



Town Administrator's Office

343 Highland Road, Tiverton, Rhode Island 02878 (401) 625-6710

Memorandum

Date: December 21, 2016

To: Town Council

From: Matt Wojcik *MW*

RE: Offer of employment contract and fiscal statement– Janet Holmes, Senior Center Director

Over the last week, the Personnel Board and I conducted three screening interviews in connection with the Senior Center Director position. Two of those three candidates were forwarded to me for final round interviews, which were completed late yesterday afternoon.

After careful review of the candidates' qualifications and experience, I reached the conclusion that Ms. Janet Holmes is an excellent fit for the Town given her extensive experience dealing with the public, her deep knowledge of programs that have a significant impact on elders, and the energy and engagement that she conveys – a quality that is essential for a position that involves encouraging people to stay active. I respectfully request ratification of the attached contract.

The fiscal impact of the proposed contract, as compared to the existing document for Ms. Gomes, is as follows:

- Salary: Increase by \$2,692 to an even \$55,000 starting salary (negotiated)
- Resulting FICA increase of \$205
- Employer contribution to MERS increase (including TIAA-CREF portion): \$116
- TOTAL: \$3,013 increase over current contract

The cost to carry this employee is dependent upon benefit enrollment decisions that have not yet been determined. Preliminary conversation indicates the new employee will have the same enrollment profile, and thus, the hire will not change the cost to carry beyond the amount noted above. The resulting estimated cost to carry this position would be, if that assumption above holds, \$67,127.