

Healthcare Human Resources Association of Minnesota - An Affiliated Chapter of ASHHRA - American Society for Healthcare Human Resources Administration & American Hospital Association



Letter from the President

By Shannon Demgen, SHRM-SCP

Rain, rain go away! Not sure this is fall weather but at least we have the HHRAM fall conference to look forward to in just two week! As a Vikings fan, I'm looking forward to keynote speaker, Matt Birk. The other keynote speaker is Scott Wiethoff and he is committed to helping others become the best version of themselves. Changing the way individuals see themselves and the way they lead others. If you haven't signed up to attend, there is still time to register. Don't miss this chance to connect and network with other HHRAM members!

The ASHHRA conference was September 15th to 18th in Pittsburgh, Pennsylvania. This was the fourth ASHHRA conference I've had the opportunity to attend and the best one yet! I took so many great ideas away from the learning sessions and there were several fun opportunities to network. HHRAM was able to award a scholarship to Heidi Powell to attend the conference this year. Check out her article in this newsletter to learn more about the ASHHRA conference.

Elections for the 2019 HHRAM Board will be in November. We have one elected position open, Secretary, and we are currently looking to fill the Membership Director and Education Director positions. If you have any questions or are interested in getting more involved with HHRAM, please contact me at sdemgen@mngastro.com.

The HHRAM board has been working on accomplishing our 2018 goals and we have a few updates to share with all of you.

2018 Goals:

1. Research partnering with MHA, MMGMA, WiSHHRA or other state ASHHRA chapters. Research will be completed by March and implemented by November 2018.
 - **MMGMA and HHRAM will be offering our member conference rate to each other's membership.**
 - **HHRAM and WiSHHRA plan to partner on a joint webinar each year.**
 - **Discussions with MHA have begun on how we can partner to benefit our memberships.**
2. HHRAM Succession Plan: Have a membership table at the Spring and Fall conference to share HHRAM membership benefits, Board positions and collect interest in joining the HHRAM board.

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ASHHRA Networking Event



- The HHRAM board had a membership table in the Business Partner room at the Spring conference and will have one at the Fall conference.
3. The Business Partner Liaison and HHRAM board will bring in three new business partners. This will be implemented by the fall 2018 conference.
 - Goal Complete: We had 4 new Business Partners attend the Spring Conference: IS Loan Solutions, iSolved HCM, Page Up and Skill Survey
 4. Review and update bylaws by October 1, 2018.
 - The HHRAM Board has reviewed the bylaws and had them reviewed by an attorney. They will be rolled out to the HHRAM membership to approve before the end of the year.
 5. Ensure HHRAM members are receiving all email communication delivered from the Wild Apricot system by April 1, 2018.
 - Goal Complete: Members that weren't receiving emails have confirmed they are now receiving them. Please reach out to a HHRAM board member if you are not receiving any email communication from HHRAM.
 6. Leverage the two new Business Partners at Large to determine how we can build relationships and value to our business partners as well as increase conference attendees and/or increase HHRAM membership.
 - Gold and Platinum Sponsors will be offered to opportunity for one of their healthcare clients that isn't currently a HHRAM member the opportunity to attend the Fall Conference at no cost. They would also receive a free HHRAM membership for 2019.

I hope to see you October 24th at the fall conference!

Shannon Demgen
 HHRAM President
 sdemgen@mngastro.com

HHRAM Board Meeting Dates for 2018

Board meetings alternate between being held by conference call and being held in person in St. Cloud at CentraCare St. Benedict's Senior Community (1810 Minnesota Blvd, St. Cloud) and begin at 10 am. Any member is welcome to attend to see if you would like to get more involved serving the HHRAM chapter. RSVP's are appreciated so that we can have an accurate count for meals.

October 23rd: Meeting held at Rutger's Bay Lake resort prior to 2018 Fall Conference
 November 16th: St. Cloud (2019 Goal Planning Meeting)



Welcome to our New Members!

Becky Foster
 Sanford Health
 Employee Relations Specialist

Kimberly Ochsendorf
 Appleton Area Health Services
 Director of Human Resources

Lee Reichenbach
 Riverwood Healthcare Center
 Human Resources Director

Jacqueline Jensen
 Mercy Hospital
 HR Generalist

Treasurer's Report

HHRAM remains in good financial standings YTD for the 2018 calendar year.

The current checking account balance as of May 31, 2018 is \$98,302.53 with \$44,032.26 in CDs.

Income	Budget 2018	Actual YTD thru 5/31/2018
Investment Income	\$ 60	\$ 31.66
ASHHRA Chapter Awards	\$ 1,000	\$ 0.00
Program Income (Salary Survey Revenue Sharing)	\$ 6,500	\$ 5,000.51
Membership Dues	\$ 14,000	\$ 6,900.00
Conference Income – Spring 2018	\$ 31,000	\$ 34,850.00
Conference Income – Fall 2018	\$ 32,000	\$ 13,770.00
Total	\$ 84,560	\$ 60,552.17
Expenses		
Chapter Relations (ASHHRA conference & ASHHRA Memberships)	\$ 7,820	\$ 4,370
Conference Expenses (Spring)	\$ 25,000	\$ 18,370.48
Conference Expense (Fall)	\$ 30,000	\$ 7,738.62
Contracted Services – Accounting & Mgmt	\$ 8,294.36	\$ 5,192.60
Monthly Operations (Fees, Postage, Printing, Phone, Supplies, D&O Liability)	\$ 3,200	\$ 1,719.61
Scholarships (2 education, 1 ASHHRA, 2 HHRAM)	\$ 3,500	\$ 0.00
Website Maintenance	\$ 1,422	\$ 972.00
Board Meeting Expense	\$ 700	\$ 368.93
Misc. – Collaborative, Education, Philanthropic, Donations, Regional Meetings	\$ 1,475	\$ 58.94
Total	\$ 81,411.36	\$ 38,791.18

HHRAM Healthcare Wage & Salary Survey – Looking Ahead to 2019!

The HHRAM Healthcare Wage & Salary Survey is our annual deep-dive analysis of compensation data for healthcare organizations in the Upper Midwest. It is designed by the HHRAM Compensation Committee to ensure ongoing relevance to organizations like yours. What does that mean for you? It gets better every year. When you participate in the survey, you can be sure the data you'll receive is up-to-date and valuable for achieving your business goals.

Thank you again to everyone who participated in the 2018 survey. Your participation makes the data more valuable for all our members. Now it's time to look ahead to 2019! Pricing for the 2019 HHRAM Healthcare Wage & Salary Survey is now available online at hhram.org. Our tiered pricing ensures a great value for all participants, and we will continue to offer a \$25-\$50 discount for participating HHRAM members.

Be on the lookout for more information about the 2019 survey coming soon!

If you have questions, contact us at 844-863-1029 or HHRAMSURVEY@LOCKTON.COM. Learn more about the HHRAM survey online at hhram.org.

Fall Conference – HR is a Team Sport!

Save the Date!
2018 HHRAM Fall Conference
October 24-26, 2018
Ruttger's Bay Lake Lodge, Deerwood, MN
Keynote Speaker: Matt Birk

Matt Birk was selected by the Minnesota Vikings in the sixth round of the 1998 draft. Appearing in 228 career games, including 18 playoff contests, Matt spent 11 seasons with Minnesota and 4 more with the Baltimore Ravens. He was named the 2011 Walter Payton NFL Man of the Year for his off-the-field service, as well as his playing excellence.

Matt has a passion for children and education, and has focused a great deal of his energy on promoting literacy among the youth in his communities. In 2002, he created the H.I.K.E. Foundation (Hope, Inspiration, Knowledge, Education) in Minnesota. It has grown greatly since then and its initiatives reached over 100,000 children in the Baltimore area in 2012.

In February, 2013 after a 15 year career in the NFL and a Super Bowl XLVII win with the Baltimore Ravens, the six-time Pro Bowl Center announced his retirement from playing football. Since his retirement, Matt has served the NFL in a variety of capacities. Currently a special advisor, he sits on the Board of Directors of USA Football, the sport's governing body. Much of Matt's work focuses on growing and developing the game at all levels.

Today, in addition to his work for the NFL, Matt Birk is inspiring, teaching and motivating audiences across America as a national speaker. He speaks on the topics of Leadership, Teamwork, and Achievement.



ASHHRA Conference – Meeting the Challenge & Making a Difference

By Heidi Powell, Human Resources Supervisor, Bigfork Valley

This year I was given the opportunity to attend the 2018 ASHHRA conference in Pittsburgh with a very generous scholarship from HHRAM. Without their support, I would not have been able to attend this event. This is the first large conference I have attended, and I am extremely grateful for the learning and networking opportunities this conference gave to me.

The ASHHRA conference had an array of great speakers with topics that covered everything from benefit communications to employee engagement and retention to personal leadership. There was a great balance between learning new things and reenergizing and refocusing to face the daily tasks that can so easily drag us down. I was able to bring back several things that I hope to carry out in my office to encourage and retain staff, without them I couldn't do what I do every day.

Finally, I am amazed at the networking that takes place. In the airport, at the hotel and in the conference sessions, it was very common to hear people discussing the topics that we all face and that we all struggle with. It is very refreshing to know we are not alone in this HR world and that there is always someone who understands.

Thank you again to HHRAM for this wonderful experience and I encourage others to apply for the scholarship to attend the 2019 ASHHRA conference in Chicago on September 21-24, 2019.

ASHHRA Awards

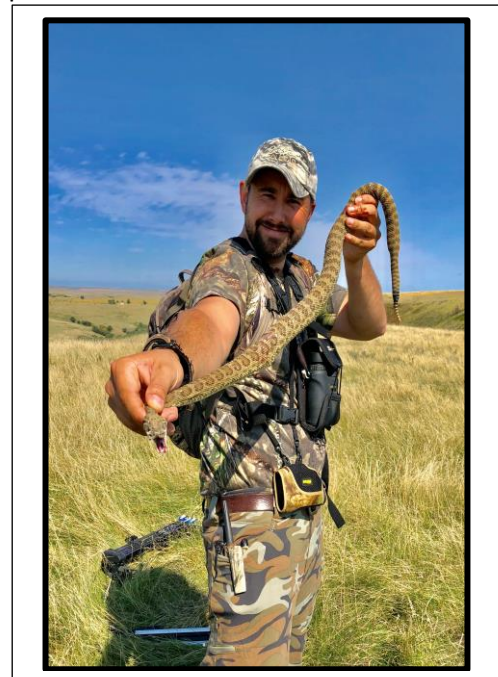
Congratulations to **Lois Slick & Mandy Dobosenski!**



Lois was awarded the Outstanding Chapter Officer Award for the significant contribution she made as the 2017 HHRAM President. Thank you Lois for your leadership and dedication to HHRAM!

Mandy received the Outstanding Chapter Achievement Award. This award recognizes an HR professional whose significant contributions advance the healthcare human resources profession. Thank you to Mandy for her accomplishments as the HHRAM Marketing & Communications Director in 2017.

HHRAM received the **3 Star Chapter Management Award** at the annual conference in September. The ASHHRA Chapter Management Award recognizes ASHHRA affiliated chapters for their significant achievements throughout the course of the planned year in promoting effective chapter management encouraging the advancement of HR leadership in all of our healthcare organizations and supporting current HR professionals within chapters as they enhance their skills and reach new competencies. This award recognizes all that HHRAM accomplished in 2017!



Member Spotlight

Travis Luedke serves as Business Development Director for Scenic Rivers Health Services, a Federally Qualified Health Center which provides out-patient clinical services throughout Northern, MN. Scenic Rivers has six Family Practice out-patient medical clinics and four primary care Dental clinics in various locations. Travis started with the organization as a Clinic Manger in 2012 and has since taken on the additional titles of HR Director and Business Development Director.

Travis joined HHRAM in 2017 after realizing he needed help staying up to date with the latest trends and HR compliance. “The membership helps keep me in the loop with what’s happening in the industry and who I should be networking with,” says Travis. This past year Scenic Rivers utilized the HHRAM’s Annual Wage and Salary Survey to update and modify their compensation and benefit packages. Most recently his HHRAM resources helped recruit a Dental Therapist from Chad Engstrom, Human Resources Director at Apple Tree Dental.

Travis lives in Bigfork, Minnesota with his fiancé and step son. He enjoys construction, bow hunting deer throughout the Midwest and spending time with his family.



Correctly Classify Managers and Assistant Managers

Managers and human resource employees can use the following guidelines to help them to determine which managers and assistant managers are exempt from the overtime requirements of the Fair Labor Standards Act (FLSA), and which are not.

The FLSA, enforced by the U.S. Department of Labor's Wage and Hour Division (WHD), requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half times the regular rate of pay for all hours worked over 40 hours in a workweek. Section 13(a)(1) of the FLSA, however, provides an exemption from both minimum wage and overtime pay requirements for employees employed as bona fide executive, administrative, professional and outside sales employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis of not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

Exemptions most applicable to managers and assistant managers are the executive and the administrative exemptions.

To qualify for the executive exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis of at least \$455/week;
- The employee's primary (principal, most important) duty must be management of a customarily recognized department or subdivision;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's recommendations must be given particular weight.

A kitchen manager directly overseeing a staff of 25 full-time employees, and earning a salary of \$1500/week would likely be exempt. A beverage manager, supervising no one and earning \$400/week, however, would not be exempt.

To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis of at least \$455/week;
- The employee's primary (principal, most important) duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

A comptroller charged with the financial management of a 5-restaurant enterprise, who is able to bind the firm in financial matters and earns \$1200/week would likely be exempt. A restaurant's human resources manager, who supervises no one directly but is responsible for employee benefits, labor relations, government relations, and

regulatory compliance, and earns \$900/week, would also likely be exempt. A restaurant's only maintenance employee, earning a salary of \$425/week, would not be exempt even if the employee's title is maintenance manager.

Payment on a salary basis on its own does *not* render the employee exempt from the overtime requirements of the FLSA. Exemption requires that both the salary *and* the duties tests be met.

When state laws differ from the federal FLSA, an employer must comply with the standard most protective to employees. Links to state labor departments can be found at http://www.dol.gov/whd/contacts/state_of.htm . Exemptions are applied on a case-by-case basis, and factors other than those outlined in this brief summary may impact the determination. This guidance is for general information and is not to be considered in the same light as official statements of position contained in the regulations. For additional information, please visit the Wage and Hour Division's website at <http://www.dol.gov/whd>

HHRAM Education Scholarship

Are you considering going back to school for a graduate degree? Are you planning on completing the SHRM-CP/SHRM-SCP or PHR/SPHR certification? Is your child pursuing an undergraduate degree for a career in healthcare and/or healthcare human resources?

HHRAM offers two scholarships each calendar year to encourage undergraduate and graduate level academic pursuits for a career in healthcare and/or healthcare human resources. Scholarship awards are \$1,000 per individual per year, and may be used to pay for tuition, books, supplies, certification test and fees associated with academic pursuits in healthcare and or healthcare human resources. The Spring Term scholarship application deadline is approaching on November 1, 2018. Visit the HHRAM website to obtain the scholarship application form.

ASHHRA Update – Save the Date for #ASHHRA19

By Karen Gillespie, ASHRA Regional Consultant - Region 6



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HR Fun Facts

1. Humor Is More Important Than Pay

An industry-wide study of over 2,500 people found that 55% of workers would take less pay to have more fun at work. This means a majority of people would literally take a pay cut for a more light-hearted work environment.

2. A Sense of Humor Reduces Sick Days

Laughter boosts your immune system by enhancing your antibodies (which help fight infections) and increasing your immune cell count. This helps reduce your chances of illness and missing out on work.

3. Joking Around Does *Not* Distract People From Work

Worried that office humor will lead to distraction? Studies show increased humor in the workplace does not detract from people's productivity or their ability to complete tasks that require concentration.

4. Humorous Advertisements Are More Effective

On the marketing side, humor has been proven to make advertisements more memorable and increase the likelihood of the viewer taking action. Studies measuring advertisement awareness found that ads with humor had nearly 25% greater impact across the board.

5. Laughter Lowers Blood Pressure and Improves Blood Flow

Not only does laughter help your immune system, it also has an effect on your cardiovascular system. Laughter can lower your heart rate, reduce your blood pressure and even improve the function of your blood vessels; laughter causes an expansion of your endothelium (the tissue that forms the inner lining of your blood vessels), which improves blood flow and even reduces your chances of cardiovascular disease.

6. Supervisors Who Use Humor Are Perceived as Better Leaders

Leaders who integrate humor as part of their management style are not only proven to foster greater work performance, satisfaction and cohesion amongst workers, they are actually perceived as better leaders and managers. Subordinates also report experiencing greater work satisfaction when working with managers who integrate humor in their interactions.

7. Fun Environments Reduce Burnout and Turnover

Not surprisingly, humor in the workplace has been proven to enhance worker's coping mechanisms and reduce worker withdrawal and burnout. It has also been shown to improve employee retention and reduce overall rates of attrition.

8. Humor Boosts Creative Thinking

Humor has been proven to help develop creative thinking in various settings. Not only does it provide a more colorful environment, a playful office also helps encourage openness and diminish the fear of criticism towards outlandish or creative ideas. Even people who don't share their humor at the office are more relaxed about speaking up in settings where levity is encouraged.

