

Winona, Minnesota

Winona Area SHRM Newsletter

November
2018



President's Notes

By: Rebecca Rowe, President

For those of you that are certified – did you know that you can submit your work projects for PDCs? Work projects are a great way to earn 10-20 PDCs. PDCs are calculated based on the time spent on the project, and each project must be described to explain how it aligns with the competencies. To learn more, go to the [SHRM Certification website](#).

Did you know that SHRM has a podcast? SHRM is getting real about HR and organizations – talking about getting to the C-suite, challenging your boss' ideas, leading organization culture and more! Nothing is off the table; they are talking about all things HR. Check out the HonestHR podcast if you get a chance.

SHRM asked HR professionals to share their stories about something that has made a difference in their careers. The videos on their website offer both heartwarming and insightful commentary on critical lessons learned, overcoming adversity, treating all employees equally and helping others achieve their goals. Click [here](#) to hear their stories!

The Winona Area SHRM is about to begin planning for the 2019 Leadership and Development Conference. If you are interested in being a part of the planning process, please contact me for more information.

With MNSHRM18 State Conference ending, it's time to think about MNSHRM19 State Conference. The conference is going to be in our neck of the woods next year in Rochester, MN! If you are interested in attending the conference next year, enter promo code: **SAVE50MNSHRM19** to get \$50.00 off your registration fee! The theme of next year's conference is:



Is your SHRM National Member about to expire? Enter code **STATE2018** for \$15.00 off!

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Join or renew
**SHRM Professional
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SHRM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

Congratulations to **Beth Ede** on being named Winona Area SHRM's Volunteer of the Year at the 2018 MNSHRM State Conference!



As a reminder, the Board of Directors elections will be coming up soon! The positions currently open and need to be filled include:

- President-elect (2 yr. term)
- SHRM Foundation Advocate
- Certification Director



If you are interested in any of our open Board of Directors position, please contact Rebecca Rowe to learn more!



Monthly Meeting- Tuesday, November 13th from 12:00 p.m. – 1:00 p.m.
HR Analytics and Me: Why Can't We Be Friends?

This workshop is designed to give HR practitioners a basic understanding of HR analytics. During this workshop, participants will learn the basic concept of HR analytics, its importance to HR and business, what HR analytics is designed to address and how to establish an analytics function within an HR department. The goal of this workshop is to help reduce HR practitioner apprehension of analytics and set the foundation for broader and more effective use of analytics across the HR field.

Our presenter will be **Nicole Kauphusman, Territory General Manager** at Express Employment Professionals.

Click [here](#) to register!

2019 Winona Area SHRM Calendar of Events

Month	Presenter	Topics
January	Alec Beck	Animals in the Workplace: Service, Emotional Support and Therapy
February	Janet Pool	Driving Change – Improving Organizational Performance
March	Logan Joyce	StengthsFinder Assessment
April	Winona Area SHRM Leadership & Development Conference	
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	MNSHRM State Conference in Rochester, MN	
November	Jana O’Leary Sullivan	Free Speech in the Workplace
December	Holiday Social	

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.

Please email Winona Area SHRM President Rebecca Rowe at rowe@ci.winona.mn.us with any questions.



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Human Resources Generalist

Home and Community Options, Inc.

Wage: \$20.05 per hour (level I), benefits as outlined in the Personnel Policy.

Hours: Monday 9:00 AM – 5:00 PM, Tuesday 9:00 AM – 5:00 PM, Wednesday 9:00 AM – 5:00 PM, Thursday 9:00 AM – 5:00 PM, Friday 9:00 AM – 5:00 PM; with flexibility to meet agency needs.

Start Date: Training to begin as soon as possible.

BASIC FUNCTIONS:

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with the Management Team and Executive Director. This position carries out responsibilities in the following functional areas: employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance. This person will work as part of the Benefits Group and Safety Committee and will provide guidance for both the Policy and Personnel Committees.

QUALIFICATIONS:

- Bachelor's degree (minimum) in human resources or related field.
- Three or more years' experience in a HR position preferred.
- PHR certification a plus.
- Experience in nonprofit organizations and programs who serve people with developmental disabilities preferred.
- Ability to implement policies, procedures, and practices and take action in the best interest of the organization.
- Work cooperatively as part of the team.
- Must possess a valid driver's license, as driving a vehicle may be required.
- Must pass a criminal background study.
- Must be able to fulfill the requirements of an I-9.

COMPETENCIES:

- Communication
- Consultation
- Ethical Practice
- Global and Cultural Awareness
- Relationship Management
- HR Expertise

ESSENTIAL JOB FUNCTIONS:

- Respond to individual needs by having a full range of communication abilities (hearing and vision).
- Respond to and provide guidance to operational situations.
- Move about and travel to program sites, given reasonable accommodations.
- Read and write printed material related to the job.
- Use a computer and develop written correspondence efficiently.
- Physical Demands: non repetitive lifting (35 lbs. max.), bending, twisting, ambulating up and down stairs, maintaining balance on a variety of surfaces, working with challenging behaviors, assisting with emergency situations.
- Access people's homes that are not handicap accessible as needed.

PLEASE SUBMIT A LETTER OF INTEREST AND RESUME TO: Executive Director, Suzanne R. Horstman to the address above. Questions regarding the position can be directed to Suzanne R. Horstman at 507-474-9527 or SuzanneH@hco.org.

This position will be open until filled Affirmative Action/Equal Employer Opportunity

SHRM Private Email Group



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!

Society for Human Resource Management
SHRM
WINONA AREA

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!

Legislative Update

Beth Ede, Legislative Representative

Washington Update

New FCRA Notices Apply for Background Checks

As of September 21, 2018, employers that conduct background checks to screen job applicants or employees must use updated notices to comply with the Fair Credit Reporting Act (FCRA).

The U.S. Bureau of Consumer Financial Protection issued an interim final rule that includes new model notices for these required notices.

Employers that use consumer reporting agencies to conduct credit or background checks to screen applicants or employees must ensure that they, and their consumer reporting agencies, use the updated models or substantially similar notices.

The revised Summary of Consumer Rights & Summary of Consumer Identity Theft Rights can be found at:

<https://www.consumerfinance.gov/about-us/newsroom/bureau-consumer-financial-protection-issues-updated-fcra-model-disclosures/>

Proposed Rule Would Change NLRB Joint Employer Standard

On September 14, 2018, the National Labor Relations Board (NLRB) published a [proposed rule](#) that would change its joint employer standard.

Under the proposed rule, an employer may be found to be a joint employer of another employer's employees only if it possesses and exercises substantial, direct and immediate control over the essential terms and conditions of employment and has done so in a manner that is not limited and routine.

Indirect influence and contractual reservations of authority would no longer be sufficient to establish a joint employer relationship.

The NLRB is accepting comments on the proposed rulemaking through November 13, 2018. When the proposed rules are finalized, the changes would take effect no earlier than 60 days after the final rule is published.

SHRM Board of Directors

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