

Human Resources

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

In August, 2015 the City of Mishawaka's Activate Health Clinic opened at 333 East Mishawaka Avenue. The former EMS Building was renovated to provide primary care medical services and prescription drugs at no charge to City employees and family members who participate in the City's employee health insurance coverage. Dr. Michelle Migliore joined the clinic in December and is assisted by two full-time Nurse Practitioners and three Medical Assistants. Through the end of December, 301 employees and 133 employee spouses had visited the clinic for a total of 1,825 appointments. Continued use of the clinic and participation in the associated wellness programs is expected to foster a healthier workforce and help maintain the City's health insurance costs at reasonable levels.

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In 2016, the City will partner with Rx Help to significantly reduce prescription drug costs for both employees and the City. Participation in the program is at no cost to employees.

Workforce

In 2015, Human Resources received 497 applications for employment and hired 31, including 5 police officers and a firefighter, bringing the total workforce to 502. Seasonal employment increased the total by 120 in our Parks and Central Services departments. The workforce was reduced by 28 separations, including 16 retirees (who averaged 27 years of service). Several key positions were filled through promotions and new hires.

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. In 2015, we had 16 fewer OSHA recordable injuries and illnesses than the previous year. We have experienced a steady downward injury frequency trend 6 out of the last 7 years. It has been over 7 years since anyone at the Wastewater Department or City Hall has missed time due to a work-related injury. Additionally, no one at the Electric, Water or Parks Departments missed any work last year due to a work-related injury. The City's Safety Committee, consisting of departmental representatives, will begin its tenth consecutive year of meeting to discuss safety enhancement. 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 City of Mishawaka employees.