

SHRM Oregon State Council Meeting

March, 2016

MINUTES

TUESDAY, MARCH 1, 2016

2:00 – 4:30 P.M.

TIGARD, OREGON

MEETING CALLED BY	Scott Cantu, State Council Director
TYPE OF MEETING	SHRM Oregon State Council Bi-Monthly Meeting
FACILITATOR	Scott Cantu, State Council Director
NOTE TAKER	Jill Faughender, State Council Secretary
ATTENDEES	In Person: Scott Cantu, Jane Allen, Sharon Borgardt, Stacey Brown, Markus Brown, Alan Cabelly, Karlina Christensen-Lee, Natalie Eggert, Jill Faughender, Dianna Gould, Deborah Jeffries, Bonny Ray, Shauneen Scott, Kathy Sharp, Stephanie Smith, Beth Harrison & Kelley Plueard. By Phone: Jeannette Trumm, Kathy Sharp & Stephanie Miller
MEMBERS ABSENT	Mims Rouse, Melissa Vigil, Rick Howell, Sat Bir Khalsa
ASSOCIATED DOCUMENTS	Treasurer's Report and Financials, Minutes of 01/08/16
LEGEND	Bold = Action Items Red = Important Information

Agenda Topics

WELCOME, INTRODUCTIONS

SCOTT CANTU

Called to Order at 2:00 p.m.

OPENING

Welcome!

Introductions

COUNCIL OPERATIONS

SCOTT CANTU

REPORTS

Secretary: Jill Faughender

Approval of Minutes: January 8, 2016

Director Cantu asked for a review and approval of the January 8, 2016 minutes. Stacey Brown noted a spelling correction and confirmed that she should be reflected as the Chapter President for LCHRMA. Alan Cabelly made a motion to approve as amended, second by Shauneen Scott, motion carried.

Financial Report: Jane Allen, Treasurer

- Jane presented the financials & budget worksheets
- Jane reported that Shauneen Scott and Jill Faughender met on this date and performed the annual financial review of the OSC financial records for year 2015. Jane noted that an expense reimbursement for Scott Cantu was not signed by Scott and receipts were missing. She will work with Scott to obtain a duplicate copy of receipts and Scott signed the form. Jane reminded all council members that all forms must be completed in full, including attachment of receipts and Council Director signature of approval.
- General discussion followed regarding budgeted amounts for Workforce Readiness and College Relations.
- Alan Cabelly motioned to accept the budget as presented, second by Stacey Brown, motion carried.

SHRM Update: Dianna Gould, SHRM Field Services Director
March, 2016 PW Region SHRM Update

Dianna reviewed a SHRM Update PowerPoint presentation which addressed the following key information points:

Important Dates:

- 12/01/16 - Chapter Leader Information Form (CLIF) & State Council Leader Information Form (SCLIF) due
- 12/31/16 – Deadline for SHRM Foundation Donation
- 01/31/17 – Chapter & State Council SHAPE Year-End Report Due
- 03/15/16 – Excel Award Application Form Due
- 11/17-19, 2016 – SHRM Volunteer Leader Summit; Washington DC area (travel on 11/16/16)
- 2016 SHAPE has been streamlined
- SHRM State Council Name Badges – SHRM provides them at no charge to the Council
<http://www.shrmrcbawards.com>
- 2016 SHRM Student Case Competition – West in Salt Lake City, UT 04 29-30, 2016
- SHRM Annual Conference Discount Rate for SHRM Volunteer Leaders at \$1,215, register by 04/08/16
- SHRM Foundation Scholarship of \$750 to be awarded in spring and fall to support SHRM certifications
- Chapter Bylaws – review and report to Field Services Director (available on SHRM under Resources for Chapters)
- SHRM Certification – Chapters should post SHRM Recertification Provider seal on all promo materials and Chapter websites.
- SHRM membership is currently \$190 per year, use promo code 0118 to offer a \$15 discount for first-time members
- Volunteer Leader Resource Center (VLRC) is available for all Chapter leaders & State Council members

Need Help?

Dianna Gould, SHRM-SCP, CAE – SHRM Field Services Director
Dianna.Gould@shrm.org
800-283-7476 ext. 6267

Kim Goodwin (located on East Coast and works 10 a.m. – 8 p.m.)
Kimberly.Goodwin@shrm.org
800-283-7476, ext. 6316

ADVANCING THE PROFESSION

CLA REPORTS	OSC Directors
Director Report: Scott Cantu	
<ul style="list-style-type: none">• NHRMA conference share funds that are expected in 2017 for the 2016 conference will be distributed to the OSC for review and distribution to the Chapters. Prior process included chapters receiving funds directly from NHRMA. A discussion will need to take place prior to year-end which determines how the funds will be allocated to the chapters.• Scott asked that all Chapters promote both SHRM and NHRMA at all chapter events to ensure a consistent message of the connection between the chapters, state councils, NHRMA & SHRM.• Scott reported that he is reviewing the State Council By-Laws and asked for feedback from Council members.• Scott requested an update on the Speakers List that was discussed in January. Deborah Jeffries asked the chapters to forward their speaker lists to her and she will compile and disseminate. Dianna Gould suggested contacting the Washington State Council which has created a list.• NHRMA Conference is schedule from 09/07/16 – 09/09/16 in Bellevue, Washington.• Scott noted that he would like to gather State Council member pictures for the website and other promotional materials used in chapter meetings.	
Secretary: Jill Faughender	
<ul style="list-style-type: none">• 05/13/16 Meeting & housing information distributed• Name Badge order form circulated. SHRM provides at no charge. Order will be placed 03/04/16.	
Diversity Chair: Marcus Brown	
Reporting Period: January-February	
Current Events & News:	
I have signed up for 2 up-coming diversity webinars. The first is a Webinar provided by SHRM for Diversity Directors this coming March 9 th and a second free Webinar, hosted by Davis Wright Tremaine titled "Transgender Issues in the Workplace", presented March 29 th . Will attend the SHRM Diversity Conference in Texas in the fall.	

I have emailed each chapter president for contact information for each Chapter Level Diversity Director in hopes of greater collaboration amongst us Diversity Leaders. More to come.

SHAPE initiatives & updates:

In-development

Best Practices and other good stuff I want to share:

In-Development

Employment Law & Legislative Conference: Melissa Vigil, Amber Shoshin, Alan Cabelly, Deborah Jeffries

- Registrations stood at 395 at 03/01/16 with 20-50 non-paid participants (Attorneys/Volunteers/Chapter registration winners, up from prior year).
- Kathy Sharp discussed volunteer assignments for 03/02/16. All volunteers to be onsite no later than 7:15 a.m.
- Deborah Jeffries reported \$12,800 in sponsorships!
- Kathy Sharp praised Michelle Martin and Kyla Thompson of Stoel Rives for their organizational work on the conference.

Willamette: Natalie Eggert

- Jill Faughender and a group of SHRM members are working with the State Council to charter a new Yamhill County Chapter to be primarily located in McMinnville.
- The charter group had gathered 25 Chapter Designation Forms as of 02/29/16 and is pursuing a soft calling program member by member to everyone the group knows.
- The group has an e-blast to At-Large members scheduled for the week of 02/29/16. An At-Large list from January reflects 58 potential chapter members in the zip codes within a reasonable distance of McMinnville, 13 of which have delivered chapter designation forms.
- The group has confirmed volunteers for 9 board positions.
- Next step is to work with SHRM to prepare Bylaws and submit the affiliation paperwork

Columbia: Sharon Borgardt

Reporting Period: Jan-Feb, 2016

Submitted by: Sharon Borgardt, Columbia District Director

How are you helping the Board Sharpen our Saw in your specific area?

The LCHRMA chapter has a lot of new board members; I am helping mentor and develop them, including providing information about OSC and its role. I am also helping redefine board roles a bit to better meet the chapter needs.

Current events & news/ opportunities:

The group of Tillamook HR professionals is still unable to form a new chapter. LCHRMA is reaching out to those who are SHRM members and asking them to affiliate with LCHRMA.

SHAPE initiatives & updates:

No update.

Good stuff I want to share:

Don't be afraid to ask your speakers and affiliates what they might be able to do for your chapter. The LCHRMA chapter learned that one of their luncheon speakers is certified to teach Crucial Conversation workshops. Now we are working with him to bring a 2 day Crucial Conversations workshop to Astoria, at a very affordable price.

Requests for support or help from OSC:

I will be planning trips to visit other chapters and will need travel reimbursement. General discussion followed regarding e-mail group lists and sharing e-mail addresses. Best practices recommended using the blind copy line for chapter member e-mails so that they remain private.

Certification Chair: Deborah Jeffries

- Deborah reported that 100% of Dennis Carr's SHRM certification class passed and that she is pending final results and knows of two no passes and two who elected not to take the test.
- Deborah reported that the State Council will be receiving a complimentary copy of the student study materials to use as a sample for interested students who want to see them prior to purchase.
- OSC Conference materials have been submitted to HRCI for approval.
- Dianna Gould noted that the Alaska State Council is creating video learning to reach their rural HR Professionals who are seeking certification. Deborah to follow up with the Council Director.

College Relations Chair: Open Position

- No Report

SHRM Foundation Chair: Open Position

- It was reported that Natasha McGrath has moved to the east coast and has stepped down from the SHRM Foundation Director role.
- Jane Allen, Treasurer will fulfill this role for the OSC Conference.
- Scott Cantu requested that the Chapter leaders talk with their boards and try and identify a replacement SHRM Foundation member on the Council and contact Scott with volunteer information.
- Stacey Brown shared the digital copy of the [SHRM Foundation tool kit](#) that was provided during Regional Council Business Meeting in February by SHRM. Feel free to share it with your Chapter Foundation Director. The Foundation Directors who attend the CLA webinar also received this link during the call. Contact for Chapter leaders is as follows:

Allison Samis | Associate Development Specialist

SHRM Foundation
1800 Duke Street | Alexandria, VA 22314 USA
Allison.Samis@shrm.org +1.703.535.6132
shrmfoundation.org

- It was reported that SHRM Foundation donations from Oregon totaled \$4,010 for 2015 with Lane County Chapter leading the pack as the largest Oregon contributor.

Workforce Readiness Chair: Kathy Sharp

The SHRM Foundation has recently released three research papers related to Workforce Development.

1. **Engaging and Integrating a Global Workforce Prepare for the complexities of hiring, managing and integrating a global workforce.** This report offers key findings from five SHRM Foundation-funded studies related to global HR.
2. **Cultural Intelligence: The Essential Intelligence for the 21st Century.** In today's multicultural world, developing cultural intelligence can help managers and employees from different backgrounds interact more effectively.
3. Learn the strategies for success in this new executive briefing: **Generational Conflict at Work: Separating Fact from Fiction.**

SHAPE initiatives & updates:

On February 24, 2016, I met with representatives from the Employer Support of The Guard and Reserve (ESGR), US Department of Labor, and E3 Federal Solutions. We discussed how OSC might partner with them on Veterans Events in Oregon. Currently, this group has two Veteran based job fairs on the calendar – April 15th for Salem and October 2016 for Portland.

Last year, the ESGR and DOL partnered with the US Chamber of Commerce to sponsor a smaller networking event approximately 2 weeks prior to the Portland job fair. This event was well received and they would like to continue to offer these events for 2016. The US Chamber of Commerce is working on other initiatives and will not be participating in 2016. There is interest in partnering with the OSC and chapters for 2016.

Event details: held at a hotel and refreshments were served; drop in format for veterans from 7:00 p.m. to 9:00 p.m.; included a small group of HR representatives from employers (who were currently hiring) and approximately 40-50 veterans attended. Part of the evening was structured and the rest of the time was for networking.

The ESGR and DOL are also willing to work with chapters outside of Portland and Salem to meet local veteran needs. In the near term, I will provide details on the Portland and Salem events and ESGR and DOL contact information.

Questions about/I need help with

Bonny from the Mid-Valley Chapter has reached out with me about participating in veterans events. I would appreciate hearing from other Chapter Workforce Development Directors to see the level of statewide interest. **Chapter Presidents, please send me the contact information for your chapter workforce development contact or ask them to reach out to me.**

Membership: Shauneen Scott

- Early February I received the report form SHRM on Chapter Membership Directors. I reached out via email on February 11, 2016 to all the local Chapter Membership Directors introducing myself and offering assistance. Heard back from 3 local chapters.
- In April I plan on making personal calls to each Membership Director to see where they are at with membership and again offer assistance and ideas.

Legislative Affairs Director: Karlina Christensen

Reporting Period: January – February 2016

Current Events & News:

- Attending call on the 18th of Feb with SHRM on legislative.
- Received Advocacy brochures to share with chapters and have sent to the legislative directors for each chapter.

SHAPE initiatives & updates:

Download the app campaign- we are set to kick off the download the app campaign at the State Conference. In working with SHRM this is a new idea that they have not seen done and are very excited about it. They are looking at this as a best practice for other states. Something we need to consider nominating ourselves for a Pinnacle award for. The prize will be at the SHRM booth and is a Fitbit Charge HR with other exercise goodies.

Best Practices and other good stuff I want to share:

See above for SHAPE initiative- this is a best practice SHRM will adopt.

What other Chapters need to know:

Minimum wage has passed both the house and senate and is pending Governor signature.
Planning on organizing a day on the hill in Salem in 2017.

Communications Chair: Mims Rouse

- Added a FAQ section to the OSC website
- Inserted a reference that an "Event and Meetings" tab is placed on each chapter's site for those interested in staying in the know on what's happening around the state
- Included links to SHRM's official YouTube site, commercial, and playlist
- Added links to the SHRM Legislative app for iOS & Android devices and updated the email address
- Changed the email address to oregonstatecouncil@yahoo.com
- Updated OSC address to the following: 4676 Commercial St SE #492, Salem 97302-1902

Revenue Generating Chairs: Allan Cabelly

- See the Conference report.

CHAPTER REPORTS

Chapter Presidents

PHRMA, Rick Howell

- No Report

MHRA, Bonny Ray, Chapter President

Reporting Period: 01/08/16 through 02/29/16

Current Events & News:

New Membership Chair is accessing the VLRC and participating in webinars.

We had a great February meeting with the topic of Legislative Updates with Saalfeld Griggs Law firm presenting for us.

SHAPE initiatives & updates:

Narrowed down to the following for decision at February Board Meeting:

1. A new member focus section on our website where we highlight new members and introduce them to the chapter possibly connecting this to LinkedIn too. Sending new members postcards.
2. Sending e-blasts to our at large members throughout the year. Focusing our May meeting, on Active Shooter, as a membership drive meeting as well.
3. Creating a diversity statement for our website
4. Connecting our membership to workforce readiness opportunities with students at career fairs and also with adults through DHS- TANF Jobs program
5. Having a SHRM certification study group. Promoting certification in different ways throughout the year, possibly a study group.
6. Partnering with OSU HR to help HR professionals there understand the benefits of affiliating with our chapter
8. Having a special FLSA topic meeting in the fall to help our membership understand the changes in this legislation
9. Possible Veteran's event with OEC or OSC partnering together with MRHA

Best Practices and other good stuff I want to share:

We are accessing the e-blasts and they are simple to request and effective!

What other Chapters need to know:

We are having a longer meeting March 9th with a topic of OFLA/FMLA/Workers' Comp. and the ADA. This might be of interest to other area chapter members so please pass on this information and Eventbrite link if think your members might be interested:

<https://www.eventbrite.com/e/mhra-march-membership-meeting-workshop-bermuda-triangle-of-accomodations-tickets-21463798800>

Join us for a morning with Krishna Balasubramani who will focus on the Bermuda Triangle of ADA/FMLA/OFLA/WC with emphasis on (1) how to conduct the interactive process (2) what should be in the job description/analysis (3) how to communicate with medical provider (4) how to communicate with employee. Followed by Case Studies regarding interactive process; accommodation obligations; job analysis frustrations; and other difficult scenarios that from which lessons can be learned. Attorney Krishna Balasubramani is a partner with Sather, Byerly and Holloway. Prior to joining the firm, Krishna was a pro tem Administrative Law Judge for the Workers' Compensation Board. He also worked at SAFECO Insurance and Stoel Rives, LLP. Krishna joined Sather, Byerly & Holloway, LLP in 1996 and became a partner in 2000. Krishna is admitted to practice in Oregon and Washington. He assists employers and insurers in Oregon and Washington with workers' compensation and employment related matters. Krishna defends employers in connection with workers' compensation, OSHA and general employment matters. He works closely with human resource managers, loss prevention managers, safety directors and claims adjusters to manage pre-litigation situations or to handle the litigation.

Questions about/I need help with....

1. Oregon State University HR wants to partner with us to connect more of their HR staff from their business centers to our local chapter events. They would like to have some meetings at OSU and have many members who are SHRM members but not yet chapter affiliated or studying for the SHRM certification and want to connect to the chapter. How would this impact us in terms of hosting several meetings a year there in order to encourage them to designate our chapter? Does this impact our 100% SHRM affiliation or is this okay? Is there anything to be cautious of as we start some planning with them? It could result in a large number of new members.
2. When are the SHRM certification study groups with Deborah Jefferies and Dennis Carr so we can promote them in our chapter meetings?

SHRMA, Shauneen Scott, Chapter President

Reporting Period: November/December 2015

Current Events & News:

We ended last year on a great note. Our budget showed us running at a deficit for the year, but due to Deborah Jeffries SHRM Certification class we ended up with positive cash flow.

SHAPE initiatives & updates:

Our 1st and 2nd chapter meetings went well and the board is now looking at doing some strategic planning at our April meeting.

DCSHRM, Stephanie Smith

- Board is currently working on an initiative to increase membership.
- Participating in a career expo in partnership with the Employer Council.

LCHRA, Sat Bir Khalsa, President/Beth Harrison President Elect

Reporting Period: 1/1/2016 – 3/1/2016

Current Events & News:

- January Membership Meeting was held on January 19th and was about data analysis for HR professionals. We had Rick Howell, from Howell Consulting, speak about HR Analytics: Financial Tools, Common HR Metrics, Merit budgeting, correlation coefficients, and the service profit chain.
- February Membership meeting was held on February 16th and the topic was Diversity. We had Dr Sari Pascoe explore current philosophies on diversity, equity, and inclusion and discuss how today's principles translate to the workplace. Dr Pascoe described the current landscape for diversity in Lane County, Oregon as well as reporting on current inclusivity efforts at institutional level nationwide. Under Sari's leadership, the U of O's Division of Equity and Inclusion is exploring and promoting practices aimed at increasing diversity, equity, and inclusion.
- We held two board meetings and invited three new members to join our board which is now 24 professionals strong.

SHAPE initiatives & updates:

We had an executive meeting to develop our proposed EXCEL Award Initiatives. We aligned each of them with SHRM's goals. Our draft initiatives are as follows:

1. Strengthen Partnerships With Local Businesses – HR Internship Grants
2. HR After Hours – "Young Professionals"
3. Collaborate with Local Business Community – Worktrends Conference with ASSE
4. Establish a Youth Involvement Initiative – Mock Interviews team
5. Implement a Charitable Organization Support Program coordinated with SHRM foundation event

Best Practices and other good stuff I want to share:

We achieved Super Star status for our membership group and have applied for Platinum Status for our Chapter achievements (if earned will be the second year in a row). We also made the top 25 list nationwide for SHRM Foundation donations (third year in a row). We have an amazing group of people on our board who want to give back to the HR community.

What other Chapters need to know:

- Use the SHRM e-blast for bringing at-large members to assign themselves to your chapter
- Hold a SHRM Foundation fund raiser dinner with silent auction items donated by the membership and a dessert dash

Questions about/I need help with....

Our student chapter has dissolved as the U of O no longer has any HR programs. What ideas are out there to encourage students to join the HR field?

Meeting topics have been set and are as follows:

March – Worktrends/ASSE

April – Interns

May – Possible - Legal Update/Mock Trial on Diversity

June – Onboarding

July – Succession Planning

August – HR as a Strategic Partner

September – Employing Veterans

October – SHRM Foundation evening event

November – Developing a Company Culture

Rogue Valley, Jeanette Trumm, Chapter President

Reporting Period: January/February, 2016

Current Event and News:

- On February 24, 2016, we held a membership drive in Medford, Oregon. Dianna Gould was able to travel down to Southern Oregon to represent SHRM and to present the benefits of a SHRM membership to a group of 21 participants (15 of which did not currently hold a SHRM membership). Overall, we felt it was a huge success and we will consider having this event again in the future.
- On February 17, we held our monthly presentation on behavior styles. In the HR profession, we always relish on the opportunity to learn more about ourselves which helps us to learn more about others and be the best possible HR support to our organizations. We had attendance of approx. 40.
- Our next month seminar is going to be held on March 16 and will be focused on managing unemployment claims.
- Once again, the Rogue Valley SHRM Chapter is going to be involved in the local Careers in Gear event (which is organized by Junior Achievement). This is an excellent annual event which brings together 700 high school students from 16 different local schools together with over 250 business professionals to learn about key career opportunities in Southern Oregon and the skills necessary to pursue them. We are going to have representatives volunteering at their registration table and throughout the day during their career expo.

SHAPE Initiatives:

- The Membership Drive on 2/24 counts towards a membership initiative for 2016.

Best Practices and other good stuff to share:

- We have started a section in our newsletter called "Ask an HR Professional". We are hopeful that this will provide a forum for our members to share questions/issues they are having in the field and then we can share our best practices with our membership.

Chapter Requests for support and other help from OSC: None at this time

LCHRMA, Stacey Brown, Chapter President

Current events & news:

We continue to offer monthly meetings to our community, creating better and more engaging experiences by focusing on hot topics. Our attendance has risen by a lot, so what we are doing is working! It has, in the process, promoted the profession, as well as SHRM. Contributing to a job and career fair at the high school level, providing mock interviews and resume review.

SHAPE initiatives & updates:

In February, Ian Wiggins (President Elect) and Stacey Brown taught a college course on HR, promoting the profession, as well as LCHRMA and SHRM.

Best Practices and other good stuff I want to share:

For best practices, we are looking more at what our community may need from us instead of doing things “the way they have always been done.” This is creating a buzz in our community. Even the local newspaper is showing up on occasion to cover our meetings! Providing more general topics such as Active Shooter training which is drawing attendance. Planning a Crucial Conversations seminar in the summer. Will be holding a SHRM Foundation fundraiser in June. Evaluating a LinkedIn page and keeping a Facebook page updated.

Chapter Requests for support or help from OSC:

Continue to be awesome and supportive to the chapter. ☺

HRACO, Stephanie Miller, Chapter President

Reporting Period: January-February

Current Events & News:

In the month of January we focused on finalizing budget items for 2016. Our board is very new so we also discussed the SHAPE Report and what initiatives are. All board members were asked to bring ideas to the next meeting.

In February, we had some changes to our board and I was re-elected to the president chair. We finalized our budget for 2016. We also met with our local college to discuss partnership options with a certification class.

SHAPE initiatives & updates:

1. Education: partnership with OSU to bring a formal certification class to Central Oregon.
2. Membership: We are discussing ways to keep financial security of our chapter for the long term.
3. Membership: We have begun to identify committee leads for the 2017 NRMA Conference being held in our community.

OSC BUSINESS, DISCUSSION ITEMS

SCOTT CANTU

STRATEGIC PLAN REVIEW AND 2016 SHAPE STATUS

- No Report on 2015 SHAPE status

ANNOUNCEMENTS

- 05/13/16 Meeting in Roseburg scheduled. 8:15 – 10:30 for Chapter meeting with Alan Cabelly facilitating the program and OSC meeting to follow from 11:00 a.m. to 3:00 p.m.

CLOSING

SCOTT CANTU

AGENDA ITEMS FOR NEXT MEETING

- 03/02/16 Conference results
- By-Law review
- Pictures of Council Members
- Speakers List

ADJOURNMENT

We adjourned at 4:35 pm.