

## Letter From the President:

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### Upcoming Events:

April Meeting  
4/14/2009

Diversity Roundtable

Blackhawk Technical  
College

Dear BHRA Members:

Everyone should have recently received our April 14 lunch meeting invitation at Blackhawk Technical College. In this meeting, we will have a Diversity Roundtable comprised of local business professionals extremely knowledgeable in the area of diversity. This meeting will be very laid back and is structured to both offer some insight on hot diversity topics, as well as allow for membership questions, discussions and benchmarking.

I am pleased to announce that our organization, as part of our annual scholarship program, will be awarding a \$500 scholarship to Kristi Prokop, a UW-Whitewater student. This presentation will be made at our April BHRA meeting. Thank you to the scholarship committee comprised of Adrienne Brunhoefer, Mary Griffith and Becky Rudolph for their efforts in coordinating the scholarship program this year.

We are currently in the process of having our biannual Wage and Benefits Survey statistics comprised. The survey results will be made available to all participants at no charge. A copy of the survey will also be available for purchase for those that did not have the opportunity to participate. The completed survey is scheduled to be released by the end of April. Thank you to all that participated.

As always, if any member has a question, concern, or suggestion, please feel free to contact me directly or speak with any member of the Board. We are especially interested in this feedback as we plan for the future. Please help us assure we continue to offer the types of programming, services and networking opportunities that you would like to see.

Happy spring to all!

Melissa Benson, SPHR  
President

## 2008/2009 BHRA Board Members:

President & UW Whitewater Liaison/Director, Melissa Benson, SPHR:  
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[Melissa.benson@bourns.com](mailto:Melissa.benson@bourns.com)

President-Elect & Programming & Legislative Director, Elaine Schultz, PHR:  
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Membership Director, Christine Moss,  
(608) 756-6518  
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Professional Development Director, Marsha Bingham:  
(608) 361-4512  
[Marsha.bingham@staples.com](mailto:Marsha.bingham@staples.com)

## April 2009 Programming

### Join Us for the March Lunch Meeting

**WHEN:** Tuesday, April 14th, 11:30am Sign-in  
Lunch and Presentation at 12:00pm

**WHERE:** Blackhawk Technical College  
6004 South County Road G  
Janesville, WI 53546-9458

**TOPIC:** Diversity Roundtable

### **PROGRAM OVERVIEW:**

This interactive program will include an experienced panel of individuals that will discuss hot diversity topics and lead interactive discussions regarding diversity is general. The panel will include John Becker of Rock County, Wanda Sloan of Blackhawk Technical College and Mamoon Syed of Mercy Health System.



*Board Members cont.*

Member Relations, Meeting Arrangements & Diversity Director,  
Colleen Koerth:  
(608) 743-4421  
[ckoerth@blackhawk.edu](mailto:ckoerth@blackhawk.edu)

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BHRA is proud to announce that the Rock County Resource Guides have been completed and are now ready for distribution. These guides were created through a partnership by BHRA and the Rock County Job Center/ SWWDB.

This EAP type guide contains information about agencies and organizations that can assist those who are laid-off with searching for jobs, training, health care, and financial counseling. These guides also offer general assistance information for any Rock County individual. BHRA has purchased and will be providing each member company with a copy of this excellent resource! Member companies can pick up their copy from the Rock County Job Center. Any guides that have not been picked up or arranged to be picked up by March 31 will be donated to the Rock County Job Center for their general use and distribution.

**INTERESTED IN BECOMING A BOARD MEMBER IN THE FALL?**

We are now accepting letters of interest from anyone wanting to be put on the ballot to become a board member in the fall. To show your interest, please submit your name, company, contact information, and explain briefly why you are interested in becoming a board member in a word document. Please send this document to Elaine Schultz at [elaine.schultz@micorp.com](mailto:elaine.schultz@micorp.com) by April 15th. The following are just a few of the benefits of joining the BHRA board.

- BHRA Membership and Meeting Registration Fees are free to all Board Members.
- BHRA will reimburse you for 1/2 of your National SHRM Membership Rate.
- An opportunity to be recognized as a leader in the field of human resources.
- Hours spent as a volunteer leader can be counted toward re-certification hours for HRCI.
- An SHRM volunteer leader in one of the following chapter volunteer leadership roles is eligible to take the certification exam under the Pay-if-You-Pass policy for a fee of \$120:
  - Chapter Presidents
  - Chapter President-Elects
  - Chapter Certification Chair/Director
  - Faculty Advisors to Student Chapters
- The opportunity to attend SHRM's Annual Leadership Conference in November. Conference is FREE for Chapter President OR President-Elect. The conference registration fee for other chapter board members is only \$200.

# 2009 WAGE & BENEFIT SURVEY

**Last  
Chance to  
Participate**

The 2009 BHRA Wage & Benefits Survey is nearly complete! Thank you to all those who participated. Remember, the survey results will be made available to all participants at no charge. A copy of the survey will also be available for purchase for those that did not have the opportunity to participate. The completed survey is scheduled to be released by the end of April.



**Diversity  
Article****Best Practices Checklist for an Inclusive Workplace**

These practices have been compiled from observing and participating in the successful implementation of hundreds of inclusivity initiatives.

- Do you have a workplace inclusivity strategic plan?
- Do you have formal policies and procedures in place for promoting your inclusive work environment?
- Have you made the business case for all of your diversity initiatives?
- Have you done your research internal and external customer data? (See article in this issue)
- Do you have a workplace inclusivity/diversity advisory or steering committee (ad-hoc employee group)?
- Do you conduct structured group interviews for open management positions?
- Do you have a formal, fully-inclusive mentoring program?
- Are you attempting to diversify your recruiting pool while maintaining high standards?
- Are you conducting diversity training for managers, supervisors, and employees?
- Have you completed sexual harassment prevention training for all of your employees?
- Do you offer more advanced courses in gender communications, problem-solving, and conflict management for diverse employees?
- Have you developed an in-house diversity resource center complete with books, videos, newsletter, and other educational materials like multicultural calendars and made all of this available to your employees?
- Are you acknowledging and celebrating the diversity within your employment ranks before attempting to value and manage your diversity (events, activities, etc.)?
- What are you and your organization doing? What is working? Share your successes and what you learned from your failures. Seek credit for your organization or submit anonymously. I guarantee confidentiality if you desire it.

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## ROCK COUNTY JOB CENTER—BUSINESS SERVICES

In collaboration with partners of the Rock County Job Center, the Business Services team of the Southwest Wisconsin Workforce Development Board (SWWDB) is proud to be able to provide a wide array of free and affordable services to the employers of the region through the Business Services Program.

### Recruitment and Expansion

In addition to introducing employers to the free state-wide [Job Center of Wisconsin](#) website, we can also provide assistance with a variety of recruitment efforts, including: the collection of labor market data, crafting of job descriptions, collecting and sorting resumes / applications, conducting first round interviews and hosting on-site job fairs. SWWDB houses an extensive software skills test, so employers may test an existing employee or new-hire's proficiency in particular applications (i.e. excel, access, outlook, etc.) before granting a promotion or hiring. In the case of business expansion, we can provide employers with no-cost employment posters and tax credit application assistance.



### Training, Retention and Dislocation

SWWDB has a variety of training programs available to help eligible youth and adults become competitive in the workforce. Our Business Services team can work individually with employers to identify other training needs and customize plans accordingly. We also regularly host employee info lunches and workshops to promote continuous improvement and professional development. Additionally, On-the-Job employee training (OJT) and Incumbent Worker Training opportunities exist.

Specifically, the SWWDB promotes the hiring of dislocated or WIA participants through On-the-Job Training contracts (OJT's). OJT's are funded through locally allocated Dept. of Labor Workforce Investment Act (WIA) funds. The purpose of OJT's is to provide occupational training for an eligible WIA participant/worker in exchange for the reimbursement of up to 50% of the wage rate to compensate the employer for the extraordinary costs of training the participant. OJT payments are considered to be compensation for the costs of training the participant and the costs of the lower productivity of the participant.

With regard to dislocation, we can connect employers with outplacement services and provide laid off employees with valuable transition information – including how to enroll and the benefits of the Dislocated Worker Program.

### Personal Service

We work with employers to develop creative and flexible solutions, to meet your dynamic business needs. The Job Center brings a plethora of services together under one roof, for one convenient point of access. We look forward to partnering with you; please contact the SWWDB Business and Employer Services Manager, Mary Penny at [m.penny@jobcenter.org](mailto:m.penny@jobcenter.org) or by phone at 608.741.3502, and let us know how we may be of service.

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[www.bhronline.org](http://www.bhronline.org)





## BHRA Receives Chapter Champion Award

The SHRM Foundation has awarded BHRA its Chapter Champion award. This award is given to recognize exceptional commitment, leadership and support to the Foundation's annual fundraising campaign. BHRA is proud to support the SHRM Foundation, whose mission is to maximize the impact of the HR profession on organizational decision-making and performance by promoting innovation, education, research, and the use of research-based knowledge. The Foundations accomplishes this by supporting human resource professionals through scholarships, research grants, and educational products. To see SHRM Foundation news link to the website at <http://www.shrm.org/about/foundation/about/Pages/default.aspx>

## SHRM Foundation 2009 Campaign Information

The SHRM Foundation's 2009 Annual Campaign is underway. This is your opportunity to other HR professionals making a personal financial contribution to kick-start this year's fundraising efforts.

As you might know, for the past several years, the SHRM Foundation has received 100% participation in their national Leadership Campaign. This means that every single member of the SHRM Foundation, SHRM, and HR Certification Institute Boards of Directors has made a personal financial donation to the SHRM Foundation.

A personal financial donation from you to the SHRM Foundation will demonstrate your commitment to the Foundation's mission and work. The money you contribute will goes directly to fund critical HR research and to support professional development. The SHRM Foundation funds \$750,000 in research grants, \$170,000 in scholarships and awards, and produces the Effective Practice Guidelines series and educational DVDs.

Please consider making a personal donation. Thank you in advance for your continued support!



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[www.bhraonline.org](http://www.bhraonline.org)



## 2009 SHRM Annual Conference and Exposition

Start making plans to attend the 61st Annual Conference in New Orleans June 28-July 1, 2009 The SHRM Annual Conference & Exposition is a chance for you to gather with some of the greatest minds in human resources, academia, business, globalization and leadership. Learn real strategies and techniques for improving your work and your workplace.

Visit the web address below for more information:

<http://www.shrm.org/conferences/annual/>

To enhance your experience at the conference and in New Orleans, please join your fellow SHRM members from Wisconsin at the official hotel of the Wisconsin SHRM Delegation, the Omni Royal Orleans. To reserve a room at the Omni Royal Orleans for the special \$189/night rate, please contact the WI SHRM office at 608-204-9827 to receive the reservation form.

We are also pleased to announce that the Badger Bash, a premier networking event for attendees from Wisconsin, will be on the evening of June 29, 2009. Location and time to follow in early 2009!!

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**PHR/SPHR**

## Spring Study Group

The spring study group for PHR/SPHR Certification is ready to go! Bernice York will be conducting classes at the Learning Center at ABC Supply in Beloit beginning Tuesday, March 3<sup>rd</sup>. The classes will be held every two weeks from 5:30 – 7:00PM. There is still time to jump in. Please contact Marsha Bingham at [marsha.bingham@staples.com](mailto:marsha.bingham@staples.com) or by phone at 608-361-4512 for more information.

For those of you already certified, here are some tips from HRCI to continue your commitment to certification for little or no cost.



## Recertification—Tips for Earning Credit Hours

Earning recertification hours does not have to be costly or take you far from your work or home. You can earn many hours through your daily work responsibilities and other professional activities. In fact, you may already be doing activities that could count for recertification credit and not even know it!

### Ways to Earn Credit Hours

Sixty (60) recertification credit hours are required every three years to maintain your certification. Credit may be earned in the following categories:

- Continuing Education No Max
- Instruction 20 Hrs Max
- On the Job Experience 20 Hrs Max
- Research/Publishing 20 Hrs Max
- HR Leadership Roles 10 Hrs Max
- Professional Membership 10 Hrs Max
- OR you may take the exam again!

### Examples of Low Cost Recertification Activities

Did you know that you can earn up to 10 recertification credit hours by being a national member of SHRM or another national HR association? You can also earn up to 10 credit hours by holding a leadership position related to the HR field such as mentoring an HR professional or HR student or hold a volunteer position for a professional organization.

Many of your on the job HR responsibilities could be eligible for up to 20 hours of recertification credit hours the first time you perform the activity. For instance, you can receive credit hours for creating an HR budget, or developing an employee handbook or any other activity that ties into the HR Body of Knowledge.

Have you ever led an HR related workshop or training session at work or outside of your job? Teaching a sexual harassment workshop at work or leading a performance management seminar can earn you up to 20 hours for the first time you present the program.

Earning credit yours through continuing education courses does not have to cost you much money or take you out of the office. You can earn up to 20 hours from on-line professional development courses from shrm.org, HR.com or other professional organizations. Many web casts are offered as a benefit at no additional cost to members. You can find pre-approved program by visiting [www.hrci.org/cepreapprovals/sdae](http://www.hrci.org/cepreapprovals/sdae).

For more information on how to recertify, watch a step by step virtual tour on the hrci.org website at <http://www.hrci.org/recertification/vrt/>.



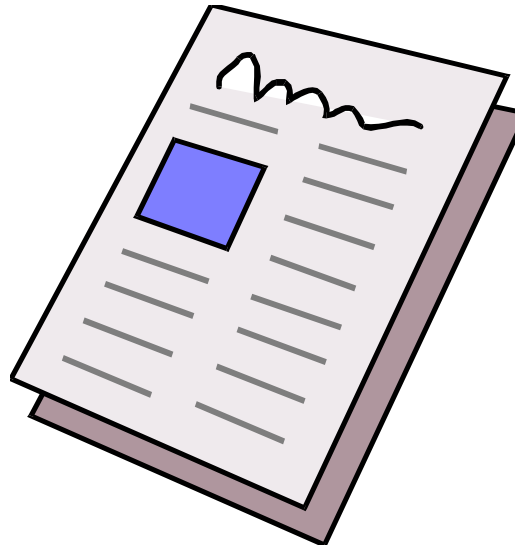
**Other Contact information:**

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>



Stay Tuned for  
the May 2009  
BHRA Newslet-  
ter!

**Next Month's Issue of The Source:**

*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:**

*Nicole Bushey at Freedom Plastics, Inc. at (608)754-2710 Ext. 1279 or email [nicolelarsen-bushey@freedomplastics.com](mailto:nicolelarsen-bushey@freedomplastics.com).*