

THE RESOURCE



Valley Society for Human Resource Management

Saginaw, Bay City and Midland - Michigan



December 2007

Published for Members of the Valley Society for Human Resource Management

DECEMBER MEETING NOTICE

The Who, What, and Why of Conducting Effective Employment Audits

Presented by:

ELLEN CRANE, ATTORNEY

An important risk prevention practice for all employers, regardless of size, is conducting effective employment audits. Ellen Crane will describe employment audit options, the usefulness of audits, and highlight hot legal risk areas that should be included in an employment audit. Come prepared for a fast-paced review of what you need to ensure that your workplace is running by the book: from hiring practices to termination procedures and the alphabet soup of legal requirements that should be considered along the way.

Date: Tuesday, December 11, 2007

Time: 7:30 a.m. Networking/Registration

7:45 a.m. Breakfast

8:15 – 9:15 a.m. Speaker

Location: Horizons Conference Center

6200 State Street

Saginaw, MI 48603

(989) 799-4122

RSVP rsvp@vshrm.org or call Sue Slade at

Information: 989.921.5503

Cost: \$20 for members; \$25 for guests

\$10 for students; Cost includes lunch

RSVP RSVP by Wednesday 12/5/07 5:00 p.m.

Deadline: There is a \$5 charge for late RSVP's

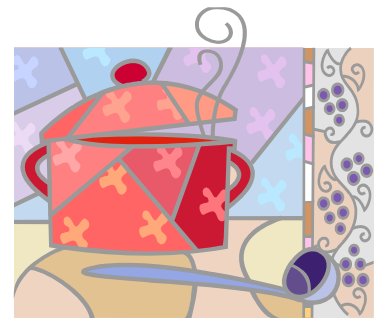


December's meeting has been pre-approved for one certification credit!

VSHRM HOLIDAY CHARITY EVENTS!

We would like to thank those who brought canned good donations to November's meeting, as we collected several boxes of food to donate! It was wonderful to observe the generosity of our members who were able to reach out to help others less fortunate.

You can still help by bringing canned or other non-perishable goods to our **December** meeting. VSHRM will donate the collected canned goods **and** our breakfast leftovers to **Hidden Harvest!** **Rich Premo** of **Hidden Harvest** will be our special guest at December's meeting, and will share information about the organization's mission. Don't worry, if you don't have time or have forgotten to bring a canned good, you can donate cash or check at December's meeting.



A word about VSHRM's Meeting Schedule:

Each of our presentations is scheduled to run for approximately **1 hour** and this timeframe is necessary to meet the **PHR/SPHR** certification guidelines. According to the guidelines, any offered meal is supposed to be finished by the time the presentation begins. By following the format of offering ½ hour for members to eat their meal followed by a 1-hour presentation, we are able to comply with the certification guidelines.

AFFILIATE OF
SHRM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

MISSION:

The Valley Society for Human Resource Management (VSHRM) strives to be the principal voice for human resource issues for the Tri-Cities area. It promotes and assists the profession by providing valuable human resource information to area employers, resulting in the highest professional and personal development of their employees.

SHRM
**SUPERIOR
MERIT
AWARD
CHAPTER**
2006

ABOUT DECEMBER'S SPEAKER:

Ellen Crane practices in the Labor, Employment and Health Care areas for **Braun Kendrick Finkbeiner P.L.C.** In the employment area, Firm clients seek her counseling and advice on a broad range of legal and practical areas, including employee discipline, harassment, discrimination, workplace investigations, personnel policies and procedures, managing leaves of absence, pay and benefit practices and contractual relationships. She assists unionized companies with contract management, collective bargaining and the grievance and arbitration process. Ellen has represented clients through all phases of administrative agency investigations and hearings at both the State and Federal level. In the health care field, Ellen has drafted and assisted clients with the implementation of privacy and security programs and the Health Insurance Portability and Accountability Act, and she regularly advises clients on patient's rights issues.

Risk prevention through education and training sessions for both management and employees is an important element of Ellen's practice. She is a frequent lecturer to clients and professional societies on various topics including the Family and Medical Leave Act, the Americans with Disabilities Act, sexual harassment, and wage and hour compliance issues.

Ms. Crane is a graduate of the University of Michigan Law School and Albion College, magna cum laude.

MESSAGE FROM THE NEW PRESIDENT

Hello and Happy Holidays! As was announced at our November VSHRM monthly chapter meeting, due to Sharlonda Harvey's relocation, I will be assuming the role as President. I am very excited to work with our dedicated board members in their efforts to provide our members with quality programs and speakers that bring value to the HR profession. As VSHRM continues to "Serve our Professionals" and "Advance our Profession", we look forward to working together and seeing all of you at our monthly chapter meetings.

Lori Lunger, PHR
President, VSHRM

**JANUARY MEETING UPDATE**

January's meeting will feature **Howard Weyers** of **WEYCO Inc.**, who will present "Why Wellness". January's meeting will be a LUNCH meeting at **Horizons Conference Center** in Saginaw.

We hope you will be able to join us for Howard's presentation!

Membership Notice:

It is time for annual renewal of your VSHRM membership! Watch your email for a renewal notice during the first part of December. For further membership information, please visit the VSHRM website at www.vshrm.org.

We look forward to serving area HR professionals again in 2008!

VSHRM BOARD MEMBERS

President	Lori Lunger, PHR Amigo Mobility International, Inc. Telephone: (989) 921-5077 llunger@myamigo.com
Past President & SHRM Foundation Chair	Jackie Bertsch, SPHR Performance Propane Telephone: (989) 389-7920 jbertsch@charter.net
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Member at Large	Sue Slade, PHR Spicer Group Telephone: (989) 754-4717 x 5503 sues@spicergroup.com

VSHRM
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Legislative Review and News

By Sue Goddard,
Legislative Chair

For the first time in 16 years, the Federal Government has changed the I-9 Immigration Form, which took effect on November 7, 2008.

It has now been released and ALL employers, regardless of size are required to fill one out for each new employee. You can download the I-9 by visiting the Homeland Security web site at <http://www.uscis.gov/files/form/I-9.pdf>

In addition, all companies will be required to use the new, 2008 Federal W-4 Forms for all employees. It's a great time to get all your forms updated.

Member of the Month



Lois DeBrosse is Services Manager for Personal Assistance Options, an organization that provides services to people with physical and mental disabilities. She joined PAO in 1992 and moved into her present job in 2002. She earned the designation of Certified Human Resource Specialist from MSU's School of Labor and Industrial Relations in 2005. She joined VSHRM in 2006. Joining has provided networking and learning opportunities that have expanded her knowledge in HR. Married, with two grown children, she keeps very busy with her three grandchildren. Lois enjoys camping with her family and reading.

Certification Corner

By Lori Lunger, Certification Chair

Eligibility for HRCI Certification credit was previously pending for VSHRM's **September 11** meeting titled "Human Resources and Strategy Execution" and presented by Ricardo Resio. We have since learned the program was not "pre-approved" for one (1) recertification credit. However, eligible members in attendance at September's meeting were sent a notice from Wendy Yelsik via email with information needed to include this program on their recertification application. **Thank you Wendy for your persistence and follow up!**

November Meeting Testimonials

Many members agreed that November's meeting featuring Mike Byam of Terryberry Company was enjoyable! Here's what you had to say:

- *"Good information that is rarely presented. Thanks!"*
- *"Breathed new life into recognition ideas!"*
- *"This presentation was extremely helpful and full of information on recognition."*
- *"Fun and informative meeting"*
- *"Enjoyed the witty speaker"*
- *"Speaker was entertaining and informative."*

WELCOME New Members!

- **Laura Norman: Human Resources Manager, Charter Communications**
- **Tracy Cook: Student at Davenport University**

If you know anybody who may be interested in VSHRM please contact **Dmitry Erofeev** at **989.832.6994** or invite them as your guest to an upcoming VSHRM meeting.

HR JOB POSTINGS

Visit www.vshrm.org to learn about HR job opportunities in Michigan. Several positions are currently posted!



**HAVE A SAFE
AND HAPPY
HOLIDAY
SEASON!**