



**Personnel Action Committee**

Minutes for 6/5/2019 meeting

Starting time – 6:30PM at City Hall

Members of Personnel Action Committee – William Onyski (present), Brent Bean (present) and Cindy Harris, Chair (present)

The Law Department has requested that we ask if anyone is audio or video taping, or livestreaming this meeting – if so, please state your name – Peter, Westfield News.

**Agenda Item #1:**

*Submitting the appointment of William J. Brown, 1618 East Mountain Road as a member of the Council on Aging, for a term to expire the first Monday of February 2022, replacing Cynthia Anderson.*

Voted 3-0 to recommend that appointment.

*Discussion:*

*Director of Council on Aging, Tina Gorman, who has met with Mr. Brown, states that he will be a great fit on this Board and a definite asset with his skill set and his desire to be active in this Community being a senior himself.*

*Mr. Brown is an Attorney who appeared before the Mass. District Court and US Court of Appeals, and was a Counsellor of the Supreme Court of the U.S. His numerous pro bono representation for indigent defendants and their representation in the U.S. Immigration Courts is noteworthy. He is bilingual and has taught children and adults in English Second Language programs and acted as an interpreter.*

*He contributed to the Business community in Westfield owning Brown's Billiards family pool hall from 1990-1995 and was on the Board of Assessors for our City.*

*He has remained involved with the Veterans Administration and Veteran's programs and participated in fundraisers for the Holyoke Soldiers Home. He is a Vietnam Veteran, a Bronze Star recipient – and our City of Westfield thanks him for his service.*

*Councilor Onyski stated he certainly has a great resume and supports his appointment.*

**Agenda Item #2:**

*Submitting the appointment of Dennis Miles, as Timber Ridge Road, West Springfield as the Personnel Director for a three year term, with a start date after June 1, 2019.*

Voted 3-0 to recommend that reappointment.

*Discussion:*

*Mr. Miles has more than 25 years of experience in public and private organizations with a concentration in municipal government, employee benefits, health insurance and retirement services.*

*He has a Master's Degree in Public Administration, as well as a Master's Degree in Insurance, both from the University of Hartford and a B.A. in Public Management and Economics from the University of Maine.*

*Specific key accomplishments by him in his past employment are: Redesigned insurance and risk*

*programs for Workers Compensation and general liability; revised municipal health insurance program leading to reduced costs for employees and the Town while building surplus in the healthcare trust account; and extensive experience leading major strategic change initiatives. He has more than 15 years of experience in Municipal Management including Health Insurance, Retirement, Personnel Management and Workers Compensation.*

*His professional experience includes the following:*

*- Vice President at Voya Financial At which he reduced costs by \$5.4 million annually and improved overall earnings.*

*- Chief Operating Officer and Plan Administrator at Mass Mutual Benefits Management at which he was directly responsible for all benefit administration and compliance and achieved more than \$10 million in annual benefits savings, lowered costs and improved employee satisfaction.*

*- Vice President at CIGNA at which he was Program Manager for CIGNA's strategic Transformation Program appointed by the President.*

*- Town Administrator for the Town of West Springfield for 12 years at which he served as Chief Administrative Officer for the Board of Selectman, responsible for day to day operations of the Municipality including budgeting, finance, personnel, procurement, insurance and risk management, public works and social services.*

*Before that he was employed by our City of Westfield as the Community Development Administrator for a short time and had a Mayoral Aide Internship.*

*Thus he hopes to come full circle once again with his qualifications and background to help our City as the Personnel Director working with the Mayor, City Employees, Citizens and City Council.*

*The process to the hiring of the City's Personnel Director was –*

*-Advertising in MMA, Westfield News and Indeed (which goes out to all colleges and anyone looking for that type of position)*

*-The Hiring time frame was approximately 2 ½ months. There is quite a demand for this type of position.*

*-There were 10 applicants of which 4 were qualified to be interviewed (one withdrew). They were interviewed by the Mayor and Benefits Coordinator and Payroll Administrator acting as Personnel Manager but weren't quite the fit.*

*-Then continuing on there were a few more applications but those weren't qualified until Mr. Miles applied. He met with the Mayor, City Solicitor and Human Resource Director from our Schools. He continued on for a 2<sup>nd</sup> Interview with the Mayor and Benefits Coordinator with questions submitted by City Attorney Krok.*

*-Everyone concurred he was the candidate qualified for this position and would be an asset for our City as our Personnel Director. Background check and employment verifications were performed, of warranted, by the appropriate interviewer.*

The minutes for 06/05/19 meeting were approved on 06/05/19 on a 3-0 vote.

Meeting adjourned at 6:53PM

Submitted by Cindy Harris, Chair

06/06/19