

# THE RESOURCE



**Valley Society for Human Resource Management**  
Saginaw, Bay City and Midland - Michigan



Published for Members of the Valley Society for Human Resource Management

**February 2008**

## FEBRUARY MEETING NOTICE

### What is WorkKeys?

*Presented by:*

**KATHY CONKLIN**

**Executive Director of the Saginaw County Business & Education Partnership**

The purpose of the meeting is to inform Human Resource professionals about the Career Readiness Certificate initiative within our region. The Career Readiness Certificate is an employability skill credential that demonstrates mastery of foundational skills in applied mathematics, reading for information, and locating information. This credential assures employers that job applicants have the basic employability skills they need to do the work and be trainable in their jobs.

The certificate is based on the well known WorkKeys job skill assessments. The WorkKeys assessments were developed by ACT which is an internationally recognized measurement and research company that also measures college readiness.

Participants will learn how incorporating the Career Readiness Certificate in their hiring process can help create a more qualified, skilled workforce, as well as reduce training and turnover costs for their companies.

<b>Date:</b>	<b>Tuesday, February 12, 2008</b>	<b>Time:</b>	<b>11:30</b> a.m. Networking/Registration <b>11:45</b> a.m. Lunch <b>12:15 - 1:15</b> p.m. Speaker
<b>Location:</b>	<b>Horizons Conference Center</b> 6200 State Street Saginaw, MI 48603 (989) 799-4122	<b>RSVP</b>	<a href="mailto:rsvp@vshrm.org">rsvp@vshrm.org</a> or call Sue Slade at
<b>Cost:</b>	\$20 for members; \$25 for guests \$10 for students; Cost includes lunch	<b>Information:</b>	989.921.5503
		<b>RSVP</b>	RSVP by Wednesday <b>2/6/08</b> 5:00 p.m.
		<b>Deadline:</b>	There is a \$5 charge for late RSVP's

*Certification credit for February's meeting is pending.*

**ABOUT FEBRUARY'S SPEAKER:** Kathy Conklin has been the Executive Director of the Saginaw County Business & Education Partnership for 15 years. The Partnership is made up of leaders from business, education, and the community who are working together to increase academic achievement and employability skills in the Saginaw Valley region.

The Saginaw County Business & Education Partnership has several strategies to accomplish its goals. They are: gathering of labor market statistics; communicating market data to educators; providing forums for business & education, surveying students on methods and impact; educating students on employability skills; and ensuring the customer-supplier relationship between business & education.

The Saginaw County Business & Education Partnership has been the lead organization in the creation and implementation of the Career Ladder project. The project highlights high demand, hard to fill occupations with 4-page brochures and 3 to 5 minute videos. There are 105 occupations highlighted. The materials relate the job descriptions, salaries, working conditions, employment trends, education and training required, as well as information from a star employee and an employer. The Career Ladder materials are targeted for high school students and Michigan Works! Clients. (con't)



#### 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.



**ABOUT FEBRUARY'S SPEAKER (con't):** Kathy is active in the Saginaw community. She is the Past-Chair of the READ organization, Vice-Chair of Tech Prep's Leadership Team, Executive Committee member of the Mid Michigan Children's Museum, and member of the MidMichigan Innovation Team Board and the Saginaw County's Promise Advisory Board.

Kathy is a graduate of Leadership Saginaw and Vision 2020's 1000 Leaders Initiative. In 2001, Kathy was selected by the National Alliance of Business as the Education Professional of the Year and in 2002 she was chosen as Zonta's Woman of the Year.

The Business & Education Partnership also has received national recognition for its work by the National Alliance of Business as "Coalition of the Year" and by the Utility Business Education Coalition as a "Learning for the 21<sup>st</sup> Century site."

Kathy is a graduate of Saginaw Valley State University and is currently working on her Masters Degree in Quality Management from Eastern Michigan University.

Kathy was born and raised in Saginaw County. She and her husband Tom have four children and three grandchildren.

### VSHRM Named SHRM Foundation Chapter Champion!

By Jackie Bertsch, SHRM Foundation Chair

VSHRM was recently named a "Chapter Champion" for 2007. Chapter Champion status is awarded through the SHRM Foundation and to qualify chapters must:

- Make a chapter contribution to the Foundation
- Appoint a Foundation coordinator
- Hold a special fundraising event on behalf of the Foundation

Our contributions as a chapter help the Foundation to fund HR educational resources, training tools and scholarships. To make a personal donation or learn more about the resources provided by the Foundation, go to [www.shrm.org/foundation](http://www.shrm.org/foundation).

### VSHRM Submits 2007 Chapter Achievement Plan

In January, VSHRM President Lori Lunger submitted our Chapter Achievement Plan (CAP) for 2007. By submitting the CAP, we become eligible to receive recognition and financial support from SHRM. VSHRM has been a Superior Merit Award winner in recent years and we anticipate the same award this year. Thank you for your continued support!



### Will you be a Steady Eddie?

All VSHRM members, excluding current board members, who attend seven out of ten monthly meetings during the program year (September 2007 through June 2008) are "Steady Eddies". All Steady Eddies will be entered into a drawing. One winner will be randomly drawn to win membership dues to the National Society for Human Resource Management (SHRM). This prize is valued at \$160.00!

We are halfway through our program year with five meetings to go. Anyone who has attended at least two meetings so far may be eligible for the Steady Eddie drawing!

### VSHRM BOARD MEMBERS

<b>President &amp; Certification Chair</b>	<b>Lori Lunger, PHR</b> Amigo Mobility International, Inc. Telephone: (989) 921-5077 <a href="mailto:llunger@myamigo.com">llunger@myamigo.com</a>
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**VSHRM**  
PO BOX 5448  
SAGINAW, MI 48603



## Legislative Review and News

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By Sue Goddard,  
Legislative Chair

**Updated I-9:** The updated I-9 must be used effective December 26, 2007. 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>.

**FMLA Legislation:** As reported last month, new legislation regarding FMLA for Military families was passed by Congress. This change cleared the final hurdle in Congress when the Senate voted 90 – 3 to approve the national Defense Authorization Act (H.R. 1585) on December 14. The measure had passed the House of Representatives just 2 days before, also with overwhelming bipartisan support. The White House originally had indicated the President would sign the legislation into law. However, in a surprise move on Dec. 28, 2007, President Bush issued a written statement he was vetoing the bill. He stated that he was using a “pocket veto” to kill the legislation, since Congress was adjourned for the holidays. With the first major expansion of the Family and Medical Leave Act (FMLA) looming on the horizon, employers should be preparing for the changes to the law, according to several sources familiar with the issue.

\*\*\*As of this writing, the President has just signed **NEW** legislation (H.R. 4986). The legislative chair will continue to keep the membership updated accordingly.

**Harassment and Discrimination:** Racial harassment and employment discrimination took its toll on Lockheed Martin awarding a former employee \$2.5 million in what the U.S. Equal Employment Opportunity Commission (EEOC) calls one of the largest recoveries for an individual case. Once again, this brings to the surface that it is part of our mission as Human Resources professionals to continue to watch for signs and train staff members in appropriate behaviors. This is a great time to check your policies / procedures and conduct some training as a refresher on harassment.

# Membership Corner

## February's Featured Member



February's featured member is **Terry Schramm!** Terry started with CIGNYS in 1984 (at that time it was Shields Manufacturing) in the assembly department. She was promoted to Office Manager, then Inventory Production Control Manager, and has held the H.R. Administrator position for the

last 3 ½ years. In 2005, she earned the designation of “Certified Human Resource Specialist” from MSU’s School of Labor and Industrial Relations.

Terry has positive things to say about our organizations: “SHRM & VSHRM are very helpful for those of us new to the positions (and otherwise). The monthly speakers they have at the lunch meetings are very educational and the web based help links on SHRM are great when you’re in a hurry.”

Terry is married with two grown daughters, both married. (no grandchildren yet!). She enjoys making hand made greeting cards, camping, and motor cycle riding.

## WELCOME New Members!

- **Christina vonLinsowe:**  
Human Resources Generalist,  
Pioneer State Mutual Insurance Company
- **Lisa Galonska:**  
Executive Vice President,  
Health Delivery, Inc.
- **Christopher Lewis:**  
Director of Human Resources,  
City of Bay City



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.

### Membership Notice:

*We have reached the last phase of our membership renewal and noticed that several renewals are still pending. If you still would like to renew your membership for 2008, please contact **Patty Alfano** ([palfano@synergymedical.org](mailto:palfano@synergymedical.org)) to arrange a payment. Also, please let us know about any changes in your membership information (certifications, SHRM affiliations, etc.).*

**January Meeting Testimonials**

**Howard Wyers** wowed us with his very thought provoking presentation, and there were positive comments regarding the healthy meal. Here's what you had to say:

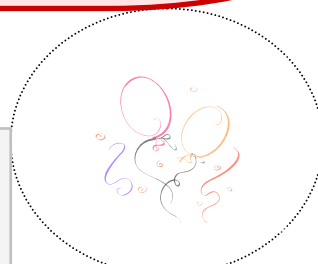


- "Thank you for the healthy lunch! Please continue at future meetings"
- "A very dynamic way to view health care."
- "Thank you for not tempting me with those delicious Horizon's desserts!"
- "Great healthy meal! Excellent speaker, it is great to see that VSHRM can get a speaker that is nationally recognized."
- "A little radical, but interesting and thought provoking!"
- "Interesting program and stats to back it up. Such a passionate presenter. Enjoyed hearing this presentation, thanks."
- "Very enjoyable! Howard says what I've been thinking and wanting to say for years. I've been delaying my physical appointment but am making it today!"
- "Wish there had been more Q and A"
- "Excellent message! Howard's passion for this subject is evident. It can be done at the individual level as well as the organizational level."

**Certification Corner**

*Submitted by:*

**Lori Lunger, President and Certification Chair**



**Congratulations to the following members who recently passed the PHR certification exam!**

**Debra Lichtman**, Services Coordinator  
Professional Assistance Options, Inc.

**Ann Meeks**, HR Manager  
Mistequay Group, LTD

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All members who earn certification during the winter testing period, December 2007 and January 2008 will be acknowledged at our April Chapter meeting. Members, please let us know when you earn certification. You can reach me (Lori) by e-mail ([llunger@myamigo.com](mailto:llunger@myamigo.com)) or business phone 989-921-5077.

Exam	Testing Window	Regular Deadline	Late Deadline
<b>Spring:</b>			
PHR/SPHR	May 1 – June 30, 2008	March 14, 2008	April 18, 2008
GPHR/CA	May 1 – 31, 2008	March 14, 2008	April 18, 2008
<b>Winter:</b>			
PHR/SPHR	Dec. 1, 2008 – Jan 31, 2009	October 10, 2008	Nov. 14, 2008
GPHR/CA	Dec. 1 – Dec. 31, 2008	October 10, 2008	Nov. 14, 2008

**More information is on our website: [http:// vshrm.org](http://vshrm.org)**

**MARCH MEETING UPDATE**

VSHRM's meeting topic for March will be "**HR Issues in Retirement Planning and Benefits**". The meeting will be a **LUNCH** meeting held **March 11<sup>th</sup>** at **Trillium** in Saginaw. We hope you will be able to join us!

**ADA Legislation Alert!** The U.S. House of Representatives is planning to consider legislation called the "**ADA Restoration Act**," a bill that would expand the definition of "disability" under the Americans with Disabilities Act in order to cover and require employers to accommodate people who have minor or temporary impairments such as near-sightedness, headaches, small scars and even "tennis elbow" or tattoos. There is significant concern that this legislation would reduce the effectiveness and availability of workplace accommodations for employees with the most severe disabilities. **Your U.S. Representatives need to know your views on this important matter** before the private rights of employees are changed. SHRM members can use HRVoice to write their elected official by logging on to [www.shrm.org](http://www.shrm.org). Click on "Governmental Affairs," then go to "HRVoice" on the left side of your screen, then choose "Write your elected officials".

*Our help is needed!*  
**COMMUNITY TASK FORCE:  
 FOCUS ON MANUFACTURING**

The Tri-County Advanced Manufacturing Alliance is seeking input from Human Resource Managers in small to medium sized manufacturing companies in Saginaw, Midland, and Bay counties. The Tri-County Advanced Manufacturing Alliance is a Michigan Regional Skills Alliance (MiRSA) co-sponsored by The Michigan Department of Labor & Economic Growth (DLEG), Michigan Works! Saginaw/Midland/Bay and the Saginaw Valley Manufacturers' Association (SVMA).

The Task Force will be formed to achieve the following goals:

- **Goal #1:** Address skill gaps between the existing workforce and the advanced, technically focused skills required to manufacture new products. *Identify the gaps between the current skills of the existing workforce and the projected advanced, technically focused skills required for new manufacturing processes by regional manufacturers. Also define any other skill requirements and needs.*
- **Goal #2:** Analyze how disappearing jobs in manufacturing is dampening efforts to train new workers as replacements for workers who retire. *Brainstorm plans and actions for encouraging and supporting people to choose manufacturing careers or re-career to or within manufacturing.*
- **Goal #3:** Assist with defining solutions for the issues identified. *Define actions that can be recommended to partner organizations to address the needed skills and develop a plan(s) for building workforce resources.*
- **Goal #4:** Prioritize efforts in implementing recommended solutions. *Set priorities according to regional manufacturers' demands, and resource availability.*
- **Goal #5:** Participate on implementation work teams with regional partners from economic development, chambers of commerce, academic institutions, training organizations, and government agencies. *Actively participate in designing, developing and utilizing implemented solutions.*

**Time commitment will entail four (4) 2-hour work sessions beginning in late February and ending in mid-April for Goals #1-#4. Goal #5 targeted timeline for solution implementation is June 2008.** Although the initial focus is on skills development for existing and new workers, other interests and areas of concern to regional manufacturers may be discussed as members of the Steering Team warrant.

**Contact Information:**

Please contact **Diana L. Cole**, Program Manager, at 989-689-5025 or [dlcole@centurytel.net](mailto:dlcole@centurytel.net) if you are interested in joining in this effort to build the human capital in our region. Please respond by **February 8, 2008** if you are interested in participating.

**Test your employment eligibility knowledge**

*Submitted by Dmitry Erofeev*

***Is your organization compliant with the new employment eligibility regulations? Make sure you avoid penalties and fines for improperly managing Form I-9 by becoming familiar with the recent changes. Take the True/False quiz below, then read the tips provided.***

**Statement 1:** I must keep copies of the documents employees provide me when completing the I-9 process. **False:** You are not required to make copies of the documents employees present to you; however, you can do so ONLY for immigration law compliance. Just make sure you keep any copied documents attached to the form they support and keep the Form I-9 filed separate from all other personnel files (this helps protect you from discrimination claims based on national origin, race, age, and immigration status).

**Statement 2:** I can require a newly hired employee to use a specific employment authorization document. **False:** You can only tell employees that they must provide you with a document(s) listed on the back of the Form I-9. You cannot tell them which document they can use off the list. Also, you should never require more documentation than needed.

**Statement 3:** We must periodically follow up to make sure I-9 documentation is still valid. **False/True:** Typically all you need to do is verify work authorization and identity once. However, if your new hire is a foreign national whose work authorization has an expiration date, you will need to re-verify their employment eligibility prior to the expiration date. They can either supply a new work authorization or a document showing that the original work authorization has been extended. Also, keep in mind if you rehire a former employee after a break in employment for three years or more, you must complete a new I-9 even if the original documentation is still current.

**Statement 4:** I can accept documents not listed on the back of the Form I-9. **False:** You can only allow employees to use documents listed on the back of the Form I-9. Since recent amendments removed five documents from the list, it is important that you verify you are using the correct Form.

**Statement 5:** Employees are not required to provide a Social Security number on the Form I-9. **True:** Employers can no longer require employees to provide a Social Security number on the Form I-9. There is an exception if the employer is participating in the E-Verify Program since it requires a Social Security number for the employment eligibility verification process.