

NOV 20 2020

WESTFIELD CITY CLERK

Personnel Action Committee

Minutes for meeting date 11/19/20 meeting at 6:30pm via Zoom as allowed by the Governor due to Pandemic

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

Roll call by individual name.

We have two appointments this meeting – Kate Phelon and Robert Bishop who are both attending this meeting.

Agenda Item #1

Appointment of Kate Phelon, 150 Hillside Road, as a member of the Airport Commission for a term to expire the first Monday of March, 2023, replacing Kim Cameron.

Discussion: (voted 3-0 to recommend the appointment)

Her experience as the Director of the Greater Westfield Chamber of Commerce would be valuable to the Airport Commission. For 10 years while managing the Chamber, she developed business plans annual operating budgets, new programs, and funding strategies – strategies that focused on increasing the visibility of the Chamber as vital business organization increasing membership and program income. Importantly, she increased program revenue. She can bring these same skills and ideas to the Airport Commission. She is passionate about the many assets of Westfield and our Airport is certainly one of them. She has an excellent relationship and connection to the 104th Fighter Wing ANG which will help on the Commission and has worked extensively with Airport Manager Chris Wallenberg.

Over the years she has worked with local, state, and federal officials, and community and regional leaders, and participated on numerous boards and committees. All this experience will help develop business at the Airport.

As she recently stepped down as the Director at the Chamber. She wants to continue to be involved in our Community and appreciates this opportunity to serve.

She currently also serves as a Student-Mentor at Westfield Technical Academy. She has a B.S. in Accounting Management from UMASS, Amherst. Over the years with the Chamber she attended many professional development programs relating to that profession. She has been, and is, involved in many organizations including: The Westfield Athenaeum (Corporator 2019-present), Westfield on Weekends, Westfield State Foundation, Friends of the Columbia Greenway Rail Trail, Westfield Rotary Club, Pioneer Valley Planning Commission and Advanced Manufacturing Collaborative being appointed by Governor Baker. I'll add that Kate Phelon, as well as being a successful business person, is a person of high integrity and our City is very fortunate to have her step forward for this position.

(Chair) – Ms. Phelon, thank you for attending tonight. Do you have any comments before the Committee votes on your appointment?

(Phelon) – I was recommended by Chris Wallenberg – had a 2 hour meeting with him and he brought me up to speed. I'm confident I can step up to this.

(Chair) – Thank you. Councilors, any comments or motions.

Councilor Figy stated that she will be beneficial to this Commission – also thanked Kim Cameron for her years of service.

Councilor Onyski stated she will be an asset to this group and also thanked Kim Cameron.

Motion to recommend appointment made by Councilor Figy, 2nd by Councilor Onyski.

Individual Vote –

Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Onyski – Yes

(Chair) – Ms. Phelon, we'll present your name and recommend your appointment at tonight's full City Council Meeting.

Agenda Item #2

Appointment of Mr. Robert Bishop of Colorado Springs, CO to the position of Personnel Director for a three year term from the date of the appointment.

Discussion: (Voted 3-0 to recommend the appointment)

A Veteran of the United States Army, Mr. Bishop served 13 years including Imminent Danger Zone in Iraq and service in Afghanistan being awarded numerous medals including Army Commendation Medal, Army Achievement Medal, Good Conduct Medal, National Defense Global War on Terrorism Service Medal, Iraq Campaign Medal with Campaign Star, and many Recruiter Silver and Gold Badges and Achievement Stars. He was the Assistant training Operations Supervisor – Budget Management providing Leadership and Mentorship of a 677 person unit serving in the U.S Army's Honor Guard and Presidential Escort. He served as a key enlisted advisor to the Battalion Commander for all matters pertaining to training and budget, and developed and implemented a standardized procedure to manage professional development and was recognized by executive leadership for exceptional service. As Operations and Programs Manager he managed over \$1.8 million of materials, collaborated with executive leadership and evaluated 16 personnel, tracking pay, disciplinary action, retention and health benefits.

He obtained a Master of Science in Management from Colorado Technical University and belongs to the Society of Human Resources Development, Iraq and Afghanistan Veterans of America and Veterans of Foreign Wars.

Since 2016 he has been employed by the Town of Monument, Colorado as the Planner (similar to an Asst. Town Manager) for 1 year and the Human Resource Manager for approximately 4 years. As the Human Resource Manger he has been involved in all the usual skills associated with that position including Human Resource Management, hiring and retention, budgeting, legal and regulatory compliance, Benefits management, training and development, policy implantation and employee advocacy.

He addressed specifically 2 additional skills that would be presented in Westfield in a detailed letter dated Nov. 17 to the City Councilors and how he would encompass those 2 areas, being Unions and Massachusetts Civil Service, with positivity, respect for all involved and an assurance of his capability of quickly and efficiently understanding and incorporating the skills necessary to being more than proficient in those areas in short order. He expressed his sincere desire to be an asset to City Hall and Westfield and thanked the Mayor, Selection Committee and Councilors for their consideration of his employment, assuring everyone that he would live up to the ideas expressed in the Letter from Mayor Humason to the Councilors on November 5, 2020, that Mr. Bishop's experience education, interpersonal

skills, Human Resource knowledge and positive attitude foreshadows a great future for success in Westfield.

The procedure to this point for selection of the Personnel Director by the Mayor was that in July, a very hard-working Personnel Dept. employee posted an ad for this position on the City's website and MMA like it had been done in the past. However, only 6 applied and none were exceptional. Richard Merchant, the Acting Director of Personnel, came in at this point to help the City part-time and posted the ad to indeed after altering the Ad to be more relevant and listing it under Human Resources as opposed to Personnel, and the City received 37 applicants. The Selection Committee comprising of Peter Miller, long-time City employee, our Community Development Director and very well-respected, Atty. Shanna Reed – Acting City Solicitor, Atty. Jack Fitzgerald who is the Union expert in Personnel matter and Acting Personnel Director Richard Merchant, decided on the 10 best suited. The Committee then rated those and concluded that 4 were the best contenders. Three were interviewed by the Committee (one was not available) via Zoom. Subsequently, 2 were interviewed with the Mayor, H.R staff, Atty. Reed and a Payroll Representative. After interviewing the two, the Mayor chose Mr. Bishop and everyone agreed he excelled, although the other candidate was good, Mr. Bishop excelled. The job description situation made for a delay, but Mr. Bishop, who has family in Massachusetts, was able to accommodate the delay.

Mr. Bishop's background is commendable, his courage is undeniable and his ability to accommodate any new situation is evident, and lastly his sincere desire to be employed here is also evident from his correspondence to the City Council.

(Chair) – Mr. Bishop, Thank you for attending and thank you for your impressive service to our Country. Do you agree with the facts presented regarding your background and do you have any last comments before we vote on your appointment?

Mr. Bishop stated he was humbled and excited by this appointment. He as met Westfield's incredible team and is looking forward to joining. He thanked everyone for "your consideration".

Chair said – Councilors, any comments or motions.

Councilor Figy stated everything we've heard sounds positive and was encouraged by that and thanked him for her service.

Councilor Onyski also thanked him for his service and asked what brings you to Westfield? Mr. Bishop said although he loves Colorado as his service was there, his father is a Professor at Worcester Poly and has other family members employed here, and wants to come back closer to family.

Councilor Figy made a motion to approve appointment, 2nd by Councilor Onyski.

Individual Vote –

Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Onyski – Yes

Chair stated, Thank you Mr. Bishop. We will present your name to the full Council at the City Council Meeting later this evening.

Chair – May I have a motion to accept or amend minutes for 11/5/2020 meeting.

Councilor Figy made motion to accept, 2nd by Councilor Onyski

Individual Votes –

Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Onyski – Yes

Chair – May I have a motion to Adjourn

Councilor Onyski made motion, Councilor Figy 2nd.

Individual Votes –

Chair/Councilor Harris – Yes

Councilor Figy – Yes

Councilor Onyski – Yes

Chair stated Thank you Councilors.

Minutes submitted by Cindy Harris, Chair 11/20/2020

(Attachment – letter)