



Northeast S.D. Society for Human Resource Management

Jan. 2013

January Program

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Finance for Non-Financial Managers

To RSVP for this seminar please visit <http://nesd.shrm.org>
Under the “Events and Education” tab
Please RSVP no later than January 4, 2013

Tuesday, January 8, 2013

The Drake

11:30am – 1:30pm

Next to Walgreens on the corner of 81 & 212

Course Overview:

To increase your value as a strategic business partner within your organization you will not want to miss this opportunity to learn from a subject matter expert.

- How to read profit and loss statements
- How to understand balance sheets
- Understanding a budget
- Understanding a cash flow statement
- Question and Answer session

About the Speaker:

Thomas Madison, CFA, CPA is a Partner in the Sioux Falls office of Eide Bailly. He has more than eleven years of public accounting experience providing services to a variety of industries, including trust companies, non-profits, foundations, construction, manufacturing, and aggregates, wholesale and retail companies. Tom provides public accounting services to more than 85 organizations. Tom is a member of the American Institute of Certified Public Accountants, South Dakota Society of Certified Public Accountants and the Chartered Financial Analyst Institute. He has received his Bachelor of Science, Accounting and Finance from Carlson School of Management, University of Minnesota Minneapolis.

COST

FREE TO NESD SHRM PLUS MEMBERS

\$10.00 TO NESD SHRM MEMBERS

\$20.00 TO NON NESD SHRM MEMBERS

From the President

~ By Julie Plunkett



With the holidays fast approaching, life can easily get out of "whack." For example, making sure I have everything in line for meetings that are happening this week. Knowing that I can get to my children's sporting events this weekend and making sure the weather is going to cooperate with my travel schedules. Not to mention, all the presents left to buy, cookies to bake and getting all my cards done. In times like this, I wish I had a clone or an assistant that could help me out when things get crazy.

NESD SHRM is my assistant for my profession. Our chapter keeps its members informed of the latest developments in human resources and to help local business prepare for what is to come. 2013 will be no stranger to "change" especially with what is going to happen with the

Affordable Care Act and the re-elected administration.

Whether you are part of a large organization, a small family-owned business or you have been handling HR functions for years or are new to the profession, NESD SHRM is here to help you. Here are just a few examples of the benefits of membership to NESD SHRM:

- Monthly programs help your business readiness and give you practical tips on how to prepare for what is to come with having employees.
- Chapter members are available to help provide ideas, policies and best practices.
- Members of the chapter keep track of the legislative changes and keep our chapter members informed on how legislative issues may impact our local businesses and economy.
- Access to resources available through the national SHRM organization to stay abreast of the changing workforce.

As you can see, being a member of NESD SHRM assists my professional career in many different ways. 2013 will be an exciting time for our chapter! We will be hosting the SD State SHRM Conference May 1st-3rd, 2013 and are conducting our bi-annual Wage and Benefit Survey. Being a member of NESD SHRM can be the assistant you need to have a better balance with your profession and time. I encourage you to attend one of the monthly meetings or let me know if you would be interested in assisting with some of the projects we have going on this year.

May you and yours have a very Happy Holiday Season!

Thought for the Month:

We spend January 1 walking through our lives, room by room, drawing up a list of work to be done, cracks to be patched. May this year, to balance the list, we ought to walk through the rooms of our lives... not looking for flaws, but for potential.

~ Ellen Goodman

NESD SHRM MISSION STATEMENT

NESD SHRM Chapter's purpose is to advance the Human Resource profession by providing educational opportunities, legislative updates, informational programs, and a network to facilitate ideas, as well as promoting and encouraging membership and professional development through participation in the National SHRM organization.

**Happy
New Year!**

**From the 2013
NESD SHRM Board!**

Upcoming Events

1/08 – Finance for Non-Financial Managers
11:30-1:30 ~ Drake

2/12- February Lunch Program- Drake

5/1 -5/3 – 2013 SD SHRM Conference ~ Watertown Event Center

RSVP Programs:

<http://nesd.shrm.org>

*Dates/Programs subject to change

SHRM FOUNDATION NEWS:

SHRM Foundation News: Graduate Programs Directory

Researching HR master's degree programs? Visit the SHRM Foundation's online [Graduate Programs Directory](#).

The SHRM Foundation offers an online, comprehensive directory of close to 200 master's degree programs in human resource management, HRD, I/O psychology, and more. The directory provides information on programs of study, location, curriculum, tuition, student demographics, and more. Full-time, part-time, online and distance learning programs are included.

Access to the online directory is free to SHRM members; visit the SHRM Foundation website (www.shrm.org/foundation).



NESD SHRM Communications Disclaimer:

Our chapter, or its Board of Directors, accept no liability for the content of this newsletter or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing.

It's time for flu season safeguards in the workplace

The headlines are alarming. A virulent flu strain is striking in at least some parts of the country earlier than usual, possibly signaling a rougher-than-normal flu season. Employers who ignore the flu threat risk turning their workplaces into a flu-fueled fever frenzy that gets worse throughout the winter and into spring.

What employers should do

The federal Centers for Disease Control and Prevention (CDC) advises employers to promote flu vaccination among workers, encourage proper hand and respiratory hygiene practices, and educate workers on the signs and symptoms of influenza.

The CDC provides information on how to minimize risk of flu spreading through a workplace. The CDC advises:

- Getting vaccinated. The 2012-13 flu vaccine protects against 2009 H1N1 and two other influenza viruses – an H3N2 virus and an influenza B virus.
- Avoiding close contact with people who are sick. Staying home when sick.
- Covering your mouth and nose with tissue when coughing or sneezing.
- Cleaning hands often. The National Institute of Allergy and Infectious Diseases (NIAID), a division of the National Institutes of Health, says to wash hands often with soap and water or alcohol-based hand rub if soap and water isn't available. Avoiding touching your eyes, nose, and mouth.

Proper cleaning within the workplace also can reduce flu risks. NIAID says studies have shown that flu viruses can survive on surfaces between two and eight hours. Flu viruses can be killed by heat (167-212 degrees Fahrenheit) and with chemicals including chlorine, hydrogen peroxide, detergents, iodine-based antiseptics, and alcohols if used in proper concentrations and applied for a sufficient time.

Holiday Social Recap

The annual holiday social was Tuesday, December 11th @ the Drake. 2012 NESD SHRM President opened started off the social with a recap of some of the highlights from 2012:

- Pinnacle/SHRM Membership Project
- 10 Informative Monthly Programs
- 2012 Diversity Event
- Foundation Fundraiser at the Drake
- PACH Program
- Membership increase

Laurie then thanked and recognized the 2012 Board members for their efforts:

- Sheila Mennega- Past President
- Julie Plunkett – President- Elect
- Tammy Davis – Diversity Advocate
- Bobbie Halonen- Co-VP Programs
- Julie Hibbert – Co-VP Programs
- Traci Stein –Government Affairs
- Theresa Tesch – Treasurer
- Amber Dahl – Foundation Rep.
- Leigh Kuecker- Certification Rep.
- Steve Hauck – Workforce Readiness
- Paige Sullivan- Membership Director
- Myrna Becht – Secretary

Laurie then announced the 2012 HR Professional of the Year:

➤ **Julie Plunkett!**

2013 NESD SHRM President Julie Plunkett

then announced the 2013 Board members:

- Laurie Gates- Past President
- Leigh Kuecker – President- Elect
- Bobbie Halonen – Diversity Advocate
- Amber Dahl - Co-VP Programs
- Kathy McInroy – Co-VP Programs
- Leslie Hendrickson – Government Affairs
- Theresa Tesch – Treasurer
- Brian Eckert – Foundation Rep.
- Sheila Mennenga - Certification Rep.
- Traci Stein – Workforce Readiness
- Nicole Nuttbrock - Membership Director
- Tammy Davis – Secretary

Julie also reviewed some of the initiatives for 2013 which include hosting the 2013 NESD SD SHRM Conference in Watertown on May 1-3, 2013, and the 2013 Compensation Survey.

After a few door prize drawings, Debbie Lancto was gave a presentation on the 7 Dimensions and dealing with Holiday Stress and work/life balance.



Laurie Gates, left, presented Julie Plunkett with the 2012 HR Professional of the Year award.

Congratulations Julie!



Laurie Gates, above, received a Holiday arrangement from the NESD SHRM Board as a thank you for her efforts in 2012.

It's common policy to inform employees that the contents of their e-mail in company-provided accounts are company property subject to review by the employer, but privacy must also be considered. What if an IT manager decides to routinely read employees' e-mails – messages that may involve correspondence with HR, workers' compensation, benefit questions, and other sensitive topics?

Such a practice isn't a good idea, according to Peyton Irby, special counsel in the Jones Walker law firm's Jackson, Mississippi, office. Routinely reading employee e-mails may put an employer at risk of violating the Health Insurance Portability and Accountability Act (HIPAA) and other laws affecting employee privacy.

Kilcur also says the IT manager's practice is dangerous. "Although employers are excluded from HIPAA coverage when they keep information on their employees, including medical information, there is a risk of a breach of privacy claim if an employee with no need to know such information has access to and reads it," he says.

Petrie says although employees generally aren't entitled to an expectation of privacy for communications on a work e-mail system, there can be risk. He suggests implementing an electronic monitoring policy that spells out what kinds of e-mails can be reviewed, by whom, and under what circumstances.

Schorr agrees that the IT manager "should not have unfettered discretion to monitor all e-mails in all instances." He says the IT manager should be disciplined and reminded of the requirements of HIPAA and other privacy laws.

Insights from a CEO: Removing the stigma of HR as a cost center

Consider the human resources department: Is it a center for strategic thinking or a cost center-necessary but still a burden on the bottom line rather than a contributor to profits?

That's one question to explore as HR professionals work to earn the "seat at the table" they've long sought. Recently, a group of HR professionals heard ideas from the perspective of a CEO on how to elevate their standing. As part of the 2012 Advanced Employment Issues Symposium, Dan Oswald, CEO of human resources information provider BLR, highlighted the importance of contributing to an organization's bottom line.

One way to show the C-suite why HR should be involved at the highest level is to offer solutions to dollar-draining problems. For example, high turnover is a problem HR has the expertise to solve. "So you walk in my office with a plan and tell me you can cut turnover in half. You've got my attention," Oswald told the group.

HR should expect top management to demand data-how much is turnover costing and how much will it cost to implement a plan to reduce it. Without hard data, the CEO doesn't have the information needed to decide if the plan is a good place to put the company's money.

When HR professionals are able to give the CEO vital information, they can make the C-suite realize how HR can make a difference in the company's bottom line.

