, in section 6 says “All heads of departments and members of municipal boards, except officials appointed by the governor, shall be appointed by the mayor subject to confirmation by the city council except as otherwise provided in this Charter or otherwise specified by law.”

The City of Westfield has designated the City Personnel Director as the Americans with Disabilities Act (ADA) Coordinator. Furthermore, the Personnel Director’s Job Description,

approved by the Westfield City Council, contains a provision stating that the Personnel Director shall serve as the ADA Coordinator and “attend(s) monthly commission meetings and conducts such investigations as required in order to determine City compliance with applicable portions of the ADA and its State equivalents.”

Historically, the Personnel Director in his/her capacity as the ADA Coordinator, and per his/her Personal Services Agreement, has attended the meetings of the Commission for Citizens with Disabilities as a full voting member. This is in full compliance with the M.G.L. c. 40, §8J. However, in order to be in full compliance with the City of Westfield Code of Ordinances and the Westfield City Charter, the nomination should be made by the Mayor and then confirmed by the City Council.