Cedar Rapids, a vibrant urban hometown - a beacon for people and businesses invested in building a greater community now and for the next generation.

Employee News

Employee transfers.

Nick Bouzek, P & R – transferred to Recreation Maintenance Repair Worker I effective May 9. His previous position was Sewer Maintenance Worker.

Employees photos & contact info can be found on CR@Work or at the following link: http://cratwork/Pages/EmployeeDirectory.aspx

Employee Service Awards

Please congratulate the following employees on their service anniversary for the month of April 2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Micheel</td>
<td>Asst Community Development Dir</td>
<td>1 yr</td>
</tr>
<tr>
<td>Judy Goldberg</td>
<td>Civil Rights Investigator</td>
<td>1 yr</td>
</tr>
<tr>
<td>Kara McCoy</td>
<td>Customer Service Associate</td>
<td>1 yr</td>
</tr>
<tr>
<td>Tess Anderson</td>
<td>Customer Service Associate</td>
<td>1 yr</td>
</tr>
<tr>
<td>Tyler Drabenstot</td>
<td>Police Officer</td>
<td>1 yr</td>
</tr>
<tr>
<td>Aaron Guy</td>
<td>Sewer Maintenance Worker</td>
<td>1 yr</td>
</tr>
<tr>
<td>Jennifer Winter</td>
<td>Public Works Director</td>
<td>1 yr</td>
</tr>
<tr>
<td>John Witt</td>
<td>Assistant Traffic Eng Manager</td>
<td>1 yr</td>
</tr>
<tr>
<td>James Hoken-Miller</td>
<td>Water System Repair Worker I</td>
<td>1 yr</td>
</tr>
<tr>
<td>Justin Higginbotham</td>
<td>Water Plant Operator IV</td>
<td>1 yr</td>
</tr>
<tr>
<td>Travis Mastin</td>
<td>WPC Electrical Systems Supv</td>
<td>1 yr</td>
</tr>
<tr>
<td>Sven Leff</td>
<td>Parks &amp; Recreation Director</td>
<td>5 yrs</td>
</tr>
<tr>
<td>Christin Bell</td>
<td>WPC Equipment Mech</td>
<td>15 yrs</td>
</tr>
<tr>
<td>Jeffrey Nelson</td>
<td>Water Plant Operator IV</td>
<td>15 yrs</td>
</tr>
<tr>
<td>Diana Brown-Sellman</td>
<td>Permit Technician</td>
<td>20 yrs</td>
</tr>
<tr>
<td>Yongan Wu</td>
<td>Materials Librarian</td>
<td>20 yrs</td>
</tr>
<tr>
<td>John Hancock</td>
<td>Bldg Inspector</td>
<td>25 yrs</td>
</tr>
<tr>
<td>Glenda Tramel</td>
<td>Bldg Mntc Wkr III</td>
<td>30 yrs</td>
</tr>
<tr>
<td>Mark English</td>
<td>Fire Chief</td>
<td>30 yrs</td>
</tr>
<tr>
<td>Paul Colbert</td>
<td>Sts Hvy Equ Opr</td>
<td>30 yrs</td>
</tr>
<tr>
<td>Harvey Caldwell</td>
<td>Police Officer</td>
<td>35 yrs</td>
</tr>
</tbody>
</table>
Employment Opportunities

Employees are welcome to apply for any open positions and are also encouraged to share the job openings with anyone who may be interested in joining the City. Positions highlighted in yellow are newly posted this week. If you have questions about any of the opportunities, please contact Jenelle Sisneros, 286-5001.

Seasonal Positions / Internships / Partner Organization Opportunities

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatics Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Golf Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Intern IV-Engineering</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Intern V-Engineering</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Parks Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Recreational Seasonal Positions</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Finance Business Manager</td>
<td>Open Until Filled</td>
</tr>
<tr>
<td>Librarian</td>
<td>May 20</td>
</tr>
<tr>
<td>Housing Rehabilitation Specialist</td>
<td>May 27</td>
</tr>
<tr>
<td>Transit Driver</td>
<td>May 20</td>
</tr>
<tr>
<td>WPC Repair Overhaul Maintenance Supervisor</td>
<td>May 20</td>
</tr>
</tbody>
</table>

Employee Thank You Recipient

The City of Cedar Rapids takes pride in the services provided on a daily basis. Often, there are employees who go “above and beyond” in any particular situation in order to help out a citizen or fellow employee. In other instances, the employee will go out of their way to do what is right without even thinking about what is expected. They simply do it because they can! These types of actions greatly impact our community and work environment and we want to make sure to recognize our fellow employees for their efforts. We urge you to take the time to thank a fellow employee so that these acts of kindness do not go unnoticed. This month’s recipient of the “Thank You Award” is:

Jill Messerli – Customer Service Associate, Library

“We held multiple ADA Trainings at the Library from January – May and Jill has been amazing throughout the entire process. She met us early mornings and helped us set up – making sure we had access to everything we needed. She was always ready and willing to help wherever needed – her customer service was impeccable and greatly appreciated! Thank you, Jill, for all your patience, help and hospitality!”

Submitted by April Wing, CMO & DSD and Amanda Felton, HR

The Thank You Program is meant to recognize employees of all levels for their extra efforts.

To submit a Thank You, please fill out the form which can be found on CR@Work under Recognition Program. Please email the form to HR-OrgDev@Cedar-Rapids.org or send a hard copy to the Human Resources Department.
Leadership Development Program

The City of Cedar Rapids offers a 10 week leadership training program to support lead employees, program administrators, supervisors, managers and new directors in their roles. The Leadership Development Program (LDP) provides participants with city training to support their leadership role. The program is an excellent opportunity to interact and network with other city leaders.

LDP is 3 hours per week for 10 weeks. It is offered two times per year both spring and fall. The spring program was recently held March 1 – May 3 with 13 participants completing the 10 week program. At the end of the program each participant took a final exam that demonstrated knowledge of the topics covered throughout the program. Success in the program was based on program attendance, participation and the final exam. Please congratulate the spring 2016 participants. They have successfully completed the Leadership Development Program and will receive a certificate of completion as recognition from their manager and director.

- April Wing – Development Services Division/City Manager Office
- Brent Wilkerson – Fleet/Finance
- Eric O’Rourke – Streets/Public Works
- Erin Horst – Library
- Hollie Trenary - Library
- Jonathan Mow – Water Engineering/Utilities
- Justin Koller – Water Engineering/Utilities
- Marvin Trimble – Fire
- Matthew Myers – Traffic Engineering/Public Works
- Mike Zach – Water Engineering/Utilities
- Stephanie Hall – Library
- Todd Fagan – Forestry/Parks and Rec
- Todd Odeen – Parks/Parks and Rec

Listed below is a sampling of the final evaluation comments about the program:

- “The program has been very informative and has equipped me with many tools to be an effective future leader.”
- “I enjoyed the class on colors because I am not very good at talking to certain personalities so it has helped me to have a conversation that is better for them.”
- “The legal discussions about policy were helpful as my department doesn’t work with city policies as often. Talking about the decision making process and the different models were very helpful.”
- “I am very pleased with what the material covered. I will definitely use the tools that were presented in class every day at work.”
- “I have a better understanding of much of the leadership process within the city of CR.”

The 10 week program will be offered fall of 2016 and spring of 2017. It is offered to lead employees, program administrators, supervisors, managers and new directors. Go to CR@Work to look at the program syllabus: [Leadership Development Program](#)

If you would like more information about the program or wish to sign up please contact:
Jan Rushford Organizational Development Program Manager at [j.rushford@cedar-rapids.org](mailto:j.rushford@cedar-rapids.org) or by phone 286-5106. Specific session details will be made available to those that have an interest in this program.
City Diversity and Inclusion Efforts Growing, Evolving

In keeping with our vision and City values, it’s important to always be asking ourselves: “Is this environment inclusive to others? How can we increase equity within our organization? Do I make those around me feel welcome?”

Recognizing the value of making diversity and inclusion efforts a priority, we strive for a workforce that reflects the community we serve, and welcome the ways that diversity in the organization makes us stronger and opens us up to new growth opportunities. In a partnership between the City’s leadership, the Civil Rights Commission, and the Human Resources Department, steps are being made toward a more diverse, inclusive City Government. As a result, the City Manager appointed LaSheila Yates, Executive Director of the Civil Rights Commission, as Chief Diversity Officer (CDO).

Although this type of leadership role is not traditionally expected within municipalities, the City’s ability to evolve with the changing social climate will play an important part in our future success as public servants. This role is more relevant than ever as we work for unity and understanding within our community, and as an investment in our valued front-line employees. The CDO is tasked with receiving concerns from the public, as well as supporting the City’s internal initiatives. In collaboration with Human Resources Director Conni Huber, the CDO will serve as an adviser to the City Manager on issues of diversity and equity, will update City policies, and will co-lead the City’s new staff committee focused on diversity and inclusion efforts in the workplace.

In the fall of 2015, senior management participated in a Diversity Climate Survey, which identified the ways in which we can best support diversity, the desired outcomes of our efforts, and the ways we can measure our successes. A directors’ listening tour followed the survey, in which directors identified things we are doing well and areas where we can improve. Among the identified achievements are an improving workplace culture of inclusiveness, various community outreach initiatives, and changing recruiting practices to reach more populations. HR Recruiting Program Manager Jenelle Sisneros has secured the City’s designation as a Home Base Iowa Business, supporting veterans entering and reentering the workforce.

Some ways the surveys suggested we can improve as a city are by increasing overall diversity in the organization, improving retention efforts to maintain a diverse employee population, providing more support during the application process, and expanding the City’s involvement efforts among local cultural organizations and the youth population.

The Cedar Rapids Employee Diversity, Equity, and Inclusion Team was formed this spring, Yvonne Aubrey (finance), Shawna Ray (HR), and Jenelle Sisneros (HR) were instrumental in assisting Conni and LaSheila with planning the team. The 22 members who make up the team include directors, managers, seasoned employees and recent hires, with representation from various City departments. Employees were hand-selected to serve by the planning committee and directors.

In the initial meetings, the team established a name and explored their own diversity as individuals. They will soon be setting meeting commitments, serve terms, and working to create definitions of the terms “diversity,” “equity,” and “inclusion” that will be used to create a team purpose and set goals. By fall, the group will have begun looking at current employee demographics and identifying and analyzing the City’s existing diversity efforts. Through several subcommittees and regular team meetings, a work plan will be developed that targets areas of need. After acquiring the necessary approvals, the team will begin the implementation phase in mid-2017.

The group meets the first Tuesday of the month from 8 – 9:30 a.m. in the Five Seasons Conference Room at the City Services Center. The team’s ultimate focus will be on how to create an equitable, inclusive workplace environment.

Cedar Rapids Employee Diversity, Equity, and Inclusion Team Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>LaSheila Yates</td>
<td>Yvonne Aubrey</td>
</tr>
<tr>
<td>Alicia Abernathy</td>
<td>Sandi Fowler</td>
</tr>
<tr>
<td>Sara Buck</td>
<td>Heidi Stiffler</td>
</tr>
<tr>
<td>Brent Long</td>
<td>Jasmine Almoayed</td>
</tr>
<tr>
<td>Christina Riedel</td>
<td>Cristy Hamblin</td>
</tr>
<tr>
<td>Amanda Leichty</td>
<td>Eric Holthaus</td>
</tr>
<tr>
<td>Yvonne Aubrey</td>
<td>Joy Huber</td>
</tr>
<tr>
<td>Shawna Ray (HR)</td>
<td>Kim Smith-Taylor</td>
</tr>
<tr>
<td>Jenelle Sisneros</td>
<td>Nic Roberts</td>
</tr>
<tr>
<td>Conni Huber</td>
<td>Todd O’Deen</td>
</tr>
<tr>
<td>Sandi Fowler</td>
<td>Sven Leff</td>
</tr>
<tr>
<td>Heidi Stiffler</td>
<td>Mark English</td>
</tr>
<tr>
<td>Kim Smith-Taylor</td>
<td>Brock Holub</td>
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<tr>
<td>Nic Roberts</td>
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<td>Sven Leff</td>
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<tr>
<td>Mark English</td>
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<tr>
<td>Brock Holub</td>
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</tbody>
</table>
BIKE to WORK WEEK
CEDAR RAPIDS, IA
JOIN CYCLISTS FROM ACROSS THE COMMUNITY FOR A WEEK-LONG CELEBRATION OF SPECIAL EVENTS!

MAY 16
Monday
Bike Week Proclamation with Ann Poe
7:00 a.m.
Reds Public House

Handlebar Happy Hour
4:00 – 7:00 p.m.
Sag Wagon

MAY 17
Tuesday
Pit Stops (stop by for educational material, snacks, & giveaways)
7:00 – 9:00 a.m.
4:00 – 6:00 p.m.
Stop by two locations during each time period: outside Red Ball Painting (1390 3rd St SE) or on 1st Avenue at the Trail (across from the Double Tree)

MAY 18
Wednesday
Bike to Lunch with the Mayor
11:00 a.m. – 1:00 p.m.
Kidstain Bar & Grill (203 14th Ave SE)

Ride of Silence
7:00 p.m.
Starts in Marion, rides through CR.

MAY 19
Thursday
Pit Stops (stop by for educational material, snacks, & giveaways)
7:00 – 9:00 a.m.
4:00 – 6:00 p.m.
Stop by two locations during each time period: outside Red Ball Painting (1390 3rd St SE) or on 1st Avenue at the Trail (across from the Double Tree)

Meet Me at the Market
Details TBD – NewBo Market event

MAY 20
Friday
Handlebar Happy Hour/Wrap-up Party
4:00 p.m.
Location TBD, possibly Lion Bridge
Networking isn't an event, it’s a process.

Are you interested in developing your networking skills? Want to become more confident in what can feel like an awkward situation. Ever wonder how you could develop better relationships with your connections? Networking is not just about swapping names or leads. It’s about establishing and nurturing relationships. Come for an interactive session and learn more about this important topic.

This informative session will be held May 18 from 10:00 – 11:00 am at City Services Center in the Five Seasons Conference Room. Please RSVP through People Soft: Here is a link for your convenience: Link to Request Training Enrollment or contact Amanda Felton in HR, a.felton@cedar-rapids.org or 286-5094.

Course code ENR101 0002. Only 25 seats available so sign up quickly. Can be used as 1 hour of Continuing Education Credit.

Real Colors Training

Brief History of Real Colors®: Understanding human behavior has been one of mankind's most enduring mysteries. In recent years, many have attempted to make temperament assessment instruments accessible and useful for people in all types of industries. Few have succeeded in this endeavor - that is until Real Colors®.

This fun interactive session will be held May 24 from 1:00-3:00 pm at City Services Center in the Five Season Conference Room.

- Please RSVP through People Soft: Here is a link for your convenience: Link to Request Training Enrollment or contact Amanda Felton in HR at a.felton@cedar-rapids.org
- Course code ECR101 0089. Only 25 seats available so sign up quickly.

Some of the advantages and expectations for your team using the ‘Real Colors’ techniques is the enhanced ability to:

- Recognize your strengths and the strengths of others;
- Build rapport quickly with clients, customers, peers and others;
- Listen and speak to others in ways that they will understand and find valuable;
- Understand how others process information;
- Recognize the learning styles of others; and
- Modify your communication style to find the best ways to connect to others.

Please note: There is a small cost involved for the colors session. It is for the participation booklet, which you get to keep, is $10.25 per participant. HR has several on hand. No charge for facilitating - only for the material cost. Please have this small charge approved by your manager.

Your enrollment in this course indicates that you have received approval for the minimal cost of the booklet.
Thank you City Employees!

The CR Care Committee would like to thank everyone that donated diapers, wipes and money for our collection to Waypoint. They were overwhelmed with our generosity and greatly appreciate the City employees for collecting items for those that have fallen in hard times and need assistance.

Citizen Appreciation

Solid Waste driver Trent McQuiston received compliments from a citizen after a regular day at work.

“To the driver of the truck that collected recyclables today in the community behind Raining Rose —THANK YOU. You took a couple extra seconds out of your work day, to make my kid’s worlds. They are still talking about the way you honked the horn for them this morning. We appreciated your kindness and the way you went above and beyond in your duties this morning. You rock! “

According to Trent’s supervisor, Trent works well with kids and was at Van Buren Elementary school showing the truck off and explaining the recycling process to the kids.
RELAX & REVIVE!
Individual Wellness Challenge

Refresh your outlook with this stress-control challenge.
This challenge is based on averaging 15 minutes of relaxation or time spent practicing a stress control technique per day. By reaching a total of 420 minutes during the month of June you will be entered in to a drawing for 1 of 5 $20.00 gift cards!

- Enroll now through June 29, 2016
- Track minutes June 1 - June 30, 2016
- Use the on-line tracker to log your daily minutes of relaxation

Registration:
- Go to www.myhealthywithhs.com/CityCR
- Enter username and password, click ‘Log In’
- Once logged in, select ‘Enroll in Challenges Here’ under the ‘Get Involved’ box
- Select ‘Hydrate for Life’ Challenge from available challenges listed
- Enroll in the challenge and use the tracking tab to record your minutes

Less stress! Better health!
Health Coaching

How can this program complement my relationship with my medical provider?

This is a valuable program that is not meant to replace your medical provider but provide you with education, resources and support to help you achieve your personal health and wellness goals and help you stay on track between your medical provider visits. We want to keep your provider informed so he/she has the most current information regarding your healthy and wellness and any progress you’ve made to incorporate into any treatment decisions.

Why did I qualify for health coaching?

Health Solutions follows certain criteria to determine eligibility in the monthly coaching programs. To be eligible for ongoing monthly coaching, you must either have: 1. A high physical assessment measurement and/or lab result; 2. Metabolic syndrome or 3. BMI 35+. Contact your health coach to discuss your specific criteria.

Health Solutions follows the Standards of Care, reviews them annually and incorporates any changes within the eligibility criteria. Below are the following national guidelines:

Hypertension: JNC (Joint National Committee) VIII
Lipids: NCEP (National Cholesterol Education Panel) ATP III to determine initial eligibility
ACC/AHA Guideline on the Treatment of Cholesterol to Reduce Artherosclerotic Cardiovascular Risk in Adults
Diabetes: 2015 Standards of Care by the ADA (American Diabetes Association)
Heart failure: American College of Cardiology Foundation/American Heart Association Task Force on Practice Guidelines
Arthritis: 2012 Recommendations for the use of non-pharmacologic and pharmacologic therapies in osteoarthritis of the hand, hip, and knee (American College of Rheumatology)
Back pain: Adult Acute and Sub-acute Low Back Pain by ICSI (Institute for Clinical Symptoms Improvement)
Depression: DSM-IV (Diagnostic and Statistical Manual of Mental Disorders)
COPD: GOLD (Global Initiative for Chronic Obstructive Lung Disease)
Asthma: Diagnosis and management of asthma by ICSI (Institute for Clinical Symptoms and Improvement)

I have never been in coaching but now I am?

After each health screening we re-evaluate your results. You could be eligible based on 1. your results have changed or 2. the standards of care have changed and we use the most updated guidelines

If my coach isn’t a good fit... can I work with someone else?

Yes, Health Solutions has many coaches available. If you would like to try and work with another coach, please contact Tisha Lammers, City of Cedar Rapids Account Manager, at tishalammers@hsi-rx.com or 319-362-2409.

How long does health coaching last?

Health Solutions believes in rewarding participants for improving their health and wellness. You will have the opportunity to graduate from your current coaching level after each annual screening.
Why did I receive a no show letter in the mail? OR Why did I receive a notice that I am dismissed from the program?
Your health coach will schedule your next month’s coaching appointment with you during your current session. If you miss your appointment and have not called your coach to cancel and reschedule and you do not attempt to contact your coach at all you will receive a no show. If you have 3 no shows, you will be dismissed from the coaching program. You may also be dismissed from the program for not following through with your coach’s instruction or failing to make reasonable attempts to meet your monthly goals. You may contact your health coach to discuss.

If I am dismissed what does that mean? Can I get reinstated?
You may contact your Health Solutions health coach to discuss getting reinstated. This may affect your ongoing ability to receive the reduced health insurance premium.

What if I am not eligible for monthly coaching? What other programs or services are available for me?
You can take advantage of the following ongoing programs and services provided to City of Cedar Rapids employees by Health Solutions:
Participate in the Wellness Calendar and points program
Participate in wellness challenges and/or events
Attend onsite educational seminars
Access Health Solutions online health and wellness resources
Provide your input through surveys and/or participating in focus groups
Become a City of Cedar Rapids Wellness Ambassador

What are the credentials of Health Solutions’ health coaches?
Our personal health coaches are credible sources of information. Coaches are educated and credentialed and supported by a team of pharmacists and medical providers with a high degree of training.

HIPAA/Privacy
Will Health Solutions share my results with our insurance company or my employer?
Your personal health information will never be shared with any other third party. HIPAA is a federally mandated law that protects your personal health information from being used without your written consent. Health Solutions online health and wellness tools are HIPAA compliant and certified.

Personal health information—including screening and health form results, claims data, and measurements discussed in health coaching—are securely stored in your personal health record, accessible to you through Health Solutions’ HIPAA-compliant portal. You and your health coach will be communicating via the portal’s secure email. This will ensure your personal health information is kept confidential and private.

From the initial contact with Health Solutions, LLC, all participants are ensured complete confidentiality of all identifying and personal health information. Information and/or concerns discussed during health coaching sessions are held in total confidence and never shared with any other third party, other than your medical provider with your concern. All HIPAA guidelines are followed.

How does the City of Cedar Rapids measure the success of the wellness program?
Health Solutions provides aggregate results to the City of Cedar Rapids after each health screening that provides annual trends, coaching progress and cultural initiative participation. All information is aggregate only and de-identified.

Questions or Comments: Contact Health Solutions at 362-2409