

*Winona, Minnesota*

# Winona Area SHRM Newsletter

February  
2018



## President's Notes

By: Rebecca Rowe

The Winona Area SHRM Board of Directors and Leadership & Development Conference committee have been hard at work finalizing the monthly meetings for 2018 and are planning an exceptional Leadership and Development Conference.

Mark your calendars (and register!) for the 2018 Winona Area SHRM Leadership & Development Conference to be hosted at Winona State University's Tau Center on Tuesday, April 10<sup>th</sup> from 7:30am – 4:30 p.m. We have two phenomenal speakers: Neil Ihde who will discuss *Setting the Stage for Healthy Conflict* and Chris Heeter (and her dog Tuu Weh) will discuss *When the leader sees nothing but tails: Leadership skills from the back of a dogsled*. Early bird registration ends on March 27<sup>th</sup> so I highly encourage you to register now and reserve your spot for this great local conference.

We will also have experts in Talent Acquisition and Employee Engagement from Kwik Trip, Organic Valley, Dynamic Recycling, Express Employment Professionals and the Workforce Center on a panel answering your questions. We will also have experts in Employment Law from the University of Wisconsin – La Crosse, Winona Agency, Ford Harrison Global HR Lawyers, Lindquist & Vennum LLP and Fastenal onsite to answer your employment law questions. A photographer will also be onsite taking business professional headshots sponsored by Winona National Bank as a fundraiser for the SHRM Foundation.

(View flyer on next page)

Click [here](#) to register!

# WINONA AREA SHRM LEADERSHIP AND DEVELOPMENT CONFERENCE

TUESDAY - APRIL 10 2018  
THANK YOU TO OUR SPONSORS



SHRM CP & SCP CERTIFICATION CREDITS PENDING

BRING CASH - 50/50 RAFFLE AND BUSINESS HEADSHOTS BY ENDLESS  
IMAGES PHOTOGRAPHY AS A SHRM FOUNDATION FUNDRAISER



## **LEADERSHIP AND DEVELOPMENT CONFERENCE AGENDA**

7:30 am - 8:30 am

Registration, Breakfast & Opening Remarks

8:30 am - 10:30 am



**Keynote Speaker - Neil Ihde**

*Setting the Stage for Healthy Conflict*

10:30 am - 10:45 am

Morning Break & Professional Headshots

10:45 am - 12:00 pm

Expert Panel: Talent Acquisition & Employee Engagement

Experts from:

- Kwik Trip
- Dynamic Recycling
- Organic Valley
- Workforce Center
- Express Employment Professionals

12:00 pm - 1:00 pm

Lunch, 50/50 raffle and Professional Headshots

1:00 pm - 3:00pm



**Keynote Speaker - Chris Heeter**

*When the leader sees nothing but tails:*

*Leadership skills from the back of a dogsled*

3:00 pm - 3:15 pm

Afternoon break and 50/50 raffle

3:15 pm to 4:30 pm

Expert Panel: Employment Law

Experts from:

- University of Wisconsin - La Crosse
- Winona Agency
- Ford Harrison Global HR Lawyers
- Lindquist & Vennum LLP
- Fastenal

**REGISTER NOW AT [WINONA.SHRM.ORG](http://WINONA.SHRM.ORG) FOR EARLY BIRD RATES UNTIL MARCH 27TH!**

On January 14<sup>th</sup> and 15<sup>th</sup>, Rebecca attended the MN SHRM State Council Leadership Conference in Minneapolis, MN with other local chapter leaders. She was able to network with local chapters like the Rochester HRA and Hiawatha Valley (Red Wing, MN) SHRM and they discussed some exciting partnerships we want to plan in the future. Stay tuned for details!

2018 is going to be a busy and exciting year for the Winona Area SHRM chapter. Below is a listing of all of our upcoming meetings for 2018.



Date	Speaker	Topic
February 13 <sup>th</sup>	Ann MacDonald – Director of Training and Development Winona Health	Creating a Culture of Sanity: How to Reduce Workplace Conflict and Stress
March 13 <sup>th</sup>	Donna Ploof – Trusted Employees	Now You See Me, Now You Don't – Through Beneficial Engagement
April 10 <sup>th</sup>	<b>Winona Area SHRM Leadership &amp; Development Conference</b>	
May 8 <sup>th</sup>	TBD	TBD
June 12 <sup>th</sup>	Barry Platt – Veteran's Employment Representative MN Department of Employment and Economic Development	Integrating & Engaging Veterans in the Workforce
July 10 <sup>th</sup>	Logan Joyce – Strengths Consultant Leadership Vision	Making Sense of the StrengthsFinder Assessment
August 14 <sup>th</sup>	Aaron Tell – Communications/Outreach Specialist Lynne Batzli – Outreach Specialist MN Department of Employment and Economic Development	Minnesota Unemployment Insurance Employer Discussion
September 11 <sup>th</sup>	Alec Beck – Ford Harrison Global HR Lawyers	Legal Update
October 23 <sup>rd</sup>	Winona Area SHRM Board of Directors & MN SHRM State Conference Attendees	HR Roundtable: MNSHRM State Conference Recap
November 13 <sup>th</sup>	Nicole Kauphusman – Express Employment Professionals	HR Analytics and Me: Why Can't We Be Friends?
December 11 <sup>th</sup>	Holiday social – Topic & Venue TBD	

The 2018 WISHRM Student Conference and HR Games Competition will be sponsored by the La Crosse SHRM Chapter (LASHRM) on Friday, March 2<sup>nd</sup> & Saturday, March 3<sup>rd</sup> at the Western Technical College campus. They are seeking professional chapter members to volunteer at their event in a variety of ways. If you are interested in helping the LASHRM chapter and future HR professionals at their conference, please click [here](#) to register.

## Job Posting:

**\*\*Three new positions posted!\*\***



<https://winona.shrm.org/job-opportunities>

### ➤ **Staffing Consultant - Express Employment Professionals (Winona, MN Location)**

*Posted 01/12/2018*

Express Employment Professionals currently has a **Staffing Consultant** position opening with our core staff available at our Winona, MN location. Join our team and help out a million people to work annually.

#### *About the job:*

As a Staffing Consultant, you will help connect job seekers with available jobs, supervise small teams of employees, qualify applications, and schedule appointments. The main goal of the Staffing Consultant is to put people into jobs, meet client needs, and network with the community in a sales capacity. This includes recruiting, screening, interviewing, hiring onboarding, employee relations, sales calls, site visits, communication, and various other duties. Posting job ads online and on social media sites is a common activity. Compensation includes a base salary with commission/incentive opportunities. Also includes a full set of benefits, including medical, life, and dental insurance, a retirement plan with contribution, paid holidays, vacation, and health savings account. If you are interested and qualified, please submit your resume to Nicole Kauphusman at [Nicole.Kauphusman@expresspros.com](mailto:Nicole.Kauphusman@expresspros.com) or call Express Employment Professionals at (507) 457-3311.

#### *About Express Employment Professionals*

Since 1983, Express Employment Professionals has been helping people find work. Express Employment Professionals provides expertise in temporary and evaluation staffing, contract staffing services, direct hire placement, and customized human resources solutions. As the link between our client companies and our associates, the Staffing Consultant is a critical player in an Express Employment Professionals office. The pace is fast, the tools are strong, and the culture is positive.

#### **Requirements:**

- Thrive in a fast-paced environment and work with urgency
- Positive, friendly, and upbeat attitude
- Computer and basic social media skills
- Experience in human resource functions and sales preferred
- Bachelor degree in human resources, business, or marketing preferred
- High school diploma/GED required

➤ **Human Resources/Employee Benefits Account Manager - The Insurance Center (Onalaska, WI Location)**

*Posted 01/10/2018*

The Insurance Center is currently accepting applications for the position of **Human Resources/Employee Benefits - Account Manager**. This is a full-time opening in Onalaska, WI. This position will provide accurate, efficient & timely account management. The Insurance Center is a successful and well established independent insurance agency seeking a dependable and hardworking individual to join our team. The Insurance Center is committed to providing a diverse and challenging work environment encouraging critical thinking, problem solving and project management.

Key Responsibilities include:

- Building and maintaining a strong relationship with our clients and their TPAs and PBM by responding to issues relating to questions on policies, coverages, claims and accounting and billing.
- Assist with marketing new and renewal business, preparing analysis of alternative benefit proposals.
- Demonstrate a good understanding of Self-Insured Health insurance plan, ACA, & working with stop/loss and the pharmacy market.
- Participate in client meetings, leading annual enrollment meetings for client.
- Providing prompt and friendly account support including providing/obtaining reports & plan metrics, project management, coordinating SPDs, and other benefit compliance requirements.
- The ability to multi-task, organize and perform work with accuracy.

Required Experience: Employee benefits knowledge including applicable regulations and health insurance plan administration required.

Experience using HRIS related software, Word, Excel, Outlook and proficient internet navigation also required. Associates Degree in Human Resources, Business Administration or related degree; and two to three years of related experience and/or training; or equivalent combination of education and experience is preferred. CEBS, PHR, SHRM-CP or SHRM-SCP certification a plus. The Insurance Center offers competitive compensation and excellent benefits package including 401(k) plan, medical, dental, vision, life insurance and more. Consistent with our healthy work life balance we offer paid holidays and a generous paid time off policy. As an Equal Opportunity Employer, T.I.C., Inc. will recruit and select applicants for employment solely on the basis of their qualifications. Our Practices and Procedures, including those relating to wages, benefits, transfers, promotions, terminations and self-development opportunities, will be administered without regard to race, color, religion, sex, sexual orientation and gender identity, age, national origin, disability, or protected veteran status and all other classes protected by the Federal and State Government. For immediate consideration, qualified applicants should submit a letter of application, resume, and salary requirements to [jobs@ticinsurance.com](mailto:jobs@ticinsurance.com). Please reference job code: AM11617ONA

➤ **Account Support Representative - Onalaska Location**

The Insurance Center is currently accepting applications for the position of **Account Support Representative**. This is a full-time opening in Onalaska, WI. The responsibilities include quoting, preparing proposals and illustrations, preparing census materials, handling customer service calls from our policyholders, and assisting our producers in their marketing efforts. The successful candidate will work closely with sales agents relative to retention, client satisfaction and identify additional value added product opportunities for existing clients and prospects. Qualified applicants must possess strong communication skills and demonstrate excellent computer skills, specifically using Microsoft Word, Excel, and Outlook. Human Resources/Employee Benefits experience and/or a Life, Accident and Health Insurance License a plus! We provide competitive compensation and a complete benefits package consisting of but not limited to group health, dental, and 401(k) plan, and paid time off. For immediate consideration, qualified applicants should submit a letter of application, resume, and salary requirements to [jobs@ticinsurance.com](mailto:jobs@ticinsurance.com). Equal Opportunity Employer. Please reference job code: ASR1218ONA

## Upcoming Events

By: Rebecca Rowe

# SHRM Monthly Meeting February 13, 2018

## Creating a Culture of Sanity: How to Reduce Workplace Conflict and Stress

When we experience frustration in the workplace, most of us react automatically in ways that damage cohesion and collaboration. By learning simple steps to short-circuit these destructive behaviors we can shift our responses to ones that develop mutual respect and restore sanity for ourselves and our organizations.

Ann MacDonald is the Director Training and Development at Winona Health where she has had the opportunity to share the Three Good Things practice. Ann has a broad background in education and non-profit leadership. She served for seventeen years at Winona State University in a variety of positions including the Director of Educational Improvement and Leadership and Director of Alumni Relations. She has also held positions at the Dallas Chamber of Commerce and Convention and Visitor's Bureau, the Volunteer Center of Dallas and in the international educational organization Up With People. She holds a Master's degree in Training and Development from Winona State; a Bachelor's of Science in Education from Truman State University and is certified in a number of leadership and professional development programs including Crucial Conversations. She currently serves as the Visit Winona board chair. She is married to Winona State Music Professor Rich MacDonald and has two children and two grandchildren.



## 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!



### 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

By: Jenn Davis

January has flown by and the SHRM students are off to a busy start. After sitting down at the beginning of the semester to lay out the schedule for the upcoming month we jumped right in and we were lucky enough to have **Beth Ede** came in on January 24<sup>th</sup> to go over two very relevant topics. We had a great turn out of over 50 students that came to listen to Beth's presentation on sexual harassment in the workplace and drug/alcohol reasonable suspicion. The club was very engaged and everyone walked away with applicable information. The club greatly thanks Beth for sharing her knowledge and spending time with our student group!

Next on the docket for the SHRM club is a Wincraft Super Bowl Experience on the 31<sup>st</sup> of January where I heard the Minnesota Vikings cheerleaders will be attending!

In February the club will be learning how to fill out pertinent HR paperwork (I9's, W-4), how to sign up and what the benefits are of becoming SHRM Certified and a national SHRM member. To finish the month **Jackie Ebner**, Winona Health HR Manager, will be discussing what her current position entails and HR in the health care field in general.



## Volunteers needed

We are looking to have our **Annual Mentorship Panel** on Wednesday, March 14<sup>th</sup>! This year we are hoping to have **10 HR Professionals** (mentors) sit on a panel from 6pm to 8pm while students ask HR related questions and mentors talk about their experiences.

The 2<sup>nd</sup> half part of the mentorship program includes a 2-4 hour working shadow day where students would be able to go to your work site and observe the work environment, responsibilities, have their resumes reviewed and ask any additional questions. Please know that this is **not required** to be on the panel.

If you are interested in participating please contact me for details. [Jennifer.davis@expresspros.com](mailto:Jennifer.davis@expresspros.com). We'll be starting to reach out within the next couple of weeks as well. Thank you in advance for your interest!

## Legislative Relations

by Beth Ede

### Health Care Reform Update

#### *Funding Bill Includes Delay to ACA 'Cadillac Tax' and Medical Device Tax*

On January 22, 2018, Congress passed and President Trump signed into law a 2-year additional delay on the ACA's 40% excise tax on high-value health care plan – often referred to as the 'Cadillac Tax'. The tax isn't dead, but delayed until 2022.

The stopgap funding bill also delayed the ACA medical device tax – a 2.3% tax on the sale of certain devices – until 2020. This tax was previously suspended for 2016 and 2017.

### Washington Update

#### *IRS Warns to be Aware of Form W-2 Phishing Scheme*

The IRS is again urging employers to educate their HR and payroll staff about a Form W-2 phishing scam that victimized hundreds of organizations and thousands of employee last two years. Reports to [phishing@irs.gov](mailto:phishing@irs.gov) about this scam jumped to approximately 900 in 2017 (up from just over 100 in 2016) – so the IRS is expecting yet another attempt in 2018.

Learn more at the IRS webpage on Form W-2/SSN Data Theft [HERE](#).

#### *IRS Issues New 2018 Tax Withholding Tables for 2018*

The IRS recently released updated tax withholding tables that employers must use in 2018. Effective February 15, 2018, employers must use the new table to determine how much income tax to withhold from their employee's paychecks. The new tables appear in [IRS Publication 15](#).

#### *EEOC Opens EEO-1 Filing System for 2017 Reports*

The [EEO-1 Online Filing System](#) is now available for employers to submit their 2017 reports. Employers with 100 or more employees and certain federal contractors must use the online system to report 2017 employment data. The EEO-1 Report is an annual survey required by the federal government for applicable employer groups under Title VII of the Civil Rights Act. The reports are due by March 31, 2018.

**REMINDER – Post Your OSHA Log Summary from February 1 through April 30, 2018**

## SHRM Board Members

### **President**

Rebecca Rowe  
[rrowe@ci.winona.mn.us](mailto:rrowe@ci.winona.mn.us)

### **President Elect**

Kelsey Franzen  
[Kelsey.v@anovafurnishings.com](mailto:Kelsey.v@anovafurnishings.com)

### **Secretary**

Melissa Shore  
[melissas@winonanationalbank.com](mailto:melissas@winonanationalbank.com)

### **Treasurer**

Linda Digby  
[ldigby@winonaorc.org](mailto:ldigby@winonaorc.org)

### **Legislative Representative**

Beth Ede  
[bede@winonaagency.com](mailto:bede@winonaagency.com)

### **College Relations Chair**

Jennifer Davis  
[Jennifer.davis@expresspros.com](mailto:Jennifer.davis@expresspros.com)

### **Web & Marketing Coordinator**

Brandon McQuinn  
[bmcquinn@exchange.hbci.com](mailto:bmcquinn@exchange.hbci.com)

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

Ashley Zweep  
[azweep@smumn.edu](mailto:azweep@smumn.edu)