

Human Resources

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The Human Resources Department's staff and Safety Coordinator provide personnel services to all Mishawaka Civil City and Utility departments. Services provided include recruiting and hiring, staff development, benefits management and education, policy development, and safety education and training.

Workforce

In 2021, Human Resources received 486 applications for employment and hired 32, bringing the total workforce to 520. Seasonal employment increased the total by 71 in our Parks and Central Services departments. The workforce was reduced by 23 separations, including 14 retirements. Several key positions were filled through promotions and new hires.

Everside Health Clinic

In 2021, the City of Mishawaka Everside Health Clinic saw tremendous participation from City employees and their spouses. Among the clinic's 6,164 appointments, 87% of employees and 79% of insured employee spouses visited the clinic at least once in 2021. 9,796 prescriptions were filled on-site at no charge to employees. The clinic has added new procedures which are improving efficiency, the health of our workforce, and helping to maintain the City's health insurance costs at reasonable levels.

COVID Response

Because of the testing machine the city purchased in 2020 with COVID relief funds, the clinic completed about 1,300 COVID tests for city employees and family members. The Cepheid Xpress Xpert helped to diagnose COVID as well as similar respiratory diseases such as Influenza A & B and RSV. The one-hour test results meant many of the high-risk patients who tested positive for COVID were able to get the life-saving monoclonal antibody infusion and flu patients were able to start Tamiflu in a timely manner. The clinic also held 4 COVID vaccination clinics and administered 155 vaccinations. The clinic also conducted a flu shot clinic and administered over 250 vaccinations.

Safety Department

Over the years, employee safety has become an increasingly important priority for the City of Mishawaka. Through continued awareness and education, we have strived to maintain a safe working environment free of recognized occupational hazards. 2021 was a good year with regard to the injury frequency rate, as it was the lowest it has been in 4 years. The total number of lost time injury cases was also the lowest it has been in 4 years. It has been more than 12 years since anyone at City Hall has missed any time due to a work-related injury. Additionally, the Sewer Department has gone 3 consecutive years with zero injuries while the Parks Department surpassed the 500-day mark with neither a lost time injury nor a recordable injury. The City Safety Committee, consisting of departmental representatives, will begin its 15th year of meeting to

discuss safety enhancement and saw positive trending in 2021 with various implementation procedures. The increasingly proactive approach to safety by our employees has been evident, and we will continue to be innovative when it comes to the overall safety of the employees of the City of Mishawaka.