



Toys for Tots - Mission Complete

Thank You to all the LHRMA members that brought toys or made a donation to Toys for Tots at the November meeting. Several toys were collected and \$296 was collected from raffle ticket sales for the signed Nebraska football. The winner of the football was Barb Benes from Novartis. The Marines that were at the meeting: SGT Nielsen and CPL Tarr.

YOU CAN DO IT!

Plan now for the Spring PHR/SPHR/GPHR Study Group – February 1st thru April 26th. Certification testing eligibility requirements change in 2011 so this is the perfect time to start studying! Visit the LHRMA website www.lincolnhr.org for more information and to fill out the registration form. If you have any questions please contact Melissa Price at mprice@nebook.com or 402.421.0402



4th Annual Holiday Social & Volunteer Recognition

When: Tuesday, December 8, 2009
Where: Old Chicago - South Pointe
Time: 4:30 - 7:00 p.m.
Food: Free appetizers & cash bar

There will be lots and lots of FREE door prizes to give away – come join the fun and relax before the Holiday season.

2010 LHRMA BOARD MEMBERS

President	Mark Pankoke, SPHR
Pres. Elect/ Govt. Relations Chair.....	Judy Ganoung
Past President	Cathy Maddox, SPHR
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President's Message

Cathy Maddox, President



*"What You Do Today, Creates
Every Tomorrow"
..... Oprah Winfrey*

I really like this quote, and not just because I FINALLY got to go to the Oprah show. It reminds me that whatever I choose to do today - whether it is getting more work done, expressing road rage at a driver who does not use his turn signals, or eating 2 candy bars instead of 1 - can determine what my tomorrow is like. We are all smart enough to know, and have been told enough times, that every day is what we make of it. But this quote says more than that to me. It isn't just about making good choices for today. It's also about what do I want tomorrow to be about. I knew that when I agreed to be on the LHRMA Board I was going to be adding one more thing to an already full plate. But in the back of my mind I was thinking that there could be huge, huge benefits that I would not be aware of right away. And that has been so very true. I have greatly enjoyed and appreciated being on the board, and while I'll still be here as Past President, it's not going to be quite as demanding or time consuming. I want to thank all of you for supporting me and allowing me to serve as your President the past couple of years. As I mentioned at the meeting, I appreciate your participation in the 3 Minutes of Something Good at the start of every meeting, and

your tolerance for my passion for Husker football. This organization is a prime example of the saying of that what you get out of something depends on what you put into it. I would highly recommend getting involved with LHRMA - the rewards are endless. My thanks to the board members the past 2 years - you all make me look good!

Our December social will include recognition of our volunteers, who are the life blood of our organization. They are the ones who keep everything going so smoothly, and keep our organization as strong as it is. I hope you will also stop by for a drink and a pat on the back for a job well done! Be sure to put the date, time and place on your calendar (or Blackberry, or Outlook, or whatever media you prefer to use!)

I hope that your holidays are filled with many special memories. Now if I could just figure out how to tell which one of those blasted lights is out, causing ½ of the strand to go out! ARGH!

Again, my thanks to all of you!

-Cathy Maddox

Membership Renewal Statements

Return your membership renewal statements by December 31. The cost will remain the same at \$50 per member.

ATTENDANCE DRAWING WINNERS

Who Says There's No Such Thing as a Free Lunch? Congratulations to Lisa Holz with Lincoln Regional Center. She will receive free lunch registration at the January 2010 meeting!

JOBS, JOBS & MORE JOBS!

Do you have one to advertise or are you looking for one?

CHECK OUT OUR WEBSITE:

www.lincolnhr.org

If you are an employer who has a LHRMA member employee, then you can post your Human Resource job opening on our website by contacting

Kathy Harper at lhrma0048@yahoo.com or at 402.483.4581 x 339. If you are looking for a Human Resource job, then you can check out our website at:

www.lincolnhr.org

BOARD MEETING RECAP

- Approved NE Digital to update the Web site for LHRMA.
- Board will have a Strategic Planning session in January.

FUTURE MEETINGS

- January: New Rules, New Tools .. What Web 2.0 Means for You, for HR and for Your Organization; Joe Gerstandt
Lincoln Firefighter's Hall

LEGAL UPDATE

Changes to the Nebraska Sex Offender Registry

by Jack L. Shultz • Harding & Shultz, P.C., L.L.O. • Lincoln, NE

On January 1, 2010, the Nebraska Sex Offender Registry will be modified. The modifications will allow Nebraska employers to have access to the information on any person who is registered as an offender. Since the ease of access will continue and the service is still free, the changes to the Nebraska Sex Offender Registry will significantly assist Nebraska employers in conducting background checks on job applicants. In fact, failure to utilize this background check tool might cause problems for Nebraska employers if the wrong person is hired for the job.

CURRENT SYSTEM

The Nebraska Sex Offender Registry Act was initially enacted in 1996 and provides for the development of a Nebraska Sex Offender Registry. The current registry is maintained by the Nebraska State Patrol (NSP). Under the current law, three levels of offenders are designated, but only the Level 3 offenders (individuals who are the most violent and the most likely to repeat a sex offense) are available to the public. Schools and hospitals have access to information on the Level 2 offenders (middle level), and only law enforcement authorities have access to the identities of individuals of Level 1 offenders (the individuals least violent and least likely to repeat a sex offense). Employers seeking to do a background check on a job applicant may simply enter the name of the job applicant into the NSP website at www.nsp.state.ne.us/sor/find.cfm. If the individual is a registered offender, the employer will be able to

view the individual's name, race, sex, age, physical description, address and convictions. The service is free.

NEW SYSTEM

On January 10, 2010, private employers and the general public will have access to more information. The new Sex Offender Registry will no longer classify offenders and limit access to certain levels. Information on any person registered as an offender will now be available to private employers. The list of offenses requiring registration will also expand significantly. The service will still be free. The website will function in the same manner and may be accessed in the same manner on the NSP website.

ADDITIONAL INFORMATION

In addition to the Nebraska Sex Offender Registry, employers seeking to complete a background check on job applicants may also use the Nebraska Department of Corrections inmate locator (DOC) website. The DOC website may be accessed at http://dcs-inmatesearch.ne.gov/Corrections/COR_input.html. The DOC website allows private sector employers to search for all current and former inmates within Nebraska's prison system. The website also provides conviction information, photographs, physical descriptions and personal information for former inmates.

A criminal history check is also available through the NSP. The report costs \$15 and will include all past charges and convictions. Employers desiring to obtain such a report should send a check for \$15 to NSP, Criminal Identification Division, P.O. Box 94907,

Lincoln, Nebraska 68509. The request must include the full name (first, middle initial, last) of the individual to be searched, the date of birth, the social security number, all known aliases, and the employer's return address to which the report is to be sent.

EMPLOYER OBLIGATIONS

The Nebraska Supreme Court has commented several times on the concept of negligent hiring. In one decision, the Nebraska Supreme Court stated the duty as follows:

"The master, in selecting an employee, must exercise a degree of care commensurate with the nature and danger of the business in which he is engaged and the nature and grade of service for which the servant is intended."

As a general rule, if an individual is damaged by an employee and files a negligent hiring action against the employer, the plaintiff must prove that the employer was aware or should have been aware of the employee's risk to others, the employer continues to employ dangerous employees, harm results within the risks known to the employer, and the conduct of the employer in hiring the dangerous employee was the proximate cause of the injury to the plaintiff.

CONCLUSION

With the 2010 changes to the Nebraska Sex Offender Registry, employers are able to obtain a good amount of information while conducting a background check on a job applicant. In addition, a criminal background check is also available through either NSP or the Nebraska Department of Corrections. It is hard to know whether an employee will cause harm to other employees,

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company customers, or members of the general public who are likely to come into contact with the employee due to the employee's job assignment. However, it is clear that Nebraska employers run the risk of a negligent hiring charge if they fail to conduct a thorough background check. With the 2010 changes in the Nebraska Sex Offender Registry, Nebraska employers will have easy access to information which was not available previously. The failure of a Nebraska employer to include these sources of information in a background check process may lead to a claim of negligent hiring. Nebraska employers should be careful to do a thorough background check on all job applicants, and that is especially the case after January 1, 2010.

Editor's Note: This article is not intended to provide legal advice to our readers. Rather, this article is intended to alert our readers to new and developing issues and to provide some common sense answers to complex legal questions. Readers are urged to consult their own legal counsel or the author of this article if the reader wishes to obtain a specific legal opinion regarding how these legal standards may apply to their particular circumstances. The author of this article, Jack L. Shultz, can be contacted at 402/434-3000, or at Harding & Shultz, P.C., L.L.O., P.O. Box 82028, Lincoln, NE 68501-2028, or jshultz@hslegalfirm.com.

LHRMA MEMBER CHANGES

Check and verify your name and address on this month's LHRResource for accuracy. Please contact Kathy Harper our LHRMA Administrative Assistant, for any of your personal job and address changes. Please either email your changes to Kathy at lhrma0048@yahoo.com or by telephone at 402.483-4581 x 339.

Many Thanks & Kudo's!

Organizations such as ours rely heavily on its volunteers, and we are very lucky to have people willing to help out where needed. We greatly appreciate all the time and effort that you give towards LHRMA. We will be recognizing our volunteers at the December Social, and would also like to say Thank You in this newsletter to the following people:

Workforce Readiness Committee

Chantel Denker
Nancy Shy
Lynn Willey
Julie Singh
Jill Watkins
Carmen Wiles
Cathy Plager

Registration Table

Veda Armstrong
Shiela Cain
Judy Fischer
Kendra Knauss
Brenda Rice
Susan Crocker
Kara Strong
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Deanna Schuldeis
Tonya Wagner

Legislative Committee

Angela Hogan
Deanna Schuldsis
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Shawna Hilbert
Sheryl Wright

Certification Study Group

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Ruth Jones, SPHR
Aaron Delahoyde, SPHR
Susan Dedick, SPHR
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Diversity Committee

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Tyrone Chatman
Leon Holloway
LaDonna Humphrey
Jean Niemann

SHRM Foundation

Nate Elgert
Cindy Mefford
Veda Armstrong

RECERTIFICATION

LOW-COST TIPS FOR EARNING CREDIT HOURS

Earning recertification credit 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 hours max)
On-the-Job Experience	(20 hours max)
Research/Publishing	(20 hours max)
HR Leadership Roles	(10 hours max)
Professional Membership	(10 hours 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 a **volunteer position** for a professional organization.

Many of your **on-the-job** HR responsibilities could be eligible for up to 20 recertification credit hours the first time you perform the activity. For instance, you can receive credit hours for **creating an HR budget, 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**? Teaching a sexual harassment prevention 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 hours 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 credit hours from **online professional development courses** found in our Online Directory of Approved Providers. These can be watched right from your PC or downloaded to your iPod. (Note: There is no limit to the number of credit hours you can earn from classroom-style professional development sessions.)

WHERE TO FIND PRE-APPROVED PROGRAMS

The HR Certification Institute has pre-approved thousands of programs for recertification credit. Go to www.hrci.org/cepreapprovals/sade to search for pre-approved programs and activities near you.

OTHER HELPFUL SOURCES

All recertification activities need to increase your HR knowledge. If you have questions about the HR knowledge areas for your certification, please refer to the *Recertification Handbook* at www.hrci.org/recertification/book. It contains the bodies of knowledge for all of the HR Certification Institute's certifications, as well as other useful recertification information.

RECERTIFYING FOR THE FIRST TIME?

Take the mystery out of how to enter your activities in your personal recertification record by watching a step-by-step virtual tour of the application process on the HR Certification Institute's web site at www.hrci.org/recertification/vrt.



www.hrci.org
09-0308

CAREER Expo

Don't miss this opportunity to learn about career fields that you probably didn't know existed

Sunday, Feb. 28 | 1 to 4 pm

www.lincolnhhr.org

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All area high school students, grades 9 through 12, and their parents are invited.
For more details visit www.lincolnhhr.org



Humor Matters!

By Kari Hasemann-Herbert, LCSW, CEAP • Directions EAP • Lincoln, NE

How serious can we be about humor in the workplace, and how humorous can we be about the seriousness we often find there? Research indicates that while many workers are fired because of lack of competence, many more are let go because of their inability to get along with fellow employees. When asked about the qualities of an effective employee, senior administrators and human relations personnel check humor as one of the choice attributes of a desired employee. Dr. David Abramis of Cal State-Long Beach has studied fun at work for years. He's discovered that people who have fun on the job are more positive, more-productive, better decision-makers, more loyal and more creative.

Why is humor a recognized asset in the workplace? Humor facilitates communication, builds relationships, reduces stress, provides perspective, energizes, and promotes attendance.

Humor Facilitates Communication. Humor provides a non-threatening medium through which an employee or employer can communicate with others without intensifying the emotional temperature of the relationship. Consider the frazzled secretary who posts the sign, "I have only two speeds, and if this one isn't fast enough then I'm sure you're not going to like my other." Or the somewhat scattered manager whose messy desk is complimented with a note that says, "A Creative Mess is better than Tidy Idleness." The message is clear, yet the communication is done in a light and, therefore, less stressful way. The secretary's sign pokes fun at the situation, and the manager's note pokes some fun

at himself. Learning to laugh at ourselves and our work lightens the load. In today's times we need humor more than ever.

Smiling more is a great beginning. Did you know that a smile can also have a positive effect on the sound of your voice? Did you know that the average preschooler smiles or laughs about 400 times a day? By the time we are 35, it is less than 15 times a day? If you communicate in a fun memorable way, you will grab the attention of your audience. It will engage their interest and enliven their willingness to act. A workplace that engages in humor creates happiness and will develop employees who are more able to "go with the flow". Employees get along better with co-workers and look forward to the day with enthusiasm, are more open to change and exploring new ways to do things, and have fewer absentee, late and sick days than people who work in settings where humor is absent or discouraged.

Humor Builds Relationships. The development of staff cohesion and a sense of team effort in the workplace can be effectively facilitated by the use of humor. Bulletin boards, e-mails, memos, jokes, voicemails, etc., all offer mediums through which we can share humor with co-workers. Office jokes and cartoon strips taking the seriousness of work lightly provide

us with the opportunity to become more connected with others. Fun is a social glue: It gets individuals to stick together, and it creates camaraderie in teams. It soothes the natural tensions that arise when people work together.

Humor Reduces Stress. Work is often associated with stress, and we know that stress is one of the main causes of illness, absenteeism, employee burnout, etc. Humor is a great stress reliever because it makes us feel good, and we can't feel good and feel stress simultaneously. At the moment we experience humor, feelings like depression, anger, and anxiety dissolve. In my own office at Directions EAP, I have a quote prominently displayed: "He who Laughs, Lasts". This is a reminder to myself, as well as to anyone who enters, especially clients, that laughter will help us get through whatever stresses we are going through.

Humor and its partner, laughter, also reduce stress by activating the physiological systems including the muscular, respiratory, cardiovascular, and skeletal systems. In fact, we may even lose muscle control when we laugh so hard that we fall down or tears come to our eyes. Laughter has been labeled an internal "massage" by jogging and juggling the internal organs. When we laugh we feel better physically, and after laughing we feel lighter and more relaxed.

In addition, humor provides a

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psychological stress reducer as it snaps our thinking to another channel. Norman Cousins calls it “trainwrecks” of the mind. One of the characteristics of humor is that it involves incongruity. We find things humorous when they are incongruous or mismatched. Good jokes guide us down one path only to suddenly track us onto another. The tracking is what we call the punch line. As we are tracked over, our thinking shifts and, in fact, breaking the mindset of the thinking leads to increased creativity.

Additionally, Norman Cousins’ research also found that 100 laughs is equal to 10 minutes of aerobics or working out on a rowing machine. Ten minutes of laughter will equal the benefits of two hours of sleep or relaxation. After 15 minutes of laughter, you would have the relaxing effect of meditating for 8 hours. Did you know that every time you have a good hearty laugh, you burn up 10 calories? Good to know as the holidays are upon us! Along with the bountiful meals and desserts, we need to serve up a good dose of laughter at our holiday get-togethers with family, friends, and in the workplace!

Humor Promotes Attending and Energizes. We know that all good lecturers have many jokes, stories, and anecdotes that are shared in order to command attention and energize the audience. Humor wakes us up and increases our attending. An office bulletin board loaded with cartoons, one-liners, jokes, pictures of smiling faces or other pictures that make you smile, etc. is one way to invite humor into the workplace. A few moments of humor at work can lead to increased productivity as the newly energized employee returns to his or her task.

Humor is a major career asset, so let’s be serious about humor and use humor to lighten our seriousness in the workplace. As we increase our personal humor quotient and spread our humor contagiously to others, we will begin to see the “lite” at the end of the tunnel.



Congratulations to Mishalya Richardson from Nebraska Wesleyan University on receiving the LaVerne Rudell Scholarship. Pictured: Mishalya Richardson and LaVerne Rudell.

NEW MEMBERS

Mark Koller

Personnel Director
Lincoln/Lancaster County
mkoller@lincoln.ne.gov

Sharon Fenn

Legal Administrator
Baylor, Evnen, Curtiss, Gruit & Witt
sfenn@baylorevnen.com

Lindsey Selig, PHR

Benefits Administrator
Lincoln Surgical Hospital
lselig@lincolnsurgery.com

Suzanne Drew

Sr. HR Generalist
Novartis Consumer Health
Suzanne.drew@novartis.com

Chad Thies

HR Manager
Union Bank & Trust
Chad.thies@ubt.com

Brandie Beale

HR Recruiter
Union Bank & Trust
Brandie.beale@ubt.com

Welcome to LHRMA!



*New Member: Lindsay Selig,
Benefits Administrator, Lincoln
Surgical Hospital*



Coach's Corner

Personal Reflection and Moving Forward in 2010!

by Jane Weddle, M.A. • Weddle Performance Group

"If we don't change our direction, we are likely to end up where we are going." – Chinese Proverb

Taking time to reflect on 2009 and plan for 2010 can be a worthwhile exercise. Here are a few steps for you to work through.

-1st : Reflect on 2009--Write down a summary of 2009 be it personally and/or professionally. Examples below:

- Discovered I can say no
- Developed two strong close friendships through persistence and patience
- Started to seriously run 5-6x a week. (I bought new \$100 running shoes to motivate me)
- Read the novel I had been putting off
- Followed through on 2 strategic items for our HR dept.
- Made 6 out of 12 LHRMA Meetings and met 10 new HR peers
- Finally cleaned out that closet in the basement
- Followed through with learning how to set up my facebook page

-2nd : The more aware you can be of yourself as you move into 2010 the more successful you'll be. Answer the following questions as honestly as you can. No one's watching.

Life So Far

Circle either T or F, depending on whether the statement is true or false for you:

T F There have been times in my life when I have set and achieved goals.

T F When I take the time to think about it, I'm proud of what I've accomplished so far.

T F While I feel I have much to be grateful for, something is missing and I'd like to find out what it is.

T F I know I have more potential than I've used so far.

T F I can remember times in the past when I kept going regardless of setbacks and made something happen.

T F I know that I've lost confidence in myself over the years, but I'm not quite ready to give up.

T F I know that if I tackled at least one or two of the issues that trouble me most, I'd be much happier.

T F I find it easier to remember my failures than my successes, and I see how this has caused me to stop

believing in myself as strongly as I once did.

T F It troubles me that although I have strong personal beliefs and values, the way I've lived my life so far hasn't reflected these as much as I'd like.

You don't have to be a rocket scientist to figure out that the more T's you have circled, the better chance you have to succeed in setting plans and making them happen. How many did you circle?

(Excerpted from Your Best Year Yet! Ten Questions for Making the Next Twelve Months Your Most Successful Ever--By Jinny S. Ditzler)

-3rd: Answer these two basic questions: What's working (professionally/personally)? What is creating that? The information will be helpful in moving forward!

-4th :Vision: If you look out to the end of 2010 or even out further—what do you see? What new things have you experienced or learned? What relationships have you sharpened or developed? What accomplishments have you achieved? What are things you have done that make you happy? What new roles have you taken on? How are you acting, feeling or approaching life? What is better or new about the environment/setting you exist within?

-5th: Goals and the Game plan for 2010: Based on above and maybe other exercises you added to the process; for example, maybe you did a SPOT—looked at your Strengths/Problems/Opportunities and Threats—Develop 2 to 3 Goals for 2010 and then for each Goal—develop a Game plan with tasks/target dates for accomplishment and list support/resources needed to achieve them!

Jane Weddle is the Sr. Performance Consultant and Certified B-Coach for Weddle Performance Group. To find out more about the services and products ranging from hiring to development that WPG offers or for more information on other organizational needs, go to www.partnerinperformance.com or call 402-429-5224. HAPPY NEW YEAR!



Annual Treasurer's Report

-Through Oct 31, 2009-

Total disbursements =	\$55,364.16
Total deposits/credits =	\$44,698.92
Checkbook balance =	\$12,355.72
Petty cash fund =	\$ 75.00
CDs (3) =	\$10,886.28

Monthly meeting expenditures/deposits through Oct. 2009 (facility and meal expenses only – does not include speaker fees or parking).

\$ 20,803	income
\$ <u>14,422</u>	expenses
\$ 6,381	difference

Other expenditures of significance:

- Law and Legislative Conference, SHRM National Conference, Leadership Conference and Diversity Conference
- Administrative services for the year
- Monthly newsletter
- Career Expo
- Certification Guides



Lincoln Human Resource Management Association

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323-3249

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CARMEN WILES, SPHR
483-9275

CARMEN.WILES@NRECA.ORG



PRESIDENT ELECT-GOV. RELATIONS
MARK PANKOKE, SPHR
483-9595

MPANKOKE@MADONNA.ORG



PROGRAM CHAIR
JUDY GANOUNG
474-3183

JUDY@NAS-PA.ORG



SECRETARY - PUBLICITY
ELLY HARDEKOPF, PHR
458-8762

ELLY.HARDEKOPF@MOLEX.COM



TREAS. & REGIST. CHAIR
CINDY MEFFORD, PHR
486-2221

CINDYM@EASTMONTTOWERS.COM



MEMBERSHIP CHAIR
LIN BLODGETT, XMBA
434-1743

LINE@NEBCOINC.COM



DIVERSITY CHAIR
BARB BENES, PHR
467-8812

BARB.BENES@NOVARTIS.COM



SHRM FOUNDATION REP.
RUSS ROBERTS, SPHR
441-7949

RROBERTS@FAMILYSERVICELINCOLN.ORG



WORKFORCE READINESS CHAIR
TARA JENNINGS, CSP
484-5111

TARA@COACH2WIN.BIZ



COLLEGE RELATIONS CHAIR
JENNIFER MONROE
471-4121

JENNIFER.MONROE@NEBRASKA.GOV



CERTIFICATION DIRECTOR
MELISSA PRICE, PHR
421-0402

MPRICE@NEBOOK.COM

LHRMA RESOURCE

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SOCIETY FOR HUMAN RESOURCE MANAGEMENT

SHRM LOCAL CHAPTER 0048

PLEASE CALL KATHY HARPER AT 402-483-4581 X 339, WITH ANY CHANGE IN POSITION, COMPANY OR ADDRESS OR SEND HER AN E-MAIL AT: LHRM0048@YAHOO.COM