Employee News

Employee Transfers

Alan Soukup, FIN – transferred to Treasury Operations Analyst effective Feb 2. Alan’s previous position was Budget Analyst II.

Frederick Clark, PW – transferred to Cement Finisher effective Feb 4. Frederick’s previous position was Public Works Laborer.

James Byers, UTIL – transferred to WPC Process Operator effective Feb 4. James’s previous position was Lab Service Water Quality Analyst.

Jolene Whiting, LIB – transferred to Programming Specialist effective Feb 4. Jolene’s previous position was Patron Services Specialist.

Citizen Appreciation

Recently, the primary shut off valve where water enters our house started leaking. I lined up a plumber to replace it and called the Cedar Rapids Water Department to ask them to shut the flow off at the street so the plumber could swap out the valve.

Your staff at the Water Department were exceedingly helpful. Today, staff member Tracy came and shut the water off. As soon as the new valve was in place, he returned to turn the flow back on. He appeared exactly when he said he would both times. He was friendly and efficient.

I would appreciate it if you’d thank Tracy and the rest of the staff at the Water Dept. for good work.

Rich Patterson
City Manager and Director Updates

Manage Engine Self Service Password and Unlock Tool
The Information Technology Department is refreshing the domain (computer) account password self-service reset tool. The goal is to have all users with a domain account enroll. Starting today, Feb 11, each user will receive a daily pop up reminder to enroll. As part of the enrollment, there will be a series of security questions to answer. Once you complete these questions, you are enrolled. After enrollment, you will have the ability to reset your password and unlock your account. This service is similar to what banks and credit card companies are using for password resets and unlocking of accounts. If there are any questions regarding enrollment or how to use the tool, please contact the IT ServiceDesk at 286-5500.

Council Meeting Closed Captioning
The Information Technology Department has been working with April Wing from City Manager Office to implement a solution for closed captioning of Council Meetings. The February 12, 2019, Council Meeting is the targeted date to begin closed captioning. This is a live, computer generated captioning technology. In order to provide the best accuracy, it is important that whoever is speaking during the meeting talk directly into the microphone. We are looking forward to providing this important service to our residents.

External Email Banner
On September 4, 2018, an External Email Banner was implemented on all external emails coming into the City as part of a technology security initiative recommended to all government agencies by the State of Iowa Chief Information Officer. Since the implementation, several suggestions have been received and reviewed. Below is the banner that will display on February 11. Going forward every couple of months, the banner will change in color and style.

FCS Bridge and Riverfront Improvements
At the next meeting, Council will consider a resolution authorizing the execution of a Professional Service Agreement with T.Y. Lin International for services related to the 8th Avenue Bridge and Riverfront Flood Control Improvements. The contract outlines numerous improvements to the Kingston Village / NewBo area on both sides of the river, including the bridge replacement/raising, preliminary design of both indoor and outdoor public gathering spaces to compliment Sunner Park and the McGrath Amphitheater, and Parking Lot 44 development in the NewBo District. Components of these riverfront improvements will also include intersection improvements, trail components, streetscaping, possible gateway elements, connectivity elements such as lighting, and new neighborhood character and placemaking. These riverfront projects have a considerable opportunity to increase community vibrancy and connection to the Cedar River, while allowing the Flood Control components to blend into the background as a secondary use.

Edgewood Road Improvements between Highway 100 and Blairs Ferry Road
A 2019 road improvement project is under development on Edgewood Road NE, between HWY 100 and Blairs Ferry Road. These roadway modifications will address additional traffic volumes as this area continues to grow and attract commercial business. The already existing commercial area on the east side of Edgewood Rd currently has two access locations off Edgewood (one near Hy-Vee, and one farther north near Zeppelins). The road project this year would remove the traffic signals located at the Hy-Vee entrance, and move them to the Zeppelins entrance. The median at the Zeppelins entrance would also be removed, creating full access to commercial stores on either side. This will “rebalance” Edgewood Road, encouraging traffic to use the north access entrance and helping prevent unsafe traffic conditions so close to HWY 100. Hy-Vee has concerns about eliminating the left-out traffic movement at that entrance; however, there are significant safety benefits to reducing the number of turns/weaving maneuvers at this intersection. Additionally, now is the ideal time to make these changes, before the Edgewood Town Centre development and Fleet Farm construction are completed on the west side of Edgewood, and before the extension of Edgewood Road to the north of Blairs Ferry Road.
## Employee Years of Service

Please congratulate the following employees on their service anniversary for the month of February 2019.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy</td>
<td>Sheely</td>
<td>25</td>
</tr>
<tr>
<td>Mitchell</td>
<td>Stephens</td>
<td>25</td>
</tr>
<tr>
<td>Pamela</td>
<td>Mosbaugh</td>
<td>20</td>
</tr>
<tr>
<td>Jarrod</td>
<td>Smith</td>
<td>20</td>
</tr>
<tr>
<td>Thomas</td>
<td>Weber</td>
<td>20</td>
</tr>
<tr>
<td>Michele</td>
<td>Tamerius</td>
<td>15</td>
</tr>
<tr>
<td>Emily</td>
<td>Fisher</td>
<td>10</td>
</tr>
<tr>
<td>Eric</td>
<td>Radley</td>
<td>10</td>
</tr>
<tr>
<td>Brad</td>
<td>Arenz</td>
<td>5</td>
</tr>
<tr>
<td>Tara</td>
<td>Carrera-Bauer</td>
<td>5</td>
</tr>
<tr>
<td>Callie</td>
<td>Crandall</td>
<td>5</td>
</tr>
<tr>
<td>Hannah</td>
<td>Myrom</td>
<td>5</td>
</tr>
<tr>
<td>Sandra</td>
<td>Holtz</td>
<td>5</td>
</tr>
<tr>
<td>Matthew</td>
<td>Lucas</td>
<td>5</td>
</tr>
<tr>
<td>Holly</td>
<td>Ruble</td>
<td>5</td>
</tr>
<tr>
<td>Aaron</td>
<td>Bock</td>
<td>1</td>
</tr>
<tr>
<td>Michelle</td>
<td>Burke</td>
<td>1</td>
</tr>
<tr>
<td>Kerry</td>
<td>Ellquist</td>
<td>1</td>
</tr>
<tr>
<td>Jill</td>
<td>Fell</td>
<td>1</td>
</tr>
<tr>
<td>Kenneth</td>
<td>Hallam</td>
<td>1</td>
</tr>
<tr>
<td>Phillip</td>
<td>Platz</td>
<td>1</td>
</tr>
<tr>
<td>Preston</td>
<td>Ross</td>
<td>1</td>
</tr>
<tr>
<td>Kate</td>
<td>Schaefer</td>
<td>1</td>
</tr>
</tbody>
</table>
Second Lead CR Class

Sixteen leaders from throughout the City started the Lead CR program on Feb. 8. This program is a series of seven classes that focus on leadership, team and organizational development. Sandi Fowler, Deputy City Manager, Angie Charipar, Assistant City Manager, Assistant Fire Chiefs Curtis Hopper and Greg Smith shared leadership lessons with participants. Greg Buelow, City Manager’s Office and Brent Smith, Fire Battalion Chief discussed how the Myers Briggs Type Indicator can be used to effectively lead staff.

**Winter 2019 Lead CR participants include:**

- Heather McNeeley & Chris Bieber - Police
- Andy Hoenig & Russ Camp - Finance
- Rob Wagner & Bill Kirk - Parks & Recreation
- Andy Hoenig & Russ Camp - Finance
- Rob Wagner & Bill Kirk - Parks & Recreation
- Andy Hoenig & Russ Camp - Finance
- Rob Wagner & Bill Kirk - Parks & Recreation
- Aaron Reed - Utilities - WPC
- Mike Leaven, Ben Dugan, Mike Kirk, Eric O’Rourke & Doug Wilson - Public Works

**February Training Available to Staff**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Training</th>
<th>PeopleSoft</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 19</td>
<td>11:00 – noon</td>
<td>Valuing Diversity Overview</td>
<td>CMO560</td>
<td>CSC- 5 Seasons</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sue Sager</td>
<td>Session 0001</td>
<td></td>
</tr>
<tr>
<td>Feb 26</td>
<td>2:30 – 3:30pm</td>
<td>City Government</td>
<td>CMO505</td>
<td>CSC- 5 Seasons</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sandi Fowler</td>
<td>Session 0001</td>
<td></td>
</tr>
</tbody>
</table>

Please register through PeopleSoft.

**DIRECTIONS ON HOW TO ENROLL IN A COURSE:**

2. Click on “Self-Service” “Learning & Development” “Request Training Enrollment” “Search by Course number”
3. Enter in course number: See above
4. Click “Search”
5. View all available sessions and click on the session you would like to attend and click “continue”
Safety Leadership Series: Part 8
Emerging Safety Leaders – Maintaining Momentum

You have made a personal commitment to safety. You have decided that you are ready to expand this commitment and take a more active role in leading safety efforts amongst your co-workers. Now what?

Like any behavior-change effort (increasing exercise, eating healthy, being more organized), getting started is the easy part; keeping it going is the hard part. In the same way that changing your eating habits requires extra effort at the beginning, it will take an emerging safety leader extra effort to break old habits and incorporate safety at work in a new way. Many successful dieters focus on meal prep so when they are hungry they have a healthy option already lined up, reducing the risk of grabbing whatever convenient, unhealthy food option is easiest in the moment. Applying the same concept to safety leaders: if you do not put in the prep work ahead of time, when safety critical situations arise it is easy to slide back into bad behaviors that are not in line with your personal commitment to safety. Committing to safety requires more than just saying you are committed – it takes a little prep work.

Ways You Can Maintain Safety Momentum in 15 Minutes or Less:

- Set aside time each week to focus on safety; set a reoccurring notification on your calendar
- Recognize and celebrate safety “wins” each week: no injuries, a hazard mitigated, etc.
- Lead a hazard spotting walk through your workspace
- Google “safety in the __________ industry” and learn how others deal with safety hazards in your line of work
- Read through your department’s safety committee meeting minutes on CR@Work
- Read! See Week 7 of the Safety Leadership Series for links to free magazines, webinars, etc.
- Ask an open-ended, safety-related question during a team meeting
- Watch YouTube videos of tasks you commonly do – watch what can go wrong, discuss with co-workers what you would do differently
- Visit the Risk Services office to brainstorm ideas and check out the resource library
- Talk to other professionals in your industry about how they incorporate safety on the job

Our safety culture depends on dedicated employees at all levels of City operations.

Make your personal commitment to being a safety leader today!
Featuring City employees highlighting programs and initiatives that impact our residents. Open to all employees in any department.

**FEATURED TOPIC**

**Media Training**

Learn tips and tricks to make you feel more comfortable speaking with the media. We'll talk about why we need to respond and build good relationships with the media, what to do when a reporter contacts you, and how to prepare for and conduct an interview. Presented by the Communications Division.

- **Friday, February 22**
  12:00 – 1:00 pm
  City Hall Training Room

- **Tuesday, February 26**
  12:00 – 1:00 pm
  Time Check Hall, CSC

**RSVP by February 18**

**FREE LUNCH FROM JIMMY JOHNS!**

Please RSVP to participate and reserve your lunch. RSVP by emailing citymanager@cedar-rapids.org
To All Benefit Eligible Employees:

I am pleased to announce our continued partnership with Health Solutions for the City of Cedar Rapids Wellness Program. Our leadership team has collaborated with Health Solutions to design and implement a program to accomplish the following, which align with our City of Cedar Rapids Core Values:

- **We Find a Way**... to Be Informed
  - We proactively identify potential health risks – whether through a screening or an annual physical with your medical provider
  - We understand our risks and the resources available to improve – through communications, educational seminars, consultations with health coaches or your medical provider

- **We Team Up**... to Get Well
  - We collaborate with experts to provide the right resource for every individual – Health Solutions, Medical Providers, Wellness Ambassadors, Safety Committee and others!
  - We are taking ownership of our individual health by utilizing the available resources to improve or maintain our well-being

- **We Serve Enthusiastically**... by Staying Well
  - We don’t allow our health to limit how well we serve others – less absenteeism, more presenteeism
  - We empower participants through an incentive program – rewarding those that prioritize their health

This year, the program will be rolled out in the following phases. You will receive additional details on each phase as the program is implemented.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Actions and Objectives</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATE</td>
<td>Understand <strong>why</strong> the program is in place, <strong>who</strong> will be involved throughout the program, <strong>what</strong> resources are available to you, <strong>when</strong> health and wellness events will be taking place, and <strong>how</strong> to get started.</td>
<td>Now</td>
</tr>
<tr>
<td>ENROLL</td>
<td>Complete the online registration process to enroll in the program.</td>
<td>February 2019</td>
</tr>
<tr>
<td>ENGAGE</td>
<td>Participate in the company sponsored screening events or health form process.</td>
<td>February – April 2019</td>
</tr>
<tr>
<td>EVOLVE</td>
<td>Leverage resources to create an action plan for health improvement.</td>
<td>April 2019-May 2019</td>
</tr>
<tr>
<td>EARN</td>
<td>Be aware of our Wellness Incentive Plan and how your engagement and healthy outcomes impact your eligibility.</td>
<td>April 2019 &amp; Beyond</td>
</tr>
</tbody>
</table>

An incentive program has been created to demonstrate our commitment and the importance of engaging in the wellness program. A full description of the incentive program is on the following page your review and will be referenced and discussed in more detail during future interactions with Health Solutions.

Look for communications on how to enroll coming soon!

Teresa Feldmann
Human Resources Director
Program Offerings

<table>
<thead>
<tr>
<th>Eligible Population</th>
<th>Incentive</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Eligible Employees All benefit eligible employees are invited to participate regardless of participation in the health plan</td>
<td>2020 Health Plan with Wellness Rate – SAVE $$$$ Discounted health plan premiums are available when you participate in the Wellness Program</td>
<td>Complete the annual risk analysis steps Engage in coaching, if invited</td>
</tr>
<tr>
<td>Covered Spouses Must be enrolled in the Health Plan</td>
<td>$200 Cash Card Mailed to the spouse after completed requirements</td>
<td>Complete the annual risk analysis steps</td>
</tr>
</tbody>
</table>

Program Requirement Details

Annual Risk Analysis
1. Online Health Risk Assessment – Due 4/30/2019
2. Health Screening – Due 4/30/2019
   a. From the wellness portal, participants can select one of the following screening options:
      i. Screening Event at a City of Cedar Rapids or Health Solutions Location
      ii. Health Form from a Medical Provider
      iii. Lab Corp Location
      iv. Weland Labs Location (Weland only completes lab draws, biometrics must be submitted separately)
3. Understand Your Health Risk Assessment – Due 5/31/2019
   a. Attend a seminar onsite or view a video on your wellness portal to understand your results and the resources available to help you maintain or improve your well-being

Required Coaching Programs
1. High Risk Participants with uncontrolled chronic condition or critical clinical values, based on national standards
   a. Engage in monthly coaching sessions which may include follow up with a medical provider as directed. Care Team includes a Health Coach and Clinical Pharmacist.
2. Moderate Risk Participants identified with high clinical values, based on national standards or Metabolic Syndrome
   a. Engage in monthly coaching sessions or Health Transition University (if eligible). Options will be reviewed in detail at your Understand Your Health Risk Assessment session. Care Team includes a Health Coach.

Additional Resources
All employees and covered spouses are invited to participate in ongoing programs offered from the City of Cedar Rapids Wellness Ambassadors. Earn prizes for participating in events each quarter. Learn more by completing your Understand Your Health Risk Assessment session!

Alternatives for completing the incentive requirements are available upon request. Visit the Resources section on your Health Solutions wellness portal to learn more.

Health Solutions Customer Care
888-362-5920 or info@hsi-rx.com
2019 Health Screenings

The City of Cedar Rapids provides all employees and covered spouses the benefit of a comprehensive wellness program. Employees covered by the Company’s medical plan must complete the following steps to receive an insurance premium discount for the 2020 medical plan:

How To Get Started...

Register your Wellness Portal Account
- Visit www.myhealthywithhsi.com/CityCR
- Click ‘Register’ in the Register Here box
  ◊ Read the Terms and Conditions and click ‘Accept’
  ◊ Fill out the required information
    ⇒ Company: CityCR
    ⇒ Member ID:
      * Employees: Employee ID Number
      * Spouses: Employee ID followed by your date of birth in the format –YYYYMMDD
    ⇒ Gender, DOB, and Email
  ◊ Click ‘Register’
  ◊ Set Username, Password, and click ‘Sign In’

From your wellness portal...

Complete the online Health Risk Assessment Questionnaire
- From the Home Screen, click on ‘Start’ in the Health Risk Assessment tile.
- Complete all the questions, click the ‘Next’ button to move forward.
- Once all questions are complete, click the ‘submit’ button in the lower right corner.

Select Your Screening Option and Complete Next Steps

<table>
<thead>
<tr>
<th>Onsite Screening</th>
<th>Health Form</th>
<th>Weland or LabCorp Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite screenings are available at various City locations. Schedule through your</td>
<td>Download a health form for your medical provider to submit in lieu of completing a screening. Health Form data must be new from the last 12 months.</td>
<td>Arrange a screening at a Weland or LabCorp location near you! Find locations and forms in your wellness portal. <strong>NOTE</strong>: Weland Labs only completes lab draws, biometrics must be submitted separately.</td>
</tr>
<tr>
<td>portal or call Health Solutions. Please sign up a week in advance.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have issues accessing your personal wellness portal, contact Customer Care directly at 888-362-5920 or by email at info@hsi-rx.com
Did you know? Heart disease is the leading cause of death for both men and women.

Coronary Artery Disease is the most common heart disease. It occurs when plaque builds up inside the coronary arteries. These arteries are responsible for supplying oxygen-rich blood to your heart muscle. Over time, the plaque can harden or rupture. Hardened plaque narrows the coronary arteries and reduces the flow of oxygen-rich blood to heart. If the plaque ruptures, a blood clot can form on the surface.

When a blood clot totally blocks the artery, the heart muscle becomes “starved” for oxygen. Within a short time, the heart muscle cells begin to die, causing permanent damage. When this happens, a Heart Attack occurs.

Enlarged Heart (Cardiomegaly) is usually caused by coronary artery disease or high blood pressure. The heart is enlarged due to damage of the heart muscle. As the condition progresses, the heart’s pumping ability declines, not pumping blood effectively. This can bring congestive heart failure.

Heart disease can be a domino effect. Heart related issues listed above can lead to other heart problems such as: Irregular Heart Rhythm, Atrial Fibrillation, Sudden Cardiac Death, and more.

KEY MESSAGE: Take Control of your Heart Health!

KNOW YOUR NUMBERS. It’s knowledge that could save your life! Five numbers that everyone should know to take control of their heart health is:

<table>
<thead>
<tr>
<th>TEST</th>
<th>OPTIMAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cholesterol</td>
<td>100-199 mg/dL</td>
</tr>
<tr>
<td>HDL (good)</td>
<td>&gt;60 mg/dL</td>
</tr>
<tr>
<td>LDL (bad)</td>
<td>&lt;100 mg/dL</td>
</tr>
<tr>
<td>Blood Pressure</td>
<td>90/60 to 120/80 mmHg</td>
</tr>
<tr>
<td>Blood sugar</td>
<td>&lt;100 mg/dL</td>
</tr>
<tr>
<td>Body Mass Index (BMI)</td>
<td>18.5 to 24.9</td>
</tr>
</tbody>
</table>

Want to know your numbers?
1. Participate in a Health Solutions’ Health Screening
2. Hy-Vee is providing free Biometric Screenings during the whole month of February. Ask your Health Coach about finding dates & locations.

www.heart.org

For more information, contact Health Solutions at (888)362-5920