

Winona, Minnesota

Winona Area SHRM Newsletter

August 2020



President's Note

By: Rebecca Rowe, SHRM-CP – Winona Area SHRM Chapter President

I am thrilled to announce that we have two new members to our chapter. Please help me in the welcoming: Emma Simon and Tabitha Newton.

Emma Simon recently joined the Winona Area SHRM Chapter after starting a new job as a Human Resources Representative for Watkins Co. In December 2019, Emma graduated from Winona State University with a B.S. in Human Resource Management and a minor in Communication Studies. While in school, Emma worked part-time for Fastenal Company in the Diversity and Compliance department. Emma focused on recruiting efforts, including screening applications, completing phone interviews, and attending various recruiting events. Emma joined the Watkins team in May 2020. As a Human Resources Representative, Emma will focus on benefits, payroll, recruiting and employee engagement while being cross-trained in other HR functions. Emma is excited to continue to learn and grow within the profession. She looks forward to (virtually) meeting you all soon at the next meeting!

Tabitha Newton is an experience human resources professional with SPHR and CCP professional certifications. Tabitha is a member of the national SHRM organization and has been an active member of the Chippewa Valley SHRM Chapter where she served as the College Relations Coordinator for UW-Eau Claire. Tabitha holds a Master's degree in Management from Cardinal Stritch University and a Bachelor's degree in English from UW-Parkside. Tabitha is from southeastern Wisconsin and has recently relocated to Winona and works for Fastenal Company as an HR Diversity & Compliance Manager. Prior to this, Tabitha worked for organizations in the Chippewa Valley and a company on the east coast focusing primarily in the areas of leadership, compensation management, organizational development and talent management. In her spare time, she enjoys spending time with her husband, reading, traveling (pre-pandemic) and canoeing.



Winona Area SHRM is also excited to announce that Tabitha will also be serving as our Membership Director for the Winona Area SHRM Board of Directors! Tabitha will focus on assisting new members as they join our chapter, help promote our chapter to gain more members and find fun and exciting ways to engage with our members.



We are also excited to share that longtime Winona Area SHRM member, Grant Carr, SHRM-CP, has accepted the Certification Director position on the Winona Area SHRM Board of Directors. Grant will be our go-to resource for all things SHRM Certification. If you need assistance with recertifying, if you looking for new ways to earn recertification credits or if you are looking to take the SHRM-CP or SHRM-SCP exam and want to know more – he is our 'in-house' resource!

Please give a warm welcome to the newest members of our Winona Area SHRM Board of Directors!





The Veterans at Work Certificate, developed for HR professionals, hiring managers, and front-line supervisors, is a multi-faceted program from the SHRM Foundation and brought to you with generous support from Comcast NBC Universal. Through the certificate program, you will learn:

- Learn the value that skilled veterans bring to the civilian workplace
- Demonstrate your commitment to attract, hire and retain these talented professionals
- Earn 10 professional development credits toward your SHRM-CP or SHRM-SCP recertification

The Veterans at Work Certificate is completely free and open to all. You do not need to be a SHRM member, and you do not need to hold a SHRM credential to earn this certificate.

To learn more, go to [SHRMs Veterans at Work Certificate Program](#) website.

College Relations

Nicole Volner

Currently the WSU chapter is working to connect and expand notices on social media. They have a newer board and are eagerly awaiting to hear how new college procedures for COVID will work so they can start planning for the upcoming year. They are trying to keep their Facebook, LinkedIn and Instagram posts going to help with member engagement.

Building HR Capacity

Date: August 11, 2020, 12:00pm – 1:00pm

Organizer: Winona Area SHRM

Location: Virtually meeting via Zoom

Price: FREE Members | \$15.00 for Non-Members

Summary:

As mid-sized businesses strive to strengthen their human resources capabilities and service delivery model, owners need to balance needs and wants of their own internal customers. As a result, they are often pressed to “do more with less” on top of already limited resources. This workshop will focus on applying an assessment methodology to build additional HR capacity through stakeholder engagement, trade-off analysis and action planning.

Pending Approval for 1 PDC for SHRM-CP | SHRM-SCP

Winona Area SHRM's Mission, Vision & Values

Mission – (Why we exist)

The Winona SHRM Chapter is a professional organization that exists to:

- Build and sustain partnerships with human resource and business professionals, to address challenges that influence the effectiveness and sustainability of our organizations and communities.
- Provide a community for human resource and business professionals to share expertise and create innovative solutions on people management issues.
- Proactively provide education and research to human resource and business professionals to enhance our organizations and communities.
- Advance the HR profession through outreach, mentorship, and advocacy.

Vision – (What we want to be)

To be the leading resource on people management skills.

Values – (What we stand for)

- Strategic – in our thinking and planning
- Honorable – to our members, our organizations, and our communities
- Respectful – to the SHRM bylaws and legislative guidelines
- Mentorship – guidance and partnering with HR professionals

People, it's our business!

Click [here](#) to register!



2020 Winona Area SHRM Calendar of Events

Month	Presenter	Topics
August	Robert Lemke	Building HR Capacity
September	Tom Revnew	Avoiding the Wrongful Discharge Claim
October	Andrew Marcotte	Tips for Managing Employees Older Than Yourself
November	Sue Sieger, ACFCI, CAS	Year End Compliance Review: Updates, Reminders, Toolkits and More
December	TBD	The Power of LinkedIn

If you would like to post an HR-related position with Winona Area SHRM for 70+ HR professionals to view, please email Rebecca Rowe. All postings are active for 30 days and can be renewed. Job postings are included in the upcoming monthly newsletter and all social media outlets.

- HR Internships for companies with a Winona Area SHRM member in good standing – FREE
- HR job postings for companies with a Winona Area SHRM member or other regional member or other regional SHRM chapter member in good standing - \$40.00
- HR Internships and/or job postings for companies with no Winona Area SHRM or regional SHRM chapter member - \$60.00

President Elect | Membership Notes

Lisa Towner, SHRM- CP, PHR - President Elect

Being in a worldwide pandemic, we are all being faced with new challenges at home and in the workplace daily. Have you ever found yourself thinking “where do I go next, or what do I do from here”?

A tool that is can be used to help solve difficult problems is the “CATWOE Checklist”. This checklist helps open your thinking beyond the issue at hand and allow you to brainstorm greater possibilities of solving these problems.

The “CATWOE Checklist” was derived from the work of Peter Checkland, who developed Soft Systems Methodology in the 1960 ‘s.

CATWOE Stands for:

C – Customers: who are they and how does it affect them?

A – Actors: who is involved in the situation?

T – Transformation Process: what processes or systems are affected by the issue?

W – World View: What is the big picture and what are the wider impacts of issue?

O – Owner: Who owns the process?

E – Environmental Constraints: what are the constraints and limitations that may influence the solution and its success?

Once you have defined your problem at hand, you can utilize the CATWOE checklist to answer these questions in relation to your problem. CATWOE helps broaden your perspective and look at your problem from many different angles.

Source: mindtools

Workforce Readiness

Julie Kiehne – Workforce Readiness Director

Workplace Wellness Programs: How to Help Stressed Employees Cope

Depression, bipolar disorder, anxiety disorders and other mental health issues can rise to the level of disabilities under the Americans with Disabilities Act that require employers to make accommodations for workers with such conditions. In these extraordinary times, employers must realize their unique position to impact their employees' lives, and how benefits and training are central to keeping employees productive and healthy.

[SHRM's Mental Health Resource Center](#) can help you understand your obligations and address the mental health of your workers. The Resource Center offers webcasts and toolkits on workforce attitudes toward behavioral health and how to manage Employee Assistance Programs relating to employee mental wellness.

Another valuable resource is an international, evidence-based employee training program, [Mental Health First Aid \(MHFA\)](#). This program helps employees to:

- Grow their knowledge of signs, symptoms and risk factors of mental illnesses and addictions.
- Identify multiple types of professional and self-help resources for individuals with a mental illness or addiction.
- Increase their confidence in and likelihood to help an individual in distress.
- Show increased mental wellness themselves.

Contact Julie Kiehne – Workforce Readiness Director

jkiehne@winona.edu for more information on workplace wellness resources and presentations.

Legislative

Beth Ede, SHRM-SCP, SPHR – Legislative Representative

FMLA Forms Updated & FFCRA

The Department of Labor revised the optional use FMLA forms in June 2020. Several questions have come up on whether these must be use or if the old DOL forms can be used.

To clarify, the FMLA does not require the use of any specific form or format so you can continue to use old DOL forms or those you have in place that you have reviewed for compliance with the standards. Best practice is to us the most up-to-date model forms to ensure compliance.

The DOL FMLA forms were revised in June 2020 to make them easier to understand for employers, leave administrators, healthcare providers and employees seeking leave.

Important Note: These forms do not have any applicability to the Families First Coronavirus Response Act (FFCRA) where employees take expanded family and medical leave to care for a child whose school or place of care is closed, or childcare provider is unavailable. In that situation, you must document the following:

- Employee's name;
- Date(s) for which leave is requested;
- The reason for the leave;
- A statement that you are unable to work because of the above reason;
- The name of the child being cared for;

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- The name of the school, place of care, or childcare provider that has closed or become unavailable; and
- A statement from the employee that no other suitable person is available to care for the child

Just a reminder that if your organization intends to claim a tax credit under the FFCRA for your payment of the sick leave or expanded family and medical leave wages, you should retain appropriate documentation in your records.

See update FMLA forms and information [HERE](#).

See DOL Q&A #15 and #16 [HERE](#).

Minnesota Face Covering Mandate under Emergency Executive Order 20-81

As of July 25, 2020, per Governor Walz's [Emergency Executive Order 20-81](#), people in Minnesota are required to wear a face covering in all indoor business and public indoor spaces, unless alone.

More information can be found [HERE](#).