



Personnel Action Committee

Minutes for 11/03/16 meeting

Starting Time – 6:00 p.m.

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

#### Agenda Item #1

The reappointment of Sean S. Stopa, 32 Pineridge Road, Montgomery, to the position of Inspector of Wires in the Building Department for a term to expire October 15, 2019.

Voted 3-0 to recommend that reappointment.

#### Discussion:

Sean Stopa was appointed Inspector of Wires in the Building Department in October 2013. He holds a Journeyman's Electrical License and has over 21 years of experience working in the electrical trade in both commercial and residential applications.

His background includes 9 years working at Industrial Technical Services in Westfield in electrical works and 14 years self-employed which involved all areas of electrical wiring, and the past 3 years as Westfield's Inspector of Wires.

Superintendent of Buildings Lisee states he is good with contractors, completes inspections in a timely manner, is extremely knowledgeable in this field, and is very reliable. She believes he is an asset to the Building Department and recommends his reappointment.

Also, to note, he is a volunteer firefighter in Montgomery and thus has all those skills and knowledge associated with that—and we thank him for his service.

#### Agenda Item #2

The appointment of Morgan Ann Drowniany, 12 Holland Avenue, as a member of the Cultural council for a term to expire the first Monday of June, 2019, replacing a vacancy.

Voted 3-0 for item to remain in Committee.

#### Discussion:

Although Ms. Drowniany had confirmed she would attend this meeting, she contacted the Chair Tuesday (11/01/16) evening and stated she would not be able to attend as she has been requested to attend an event for her job. She is now scheduled to attend the Personnel Action Committee meeting on November 17, 2016, PAC's next meeting.

Agenda Item # 3

The appointment of Jane Sakiewicz, 32 Hillside Avenue, South Hadley, as the Personnel Director for a 3 year term.

Voted 3-0 to recommend that appointment.

Discussion:

Jane Sakiewicz has been employed by the City of Easthampton since 2014 as the Personnel Director. Before that she was the Director of the Easthampton Housing Authority.

Prior to that she was employed as a paralegal for approximately 10 years, including working for Liberty Mutual Insurance Company and the law firm of Egan, Flanagan, and Cohen, P.C., both in Springfield, MA.

She has an MBA from Western New England College and her past work experience has allowed her to communicate with unemployed individuals to students to business CEO's and attorneys. She also has the Professional in Human Resources designation.

Her current Personnel Director's job has included labor negotiations, hiring and training, unemployment, worker's compensation, benefit administration and grievances. All transferable skills to the Westfield Personnel Director's position. She believes her organizational skills and teamwork attitude would be an asset for this job.

The process of hiring a Personnel Director included the following:

--Position advertised August 26—September 26, 2016 on the City's website and all local colleges and universities (at least 10)

--There were 10 applicants, reduced to 5 candidates by the Interview Committee which consisted of City of Westfield's Attorney Jeffrey Krok, Westfield Community Outreach Coordinator Amber Danahey and West Springfield's Town Attorney Kate O'Brien, all 3 have a background either in Human Resources and/or labor relations.

--One candidate withdrew, so the panel interviewed 4 applicants and 2 were selected by the panel to be referred to Mayor Sullivan.

--The Mayor selected Jane Sakiewicz and believes her relevant experience as a municipal Human Resource Department Head in Easthampton, extensive education, and her decision to take on a larger operation in the City of Westfield, helped form his decision.

Councilor Ralph Figy asked Ms Sakiewicz about her negotiation style. She stated it was listening, then asking questions and then negotiation.

Councilor William Onyski asked Ms Sakiewicz—what will you bring to Westfield? She responded that her organizational skills are paramount to her.

Minutes for this meeting (11/03/16) approved on 11/03/16 on a 3-0 vote.

Adjourned at 6:20 p.m.

Submitted by Cindy Harris, Chair 11/04/16.