

**Renew Your
LHRMA
membership
before Dec. 15
to be entered
into a drawing!**
(See page 8)

December Member Social

The Season for Giving—Annual LHRMA Member Social

When: Tuesday, December 14th, 2010

Where: The Grata Bar & Lounge
Private Party Room
2755 Jamie Lane (27th & Yankee Hill Rd)

Cost: FREE to LHRMA members

Meal: Complimentary appetizers and drink ticket
Catering by KC Kitchens



- ◆ Member Appreciation—LHRMA gives back to its members by providing this annual Social free of charge along with fabulous door prizes
- ◆ Volunteer Recognition—Let's give our volunteers a big Thank You for their contributions this year
- ◆ Toys for Tots—Bring an unwrapped gift for our annual giving donation

Upcoming Meetings:

- ◆ January 11th—HR New Year Resolutions - Round Table Format
Special Meeting Time - 11:30-12:00 Lunch, 12:00 - 2:00 Round Tables
- ◆ February 8th - TBD



Congratulations to our New 2011 Board Members

Congratulations to our 2011 board members who were voted in at the November meeting. They will assume their new duties effective January 1, 2011.

President	Mark Pankoke, SPHR
Pres. Elect/Govt. Relations Chair	Judy Ganoung
Past President	Cathy Maddox, SPHR
Programs Chair	Kelly White
Treasurer/Registration Chair	Karen Vogel, PHR
Membership Chair	Chantel Denker, PHR
Secretary	Shawna Hilbert, SPHR
Diversity Chair	Barb Benes, PHR
Workforce Readiness Chair	Kim Michels, PHR
College Relations Chair	Jennifer Monroe, PHR
SHRM Foundation	Denise Sears, PHR
Certification Chair	Melissa Price, PHR

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President's Message

Mark Pankoke, President



"Volunteering – It does a Body Good"

The month's title is a twist on a saying made popular a few years ago about milk. One thing I have found out through my years of involvement in LHRMA is how giving the members are. They give of their money for the SHRM Foundation, they give to causes like backpacks for kids and toys for tots (hint, hint, this is taking place again this month at the social) and most prominently they give of their time and talents. It is a very good thing or the organization could not operate effectively.

The LHRMA Board and the various committees that support those efforts all require time and energy to make them worthwhile. I am sure there are a number of reasons why people participate, but whatever the reasons the bottom line is it takes dedicated people to make the organization successful.

The majority of people join LHRMA for one of two reasons, 1) staying current on HR trends and law or 2) networking with fellow HR professionals. In order for us to adequately fulfill the first desire we need to have good monthly programs and workshops. We also need people monitoring and acting on legislation and changes to various laws and regulations. To make this happen takes work. This work is often behind the scenes, thankless work. In a word, volunteering.

The second reason stated above, networking, is one that can likely be best fulfilled by volunteering. Volunteering to actively work with fellow professionals creates the best kind of networking since you get to know a person so much better by actually working together than you do by asking how things are going or did they enjoy their vacation. This networking creates real advantages both personally and professionally. Personally you may find new, valuable friendships. Professionally you may learn of new opportunities or resources to help you complete projects more effectively.

As you complete your LHRMA 2011 renewal remember to volunteer to be part of the action. Sign up for a committee or other opportunity. LHRMA needs you. Best of all, the one who may benefit the most is You. Volunteering does a body good!

— Mark Pankoke

Drawing Winner

Who Says There's No Such Thing as a Free Lunch? Congratulations to Veda Armstrong from Family Service. She will receive free registration at the January, 2011 meeting!



"... networking is one that can likely be best fulfilled by volunteering."

Find us on Facebook.
Become a fan and join the conversation.



Legal Update

EEOC Issues Final GINA Regulations

By Keith L. Prettyman, Woods & Aitken, Lincoln, Nebraska

The Genetic Information Nondiscrimination Act (“GINA”) became law on May 21, 2008. The EEOC published final regulations implementing Title II of GINA on November 9, 2010. Title II of GINA prohibits the use of “genetic information” in making decisions related to any terms, conditions, or privileges of employment (e.g., hiring, firing, and opportunities for advancement); restricts employers covered by Title II from requesting, requiring, or purchasing genetic information; generally requires employers to keep any genetic information they have about applicants or employees confidential; and prohibits retaliation. Title II applies to private employers and state and local government employers with 15 or more employees, employment agencies, labor unions, and joint labor-management training programs. It also covers Congress, federal executive branch agencies, and the Executive Office of the President.

The statute and the final regulations state that “genetic information” includes:

- Information about an individual’s genetic tests;
- Information about the genetic tests of a family member;
- Family (not personal) medical history;
- Requests for and receipt of genetic services by an individual or a family member; and
- Genetic information about a fetus carried by an individual or family member or of an embryo legally held by the individual or family member using assisted reproductive technology.

An employer may acquire genetic information in six situations. Even when an employer is allowed to acquire the information, the employer is prohibited from using the information in employment decision-making. The six situations in which an employer is allowed to acquire genetic information are:

- Where the information is acquired inadvertently;
- As part of health or genetic services (including a wellness program) that a covered entity provides on a voluntary basis;
- In the form of family medical history to comply with the certification requirements of the Family and Medical Leave Act, state or local leave laws, or certain employer leave policies;
- From sources that are commercially and publicly available, such as newspapers books, magazines, and even electronic sources;
- As part of genetic monitoring that is either required by law or provided on a voluntary basis; and
- By employers who conduct DNA testing for law enforcement purposes as a forensic lab, or for human remains identification.

The most frequently encountered situations will be the first three.

GINA’s legislative history says that the exception for inadvertent acquisition of genetic information was intended to address the “water cooler problem” – a situation in which a manager or supervisor learns genetic information by overhearing a discussion between co-workers. The regulations explain that this exception can apply in other situations as well, such as when a supervisor receives genetic information in response to a question about an employee’s general well-being (“How are you?” or “Did they catch it early?” asked of an employee who was just diagnosed with cancer), or a question about the general health of a family member (“How’s your son feeling today?” or “Will your daughter be OK?”). Another example of inadvertent acquisition is when a supervisor receives an unsolicited communication about an employee’s family member



Member Changes

Contact Kathy Harper at lhurma0048@yahoo.com with any change in position, company or address.



Board Meeting Recap

- Membership renewal information is available on-line
- ⇒ Early renewals will be eligible to win free attendance to a future luncheon & workshop
- On-line banner ads as well as newsletter ads are now available
- LHRMA Salary Survey is still available to purchase

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(e.g., an email indicating that an employee's mother has cancer). The regulation also notes that the inadvertent acquisition exception applies to interactions that take place in the "virtual" world, i.e., through a social media platform from which an employer receives genetic information (e.g., where a supervisor and employee are connected on a social networking site as friends and the employee provides family medical history on his page). What isn't allowed is performing a search on a social media website that is "likely to result in uncovering genetic information."

The final regulations provide that when an employer makes a request for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave), it should warn the employee and/or health care provider from whom it requested the information not to provide genetic information. The warning may be in writing or oral (if the covered entity typically does not make such requests in writing).

The regulations suggest "safe harbor" language such as the following:

"The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information', as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

An employer must tell its health care providers not to collect genetic information as part of an employment medical exam such as post-offer medical exams or fitness-for-duty exams. If an employer tells its health care provider not to collect genetic information and the health care provider does so anyway, the employer will not be liable for that particular collection of genetic information, but the employer must take additional reasonable measures within its control to prevent this behavior in the future. This could include no longer using the services of that health care provider. A warning such as suggested by the final regulations is *required* when an employer sends an applicant or employer for a medical exam.

GINA and the regulations say that an employer may acquire genetic information about an employee or his or her family members when the employer offers health or genetic services, including wellness programs, on a voluntary basis to the employee. The individual receiving the services must give prior voluntary, knowing, and written authorization to disclose the genetic information. While individualized genetic information may be provided to the employee and to his or her health or genetic service providers, genetic information may only be provided to the employer in aggregate form. The final rule says that employers may offer certain kinds of financial inducements to encourage participation in health or genetic ser-

vices under certain circumstances, but they may not offer an inducement for individuals to provide genetic information. Therefore, it would not violate Title II of GINA for an employer to offer individuals an inducement for completing a health risk assessment that includes questions about family medical history or other genetic information, as long as the employer specifically identifies those questions and makes clear, in language reasonably likely to be understood by those completing the health risk assessment, that the individual will receive the inducement whether or not they answer the questions that request genetic information.

Employers in possession of genetic information about applicants or employees must keep the information confidential and, if the information is in writing, must keep it apart from other personnel information in separate medical files. An employer may keep genetic information in the same file as medical information subject to the ADA. The final regulation clarifies that genetic information placed in personnel files prior to November 21, 2009, need not be removed and an employer will not be liable under GINA for the mere existence of that genetic information in a personnel file.

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.



New Advertising Options Now Available

LHRMA Website Banners—Add a rotating 468×60 or 125×125 pixel banner advertisement to the front of our web site. A total of six ads are available in each location. Banners that are 468×60 appear at the top of the front page. Banners that are 125×125 appear in the left column of the front page and rotate through most of the rest of the site. The 468×60 banners cost \$500 for 12 months. The 125×125 button ads are \$150 for 12 months. Design services are available upon request. See our website for more information or contact us at lhrma0048@yahoo.com.

Sponsor a Meeting—Gold, Silver and Bronze Sponsorships available

Newsletter Advertisements—Is your organization interested in advertising in the monthly LHRMA Resource Newsletter? Prices for ads are listed below. Information must be received by the 10th of the previous month you wish your ad to be published in. Contact us at lhrma0048@yahoo.com for more information.

** \$35 for a business-card size ad

** \$100 for a 1/2 page ad

** \$50 for a 1/4 page ad

** \$200 for a full page

Advertise your HR positions on the website —LHRMA members may advertise an HR-related opening for up to 30 days for free, and non-members may post a position for \$100 for up to 30 days.

See our website for more information or contact us at lhrma0048@yahoo.com.

2010 Professional of the Year

Dan Krick, PHR, *Vice President of People Resources at Lincoln Industries, Lincoln, NE*



Back row, left to right: Jim Small, Tonya Vyhlidal, Greg Howe, Susan Staab, Candiss Kleen, Dan Krick, Stephanie Rotert, Ashley Stevens, Steve Bauer.

Front row, left to right: Minde Stone, Michelle Kershaw, Jodi Wacker, Angela Davenport, Jason Chambers

This year's HR Professional of the Year is Dan Krick, PHR, Vice President of People Resources at Lincoln Industries in Lincoln, Nebraska.

Dan very much believes in the concept of "Leading with People", and this has led to significant positive business outcomes - healthcare costs at 40% less than national norms, injury and illness rates at 60% below the industry, a nationally recognized wellness program, revenue per person at 50% above the national average, and a 5 time winner of SHRM's Best Medium Sized Company to Work For In America list.

In most companies of their size (400 people), the HR staff would average approximately 4 people which meets the norm of one HR person per 100 employees. At Lincoln Industries, a People Resources staff of 15 embodies their belief of "Our people and their unique individual talents are valued", and they are organized to make that belief a reality. In this team, you will find a non-traditional approach to functions, strong placement of talent, along with some unique roles for a medium-sized company including a full-time Special Events and Recognition Coordinator, a Wellness Director, Wellness Specialist, and even a Communications Manager/Cultural Evangelist. Their People Resources department functions continually receive the highest ratings on average of any departments in the company.

In Lincoln, Dan is involved with a variety of boards and frequently talks on the power of culture and wellness. Dan is extremely honored to work with the People Resources team at Lincoln Industries and wanted to pass on his thanks to this team: "This team is the one who day in and day out delivers amazing service, processes and programs for our people – you can't help but be energized and inspired by being with them".

Salary Survey is Still Available

The 2010 LHRMA Salary Survey is still available to purchase. The cost is \$50 for those companies who participated in the survey if you chose to submit and receive the report electronically, and \$75 if you chose to either submit and/or receive the survey in paper form. For those companies who did not participate in the survey, the cost of the survey is \$300. Go to <http://lincolnhr.org/> for additional information on how to purchase.

Employer of the Year

Madonna Rehabilitation Hospital
Lincoln, NE



2010 Employer of the Year

Madonna Rehabilitation Hospital in Lincoln, Nebraska, is one of the largest, freestanding rehabilitation hospitals in the nation. The new Alexis Verzal Children's Rehabilitation Hospital reflects Madonna's growth and expansion to meet the needs of the community through innovative and progressive rehabilitation services. More important than size and the number of programs, however, is Madonna's reputation for quality, as well as our friendly, team-oriented and innovative environment. These factors, and Madonna's core values of collaboration, hospitality, respect, innovation, stewardship and teaching, engage and inspire staff, ensuring the hospital's on-going success.

Madonna is an organization of over 1,400 employees, committed to serving individuals with all types of disabling illnesses or injuries through intensive and comprehensive medical rehabilitation. Madonna's human resource practices contribute to Madonna's ability to grow and expand regionally, as well as nationally, attracting talented and innovative staff. Madonna recognizes that success is achieved by working together, across departments and systems. Thus, Madonna's Human Resources department is part of a broader Workforce Management System. The HR/WMS team leads and participates in numerous initiatives, including talent acquisition, staff development and retention endeavors. With a team approach to data analysis, Madonna was able to significantly reduce extraneous salary expenses, such as overtime. Additional staff management efforts led to a significant reduction in turnover.

Madonna ProActive, the hospital's medically based health and fitness facility, and Fit for Work, Madonna's corporate wellness department, collaborate with Madonna's Health and Wellness committee to develop health improvement programs for the community and staff alike. Madonna was honored with the Governor's Excellence in Wellness Award in September 2008 and in 2007 achieved a Well Workplace, Gold level award.

HR/WMS oversees performance management for staff and managers, employee feedback and engagement programs, educational programs, recognition and rewards programs, as well as compensation programs. Madonna champions safe practices and has experienced excellent outcomes as a result of an organization wide effort to improve employee health and safety.

Members of the Human Resources Department are active members of LHRMA, SHRM, as well as other professional organizations and committees.

Diversity

Leading with Your Heart

Submitted By Barb Benes, PHR

“Leading With Your Heart: Diversity and Ganas for Inspired Inclusion” provided new insight at the 2010 SHRM Diversity and Inclusion Conference. Cari Dominguez, former Equal Employment Opportunity Commission chair was the presenter.

The HR professional was defined as the “bridge to connect the smart with the heart”. Often the human factor is left out of the business case. Personal connections are vital just as relationships and “champions for causes” are critical. Champions put a “face to the cause”. It is important to learn about employees as individuals not just a reference to their job title. The focus should be on components that make us do things because of values, not because of possible “collections of money to the EEOC”.

Leadership involves perseverance and compassion. Diversity is a compelling business case to be practiced by all levels of leadership. Simply stated, believing and internalizing diversity is good business. Great leaders are not afraid to “do it alone” to make life better for everyone. If one group wins, everyone wins. This is where ganas come in.

Ganas is a concept of inspired motivation; it develops and promotes, goes above and beyond, and captures the spirit within each person to be their best. It doesn’t place individuals in silos but rather aligns them for opportunities. A sense of fear paralyzes while a sense of fairness mobilizes. Fairness involves leading by example, involving others, ownership, “looking up, not down” and generates an abundance of ganas.

A good company is in compliance. This company abides by the law, has an AAP and diversity initiatives in place, and is building a block to the next level. A great company progresses fundamentally, has a developing culture, reaches a higher level, evolves and elevates to create an organizational environment, and has systematic practices built in and not forced.

According to recent statistics, there is much work to be done. Currently the largest growing groups of discrimination claims against employers are age and disabilities. Women earn seventy-seven cents on the dollar in comparison to men (forty-one percent of gender pay gaps can’t be explained by employers). Sixty million individuals have disabilities and seventy percent of these are considered severely disabled and are unemployed.

Cari mentioned when searching the Wall Street Journal for any reference to “the heart”, she found none. She reminded participants that the qualities that make us human are “from the heart”.

Renew Your LHRMA Membership Now

It’s that time of year again, and we are kicking off our 2011 membership renewal drive. Annual dues are \$50 per individual, and are based on the calendar year, January 1st – December 31st.

Your membership renewal is payable on or before December 31, 2010. You may mail your check or you can pay with a credit card on our web site at www.lincolnhhr.org.

Please verify the information we have listed for you on our website under the Members tab. If changes are needed, please email them to lhrma0048@yahoo.com.

Renew your LHRMA membership before Dec. 15th, 2010, to be entered into a drawing to win a free registration for a regular LHRMA luncheon meeting AND workshop in 2011 – this is a \$50 value!

EAP Corner

Strategies for Effective Time Management

By Tricia Branchaud

Directions EAP, LLC ♦ Lincoln, Nebraska

Time is a resource to which everyone is given an equal amount of time – 24 hours each day. How you invest that time contributes greatly to your overall feelings about life. Think of time as you do your other tools you use. If you want to use time effectively it may require some training (or re-training), determination and PRACTICE.

Each of these methods can assist you in getting closer to your goal of becoming more effective with your time.

- 1. Assume ownership of your time.** Take ownership of your own time and do not allow others to make commitments of your time without your permission. It is not selfish to keep others from squandering your time.
- 2. Prioritize, prioritize, prioritize.** Continually check yourself to see that you are working on the most important things that need doing on any specific day. As you remind yourself to direct yourself to the most important tasks first, you will find yourself letting go of tasks that really did not need doing after all.
- 3. Learn to say “NO”.** Try focusing on the important things that will get done because you used that two-letter word to decline something which was not a part of your priorities.
- 4. Protect your blocks.** Think of your day as several large blocks of time (the morning block, afternoon block, after dinner block) with the blocks separated by natural interruptions. Where you have control, keep your blocks whole, scheduling appointments and meetings, running errands at the beginning or end of a block rather than in the middle.
- 5. Delegate.** Being able to delegate some tasks is a way of freeing up some of your time for the jobs that only you can do.
- 6. Think in terms of buying time.** Paying someone to mow your yard or clean your house are examples of purchasing time.
- 7. Learn to work with your biological clock.** Determine which time of day is your peak performance time and plan your work accordingly.
- 8. Develop systems to keep things running smoothly at home.** Busy individuals often keep personal calendars. In a family setting, a master calendar is also useful. Family members should have one place where they post messages for other family members and where they check for messages whenever they get home.
- 9. Set up a simple filing system.** At home and at work you need a filing system so that you can find important papers when you need them
- 10. Break down large jobs into manageable pieces.** Some tasks can seem too overwhelming to even begin. Learn to break down a large task into manageable pieces and then begin with a piece you know you can handle. Just get started.

Coach's Corner

How Will You Know Success?

By Jane Weddle, M.A. ♦ Weddle Performance Group



Foundation: Without written goals all we tend to have is SOME Day's. More people accomplish their goals if they are written down—those who don't just end up with a bunch of "Someday I am going to...." However, there is also the art of writing effective goals.

Here are some goals I have seen over the years that people have developed: Obtain Listings, Increase my income, Develop a customer service improvement plan, Implement Teams, Create a Training Advisor Board, Develop a Marketing plan, Improve Communication, Develop Plans to reduce errors---the list could go on and on! *Douglas K. Smith* in his outstanding book **Make Success Measurable**—touches on the very thing that has been bothering me for years and that is there is a difference in the types of goals we write—he states there *activity based goals* and *outcome based goals*. In order to improve as a business owner one must focus on outcomes instead of activities when goals are set—it is the true measure of success.

Example: Develop a business plan—this *activity-based goal* may

lead to improvement in your business; however this *activity-based goal* does not let you know when you have succeeded or even if the reasons for your efforts matter!

Coaching question: How will I know success if I? Take the previous example of Develop a business plan. How would you know success if you developed this plan? You might Increase sales by 20% or you might Increase listings by 30% or you might Increase your yearly income by 30%. These are outcome-based goals—they tell you when you have succeeded and the reasons your efforts matter!

So where do activities play a part? Well, if your outcome based goal is to Increase sales by 20% than you are going to have to create a list of activities to achieve that outcome based goal—this list of activities is also know by many as an Action Plan. These activities tell you "how" you are going to get to the "what"

Tip: After you write your goals—look at them and ask yourself is this an *outcome based goal* or an *activity based goal*? If it is an *activity-based goal*—ask yourself---"How will I know success if...." until you drill down to the *outcome based goal*! I have witnessed people getting very nervous with *outcome based goals* because people start to realize they are actually going to have to measure whether they got there or not! We set *activity based goals* because they're easier, within our comfort zone and within our total control. *Outcome based goals* stretch us they give us what we need to be able to track, learn and motivate.

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

Certification Study Group

Plan now for LHRMA's upcoming Certification Study Group – January 24th thru April 25th. The group will meet every Monday evening for 13 weeks to prepare you to take the PHR or SPHR. Visit the LHRMA web-site (www.lincolnhhr.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.

Help Support achieve the Superior Merit Award

You can help achieve the LHRMA Chapter Superior Merit Award by notifying Tara Jennings, Workforce Readiness Chair, with any dates that you provide service to local schools or adults in regards to: career days, mock interviews, speaking on the HR profession, provide internships to students to gain HR knowledge, etc.

The following information would be needed: name, date of event, location/school name, hours spent or duration of program. Email your information to workforce.readiness@lincolnhn.org throughout the year.

Reach Out to the Students

LHRMA members can use the LHRMA website to advertise Student Internships or summer jobs. The three Student Chapters will be told that they can look on the LHRMA website throughout the school year to find job openings as well as internships. Please use this as another FREE advertising tool to get qualified, interested candidates to help fill your open positions. Send job postings to Kathy Harper at Ihrma0048@yahoo.com.

Change for the Foundation

Each month you will find a small jar with some spare change rattling around in the bottom. As the SHRM Foundation Representative, I hope to use this small effort to increase our annual SHRM Foundation gift. I hope that when you see it, you will be excited to make a small, yet significant donation to help advance the HR profession through the research, scholarships, publications and advancement opportunities that the SHRM Foundation provides. For more information on the SHRM Foundation, visit www.shrm.org and click on SHRM Foundation. Thank You!

- Tami Lewis-Ahrendt, PHR

Jobs, Jobs and More Jobs!

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

CHECK OUT OUR WEBSITE—<http://www.lincolnhn.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 Ihrma0048@yahoo.com or 402.483.4581, x. 339.

If you are looking for a human resource position, then you can check our website at www.lincolnhn.org.

This will be an excellent resource for students who are seeking an HR position. It is also an excellent forum for companies to advertise if they have summer internships available. Please take advantage of this great resource—you can't beat the price!





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