Employee News

New Employees

**Tanya Barth, CMO** – Administrative Coordinator - Special Events - effective April 24. Tanya joins the City from St Luke’s Hospital.

**Kathleen Foley, FIN** – Finance Business Manager - effective April 24. Kathleen joins the City from Verizon.

**Scott Breese, TEIA** – Airport Facilities Worker I - effective April 25. Scott joins the City from Handyman Services.

Promotions

**Jordan Meyer, FIN** – promoted to Budget Analyst II effective April 22. His previous position was Budget Analyst I.

**Jacob Patterson, PW** – promoted to Collection System Maintenance Worker III effective April 15. His previous position was Collection System Maintenance Worker II.

Domain Account Self-Service Password Reset Tool

The Information Technology Department will be deploying a domain account password self-service reset tool for City Employees. On Monday, May 1, an email from IT Support to all City Employees will go out with a link to enroll. After completing the enrollment process, a user of the City’s network will be able to reset passwords and unlock their domain accounts. Domain accounts allow users to sign on to their City computer device.

If there are any questions, please feel free to contact the IT ServiceDesk at 286-5500.
Join Jeff and the City Directors for our next City Update event!

You won’t want to miss this fun, interactive gathering. This is your opportunity to visit with the City Manager and hear Jeff answer questions submitted by you and other City employees.

All City employees are invited and encouraged to attend. The use of Flex time WILL NOT be required. Space is limited, so please RSVP to citymanager@cedar-rapids.org to reserve your seat today.

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Do you have City related questions you would like addressed by Jeff or City Directors? Submit your questions to citymanager@cedar-rapids.org. Jeff will address as many questions as possible at the event.
Ethics Corner

Ethics Corner is a new addition to the Employee Connection newsletter. Each month, a member of the City’s leadership team will provide a perspective on ethical issues facing their area of the City. If you have topics you would like to see covered, please send those to Amanda Felton or Lisa Kerker in HR.

City employees participated in an annual citywide training “The Culture of Ethics”. Some of you will remember that this topic was our first citywide training topic back in 2007. The 2016/2017 topic discussion included the need to make healthy ethical discussions an important part of creating an ethical culture in our organization. Regular conversation with co-workers and leaders about ethical issues is one way to encourage growth in ethical behavior and it will help us gain clarity on how we evaluate ethical issues. It is exciting to think that one of the outcomes will be better decisions made at all levels of the organization.

At your next team meeting bring up current ethical issues that your area faces or get started by discussing the couple of issues listed below. Share ideas about how different perspectives can change how the issue is seen by others, and let the group talk through how each of you might resolve the issue in an ethical way.

1. A restricted donor is anyone who contracts with the City or is seeking to contract with the City. Can a "restricted donor" pay my travel expenses to a conference by reimbursing the City. Is this considered a gift to the City or to me?
2. You are preparing a bid for City work which will require a group City stake-holders to establish a criteria by which the resulting bids or proposals will be evaluated. Should the established criteria for selecting the winning bid be developed prior to reviewing the individual bids or can the criteria be established after the individual bids are reviewed?

ADA Training

If you have not attended the ADA Training yet this year, please sign up for a session as soon as possible so we can plan accordingly for facilitators, space and paperwork. As a reminder this training is MANDATORY and all designated employees must attend the training (see your department contact for the list). There will be no more sessions scheduled for this training other than the sessions listed below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Session #</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 3, 2am – 6am</td>
<td>Police Department</td>
<td>ADA102 0010</td>
</tr>
<tr>
<td>May 3, 4pm – 8pm</td>
<td>Police Department</td>
<td>ADA102 0011</td>
</tr>
<tr>
<td>May 4, 8am – 12pm</td>
<td>Central Fire Command Post Room</td>
<td>ADA102 0012</td>
</tr>
<tr>
<td>May 17, 2am – 6am</td>
<td>Police Department</td>
<td>ADA102 0013</td>
</tr>
<tr>
<td><strong>CANCELLED</strong> May 17th, 12 – 4pm</td>
<td>Central Fire Command Post Room</td>
<td>ADA102 0014</td>
</tr>
<tr>
<td>May 17, 4pm – 8pm</td>
<td>Police Department</td>
<td>ADA102 0015</td>
</tr>
</tbody>
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For questions and enrollment please contact Amanda Felton in HR, A.felton@cedar-rapids.org or 286-5094.
2017 Career Day for Underrepresented Students

The City of Cedar Rapids organized a Career Day event on Thursday, April 13 to grow relationships with local high school students and teachers and plant seeds of opportunities. Fifteen students from Washington and Metro High Schools explored the inner-workings of City government with staff discussion and tours of City Hall, City Services Center, Central Fire, and the J Ave Water Treatment Facility. Up close, they got to see the size of traffic signal equipment and how intersection lights are scheduled; they learned what it takes to become a firefighter and what a day in the life is like; and they saw up close the old and new technologies water treatment staff utilize to keep clean drinking water flowing to Cedar Rapidians 24 hours per day.

The goal is to grow the event to include more high schools in the area and more students. With the help of over 20 city staff, the City of Cedar Rapids wants local students to know that, at 1,300 full-time employees, the City is a large employer--and purposeful, good-paying jobs become open on a regular basis. Information was shared with students on how to apply to the many upcoming summer jobs available in Parks and Recreation. Students walked away with a greater understanding of what it takes--and who it takes--to operate the vital, public functions of a city of 130,000. The hope is to continue this Career Day event with local high school students and increase the frequency to a spring and fall event.

Special thanks to the following employees:

**Tariq Baloch**, Water Utility Plant Manager  
**Emily Fisher**, Water Operations Supervisor  
**LaSheila Yates**, Executive Director of Civil Rights  
**Jenelle Sisneros**, Recruitment Programs Manager  
**Julie Popelka**, Firefighter (Shift) Paramedic  
**Mark Jones**, SWM Superintendent  
**John Witt**, Asst. Traffic Engineering Manager  
**Ben Dugan**, Traffic Engineer Signal Supervisor  
**Bill Micheel**, Assistant Director, Community Development  
**Sandi Fowler**, Assistant City Manager
CR Employees Care

Thanks to the generosity of City employees, we will be making a difference in the lives of many in our community.

The Water Department collected food and toiletries for the Iowa Veterans Welcome Center. The items will be given to homeless and low income veterans and their families.

City Hall, CSC, PD and WPC collected toiletries and baby items and over $340 in monetary donations for Waypoint. They were sincerely grateful to the City employees for their acts of kindness. The items will be given to women, children and families in need.
A study from the University of Glasgow found those who cycle for their commute have a **46% lower risk of cardiovascular disease** and **45% lower risk of developing cancer** than people who drive to work or take public transport.

**Join the Bike to Work Week Activities**

**Bike to Lunch with the Mayor**

Wednesday, May 17  
11:00 a.m. – 1:00 p.m.  
Meet at City Hall at 11:00 (or in front of your location) and bike to Sag Wagon (827 Shaver Rd NE)

*One ‘Wellness Hour’ may be used for this event*
May New Hire Orientation Training Cancelled

Due to many conflicting organizational priorities all New Hire Orientation classes have been cancelled for May 2, 3 and 4. New employees scheduled for May will now attend New Hire Orientation June 6, 7 and 8.

Exception: Due to the time sensitivity of the Benefits information that segment will go forward in May as planned which is Tuesday, May 2, 12:30 pm - 4:30 pm at Central Fire Station.

Please contact Amanda Felton in HR with any questions. 286-5094 or a.felton@cedar-rapids.org

Removing Lead Paint from Homes

Do you know a family who lives in an older home? They may not be aware of harmful lead-based paint. Please help us spread the news on a program that helps find and remove dangerous lead-based paint from homes. Funding is limited and the grant deadline is approaching. Learn more about the program by calling 286-5998 or visit www.CRHazardHunters.com. You can also email Alyssa in our Housing Division: a.williams@cedar-rapids.org. How does this program help families right here in Cedar Rapids? Check out the recent news story and meet a local family who has already benefited: http://bit.ly/2nEqK4o

BikeCR Employee Club

There’s still time to sign up for the BikeCR Employee Club and participate in bike events and Bike to Work Week activities with your colleagues. The BikeCR Employee Club is a FREE club that promotes cycling through special events, club/group rides, challenges, and by helping you track your bike mileage. To sign up, go to www.strava.com, create an account, at the top go to Explore -> Clubs and search for City of Cedar Rapids Employee Club. Note: If you were previously registered with NationalBikeChallenge.org you will have to sign up again through Strava. Contact h.ruble@cedar-rapids.org with questions.
May is Mental Health Month

To mark Mental Health Month this year, Mercy Family Counseling is planning a number of awareness activities for children and adults. Take a look at the list below and see if there is anything you would like to participate in.

1) There are coloring sheets for younger children with a focus on staying healthy. These can be picked up at the front desk, in the “Family Room”, or....

2) There are also word searches and mazes that can be complete by any age. Pick those up at.....

3) A “Raffle” is being held with prizes being won in the categories of Adult, Family, or Child. (?) To participate in this raffle, all you need to do is fill out a small colored sheet and place it in the basket at the..... On the sheet, write your name, address and/or phone number so we can contact you if you win. Then in the box on that same side of the sheet, write in a tip you have about staying mentally healthy, something you’ve learned from coming to Mercy Family Counseling, or even questions you have about mental health. Directions are on the sheet as well. Place the slip in the appropriate basket (Adult, Child, Family). At the end of the month, winners will be drawn from the basket and prizes awarded. Prizes may include (but are not limited to) free theater tickets, small books, ...... In order for your comments to be eligible, they must be reasonable, not..... All slips will then be posted either in the MFC office or at the Outpatient Psych department at the hospital. Names will be removed prior to posting unless you choose to have yours posted.

Continued on next page.
4) Pick up a Mental Health Month calendar for the Month of May. Use this to plan healthy activities each day of the month.

5) Poster Contest
A poster contest will also be held, with three age ranges—Elementary School, Middle/High School, and Adult. Early elementary students can submit a completed coloring sheet instead of designing a poster if they wish. Design a poster that illustrates one of the following themes:

- Healthy Choices
- Working Through Worry and Anxiety
- Asking for Help
- Self-Care

You will need to use your own supplies. Turn in your poster to the reception desk by the end of May. Posters will be judged on creativity, originality, how well the poster illustrates the theme, and neatness (especially for younger children). Prizes will be similar to the “Raffle” prizes. Be sure to attach the name and contact information sheet to your poster. With your permission, posters will be displayed without names in the MFC waiting area and/or Mercy Hospital.

6) Chalk the Walk
Grab a piece of chalk and head out to the sidewalk west of the building. Draw or write positive statements about mental health. Your artwork will remain as long as the weather permits!

7) Pick up a list of books that may be appropriate to read to your child which explain mental health as well as informational books for adults on the subject.
Quarter 2 Activity Incentive Program

Quarter 2 runs April 1, 2017 – June 30, 2017

Tracking data for Quarter 2: Employees and spouses must track all their data for April 1 – June 30th by July 7, 2017. If your data is being automatically synced you will not need to do anything. All data will be automatically loaded. Only if you are manually reporting some activities it needs to be entered by July 7th.

It’s not too late to get your name in the drawing!

<table>
<thead>
<tr>
<th>Milestones: Average Steps Daily</th>
<th>Quarterly Goal</th>
<th>Drawing chances earned</th>
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</thead>
<tbody>
<tr>
<td>5,000</td>
<td>Qtr 1: Baseline</td>
<td>N/A</td>
</tr>
<tr>
<td>7,500</td>
<td>Qtr 2-4: same as Qtr 1</td>
<td>1 chance</td>
</tr>
<tr>
<td>10,000</td>
<td>Qtr 2-4: advance to next milestone</td>
<td>2 chances</td>
</tr>
<tr>
<td>12,500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you haven’t already, register for Quarter 2 Now!

Each quarterly employee and spouse must enroll in the new quarter. See the steps below for how to register for quarter 2 – ensure that your device is synced and that you have manually back-entered April activity.

1. Log in to your personal Health Solutions account
2. Click “2017 Activity Incentive Program” or “Enroll in Challenge Here”
3. Under the Things To Do box, click “Enroll in Challenge” (see below)
4. Select the Quarter 2 Activity Incentive Program (see below)
5. Click “Enroll”
SUMMER POTLUCK MOAI & BLUE ZONES COOK-OFF
Healthy Eating is as Easy as 1, 2, 3...

Healthy eating is so much easier with friends! Gather up your co-workers to form your Potluck Moai and plan 2-3 office potlucks between June and September. Decide on a few Blue Zones-inspired recipes (that follow the Blue Zones guidelines) to feature at each event.

1
GATHER YOUR TRIBE
For information and inspiration, go to: www.bluezones.com/recipes

Decide on your favorite Blue Zones-inspired recipe and submit for consideration to be featured in the Blue Zones Health Fair Cook-off! Register your Team of 4 and submit your recipe to Anji, Health Solutions Health Coach via email at: anjoaoantkowiak@harrx.com

2
SUBMIT YOUR RECIPE

Wellness Ambassadors will choose the 4 finalist Teams to compete in the Blue Zones Cook-off at the Annual Health Fair and employees will have an opportunity to choose the winner! Details on event date/time and prizes will be coming SOON!

3
HEALTH FAIR COOK-OFF

Office Chair Yoga
Do you need a break in your day? Have you been sitting at your desk for too long? Curious about yoga and its benefits?

Join Anji for a gentle Chair Yoga class designed to relieve tension through gentle stretching and strengthening yoga exercises. You don’t even have to change clothes! Come as you are and discover the health benefits of yoga and feel revitalized in your day!

Beginner-friendly and all employees welcome!

*Wellness hours may be used for this event.

Thursdays May 4th - June 22nd
12:15 - 12:45 pm
Veterans Memorial Bldg., 50 2nd Ave SE

May 4 - Amory, Basement Level
May 11, 18, 25 - 4th Floor Ballroom
June 1, 8 - Amory, Basement Level
June 15, 22 - 4th Floor Ballroom

Anji Antkowiak, MS, E-RYT
Lead Health Coach, Health Solutions, LLC
Certified Yoga Instructor, Yoga Alliance
Wellness Champion:
May 2017

Adam Tenny
Transit Department

Wellness Accomplishment:
I found out I had some inflammation, so I researched what things cause it, and found foods that can help decrease it. I started eating more of those foods and less of the ones that increase inflammation. I also started walking more, and eventually I began to feel better. I also lost 30 pounds.

What benefits have you experienced from achieving your accomplishment?
My body feels better and I have more energy.

What are your future wellness goals?
Expand the variety of fresh foods that I currently eat and find new healthy recipes to make.

What are 3 wellness tips that helped you achieve/maintain your accomplishment?
1. Walk more
2. Eat more fresh and natural foods and less processed foods.
3. Have a goal in mind

Great Job!