



Lincoln  
Human  
Resource  
Management  
Association



PO Box 81066, Lincoln, NE 68501-1066  
[www.lincolnhrr.org](http://www.lincolnhrr.org)



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Volume 7, Issue 12

December, 2016

**Workshop: Professionalism In a Dot.com World .**  
Presented by Paula Pace, The Executive Development Group.

**WHEN:**

**Tuesday, December 13, 2016**

3:30 – 4:30 pm Keynote Session

4:30 – 7:30 pm Social

**WHERE:**

Del Ray Ballroom, 817 R St., Lincoln, NE 68508

**COST:**

**FREE!!**

**Please register via the website so we can plan accordingly.**

**About the Workshop:**

**Professionalism In a Dot.Com World**

How does one put forth and maintain a professional image in today's world? And just what does a professional image look like? What does it entail? And, what about the company holiday celebration coming up? Can you just kick-up your heels and relax – or drink-up and have a good time? Professionalism is a wide-range topic, and in this presentation Paula will address professionalism as it relates to networking and social events, customer and client interactions, introductions, and peer interactions.

**Presenter: Paula Pace, The Executive Development Group**

Paula is an award winning speaker, trainer and consultant who has trained extensively across the US and Canada. She uses stories, examples and humor to engage and invite her audience into the learning experience. From the intricacies of communication skills to the subtleties of Business Protocol, Paula delivers the requirements to succeed, excel and enjoy today's world.



**This will be a great presentation that you won't want to miss!**  
**After the workshop, stay for the Holiday Social from 4:30 – 7:30 p.m.**

(Continued on page 2)

## Membership Renewals

LHRMA strives to assure that our membership receives quality professional programs and resources as well as numerous networking opportunities. There have been several changes affecting human resource professionals this year, and LHRMA has worked hard to address and keep you informed of them all.

Your membership renewal is due by December 31, 2016. Annual dues are \$50 per individual, and are based on the calendar year, January 1<sup>st</sup> – December 31<sup>st</sup>. You may mail your check to the address below, or you can pay with a credit card on our web site by clicking here: [Pay for Your Membership Renewal Now](#).

**If you are paying by check**, please note each renewing member's name on your company check.

One more thing — Please verify the information we have listed for you on our website under the Members tab. If changes are needed, please update your member profile accordingly.

Mail checks to: LHRMA, PO Box 81066, Lincoln, NE 68501-1066.

### NEW MEMBERS

**Katherine Ortiz**

NE Department of Corrections  
Personnel Assistant  
kmortiz01@gmail.com

**Diane Scholl**

Friend Community Healthcare System  
HR Manager  
sscholl@friendmed.org

**Jon Thober**

Asst. Human Resources Director  
B&R Stores  
jonthober@brstores.co

**Marie Troyer**

Associate HR Specialist  
Bosch Security Systems  
marie.troyer@us.bosch.com

**Briyi Valquier**

HR & Safety Coordinator  
Neenah Foundry—Deeter Operations  
briyi.valquier@neenahenterprises.com



**Welcome! You've joined an outstanding organization!**

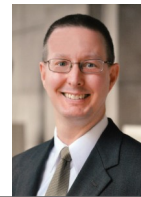
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## President's Message

Joel Scherling, LHRMA President



## With Thanks

As I write this, Thanksgiving is just days away. With the holiday on my mind, I was reminded of a Thanksgiving Eve church service I attended decades ago during which the pastor asked us to write down some of the things for which we were thankful. It was a humbling experience, such that I remember it 30+ years later.

As the year draws to a close, it's appropriate to add to my "list of thanks."

**Thank you, LHRMA members.** To you, the members of LHRMA, we are thankful for your membership and support. We will continue to work hard to bring you quality programming, information, networking opportunities, certification prep and community service opportunities. As part of our thank you, we hope you will join us at the holiday social on December 13th at the Del Ray Ballroom from 4:30 to 7:30 p.m.

**Thank you, committee members.** We have a good number of members who serve on committees such as Legislative, Workforce Readiness, Programs, and SHRM Foundation. The board is thankful for their time and talents; we couldn't do it on our own.

**Thank you, board members.** I am thankful for a dedicated board of directors. They devote a great deal of time at monthly board meetings, working with their committees, and carrying out the related work.

**Thank you, Kathy.** Kathy Harper is the glue that holds everything together. She handles meeting registrations, fields inquiries, and maintains our website among other duties. You can read more about Kathy on page 11.

It's been a great year and we have much for which to be thankful. I hope you have a great holiday season and wish you the best in 2017.

## Changes to the I-9

A revised I-9 form was made available by the U.S. Citizenship and Immigration Services (USCIS) on 11/14/16. Employers may continue using Form I-9 with a revision date of 03/08/2013 N. through Jan. 21, 2017. By Jan. 22, 2017, employers must use the revised form (a link to the form is provided below). Employers should continue to follow existing storage and retentions rules for all of their previously completed Forms I-9.

For more information:

- [Revised Form I-9, Employment Eligibility Verification](#)
- Visit [I-9 Central](#)

# Legal Update

Wrapping Up 2016

Kelly Ekeler

Woods & Aitken LLP

Along with a new president in the White House in 2017, there will be changes in leadership and agenda. While we can speculate whether the new administration will pursue labor and employment regulations as aggressively as prior administrations, we must prepare and respond to important changes geared to go into effect through year-end 2016 and early 2017.

- **Employment Eligibility Verification Form I-9.** U.S. Citizenship and Immigration Services (USCIS) (published 11/14/16)

Beginning January 21, 2017, all employers must use a revised Form I-9 (dated 11/14/16) for all new hires and reverifications. If a current employee requires reverification after January 21, the employer must complete Section 3 of the revised Form and attach it to the employee's existing Form I-9. Prior to January 21, 2017, employers may also voluntarily use the revised Form I-9 for new hires and reverifications in place of the previously accepted version (dated 3/8/13). The revised Form I-9 can be accessed via the USCIS website at <https://www.uscis.gov/i-9>.

We can speculate that the new administration will aggressively enforce laws prohibiting the employment of undocumented workers. Prudent HR professionals will audit their verification and I-9 practices to ensure they are using the correct version of Form I-9, and that they are correctly completing and retaining Form I-9 for all workers.

- **Drug Testing.** Occupational Safety and Health Administration (OSHA) Final Rule (published 5/11/16)

In the Final Rule, OSHA indicates it will find "blanket" post-accident drug testing policies retaliatory. OSHA believes a policy automatically requiring drug testing of any employee involved in an accident, even where drug use is not suspected as a contributing factor, discourages employees from reporting workplace accidents. OSHA explains, "it would likely not be reasonable to drug test an employee who reports a bee sting, a repetitive strain injury, or an injury caused by a lack of a machine guard or a machine or tool malfunction."

Per OSHA, workplace drug testing should be limited to situations where:

- Employee drug use is likely to have contributed to the incident; and
- The test can accurately identify impairment caused by drug use.

It is possible OSHA will also accept policies requiring testing to determine whether an employee is disqualified under workers' compensation or unemployment laws.

Although enforcement of the anti-retaliation provisions of the Final Rule were recently delayed until December 1, 2016 (and may be further delayed pending litigation) prudent HR professionals will carefully review their drug testing policies considering OSHA's guidance.

- **Employer Information Report (EEO-1).** Equal Employment Opportunity Commission (EEOC) (announced 11/29/16)

Private employers with 100 or more employees will need to collect pay data in 2017 for new reporting requirements on the revised EEO-1. The revised EEO-1 will require employers to report W-2 earnings data and total hours worked in twelve pay bands for each job category and gender, race and ethnicity category.

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Employers with EEO-1 reporting obligations should evaluate their current information systems to determine how the necessary pay data can be best collected in 2017. It is expected that wage disparities among gender, race, or ethnicity that appear in the reported pay data will be grounds for, or will be used in support of, discrimination claims. Consequently, we recommend taking appropriate steps to analyze pay data for any potential indication of discrimination.

The report filing dates are also revised. Beginning in 2017, the workforce snapshot period will be between October 1 and December 31 each year, along with reporting pay data collected from the W-2 and hours worked for the entire year. Beginning in 2018, employers will be able to file the EEO-1 for the previous year beginning in January, with the report due March 31 each year. Consequently, employers who have filed their 2016 report need not file an EEO-1 again until March 31, 2018, which will be the 2017 EEO-1.

- **Overtime.** Department of Labor Wage and Hour Division (DOL WHD) Final Rule (published 5/23/16), preliminary injunction issued 11/22/16

On November 22, 2016, a Texas federal court issued a nationwide preliminary injunction blocking the DOL WHD's new overtime rule. But for the court's injunction, the overtime rule would have increased the standard salary level for the "white-collar" exemptions from the requirement of \$455 per week (\$23,600 per year) to \$913 per week (\$47,476 per year) for all employers effective December 1, 2016. Presently, the court's order blocking the overtime rule is temporary; however, the court is considering a motion that could permanently block the rule. For now, the impact of the Texas federal court's decision is that employers do not need to implement the overtime rule's requirements in their workplaces. HR professionals will need to evaluate whether any changes that have already been made in their workplaces should be "undone." Stay tuned in 2017 for developments on the fate of the new overtime rule.

Kelly Ekeler is an attorney with Woods & Aitken LLP in Lincoln where she advises and represents employers in labor and employment law issues.

**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 authors of this article if the reader wishes to obtain a specific legal opinion regarding how these legal standards may apply to their particular circumstances.

## COMMUNITY OUTREACH: *Becoming A Mentor – Why It Pays to Give Back!*

As we approach the holiday season, we often think about creative ways to give. Why not consider becoming a mentor? The gift of your time and knowledge can often be much more valuable to somebody than any material or monetary donation you give this season! Give the gift of mentoring!



The College Relations & the Community Outreach Committee have teamed up to provide mentoring opportunities to undergraduate students at the University of Nebraska-Lincoln and/or undergraduate and graduate traditional and non-traditional Doane University students, interested in pursuing a career in Human Resources. The time commitment is minimal and you'll be paving the way for our future HR leaders of Lincoln. The length of commitment is approximately two months and will consist of approximately 4-6 meetings, depending on your schedule.

### Why mentor?

1. **Branding** – Have you seen the low unemployment rate? Why not take advantage of the opportunity to share what makes YOUR workplace great! Culture can be a big part of what today's job seekers evaluate when seeking a new career. Take the opportunity to showcase your organization to a new generation of HR professionals!
2. **Networking** – It's often about who you know, right? The world where posting on a job board drew a solid applicant flow is gone. Today's savvy recruiters are out meeting people in the marketplace and fostering re-

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relationships to build a talent pipeline. Networking is also advertising – bringing somebody into your business offers a unique opportunity to showcase your products and services in a whole new, and often more intimate light. Word of mouth is a powerful tool in today's marketplace!

3. **If they don't exist- create them!** – It's more important today than ever to groom our next generation of talented HR professionals. Creating student interest in the field of human resources keeps the profession alive and sets the stage for it to flourish for years to come. Human Resources is a critical component of every successful company, we must keep the talent pipeline full!
4. **Fresh perspective** – Train the trainer. How often have you learned something new from the newbie? Our colleges and Universities are often teaching cutting edge strategies that sometimes get overlooked in today's leanly run business environments. A fresh perspective is always a valued one! By helping others improve their skills, you just might be inspired to improve your own or learn something new.



According to one of the largest representative studies of U.S. college graduates, there is a lot at stake. “It’s time for colleges to make sure that every student has a mentor” writes Brandon Busteed. The Gallup-Perdue Index surveyed more than 30,000 graduates to find out whether they are engaged in their work and thriving in their overall well-being. What they learned was that feeling supported and having deep learning experiences during college meant more in the long term outcomes than where they attended college. Only two out of ten college students had a mentor who encouraged their goals and dreams (22percent)- which means that 8 in 10 college graduates lacked a mentor in college.

Have we convinced you yet? Have you signed up to be a mentor? If not, email Jenessa Keiser at [College.Relations@lincolnhir.org](mailto:College.Relations@lincolnhir.org) or Shannon Rowen at [CommunityOutreach@lincolnhir.org](mailto:CommunityOutreach@lincolnhir.org) to learn how you can start giving back. Happy holidays from your friends in the College Relations & the Community Outreach Committees!

Source: “Inside Higher Ed” The Blown Opportunity, by Brandon Busteed, Executive Director of Gallup Education.

#### Community Outreach Committee:

Shannon Rowen (chair), Maggie McPherson, Lynn Friesen, Dana Buss, and Angela Caldwell



## 1<sup>st</sup> Job-Lincoln Enters 5<sup>th</sup> Year

### Workforce Readiness Committee Needs Your Help!

**We are reaching out to employers of all sizes and industries who want to give back to our community and sponsor an intern for our 2017 1<sup>st</sup> Job-Lincoln program. [Click here](#) to complete our easy, on-line registration form!**

1<sup>st</sup> Job-Lincoln was created in 2013 as an initiative to give students exposure to the information technology business world while still in high school. The name “1<sup>st</sup> Job-Lincoln” was coined to promote the concept of preparing youth for their first job in a *professional* setting. The program seeks out “Champion Employers” who “champion the way” for our community’s youth to access such jobs at an early age. Unlike other typical sum-

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mer jobs for teens, 1<sup>st</sup> Job-Lincoln gives students an opportunity to explore a career in the IT field for which they may not otherwise be able to access as a high school student. Secondly, 1<sup>st</sup> Job-Lincoln provides employers with an opportunity to seek qualified candidates for future employment needs.

By making an investment in our community's youth, 1<sup>st</sup> Job-Lincoln and its Champion Employers are able to showcase Lincoln as a **workforce leader** and inspire the talented youth in our community.

*“The results of a recent community vision plan created by Angelou Economics for the Lincoln Partnership for Economic Development (LPED) highlighted the importance of programs like 1<sup>st</sup> Job-Lincoln in keeping needed talent here in Lincoln, which is vital for economic success and global competitiveness. High school internships like those provided through 1<sup>st</sup> Job-Lincoln provide valuable skills and experiences for students while also showing them what awesome job opportunities exist in Lincoln once they graduate.”* **(Christina Oldfather, Director of Innovation and Entrepreneurship, Lincoln Partnership for Economic Development)**

Since the pilot inauguration, 1<sup>st</sup> Job-Lincoln has provided job coaching to over 100 high school students; 24 different employers have participated in our program, resulting in the employment of 43 high school students in professional information technology internship settings that have yielded some amazing accomplishments.

Here are just a few examples:

- Revolutionized how one Champion Employer delivers a typical on-ground medical assisting class to an on-line format through video delivery for all 15 campuses nationwide. (Kaplan University)
- Summer internship turned into ongoing, part-time position. Intern created various websites; managed several databases and various windows servers; independently responds to help desk requests; sets up new equipment for domain use; and provides back-up coverage for IT manager when out of the office. (Region V Systems)
- Developed external customer-facing website (utilizing Adobe and Java Spring framework) that provides financial service information, giving the business the ability to seamlessly update the website without having to engage IT development resources. (Cabela's)

### **We ask that Champion Employers:**

- Complete our [on-line registration form](#) by February 15, 2017, if they want to participate in the program. Participation does not commit an employer to hire a student intern if there is no match.
- Submit a brief job description of the internship position.
- Designate a representative(s) and decision-maker(s) to attend a *complimentary*, informational luncheon about next steps of the program, followed by our Job Fair where your company is promoted and you have the opportunity to meet qualified, interested students (approx. 2-hour time commitment on March 31, 2017).
- Provide a meaningful, paid internship of approximately 4-8 weeks (wage and length of internship is at the discretion of the employer; time frame is generally late May – August).

### **Questions? Please Contact:**

Kim Michael, PHR, SHRM-CP  
Workforce Readiness Director  
402-441-4350  
[kmichael.1stjoblincoln@gmail.com](mailto:kmichael.1stjoblincoln@gmail.com)

**Website:** [lincolnhhr.org/1st-job-lincoln](http://lincolnhhr.org/1st-job-lincoln)

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## EAP Corner

### Distracted in December? Tips for Maintaining Productivity through the Holidays

Valerie Williams, EAP Professional

Continuum EAP

'Tis the season to be jolly, but end of year deadlines and distractions can be a downer in December. Though the holidays might be a natural boost to your cheer and goodwill, not getting your work done because of the extra busyness can end up creating additional stress and frustration. All year we endure common workplace distractions that interrupt workflow: unscheduled meetings, last minute requests, and the clamor of office technology or chatty coworkers.

You'll probably be feeling a little more pressed for time as the holidays draw near, participating in work parties and family gatherings. Seasonal stress can also magnify already poor work habits that transfer to end-of-year performance problems, which can lead to even more stress. Here are some useful reminders to boost productivity and ensure months of diligent focus and hard work continue to be a habit well into the New Year.

#### **Take breaks**

You might be feeling a time crunch in finalizing budgets, on-boarding new hires and getting plans in place for first quarter projects, but be sure to take small breaks to get up and enjoy a change of scenery. Stretch, take a short walk, grab a glass of water or have a healthy snack. Feeling physically tired and mentally fatigued will only create more stress- and possibly cause you to be more distracted.

#### **Mindful Time Management**

Be aware of your peak productivity, whether you block out the first few hours of the day or reserve a conference room or other quiet space to make headway on a project or task. Let others know you need quiet time, or when you will be available to discuss any ongoing issues or projects. On the other hand, if you are prone to self-distraction, tell a coworker your strategy to stay focused and agree on a schedule for them to check in with you on your progress.

#### **Limit Technology Interruptions**

Turn off social media notifications, text and personal email alerts. It is okay to briefly check email or do a quick online transaction, but consider limiting these activities to once or twice a day or during your personal time at lunch. If your role allows, set specific time frames to check work email and respond to messages at a designated time to minimize interruptions.

#### **Avoid Pile-Up Stress**

If project delays or coworker interruptions are starting to affect your mood, commit to addressing these concerns in real time in a proactive manner rather than letting resentments build up. Also take care to clear any unnecessary clutter from your work space; this will help you focus and reduce stress.

#### **Finish Strong!**

Making a plan to minimize and manage distractions can be a trial and error process. Identifying just one or two distracting habits can help build momentum toward more daily and weekly productivity as the year winds down. Reflect and review performance goals and assess what you can do in incremental time frames to solidify progress.

Happy holidays from Continuum EAP. Wishing you the best in 2017!



## Wellness News

### “Who You Gonna Call” for a Lower Back Injury?

Dr. Randy McCracken

McCracken Chiropractic Clinic

Two important papers published in the last few months provide valuable information for businesses.

**#1:** Journal of Manipulative and Physiological Therapeutics (JMPT) 2016;39:459-472.

This study reviewed certain workplace risk factors that caused low-back pain. They found:

1. More than  $\frac{1}{4}$  of workers experienced LBP in the previous 3 months
2. Female & older workers were at increased risk for LBP.

**#2:** Journal of Occupational Rehabilitation, 2016 Sep 17

This study looked at workers' back pain and provider effectiveness. They studied workers with back pain who saw a DC, MD or PT and found:

1. The median number of days of the first episode of any wage compensation was 8.0-for chiropractors, 10.0 for physicians, and 25.0 for physiotherapists.
2. 15% of those seeking chiropractic care had a second compensation episode whereas 16.2% of those seeking physicians and 23.7% seeking physiotherapists had second episodes.
3. Compared to medical doctors chiropractors had shorter periods of compensation and physiotherapists with longer periods of compensation.
4. Physiotherapists were also associated with higher odds of a second episode of financial compensation.
5. “These differences raise concerns regarding the use of physiotherapists as gate keepers for worker’s compensation system.”

These two studies indicate employers should be aware that  $\frac{1}{4}$  of their workers will have back pain each quarter. Older workers, women, and those working under psychological pressures and significant overtime will suffer more back pain thus leading to more time off and decreased productivity. These problems can be offset by encouraging their employees to see a doctor of chiropractic. The studies have shown our ability to shorten time off from work, reduction in the likelihood of relapse and substantial costs savings in worker’s compensation claims and lost production as compared to any other provider.

For more information on reducing your company’s health care costs, on-site chiropractic care, wellness programs, stress reduction call Dr. Randy McCracken at 402-421-2277 or e-mail: [drmcchiro@gmail.com](mailto:drmcchiro@gmail.com)



## LHRMA Board Member Profile

### Chapter Management Professional: Kathy Harper



**Kathy Harper**

#### **Where did you grow up?**

On a small acreage just south of Lincoln.

#### **When you reminisce about your childhood, what is one of your favorite memories?**

I loved winter – it seemed like we got so much more snow back then, and living on an acreage we were always outside playing in it. We had snowmobiles that would keep us out for hours. Then we'd come in to thaw out by the fireplace with hot chocolate, and then head right back outside.

#### **Tell us about your family.**

I have been married to my husband Steve for 25 years. We have 22 year-old twins, son Tanner and daughter Bailey, and an 18-year-old daughter Madisyn, who is a senior at Norris High School.

#### **Outside of work, what do you enjoy doing?**

I really enjoy homemade crafts and card making. I bought a Cricut Explore machine last year, and have really enjoyed learning all of the different things you can do with it.

#### **Tell us about your first car.**

I was lucky, in that I was able to get a school permit once I turned 14 and could then drive to school every day. My first car was a white Pontiac Grand Am.

#### **What are your favorites?**

Meal – Hu Hot

Candy – Hot Tamales

Cookies – White chocolate macadamia nut

Band/music – Country and Christian Music

TV shows – Last Man Standing (always good for a few laughs)

Movie – Elf

Things to do on a day off – spend the day in my craft room :)

#### **What's your educational background and how did you come to the field of HR?**

I actually went to school for accounting and was hired at LMEP as a bookkeeper. At that time, we didn't have a dedicated HR person, so I slowly grew into that role, building from the ground up. I learned a lot in a short period of time!

#### **What kind of work did you do to get through college?**

I was pretty blessed in that I did the books for my father's small business, so I could easily work around my class schedule.

#### **What certifications to you hold?**

I hold the SHRM-CP and PHR certifications.

#### **How long have you worked in HR?**

Seventeen years.

#### **Tell us about your employer.**

I work for the Lincoln Medical Education Partnership (LMEP) as the Director of Operations and Human Resources. We have 70 employees and 24 family medicine physicians doing their 3-year residency program here. LMEP is a small, non-profit that has several programs, including: a family medicine residency program; a busy family medicine clinic with 24 residents and 8 faculty that conduct over 30,000 patient visits each year; the Nebraska Cancer Research Center, which provides local access to cutting-edge cancer research through clinical trials; SCIP, a program that works with schools throughout Nebraska to provide tools and resources to address behavioral and mental health issues, as well as alcohol and drug use; Training for Addiction Professionals, which provides educational services to Nebraska's substance abuse counselors; and Stepping Stones for Families, a program that connects the underserved community with resources including parent education, assistance with basic food needs, and support for those struggling with substance use.

#### **What is your biggest HR challenge right now?**

Recruiting in the medical field is very tough and competitive right now.

#### **Tell us something about yourself that we would never guess.**

I've I am a cancer survivor. I was diagnosed with Stage 4 Hodgkin's Lymphoma and was not expected to make it; but here I am, 25 years later. I have a lot to be thankful for!

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**If you could retire tomorrow, and money was no issue, what would you do?**

I would rock babies in the NICU. I'm not sure if they do that anymore, but my twins were born three months early, and there were several babies in the NICU that hardly ever had family visit them. It was heartbreaking, and I can only imagine that they would thrive so much more if they had someone just cuddle and love them each day.

**What advice would you give to those new to the HR field?**

Get connected with LHRMA! The LHRMA membership is filled with so many talented people that are more than willing to share and mentor anyone wanting to listen and learn. By making those connections now, you will have a vast resource of people you can connect with when you run into something new down the road.

**The thing I enjoy most about being on the board is...**

On a personal level, I love the people – both board members and the LHRMA membership. On a professional level, the constant feed of information we receive as a LHRMA member is simply invaluable for anyone who gets plugged in.

**I joined LHRMA because...**

LHRMA provides great programming and networking opportunities. It allows me to continue to learn more about HR and further my professional development.

## Chapter Management Professional

(Contact: [lhrma@lincolnhhr.org](mailto:lhrma@lincolnhhr.org))

The Chapter Management Professional:

- Administers the LHRMA PayPal account.
- Processes monthly program and workshop registrations, and then attends monthly to check-in attendees and accept payment at the door.
- Maintains electronic member program/workshop attendance records.
- Records payments and prepares deposits, and sends corresponding documentation to Treasurer.
- Produces and maintains member name and address list (roster).
- Produces annual collection of dues statements and reconciles mail list for roster development.
- Creates annual membership directory and posts on the LHRMA website.
- Picks up mail from the Post Office box and distributes in a timely manner.
- Maintains the website and updates as directed.





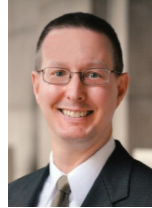
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SHRM local chapter #0048



**We're on the web!**  
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