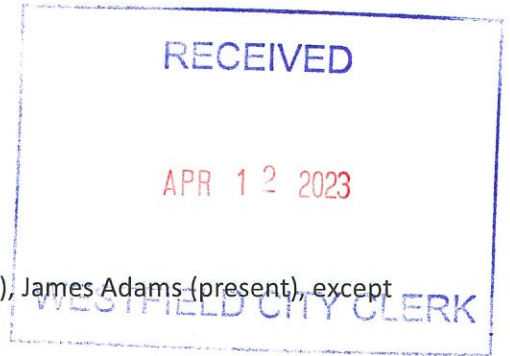


Personal Action Committee

Minutes for 4/11/2023

Meeting at City Hall, Room 207 Starting time-5:00PM

Committee Members- Cindy Harris, Chair (present), Ralph Figy (present), James Adams (present), except for 1st item.



The law department has requested that we ask if anyone is audio or video taping, or live streaming this meeting-None.

There are nine items on the agenda.

Item 1. Submitting the appointment of Kenneth Gustafson, 9 Michael Drive, as a member of the Off Street Parking Commission for a term to expire in February, 2024, replacing John Regan.

He served our Country 1992-2009 in the U. S. Coast Guard as an Electronics Technician, retiring as a Chief Warrant Officer and then from 2009-2022 he worked for the Dept. of Homeland Security as primary Electronic Mechanic, performing work aboard Search and Rescue Vessels aids to Navigation and Light Houses, but also Border Patrol, Customs and Border Patrol Instructor and Inspector.

We thank him for his service to our Country.

Retired now from that service, his family owns a downtown business and his knowledge of customers relaying the difficulties of finding accessible parking and hearing the situation from other businesses, he believes he can provide insight into those concerns and help our City in this area. Additionally, he was on the Flood Commission 2005-2007 so is familiar with Commission proceedings.

Motion to Approve Appointment made by Figy, 2nd by Harris.

All in favor-Harris, yes, Figy, yes.

Motion passes on a 2-0 vote.

Item 2. Submitting the appointment of Ed Finnie, 295 Munger Hill Road as a member of the Conservation Commission for a term to expire February 2026, replacing Alex Fagnand.

Mr. Finnie would be filling the vacancy left by Alex Fagnand who completed his term in February 2023 and is now serving on the Public Works Board.

His background in the Citrus and Dairy Industries has given him insight and knowledge of government regulations and guidelines in agriculture and farming which he believes would be relevant as a Conservation Commission member. His 30 years of business experience would give a relevant perspective and point of view to requests presented to the Board.

He currently works for Florida's Natural Growers representing the citrus farmers and their cooperative. He is a Board Director and part of the Company's Leadership Team, sits on many internal committees and is responsible for \$120 million in revenue.

His business experience and interaction with executives internally, and with industry agencies and customers externally, as well as his network with the Industry, has provided him with skills such as management of personnel while maintaining the highest standards and morale for employees and the

Company, financial acumen, leadership and making high levels of decisions, conflict resolution and problem solving, and understanding, retaining and disseminating complex data and information clearly.

He has experience in Forestry, coached Youth Football and Lacrosse, was on the Youth Lacrosse Board and has family members with Police and Firefighter backgrounds, so he comes with the mindset of serving his community and assures vs he will do his best to make decisions that benefit our citizens and our City. He is interested in and understands the issues that this Commission is involved in. Councilor Figy states that he is highly qualified. Recommended by Police Chief, West Springfield and CEO at Florida's Natural.

Motion to Approve Appointment made by Figy, 2nd by Adams.

All in Favor, Harris-yes, Figy-yes and Adams-yes.

Motion passes on a 3-0 Vote.

Item 3. Submitting the reappointment of Lenore Bernashe, 100 South Street, Granby, MA as Information Technology Manager for a term to expire July 6, 2026.

I spoke with Lenore Bernashe and will point out that a very lengthy explanation of all the accomplishments her Department has worked on and attained since her last reappointment in 2020, has been sent to all Councilors, detailing the very technical details regarding Projects Completed and Ongoing, System Hardware and Software, Devise Deployment and Upgrades, and Pandemic Responses 2020-2023.

Professionally, she is a founding member of the Western MA Regional IT Directors Group consisting of 4 Western MA Counties, she attends MA OSD Events and relevant Trade Shows, participates in online learning opportunities including project management and cybersecurity. She continues to provide leadership and promote training and certification opportunities to her Team Members.

In April 2022 she was selected by the Commonwealth to attend the August 2022 Multi-State/Elections Infrastructure Information Sharing and Analysis Center's Annual Conference in Maryland as a fully funded participant, which provides leadership and learning opportunities and best practices on Information Technology Operations and Security.

She has in the past three years also restructured the Department to include an Assistant Manager and an additional Network Administrator to meet expanding Disaster Recovery, Infrastructure, Cybersecurity and Network Management needs. Her Department continues to work with our schools in Technology Related Projects, and has provided internships to students at WHS and Westfield Tech Academy.

Serving 6,000-8,000 a year Service Desk Requests as well as Chromebook Repairs, and she manages the Dept. Budget trying to use creative solutions in answer to budget restrictions. Many Councilors spoke in favor of her last reappointment, stating she works on many projects and there is no complaints about her work and Councilor Flaherty stated she does a lot with a lean staff and that it is wise to invest in the IT Dept.

Motion to Approve Reappointment made by Figy, 2nd by Adams.

All in Favor, Harris-yes, Figy-yes and Adams-yes.

Motion passes on a 3-0 Vote.

Item 4. Purchasing Director Tammy Tefft, 371 College Highway, Southampton, MA submitting a request for reappointment for a term to expire July 4, 2026.

Tammy Tefft has been the City's Purchasing Director almost 20 years, being reappointed many times by the City Council and per her own document sent to all Councilors, she states she asks the Council to consider reappointing her based on her qualifications and work history, and states that her Dept. is made up of herself and one employee that are responsible for a multitude of things, including project oversight of COVID FEMA grants, which she had to constantly insist to them that Westfield was entitled to these grants-and she got them!

COVID Cares Act monies, ARPA monies.

The New School Building Project, Special Building Projects and Bond Projects including Sewer & Water Projects.

The office brought in over \$371,000 for Surplus Sales the past 3 years, which is deposited in the General Fund or Water/Sewer Accounts.

She was a guest speaker at the MHEC Conference as a Member of their Executive Board (a Purchasing Collaborative) to talk about the struggles Municipalities have obtaining the best products at the best prices.

She is a member of the Advisory Board of Business Technology, a members of the Medical Reserve Corp Board of Directors, recognized by the State for mentoring Procurement Officials in Western MA, member of the Public Procurement Officials as an Executive Board member, and scheduled to teach a class at UMASS on Procurement for Treasurer/Collectors, which will not interfere with her obligations as Purchaser.

She has detailed specifics on her past 3 years' achievements and her additional goals for the next 3 years in her letter to all Councilors.

She notes that she will also start new training for all departments on rules on Purchasing. Councilor Beltrandi spoke highly in favor of her last reappointment.

Motion to Approve Reappointment made by Figy, 2nd by Adams.

All in Favor, Harris-yes, Figy-yes and Adams-yes.

Motion passes on a 3-0 Vote.

Item 5. Regarding the Youth Commission-As stated at previous Council Meetings, we will vote only on the minor's names and not divulge private information that Councilors have received on their families or activities in order to protect them and fulfill the Parental/Guardian Authorization we have been given-a process approved by the Law Dept., Mayor, Youth Commission Advisor and Personnel Action Committees input. The Parental Authorization does allow the students names to be listed on the City's Website under Youth Commission.

Submitting the appointment of Seth Barber as a member of the Youth Commission for a term to expire February, 2026.

Motion to Approve Appointment made by Figy, 2nd by Adams.

All in Favor, Harris-yes, Figy-yes and Adams-yes.

Motion passes on a 3-0 Vote.

Item 6. Submitting the appointment of Teagan Chisholm-Godshalk as a member of the Youth Commission for a term to expire February, 2026.

Motion to Approve Appointment made by Figy, 2nd by Adams.

All in Favor, Harris-yes, Figy-yes and Adams-yes.

Motion passes on a 3-0 Vote.

Item 7. Submitting the appointment of Jack Knapik as a member of the Youth Commission for a term to expire February, 2026.

Motion to Approve Appointment made by Figy, 2nd by Adams.

All in Favor, Harris-yes, Figy-yes and Adams-yes.

Motion passes on a 3-0 Vote.

Item 8. Submitting the appointment of Thomas Knapik as a member of the Youth Commission for a term to expire February, 2026.

Motion to Approve Appointment made by Figy, 2nd by Adams.

All in Favor, Harris-yes, Figy-yes and Adams-yes.

Motion passes on a 3-0 Vote.

Item 9. Submitting a change to the job description for the Department of Public Works Director-No Discussion-will refer to full Council.

At our April 6, 2023 City Council Meeting I, Chair of the Personnel Action Committee, asked for Immediate Consideration for the revised job description of which all Councilors were sent on April 4, 2023. However, Councilors Flaherty and Matthews-Kane objected and so I made a motion to send it to the Personnel Action Committee stipulating that the Committee was not going to discuss it as the full Council had discussed the job description before and that would be the process again. Thus it is being referred back to full Council for all to discuss.

Chair, Cindy Harris, Made a motion to refer item back to full Council.

Motion to refer item back to full Council made by Figy, 2nd by Adams.

All in Favor, Harris-yes, Figy-yes and Adams-yes.

Motion passes on a 3-0 Vote.

Chair, Cindy Harris, the minutes will be, as stated at this meeting and given to the City Clerk tomorrow, April 12, 2023.

Motion to Approve the Minutes for April 11, 2023 made by Figy, 2nd by Adams.

All in Favor, Harris-yes, Figy-yes and Adams-yes.

Motion passes on a 3-0 Vote.

Motion to Adjourn made by Figy, 2nd by Adams.

All in Favor, Harris-yes, Figy-yes and Adams-yes.

Motion passes on a 3-0 Vote.

Meeting Adjourned 5:28 PM

Submitted by City Harris, Chair on April 12, 2023

