

Winona, Minnesota

# Winona Area SHRM Newsletter

February  
2019



## President's Note

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

I hope everyone's 2019 has been off to a productive and enjoyable start! I'm excited to welcome two new additions to our Winona Area SHRM Board of Directors!

Our first new addition to the Winona Area SHRM Board of Directors is **Cheri Gabbert!** Cheri will fulfill the role of **SHRM Foundation Director**. In this role, Cheri will educate, promote and represent the interests of the SHRM Foundation. Cheri is the Human Resources Coordinator at Home and Community Options, Inc. Cheri oversees all aspects of HR for the organization. Cheri is a Winona native who graduated from Winona State University with a degree in Human Resource Management. Cheri previously worked with the Winona Area SHRM Board of Directors from 2009-2015, before taking a position in La Crosse, WI. Now that Cheri is back in Winona, she is excited to rejoin our chapter and the Board of Directors as our Foundation Director!



Our second addition to the Winona Area SHRM Board of Directors is **Lisa Towner, PHR!** Lisa will fulfill the role of **President-elect**. Lisa is a Human Resources Professional with Winona Health Services where she supports multiple service lines within the Hospital and Clinics. Lisa graduated from UW-Stevens Point with a degree in Interpersonal and Organizational Communication. Lisa began her career in Human Resources at a non-profit organization in Central Wisconsin. She moved from Central Wisconsin to Galesville and began working at Ashley Furniture in Human Resources. She spent almost 6 years in manufacturing before transitioning back into the non-profit sector at Winona Health. Lisa is excited to be a part of our chapter and the Winona Area SHRM Board of Directors!

# Veterans at Work Certificate Program

## Veterans at Work Certificate Program

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.



### **Monthly Meeting- Tuesday, February 12<sup>th</sup>, 2019 from 12:00 p.m. – 1:00 p.m. Driving Change – Improving Organizational Performance**

When organizations are attempting to grow, develop and keep pace with changing internal and external forces, successful outcomes often require changes that alter how people complete their jobs, the technology they use and/or the skills they need. Organizations who embrace change benefit from reduced overall costs, shortened service cycles, enhanced value, and successfully deployed results-oriented solutions.

This session will cover the change management approach taken by one social services organization to improve overall outcomes.

Participants will leave with an understanding of:

- The role of the sponsor(s)
- Successfully engaging staff
- Developing effective communication
- Generating short wins
- Removing barriers
- Managing resistance & sustaining the change

Please note that this meeting will take place at a new location! We will be meeting at:  
**The Garage Co Work Space located at 123 Lafayette St. Winona, MN 55987.**  
Bring your own lunch!

Click [here](#) to register!

## 2019 Winona Area SHRM Calendar of Events

Month	Presenter	Topics
February	Janet Pool	Driving Change – Improving Organizational Performance
March	Logan Joyce	StengthsFinder Assessment
April	<b>Winona Area SHRM Leadership &amp; Development Conference</b>	
May	Andy Goldman-Gray	Connecting People with Purpose
June	Sarah Bridges	Unconscious Bias
July	TBD	Drowning in Documentation: Staying Compliant and Current with Handbooks, Investigations, and Other Employment Documentation
August	Liz Uram	Performance Feedback: The Gift That Keeps Giving
September	Anna Kraemer & Jim Miley	Creating Confident Retirees
October	<b>MNSHRM State Conference in Rochester, MN</b>	
November	Jana O’Leary Sullivan	Free Speech in the Workplace
December	<b>Holiday Social</b>	



The Minnesota Business Tax Education Partnership is holding a seminar in **Rochester**, Minnesota for employers and their representatives who are interested in information on state and federal employment taxes and other employer responsibilities. These seminars will be presented by experts from the Minnesota Department of Revenue, Minnesota Unemployment Insurance Program, the United States Department of Labor, and Minnesota Workers’ Compensation Insurers Association.

February 7<sup>th</sup> (8:30 a.m. – 3:30 p.m.) seminar content will include information on:

- Worker status (independent contractor vs employee)
- Employment Tax basics (withholding, depositing and reporting)
- Unemployment Insurance (tax rates, wage reporting, benefit account issues)
- State & Federal Labor Standards (Wage & Hour)
- Workers’ Compensation Insurance Requirements

**Seminar Date and Location:**

**Date:** Thursday, February 7, 2019

**Time:** 8:30 a.m. to 3:30 p.m.

**Location:** [Rochester Elks Lodge](#)

1652 Highway 52 North  
Rochester, MN 55901

**Note:** [Charlie’s](#) is a full-service restaurant right next door to the Elk’s Lodge.

**Fee:** No fee

**Register:** Advanced registration is required.

<http://www.uimn.org/employers/help-and-support/educational-seminars/seminar-schedule.jsp>

**REGISTRATION FOR  
SHRM19  
IS OPEN!**

**SAVE \$460  
WHEN YOU REGISTER  
BY FEBRUARY 1.**

**REGISTER NOW**



## 2019 Winona Area SHRM Professional Development Scholarship

The Winona Area SHRM is dedicated to advancing the HR profession by developing chapter members through monthly meetings, an annual Leadership and Development Conference, networking opportunities and other forms of professional development. To support professional development objectives, Winona Area SHRM has created a scholarship program where one (1) scholarship will be awarded to an eligible member for continuing their education or professional development.

Winona Area SHRM will provide one (1) scholarship up to \$1,000 to an active chapter member to be distributed at the discretion of the Winona Area SHRM Board of Directors. With the scholarship, the member could attend a national or state SHRM conference, study for the SHRM-CP/SCP certification, attend a HR-related workshop or further their education by working towards an Associates, Bachelors or Master's degree from an accredited school in an HR-related program.

Consideration for the scholarship will be heavily based on chapter involvement. Scholarship eligibility will include the following:

1. Active national SHRM membership
2. Active Winona Area SHRM membership
3. Actively participating on either the Winona Area SHRM Board of Directors or a committee
4. Attend at least 50% of monthly meetings

A timeline for the scholarship process will be released later in 2019. The application deadline will be in early fall 2019 and the scholarship will be awarded at the end of 2019. The award may be prepaid directly to the entity (school, organization, etc.) by Winona Area SHRM. Any applicant seeking the scholarship for the SHRM-CP/SCP certification will need to provide a receipt and proof of passing the test to be reimbursed.



Shared Professional Workspace.

Design custom membership for employees to work in collaborative, co-working community. A catalyst for innovation and business growth.



Designed for collaborative work to further businesses.

Our Space Includes: ▶ WiFi ▶ Private Phone Space  
▶ Coffee ▶ Lounge ▶ Printer ▶ Kitchenette ▶ Scanner  
▶ Collaborative Community

<b>DAY PASS</b> - 8am-5pm Access - Desk Space - Phone Booth \$25	<b>STARTER DESK</b> - 24/7 access - Desk Space - 10 Hrs. / Week of desk space - Phone Booth \$100	<b>DEDICATED DESK</b> - 24/7 access - Desk Space - 10 Hrs. Conf. Rm. - Phone Booth - Lockable file cabinet - Leave your items here \$275	<b>CONFERENCE ROOM</b> - Accommodates up to 8 people - Presentation screens - Audio & visual conferencing equipment. \$30 / Hr.
<b>DROP IN WEEK</b> - 8am-5pm Access - Desk Space - Phone Booth \$75	<b>HOT DESK</b> - 24/7 access - Desk Space - 10 Hrs. Conf. Rm. - Phone Booth \$220		

### ▶ Create your custom membership

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Please email Winona Area SHRM President Rebecca Rowe at [rowe@ci.winona.mn.us](mailto:rowe@ci.winona.mn.us) with any questions.



Do you wish you could request feedback from your local HR colleagues on various topics? Well now you can!!! Winona SHRM offers a private email group to all of its members!

Visit <https://groups.yahoo.com/neo/groups/winonashrm/info> and you will have three options:

1. Login to your existing Yahoo account
2. If you don't already have a Yahoo account you can create an account
3. Or you may choose to use an existing email account

Once you complete this step you will be asked to enter the Account Key which is sent to your designated email. Lastly, you will click "Join Group" and request to become connected. Once you receive the approval email you are now enrolled in the group and you may begin participating in the conversation!



## 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!**

## College Relations

Jenn Davis, College Relations Chair

The SHRM students are off to a fast start. In January the student president, Bethany Seifert, and I crafted the semester schedule of events. The 1<sup>st</sup> meeting of the semester started off with introductions and a layout of how the club works. I was very happy to see we have a nice spread of students throughout each grade. We were lucky enough to have our every own board member, Melissa Shore, Senior Vice President Chief Human Resources Officer of WNB Financial as our 1<sup>st</sup> speaker. Melissa did an excellent job walking through her personal career path and giving advice throughout. Melissa was able to give the students a vivid picture of how she progressed with details into each role. The main topic focused around interviews and the various steps of making an offer and what happens afterwards. The students were engaged and asked multiple questions throughout the presentation. We agreed this was an excellent way to start off a new semester!

The month of February will consist of a speaker on the 13<sup>th</sup> talking about finding a purpose-driven career, on the 19<sup>th</sup> there will be a College of Business Volleyball Tournament where all the clubs will compete again one another. We'll be ending the month on the 27<sup>th</sup> with the annual SHRM Mentorship Panel. The students are constructing a list of mentors they'd like to contact. Please keep your eyes peeled for these invitations with details. Below you'll see a picture of the 2019 Spring Semester Board. You'll also see a picture of the recipient of the 2018 Fall SHRM Scholarship, which happens to be Bethany Seifert!



## SHRM Foundation

Cheri Gabbert, SHRM Foundation Director

Hello all! I am very excited to be joining the Winona Area SHRM Board as the Foundation Director. As we begin the New Year, I thought it would be good to refresh our memories on what the SHRM Foundation is and the work they do.

The SHRM Foundation is a values-based charity organization whose mission is to champion workforce and workplace transformation. It provides research-based HR solutions for challenging inclusion issues facing current and potential employees, scholarships to educate and develop HR professionals and opportunities for HR professionals to make a difference in their local communities. The SHRM Foundation is a 501(c)(3) nonprofit affiliate of the Society for Human Resource Management.

### SHRM Foundation's Vision, Mission, & Purpose

#### **VISION**

*Empowered HR professionals building inclusive organizations where all employees thrive and organizations achieve success.*

#### **MISSION**

*The SHRM Foundation champions workforce and workplace transformation by providing:*

- *Research-based HR solutions for challenging inclusion issues facing employees and potential employees*
- *Scholarships to educate and develop HR professionals and students to make change happen*
- *Opportunities for HR professionals to make a difference in their local communities*

#### **PURPOSE**

*The SHRM Foundation is a values-based charity organization that champions workforce and workplace transformation and inspires HR professionals to make it happen.*

I'll be coming up with some fun ways to donate to the Foundation at our Winona Area SHRM events this year. Watch for these and please give when you can. Thank you!



## Legislative Update

Beth Ede, Legislative Representative

## Washington Update

### ***Partial Government Shutdown Ends – Temporarily***

December 21, 2018 was the deadline for Congress and President Trump to reach agreement on the budget funding bill. That date came and went – resulting in a partial government shutdown.

On Friday, January 25, 2019, President Trump agreed to reopen the federal government for three weeks while negotiations continue over how to secure the nation's southwest border. This move paved the way for the House and Senate to pass a stopgap spending bill which President Trump signed on Friday – restoring normal operations at several federal agencies that were part of the partial government shutdown.

### ***UPDATE TO E-VERIFY USERS***

E-Verify is back up and running, but users can expect processing delays due to the volume of cases being entered.

Employers that use E-Verify should note that they have until February 11, 2019 to create and enter cases into the system for all hires made during the 35-day partial government shutdown.

The USCIS is instructing employers to use the hire date from the employee's Form I-9 when creating an E-Verify case. If the case creation date is more than three days following the worker's start date, select "Other" from the drop-down list asking for an explanation and enter "E-Verify Not Available" as the reason. In addition, any pending tentative nonconfirmation (TNC) that you and/or your newly hired employee were not able to resolve due to the shutdown needs to be resolved at this time.

If an employee received a TNC and notifies HR of their intention to contest it by February 11<sup>th</sup>, employers must add 10 federal business days to the date on the worker's "Referral Date Confirmation" notice. That is the date by which the employee must contact the Social Security Administration or Department of Homeland Security to begin resolving the TNC. There is no need to add days to the referral date for TNC cases after E-Verify resumed operations. Federal contractors should contact their contracting officer for more information about the impact of the government shutdown on their operations related to E-Verify.

### ***OSHA Recordkeeping and Reporting Requirements***

On January 25, 2019, OSHA published a [FINAL RULE](#) amending its recordkeeping regulations to remove the requirements to electronically submit to OSHA information from the OSHA Form 300 (Log of Work-Related Injuries and Illnesses) and OSHA Form 301 (Injury and Illness Incident Report) for establishments with 250 or more employees that are required to routinely keep injury and illness records. Covered establishments are only required to electronically submit information from the OSHA Form 300A (Summary of Work-Related Injuries and Illnesses). The requirement to keep and maintain OSHA Forms 300, 300A, and 301 for five years is not changed by this Final Rule.

**Minnesota employers should be advised that there are no exempt NAICS codes and all Minnesota establishments with 20 or more employees are required to submit their OSHA Form 300A to the federal OSHA until further notice. In addition, remember that each February through April, employers must post a summary of the injuries and illnesses recorded the previous year (OSHA Form 300A).**

## **SHRM Board of Directors**

### **Past President & Membership Director**

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