



MAYOR & COUNCIL COMMUNICATION

DATE: October 20, 2015
REGULAR
ITEM #12
MOTION

AGENDA ITEM: Human Resources Committee Applications

SUBMITTED BY: Clark Schroeder, Interim City Administrator

THROUGH: Julie Johnson, City Clerk

REVIEWED BY: Interim Administrator and City Clerk

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Interim Administrator

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED:

The Human Resources Committee has a vacancy to fill and announcements for citizens to apply has been posted in the weekly FRESH email. Two applications have been received so far and a third resident has expressed interest in applying.

BACKGROUND INFORMATION (SWOT):

Strengths – The Human Resources Committee has need to fill a vacancy for a citizen representative

Weaknesses – None

Opportunities – Two candidates have applied to serve on the Committee

Threats – None identified.

RECOMMENDATION: Based on the outcome of the discussion concerning the process for considering committee and commission appointments, the Council may choose to appoint one or both of the applicants, or refer the applications to the committee for consideration.

Julie Johnson

From: Christine Nelson [ktjaxmom24@gmail.com]
Sent: Tuesday, September 22, 2015 1:49 PM
To: Julie Johnson; Julie Fliflet; Anne Smith; Jill Lundgren; Mike Pearson; Justin Bloyer; Clark Schroeder; Dana Bloyer
Subject: application for HR committee

Good afternoon,

With this message, I'd like to officially submit my application to serve on the Lake Elmo City Council Human Resources Committee.

As the original application was sent to me as a .pdf with fields that I was unable to edit with my answers, I am opting to provide my response to each question in the text below for your review. Please let me know if any questions, comments or concerns. Thank you for your time and consideration. I look forward to hearing back from you on next steps.

Best Regards,

Christine Nelson

Application for Human Resources Committee

Please return to City Clerk's Office - Thank You for your interest in the Lake Elmo Human Resources Committee

Date: __September 22, 2015____ Name: Christine Nelson_____

Occupation: __Corp. Relations Manager, Minneapolis Institute of Art____

Address: __2400 Third Avenue South, Minneapolis, MN 55401____

Phone Number: __612-870-3216__ Email: __christine.nelson@artsmia.org____

Resume Attached (Optional): Yes No

1. Why are you interested in serving on the Lake Elmo Human Resources Committee?

I am very proud to live in Lake Elmo. It has been a wonderful community to live in and raise a family, and the manner in which the citizens of this city look out for and care for one another is really something special. I have a vested interest in protecting that character because it is rare to find in today's society, and unfortunately, having grown up on East Side of St. Paul, I have witnessed first-hand what can happen when a community takes those values for granted, and ignores problems or hopes someone else will solve them. The family neighborhoods give way to neglect, disrepair, and finally, abandonment.

I believe it is important to be a contributing member to this community I love, whether it be through time, talent, or treasure. I have been troubled by the reports of conflict within city hall, and the recent departure of so many valued employees in such a short amount of time. Without commenting on who may be right or wrong, I

think it's important to first acknowledge there is a problem, listen fairly and respectfully to both sides, and then work together to find resolution and put resources, practices and policies in place that hopefully would prevent such a situation from happening in the future (or at least limit the possibility of a repeat occurrence). I would love to be part of creating and promoting Lake Elmo as an environment that is as wonderful to work in, as it is a place to live.

2. What experience and qualifications do you have that demonstrate your ability to support the Purpose and Scope of the Human Resources Committee?

As I'm sure Councilmember Fliflet can attest, it is frequently the case in most non-profits and start-ups that one is tasked with wearing multiple hats that have nothing to do with your actual job title; as such, through the years in various job roles I've been responsible for administering health insurance benefits, criminal background checks, crises plans, etc. I've served on a task force exploring the pros and cons of transitioning to a PTO system. I've implemented effective documentation practices that successfully addressed an issue with systematic bullying and professional sabotage in the workplace. I also am keenly aware as to when a situation is volatile, dangerous, and/or well beyond my knowledge and experience. I place tremendous value on those who have an educational degree and certified training in Human Resources, and know there are many circumstances when it is necessary to turn it over to professionals for the protection and well-being of all involved. My main focus would be on the creation of a healthy and positive workplace culture.

3. What do you consider to be the major challenges facing the city of Lake Elmo regarding effective human resources practices?

While I respect and understand there always two sides of every story, it is my impression that the employees feel that they are not listened to, valued, or respected. And as an admitted outside observer, I do understand that sentiment. There seems to be an environment of leadership through fear and intimidation, rather than a nurturing and encouraging workplace. It concerns me when I read statements made to the press by those in a supervisory role about employees – whether it's intended or not, such statements insinuate there are problems within city hall. As much as I believe these comments were not made in a malicious way, there is no doubt as to the damage they can inflict and the toxic environment of mistrust they create, both internally and externally. I also am concerned about the potential for liability careless statements create. The good news is that with any challenge comes opportunity, and I feel this situation can be remedied simply by being more thoughtful in our comments, keeping the criticism constructive and helpful, and showing each other the same compassion and understanding we would want for ourselves. I'm confident we can do better than what we're doing.

4. How much time do you have to contribute to the Human Resources Committee including meeting preparation, meeting participation and other opportunities as they may exist?

I would think one meeting per quarter, or every other month would be appropriate, but also understand that sometimes circumstances warrant a more frequent meeting schedule, in which case I would make myself available on whatever basis the situation requires. As I work out of the home on a full-time basis, I would appreciate if meetings could occur in the evening, and think one week preparation is fair, again with room for flexibility based on circumstance.

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Christine Nelson

Application for Human Resources Committee

Please return to City Clerk's Office - Thank You for your interest in the Lake Elmo Human Resources Committee

Date: 10.13.15 Name: Teresa Berry
Occupation: HR Manager Address: 143 Cimarron, Lake Elmo, MN 55042
Phone Number: 612.231.8899 Email: JTBerry143@comcast.net Resume Attached (Optional): Yes No

1. Why are you interested in serving on the Lake Elmo Human Resources Committee?

As a younger community member with children who go to school in Lake Elmo and a family who utilize services throughout the city, I believe it is my responsibility to share my HR knowledge with my community members to ensure the HR practices for the community are consistent and are administered with as much care as I currently do in my professional private sector employment. I'd like to give back to my community in the form of knowledge and education.

2. What experience and qualifications do you have that demonstrate your ability to support the Purpose and Scope of the Human Resources Committee?

I began working in human resources at the ground level. I have been fortunate enough to obtain education while being employed which has solidified my working knowledge. My experience has progressively grown through the various aspects of human resources which include benefit administration, full-cycle recruitment, maintaining HRIS systems and files along with employee relations, investigations, and overall human resource management for an organization today of just under 1000 employees.

3. What do you consider to be the major challenges facing the city of Lake Elmo regarding effective human resources practices?

The city is growing fairly rapidly for a smaller town. With upwards of 8,000 residents, human resources concerns at the city level can get blown out of proportion very quickly due to lack of knowledge or lack of procedural knowledge. I have learned in my time as an HR professional that you must be consistent in practices, follow the documented procedure and be responsible for the decision made even if others are not a fan. The city has a vast majority of generations today so what one believes to be an issue another may think differently. I believe I can help offset the longtime HR stigma that may exist with newer streamlined practices.

Today's major challenge is the potential personality conflicts within the city structures. People do not have to like each other but you do have to get along enough and be respectful to get things accomplished. It's a process that takes work and consistency. I believe my skillset can help with these types of challenges.

4. How much time do you have to contribute to the Human Resources Committee including meeting preparation, meeting participation and other opportunities as they may exist?

I have at least 40 extra hours per month available to contribute to the Human Resources Committee. Depending on topics/projects, I may have availability for more.

Regions Hospital, Saint Paul, MN
HR Assistant, May 2007 to October 2008

As an HR Assistant at Regions Hospital, I screened a select set of employment applications for required job qualifications using Peopleclick applicant tracking software, conduct phone screens with potential candidates, check references; draft offer letters and process new hire paperwork. I solely coordinated the entire hiring process for all Physician Moonlighters and Laboratory Service Technicians. In conjunction with the hiring process, I coordinated the Background Study Program through the Minnesota Department of Human Services. Tracked licensure for compliance, and conducted one-on-one orientation sessions for temporary & on-call employees.

I utilized Lawson HRIS system to enter new employee information, assembled new employee orientation manuals, maintained the internal HR website using web development software called Storymanager, served as back-up to front desk receptionist and provided level I and II desktop support.

Accomplishment: Re-designed and launched the departments' internal website.

Revamped the orientation manual and placed them into three-ring binders w/ pictures.

While employed with Regions Hospital, I was an active member of the Best Care Best Experience Employee Forum and Engagement Team. This team promoted employee engagement through surveys, events and lunch and learn sessions.

Other Experience:

Health Program Representative, January 2003 to March 2007
Minnesota Department of Health, Saint Paul, MN

Received, examined and processed applications/fees for environmental lab certification. Calculated, deposited and reconciled fees with Crystal Reports on a monthly basis. Answered, screened and assisted with program requests via phone and email. Interacted with federal, state and local government agencies to ensure the mission of the MDH environmental lab certification program was being fulfilled. Completed expense reports and arranged travel which included airfare, lodging, car-service, and registration fees as well as maintained auditor's calendars.

Accomplishment: Converted all paper documents into electronic format. I used a unique naming convention in order for the department staff to retrieve documents easily while working in remote locations.

OAS Intermediate, April 2001 to January 2003
Minnesota Department of Health, Saint Paul, MN

Trained new employees and cross trained current employees. I served as one of five receptionists with 10+ line switchboard. Processed incoming mail and distributed throughout the department. I primarily performed data entry for sensitive testing information a majority of the time.