



# The Source

March 2006

Southern Wisconsin - Northern Illinois  
SHRM Chapter 71

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## Upcoming Events:

3/8/06

Registration deadline for March's lunch meeting

3/14/06

Lunch meeting

3/18/06

Registration deadline for Annual Seminar

3/30/06

2006 BHRA Annual Seminar

## Letter From the President:

Dear BHRA Members:

Welcome to March 2006. Isn't it wonderful to know that soon the colors will be popping all around us and the gray weather of winter will be behind us for another year. It is a time of renewal. It is the time when the weather warms up and the dress code starts flying out the window...Oh, this leads me to our topic for the March BHRA meeting:

**Casual Day Gone Too Far – Spandex is a privilege, not a right!**

**Presented by Bob Gregg**

**Tuesday, March 14<sup>th</sup> at the Rock County Job Center  
Registration at 11:30 – Meeting starts at 11:45 am.**

To anyone who has seen Bob present before, you know that this is a must-go meeting – While the subject matter is serious and effects most of our workplaces, Bob presents it in a fun and whimsical way. It is sure to be a good one. You can register online at [www.bhraonline.org](http://www.bhraonline.org)! Credit card payments now accepted for meetings.

We would also like to thank those of you who responded to our survey regarding social events for BHRA members. The board is currently deciding on our summer fun event, and suggestions are still welcome! Contact Shannon Moe if you have an idea you think the members would enjoy.

I hope to see everyone at our March meeting!

Sincerely,

Jackie Swanson, PHR  
President, Blackhawk Human Resource Association

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## Upcoming Meeting Information

Meeting Date	Time	Location	Speaker	Topic	Format
March 14, 2006	11:30 am	Rock County Job Center	Bob Gregg, Boardman Law Firm	Casual Day Gone too Far- Dress Code	Speaker
April 11, 2006	7:30 am	Beloit Country Club	Dee Sternhagen, RN, Mercy Health Systems	Controlling Benefit Costs Through Wellness	Speaker
May 9, 2006	11:30 am	Janesville Country Club	Doug Soat, Soats Consulting	HR metrics/ Audits	Speaker

Blackhawk Human Resource Association  
Contacts:

President & Scholarship Chair,  
Jacqueline Swanson, PHR:  
(608) 676-2288  
[jswanson@scotforge.com](mailto:jswanson@scotforge.com)

President-Elect & Programming Chair  
Jennifer Griffith, SPHR:  
(608) 754-2710  
[jgriffith@freedomplastics.com](mailto:jgriffith@freedomplastics.com)

Vice-President & Workforce Readiness/Wage Survey co-Chair, Lori Rhead, SPHR:  
(608) 363-2630  
[rhead@beloit.edu](mailto:rhead@beloit.edu)

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(608) 757-7773  
[bgohlke@blackhawk.edu](mailto:bgohlke@blackhawk.edu)

Secretary & Membership Chair, Bernice York, SPHR:  
(608) 368-5623  
[byork@cotta.com](mailto:byork@cotta.com)

Treasurer & Website Chair, Heather Niles, PHR:  
(608) 756-6804  
[hniles@mhsjvl.org](mailto:hniles@mhsjvl.org)

We encourage you to attend the March 14th lunch meeting! To RSVP, contact Elaine Schultz, PHR at (608)755-4297, or [elaine.schultz@micorp.com](mailto:elaine.schultz@micorp.com), or RSVP on the website at <http://www.stayinvolved.com/splash/bhra.htm>. Please RSVP by March 8th.

**WHEN:** Tuesday, March 14th, 11:30am, Sign-in/lunch; Presentation to follow.

**WHERE:** Rock County Job Center

**TOPIC/SPEAKER INFORMATION:**

**Spandex is a Privilege, Not a Right!**

What is "appropriate" work appearance? Do you have the right to tell employees what to wear? How much can an employer dictate styles of dress, hair, perfume or jewelry? When do company appearance rules become discriminatory or violate employees' legal rights? Employers are often shocked to find they have gone over the line. Sometimes that shock costs dearly in legal fees and damages. This program will cover the practical and legal issues of the current trends in workplace appearance, and what you should and shouldn't do about them.

**Speaker: Bob Gregg, Boardman Law Firm**

Bob Gregg is an employment relations attorney with more than 30 years of speaking and training experience. Bob litigates and serves as an expert witness in a wide variety of employment cases. His main emphasis is helping employers achieve enhanced productivity, creating positive work environments, and resolving employment problems before they generate lawsuits. Bob has conducted more than 2,000 seminars throughout the United States. He serves as national faculty member of the American Association form Affirmative Action. Has authored numerous articles on practical employment issues. Formerly served as Chief Equal Rights Officer for the Wisconsin Personnel Commission. Bob graduated from West Virginia University Law School, and has earned a Masters of Social Work and a BS in Business.

If your organization would like to sponsor one of our meetings, please contact Jennifer Griffith, SPHR, [jgriffith@freedomplastics.com](mailto:jgriffith@freedomplastics.com)

Meeting sponsor Literacy Council – ESL Services (Sponsored by SSI Technologies, Inc.)

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# Job Opportunity @

## Home Entry Services, LLC

Certification Chair, Melissa Benson, PHR:  
[mjben@ssitech.com](mailto:mjben@ssitech.com)

Seminar Chair & Play Day Coordinator, Shannon Moe:  
(608) 741-3567  
[s.moe@jobcenter.org](mailto:s.moe@jobcenter.org)

Legislative Chair, Kelly Hendee, PHR:  
(608) 364-6617  
[hendeek@ci.beloit.wi.us](mailto:hendeek@ci.beloit.wi.us)

Diversity Chair, John Emmart, D. Minn, CEAD, SAP:  
(608) 756-4681 Ext. 227  
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Workforce Readiness & Wage Survey Co-chair, Theresa Carroll:  
(608) 754-2710 Ext. 1279  
[tcarroll@freedomplastics.com](mailto:tcarroll@freedomplastics.com)

Newsletter Coordinator & Community Relations, Lindsay Hall:  
(608) 755-8301  
[lhall@gazetteextra.com](mailto:lhall@gazetteextra.com)

Dinner & Reservations Chair, Elaine Schultz, PHR:  
(608) 755-4297  
[elaine.schultz@micorp.com](mailto:elaine.schultz@micorp.com)

Student Chapter Representative, Ashley Erickson:  
[ericksonaa11@uww.edu](mailto:ericksonaa11@uww.edu)

A data processing company located in Janesville, WI, has an exciting and challenging position available in a relaxed, fun work environment for a HR Manager with a focus on employee relations.

The person in this position will be involved with all Human Resource Activities including selection & placement, benefits and worker's compensation administration, employee relations and communications, as well as policy development.

The majority of our 200 employees are home-based data entry operators so this position is incredibly unique and turnover low.

Applicants should possess the following:

- College Degree in Related Field; PHR or SHPR certification is desirable
  - A minimum of three years Human Resource Experience; 5+ Years Experience is preferable
  - Knowledge of employment laws including ADA, FMLA, and Affirmative Action
  - Intermediate to advanced Microsoft Access and Excel Skills
  - Outstanding communication skills
  - Ability to maintain confidentiality
  - Conscientious in record-keeping and documentation
- Dependability and adaptability to change

Home Entry Services offers health insurance and a 401(k) plan, paid vacation and holidays. This is a first shift, salaried position with core working hours to be 7:30 AM – 3:30 PM or 8:00 AM – 4:00 PM. All candidates will be subject to a background check.

Interested candidates should submit resume with salary requirements either by mail or e-mail (as a MS Word Attachment) to:  
[kwilliams@homeentryservices.com](mailto:kwilliams@homeentryservices.com)

Home Entry Services  
Attn: K. Williams  
2605 Kennedy Road  
PO Box 592  
Janesville, WI 53547

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## Your Foundation @ Work: Regional Scholarships

### March

Did you know... The SHRM Foundation provides \$50,000 annually to fund the Regional Scholarship Program? The scholarships support SHRM members working full-time and pursuing HR degrees or professional certification. New for 2006! Four academic scholarships of \$1300 each and eight certification scholarships of \$600 each will be awarded in each region. Each of the five SHRM regions receives \$10,000 to award to applicants in their part of the country. Members in island nations may also apply for the awards as part of the Pacific West or Southeast region. SHRM members, chapters and state councils may submit an application to SHRM by July 15 for consideration. Scholarship applications and complete details are available [here](#).

The SHRM Foundation: *Investing in Your Future as an HR Leader*



### Welcome New Members!

Ellie Nehls with Manpower  
Jesse Wright with Adecco  
Holly Matznick with Staples

## BHRA Vendor Fair 2006 Information

Don't pass up a great opportunity for you to display and discuss the services your organization provides! If your company would like more information about being a part of our 2006 BHRA Seminar Vendor Fair, please contact Shannon Moe at (608) 741-3567.



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**2006 Annual BHRA Seminar**

**Thursday, March 30<sup>th</sup> - Rock County Job Center  
1900 Center Ave. Janesville, WI 53545  
8:30 am – 9:00 am registration (refreshments available)**

**Morning Session 9:00 am – Noon**

**Topic: Diversity - The Value of Human Capital: Understanding Cultural Nuances**

**Speaker: Milton Perkins, SPHR, CPC Director, North Central Region**

Understanding Diversity is achieved by recognizing, valuing, respecting and including the differences in ethnicity, abilities, culture, education, gender, age, sexual orientation and religion. Further, to celebrate this diversity is to appreciate and value individual differences as a strength. Although the term is often used to refer to the previously mentioned categories, diversity encompasses an infinite range of individual unique characteristics. During this session, we will explore behavioral nuances and tendencies of various individual groups. Additionally, we will expand the definition of diversity, present you with a greater awareness of our differences and similarities, as well as teach you how to leverage those differences as a source of strength. This session will be content rich, and is presented in light-hearted, enjoyable and humorous way.

**\*\* Lunch and Vendor Fair Noon – 1 pm \*\***

**Afternoon Session 1 pm – 4 pm**

**Topic: Competency Achievement Rewards - The CAR Methodology for Employee Retention**

**Speaker: Michael Maciekowich, National Director of Astron Solutions**

This presentation will review successful employee retention strategies focusing on the combination of individual competency development, achievement and contributions to the organization (ROI), and the corresponding recognition and rewards. Current thinking regarding the importance of all these strategies will be explored. A review of "best practices" will be provided along with strategies for proposing and selling the program internally to senior leadership.

- A. Introduction: Myths of Employee Retention
- B. The Role of Individual and Organizational Competencies in Retention Strategies
- C. Defining ROI and Individual Achievement and Contributions
- D. Recognition and Reward Alternatives
- E. Best Practice Programs
- F. Selling the Program to Senior Leadership

**Registration:**

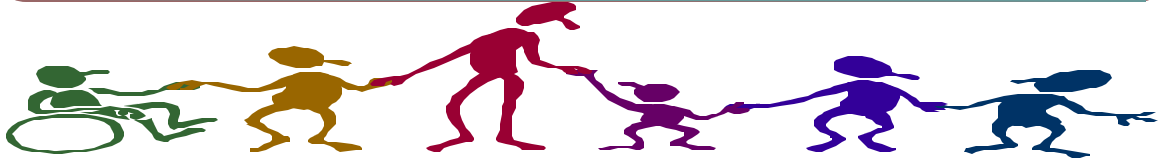
<b>All Day Seminar -</b>	<b>\$60.00</b>	<b>8:30 am – 4:00 pm</b>
<b>Morning Session Only -</b>	<b>\$40.00</b>	<b>8:30 am – 1:00 pm - - includes lunch</b>
<b>Afternoon Session Only -</b>	<b>\$40.00</b>	<b>Noon - 4:00 pm - - includes lunch</b>

Register on-line at <http://www.bhraonline.org> and pay at the seminar or send the registration form with check or credit card information to BHRA: **BHRA Seminar; c/o Shannon Moe; PO Box 1928; Janesville, WI; 53547-5002**

Any additional questions please contact Shannon at 608-741-3567 – **Registrations should be made by Friday, March 18th.**

# Building Trust In The Workplace

By John D. Emmart, D.Min, CEAP, SAP  
EAP Coordinator, Mercy Health Systems



Without mutual trust and respect among employees and management it is difficult to implement high performance or high commitment work practices. Mutual trust and respect are foundational to creating and benefiting from a diverse workforce. According to *Work and Family Newsbrief*, companies that have cultures in which trust flourishes have half the turnover rate 12.6% vs. 26%. Respect and trust are valued in all cultures and across all religious and generational lines.

The following are foundational behaviors that help create a work environment that builds trust among employees and management.

1. People give credit for the good work that is done.
2. Individuals take responsibility for their actions/behavior rather than making excuses or blaming others.
3. Individuals are committed to keeping each other informed and trust each other to pass along information appropriately.
4. People collaborate on important issues by seeking out each other's opinions and expertise.
5. People talk in terms of "we" instead of creating "us and them" distinctions.
6. Individuals focus on the main issues or mission and don't get sidetracked by differences in details.
7. Individuals respect organizational structure and roles and don't use them as weapons.
8. Individuals value each other's background and experience rather than discrediting each other's competence.
9. Concerns, criticisms, and conflicts are openly raised, are focused on methods for accomplishing the work, and are discussed in a respectful manner. People speak positively about their work, the organization, and the future rather than negatively or expressing cynicism.



In essence, the above foundational behaviors represent ways that individuals can build on each other's professional and operational strengths rather than competing with or condemning one another or playing on each other's shortcomings. They also require that people make a conscious decision to practice them daily.

Other Contact information:

Wisconsin SHRM  
[www.wishrm.org](http://www.wishrm.org)

National SHRM  
[www.shrm.org](http://www.shrm.org)

HR Certification Institute  
[www.hrci.org](http://www.hrci.org)

HR Voice  
<http://www.shrm.org/government/hrvoice>

## SAVE THE DATE!

2006 GMA SHRM Human Capital Conference  
Tuesday May 23rd, 2006

@ the Monona Terrace in Madison

**Speakers include:**

Milton Perkins, with SHRM National, and Tom Gloudeman, former Vice President of Human Resources at Land's End, now with Howick Associates.

Registration information coming soon online at <http://www.gmashrm.org>.  
More information will be sent in the upcoming weeks via e-mail and postcard.

## Reminder:

**WI SHRM Legislative & Employment Conference**  
**April 12th, 2006** at the US Bank conference center in Madison  
More info @ [www.wishrm.org](http://www.wishrm.org)

**SHRM 23rd Annual Employment Law & Legislative Conference**  
**March 13-15, 2006** in Washington, D.C.  
For more information visit:  
[www.shrm.org](http://www.shrm.org)

## Next Month's Issue of The Source:

- **Information on April's breakfast meeting**

*If you know a human resource professional that would be interested in joining our association, please spread the word! We can all benefit from each other's experience!*

*If you have anything you would like to submit or suggestions for the BHRA Newsletter, please let us know!*

**Contact Information:**

Lindsay Hall at Bliss Communications, Inc at (608) 755-8301 or email [lhall@gazetteextra.com](mailto:lhall@gazetteextra.com).