



HR DIRECTOR REPORT

In this report:

- Union Negotiations
- Special Notes
- Personnel Update
- Wellness Committee
- Sourcewell Insurance Pool

Union Negotiations

Met with the IUOE Street Department Union representatives regarding a Grievance. City representatives have denied the grievance at Step 1 at this time.

LELS (Police Officer) 2022-2024 Union Contract is fully signed.

Union contracts signed by City officials were mailed to USW (Hydro) and Teamster (Police Supervisor) Unions for union representative signatures.

Special Notes

There are currently six City/BPU/HRA employees with FMLA issues. Also assisted several employees with COVID-19 related concerns.

Assisted the HRA with an employment termination.

Assisted an HRA employee with retirement and associated paperwork.

Working with City Attorney Langel to draft an agreement for the City to provide HR services to the HRA.

Mandatory annual OSHA safety training was held on February 1st for all employees. Working with employees to makeup training who couldn't attend.

Met with our Lakes Area Regional Safety Group Committee members to finalize our 2022 safety training schedule and discussed safety concerns/issues. The Group is comprised of representatives from the cities of Brainerd, Baxter and Pillager and the HRA.

Brainerd's OSHA 300A Form was prepared and posted. This form is a summary of Work-Related Injuries and Illnesses that were "reportable" work comp claims in 2021.

Completed the annual Centers for Medicare and Medicaid Services (CMS) Medicare Part D Compliance Disclosure.

Personnel

New Hires for City/BPU/HRA:

- Callie Bartholomaus - Warming House Attendant (1/19)
- Dawson Beck - Pond Hockey Referee (1/29)

Farewell to:

- Joshua Claussen - Police Officer (1/25)
- Marnie McIalwain - HRA Brainerd South Caretaker (1/27)
- Dudley Gangestad - HRA Maintenance Specialist (1/31)

Current Job Opportunities:

- HR Assistant (interviews held/offer being negotiated)
- HRA Maintenance Specialist (beginning process)
- Parks Special Event Assistant (beginning process)
- Pond Hockey Official - Still advertised/need more applicants
- Beginning to advertise for 2022 Engineering, Police & GIS/IT Interns. Sourcewell funding has been requested.

Assisted the Mayor and Council to prepare an overall 2021 Performance Review Summary for City Administrator Bergman whose review will be held on 2/7/22.

Wellness Committee

January Lunch 'N Learn (1/19): 2022 Wellness Program Kickoff

The Committee met on January 12th. BPU Accounting Supervisor Julie Batters will be retiring and was recognized for all her hard work with the Wellness Committee. Julie even received "The Legend Sneakers" award for walking around the world at least once and being an inspiration to us.

The Committee will be applying for a \$1,000 Crow Wing Energized Grant for a water bottle filling station at City Hall for employee and public use. It is estimated that the station will cost \$3,000 with installation. The Committee has agreed to pay up to \$2,000 for this project from Wellness Funds.

Sourcewell Insurance Pool

Was informed that Brainerd will receive our full grant in the amount of \$6,120 based on our 2021 Wellness Program.

Employees will also receive \$10,241 in incentives for their individual 2021 wellness program participation. The maximum incentive per employee is a \$250 contribution to the employee's Health Savings Account (HSA) if they have coverage via our HealthPartners Health Plan.

Sourcewell has provided a new Pool Membership Agreement and Bylaws for consideration and would rename the Pool as the Better Health Collective. This updated Joint Powers Agreement has been prepared in order to achieve formal recognition of the Pool as a political subdivision joint health insurance pool from the MN Department of Commerce. A virtual meeting will be hosted by Sourcewell on February 23rd to address any questions any of the pool entities may have on the document. We will be asked to execute the agreement as part of our 2023 renewal process.