

# **WESTCOMM**

## **BOARD OF DIRECTORS MEETING**

MAY 28, 2024 1:00 P.M.

ZOOM MEETING: [HTTPS://TINYURL.COM/4RRYNS7P](https://tinyurl.com/4RRYNS7P)

MEETING ID: 838 8514 3174 PASSCODE: 963407 ONE TAP MOBILE: 1-309-205-3325

### **In Attendance:**

Lyn Simmons, Longmeadow Town Manager  
Erin Hastings, Executive Director, WESTCOMM  
Tom Christensen, Town Administrator, East Longmeadow  
Stuart Beckley, Town Administrator, Ware  
JoAnn Kupiec, Admin Assistant, WESTCOMM

1. Meeting called to order 1:02 P.M. A roll call was done, present at the meeting were Lyn Simmons, Stuart Beckley and Tom Christensen. 3 Present, 2 absent.
2. Review of FY 24 Goals: Great progress has been made on the FY 24 Goals. The Transfer Policy will be voted on at the June meeting, along with presenting a budget calendar. Most policies are operational, Goals will carry into FY 25. HR mission, and core values will be added at a regular Board meeting. All Statement complete and added to policy, they can now be put on the website. IT MOU is completed. A yearly review is requested by the IT Committee. In the FY 25 Goals, this goal will be called IT MOU Review. Lyn spoke about a 12 month review calendar, this document would be similar to the budget calendar and be treated as a “look ahead document”. Lyn has created a welcome letter for any new Communities joining WESTCOMM. This will be shared at the Board of Directors meeting held in June. It was decided that Admin would send out the letter on behalf of the Board of Directors. Lyn feels Communications & Interoperability should be expanded and be in greater detail as to what this goal involves. Erin spoke about having a 3<sup>rd</sup> party evaluate the Communications \* Interoperability. Erin has met so far with Longmeadow and Ware, the other 3 Communities are scheduled to meet this week. Erin feels meeting with each Community separately is working well. She gets specifics from each Community and they work on solving those specific issues. The next meeting will be a joint meeting between the BOD and Operations Board. These one on one meetings are not in lieu of the Operations Meetings, those meeting will be held quarterly. It was also suggested a Steering Committee be

formed to look at performance and accreditation. Outreach will be an ongoing process.

3. FY 25 Goals: For the June meeting each Community will come up with 3 goals they would like to see accomplished. The Board will go over all these goals and decide which ones will be added to the list for FY 25. It was suggested that each Community reach out to their Chiefs and see if they have any suggestions on the Board of Director Goals.
4. Executive Director Performance Review: Revised in June 2023. This current review is for FY 24. Performance review is based on calendar year, rather than fiscal year. Lyn suggested we use the performance review she has, it can be changed and molded to WESTCOMM. Erin believes the review should be done by November in order to build the correct salary into the budget.
5. A motion was made by Lyn and 2<sup>nd</sup> by Tom to Vote to enter into Executive Session in accordance with MGL Chapter 30A, Section 21 (a) (3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and if the Chair so declares, not to reconvene in open Session. Roll call was done 3 yes, motion passed.