

## SEPTEMBER PROGRAM MEETING

### Introduction to Worksite Wellness

Speaker: Eric Moon, MA  
The Holmes Organisation

Tulsa Country Club  
701 North Union Avenue  
September 15, 2010

Program Meeting 11:15-1:00

Sponsored By:



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## TAHRA NEWS September 2010

### SEPTEMBER MEETING

### Introduction to Worksite Wellness

**Speaker: Eric Moon, MA, The Holmes Organisation**

With the increasing emphasis on wellness as a way to control health care costs, HR professionals are often tasked with creating and implementing a Worksite Wellness Program. Worksite Wellness refers to the education and activities that a worksite may do to promote healthy lifestyles to employees and their families. This month join TAHRA for a comprehensive look at Worksite Wellness Programs. Eric Moon, MA, Health and Wellness Coach for The



This program has been approved for 1.00 recertification credit hours toward General recertification through the Human Resource Certification Institute (HRCI). Please be sure to note the program ID number on your recertification application form. For more information about certification or recertification, please visit the HRCI website at [www.hrci.org](http://www.hrci.org). The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

Holmes Organisation will provide best practices for creating a wellness program for your company. He will discuss legal issues, a case for wellness, trends, benefits, initiatives, and possible federal incentives. HR professionals considering implementing a wellness program or offering an existing wellness program must attend this program. Make your company a healthier and happier place to work!

### Eric Moon, MA, The Holmes Organisation

*Eric Moon is the Health and Wellness Coach for The Holmes Organisation. My professional goal is a dynamic and multifaceted approach to helping people and businesses achieve success through better living and 'lifestyle' choices. Creating synergy through Health and Wellness creates positive results in any business as well as at home.*

#### **Eric's Educational and Professional Experience:**

*Master of Arts and Human Development - St. Mary's University, Minnesota, 2010*

*BS Journalism and Communications-Oklahoma State University*

*OK Certified Teacher – 11 years experience- History, Science, Coach-Cross country, Soccer and Track and Field*

*2008 Tulsa Community Foundation- Continuing Education Scholarship*

*2007 Midwest Regional Coach of the Year EAS sports nutrition National High School Athletic Coaches Association*

*2005 Oklahoma Region 7 Coach of the Year*

*Tulsa World, 2005 Coach of the year*

*2004 Best Buy Technology in the Classroom Award*

**WE NEED YOU!**  
**GET YOUR MESSAGE OUT**  
**TO THE LARGEST AREA**  
**POOL OF HR CONTACTS!**

### PROGRAM SPONSORS NEEDED

If your company is interested in being a sponsor or you know of a company that would be interested please contact Shahla Wright at 641-2579 or [sWright@cbizmmp.com](mailto:sWright@cbizmmp.com)



**Partner...and this spot  
COULD BE YOURS!**



## TAHRA PARTNER PROGRAM

Our corporate sponsors are a very critical element of TAHRA. The revenue gained from our sponsors and advertisers allows our organization to develop and present quality continuing education programs for our members, create opportunities for peer networking and enhance our overall contribution to the human resources profession.

### TAHRA Partners

TAHRA is pleased to introduce this opportunity to partner with our many supporters and sponsors by providing greater access to our membership and recognizing those that are truly our "Partners" as demonstrated by their continued support of our association and the industry we represent.

**Cost - \$500 annually**

### TAHRA Partner Benefits

All TAHRA Partners will have their corporate logos prominently displayed at each monthly luncheon. Additionally, they will also be recognized in a specific area of each monthly newsletter and the TAHRA chapter website. TAHRA averages 24 such events and exposures annually.

The best part of being a TAHRA Partner is the 15% discount off **all** sponsorship opportunities throughout the year, such as:

- Website Advertising (500+ members with access and TAHRA.org is open to the public)
- Website Vendor Directory, either Standard or Premium Listing
- E-Newsletter Advertising (500+ members with access)
- Program Sponsor (Average Attendance is 110)
- Annual Golf Tournament Sponsorship

**Potential Average Savings - \$1,020 annually!**

### TAHRA Partner Registration

Partner Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Send invoice to (check one): ☐ Fax ☐ Email ☐ Address \_\_\_\_\_

**Return Registration to:** Susan McGinnis, fax:(918) 369-5906 or email: [susan@benex.org](mailto:susan@benex.org)  
 or mail: Susan McGinnis, BenEx, 8516 E. 101<sup>st</sup>, Suite H, Tulsa, OK 74133.





# PRESIDENT'S LETTER

**Bryan Wempen**  
**2010 TAHRA President**

Wow, summer is already over and it has been the quickest June, July and August I can remember to date. For those wonderful members who read our newsletter month to month you will quickly notice that my observations, quips and updates have a somewhat randomness to them at times. The upside to my self-acclaimed randomness is it keeps things interesting (I hope) in that one never knows what I might share "next".

Well, I made it through my first program meeting as the TAHRA President with only a few stumbles and hiccups but hopefully it was enjoyable and valuable to everyone. My goal is to always have a two-way conversation about everything we do for the membership, so just a reminder to please reach to me or any board member if you have any feedback of any kind. We are very lucky to have an amazing Board of Directors and Committee Volunteers to assist in the planning and delivery of all the monthly and annual events that TAHRA is able to deliver for our members. FYI, we are always looking for more Volunteers and Volunteer Leaders to jump into the service for the organization. It's very rewarding as well as a lot of fun. Our annual nomination and voting for the Board of Directors is coming up quickly so please consider taking your TAHRA involvement to the next level as a Volunteer Leader on the Board of Directors. If you have an interest in being considered for a Board of Directors position, please contact Julie Odom – [admin@tahra.org](mailto:admin@tahra.org) or myself (Bryan Wempen) at [bryanw@peopleclues.com](mailto:bryanw@peopleclues.com) to schedule some time to discuss.

## Monthly Report:

- August Program Meeting (Journey Through the Americans with Disabilities Act - What You Need to Know) Attendance – 139
- Manager and Supervisor Workshop - Harassment and Discrimination Prevention Training for Supervisors and Managers Attendance – 92

## Membership #'s Report:

- August Membership – 501
- 2010 Membership Goal – 526

Chris Cable, VP of Membership for TAHRA shared that our 2010 Membership Drive is kicking into high-gear. His committee eagerly agreed to take the challenge of achieving possible our highest level ever and most definitely exceeding our membership goal for 2010. We are getting close to the goal number but there are three parts to the membership goal that I would like to share with you.

1. Recruiting New Members
2. Retaining Our Existing Members
3. Bring Back Our Former Members (We miss you!)

Recruiting and retaining our members are all about sharing in our wonderful HR community of education, introduction, collaboration and support.

One of the many things that I feel makes TAHRA unique is that we don't require our members to also be a member of the National HR Association a.k.a. SHRM (Society of Human Resource Management). The core purpose for "not" requiring joint membership is our commitment to the local Tulsa Area Human Resource professionals as well as those non-HR Professionals who are doing HR-related work for their company.

Personally, I am a member of the National (SHRM) along with many other TAHRA members 65% to be exact. The last couple of years I've struggled slightly on making the additional annual \$165 investment to be a SHRM member of which I've just found out will be increasing in 2011. I have reflected on why I'm hesitant in renewing with SHRM as the value I enjoy each year has always increased, so my conclusion is that I'm just being fiscally prudent in my how I spend my dollars. I will definitely continue to be both a SHRM and TAHRA member as I've also concluded in all this reflecting I've been doing that my access to all this HR knowledge as well as my Professional Development is absolutely worth the investment although I might need to cut out a few stops at the coffee shop in 2011.

Please check-out the Events Calendar as we need your assistance with several big events coming up in addition to our monthly outstanding Program Meeting and Learning Lab. Mark your calendar and phone a friend – about what September, October and November will be bringing our HR community and business leaders together for the following:

- Annual Golf Tournament – September 23rd
- Return-On-Inclusion Summit – October 6th
- TAHRA Employment Law and Practices Seminar – November 4th

Last but definitely not least I enjoyed meeting as many of you as I could at the August Program meeting. I look forward to seeing and meeting everyone throughout our busy fall schedule.

Bryan Wempen  
2010 TAHRA President



*Save The Date!*  
As a senior-level human resources  
professional at your organization, you're  
invited to join us for...

## **– Return on Inclusion – 2010 Summit for Business Leaders**

**Wednesday, October 6, 2010 at OSU-Tulsa\***

For the second year, this event - targeted to professionals like yourself, as well as your CEOs or other executives - is designed to discuss how investing in attracting, retaining and engaging the diverse workforce of the 21st century grows the bottom line – the Return on Inclusion, so to speak.

Make plans to join us for a motivating experience featuring business and community inclusion leaders from our region. You'll be hearing more about it soon, and your company leadership will be receiving an e-mailed formal invitation to this event. Please take a moment to ask them to attend. If you'd like us to send a note to them as well, please let us know.

This year's event will build on the success and feedback from last year's event, including providing useful tools for cultivating a diverse and productive workforce. We encourage you to bring your highest level executive and HR professional to the event.

**Thanks to the generosity of our sponsors, it is being presented at no cost to you.**

**Do not miss this summit!!!!**

Please Note: Space is limited.

For more information contact Grover Hall (general inquiries)  
at 918-855-4855, [grover.hall@williams.com](mailto:grover.hall@williams.com)  
or visit [www.roiok.org](http://www.roiok.org) for agenda & registration.

\*This event is pending HR continuing education credits





# MEMBERSHIP

## Chris Cable, VP Membership

With summer wrapping up, students going back to school and TAHRA resuming our monthly meetings, we are making a final push to grow our membership for 2010. Our current membership base has grown to 501 members. We still have time to grow our membership and need your help! Brandon Burris with Glendening McKenna Prescott & Robertson have donated \$500.00 to our membership campaign, which will be awarded in the form of \$100.00 gift cards at monthly TAHRA meetings. Anyone that refers a qualified potential member will go into the next month's drawing. We encourage everyone to take advantage of this opportunity to refer and connect TAHRA with HR professionals not engaged with our group!

The winner of a \$100.00 gift card for August was **Sunny Benjamin from OSU Medical Center!** Our next winner will be announced at the September meeting, so please refer HR professionals to join!

## WELCOME NEW MEMBERS...

Liz Wilson

Accufax

Linda Lyons

St. Joseph Hospital

Jennifer Tucker

Direct Energy

Catherine Cyran

NORDAM

Miranda Crow

DTAG



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Note our new address . . .

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Contact TAHRA member Brian Darnell at the next program meeting or call 289-2055



### DHS Issues Final Rule on Electronic Signature and Storage of Form I-9

On July 22, 2010, the U.S. Department of Homeland Security (DHS) published a final rule in the *Federal Register* amending an interim final rule on the electronic signature and storage of the Form I-9.

Like the interim final rule, the final rule permits employers to complete, sign, scan and store the Form I-9 electronically as long as certain performance standards set forth in the final rule for the electronic filing system are met.

- DHS noted that the final rule makes minor modifications to the interim final rule to clarify that employers:
- Must complete a Form I-9 within three business — not calendar — days.
- May use paper, electronic systems or a combination of paper and electronic systems.
- May change electronic storage systems as long as the systems meet the performance requirements of the regulations.
- Need not retain audit trails for each time a Form I-9 is viewed electronically, but only when the Form I-9 is created, completed, updated, modified, altered or corrected.
- May provide or transmit a confirmation of a Form I-9 transaction but are not required to do so unless the employee requests a copy.

DHS clarified that employers may, but are not required to, copy or make an electronic image of a document used to comply. It cautioned, though, that employers should apply consistent policies and procedures for all employees to avoid discrimination.

DHS noted that the Form I-9 and verification documentation may be stored in a separate Form I-9 file or as part of an employee's other employment records. In addition, only the pages of the Form I-9 containing employer- and employee-entered data need be retained. Other pages of the current form are instructions for completing the Form I-9 and need not be retained.

DHS agreed that it is unnecessary to require an audit trail to record every time a Form I-9 is simply viewed or accessed but not modified. When the Form I-9 is created or modified, though, a secure and permanent record must be created establishing the date of access, the identity of the individual who accessed the electronic record and the particular action taken.

DHS also amended the interim final rule to require an employer to provide or transmit a confirmation of the transaction only if an employee requests it.

One commenter noted that some companies process thousands of new employees annually; another noted that in the modern work environment many employees work off site. These commenters expressed concern that requiring paper receipts could be a significant burden to businesses. DHS officials did not think the requirement was unduly burdensome but amended the interim final rule in response to the comments.

Finally, DHS cautioned that providing the option of electronic preparation and storage does not alter the requirement that the employer physically examine any documentation provided by the employee in the presence of the employee prior to completing the Form I-9.

Should you have any questions regarding the information contained in this article, please do not hesitate to contact Kirk Turner at (918) 587-0101, or by email at [ktturner@newtonoconnor.com](mailto:ktturner@newtonoconnor.com).



### DOL Provides Guidance on Break Time for Nursing Mothers

Section 4207 of the Patient Protection and Affordable Care Act – better known as the Health Care Reform Bill – provides break time for nursing mothers. Unlike many provisions of the health care bill, which do not go into effect for several years, break times for nursing mothers went into effect as soon as President Obama signed the bill into law on March 23, 2010.

On July 23, 2010, the Department of Labor's Wage and Hour Division published a fact sheet which provides guidance to employers implementing this new break time requirement. Below are the highlights:

#### General Requirements

Employers are required to provide "reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk." Employers are also required to provide "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk."

The FLSA requirement of break time for nursing mothers to express breast milk does not preempt State laws that provide greater protections to employees (for example, providing compensated break time, providing break time for exempt employees, or providing break time beyond 1 year after the child's birth).

#### Time and Location of Breaks

Employers are required to provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary.

A bathroom, even if private, is not a permissible location under the Act. The location provided must be functional as a space for expressing breast milk. If the space is not dedicated solely to a nursing mother's use, it must be available when needed in order to meet the statutory requirement. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient if the space is shielded from view, and free from any intrusion from co-workers and the public.

#### Coverage and Compensation

Only employees who are not exempt from the FLSA's overtime pay requirements are entitled to breaks to express milk. While employers are not required under the FLSA to provide breaks to nursing mothers who are exempt from the overtime pay requirements of Section 7, they may be obligated to provide such breaks under State laws.

Employers with fewer than 50 employees are not subject to the FLSA break time requirement if compliance with the provision would impose an undue hardship. Whether compliance would be an undue hardship is determined by looking at the difficulty or expense of compliance for a specific employer in comparison to the size, financial resources, nature, and structure of the employer's business. All employees who work for the covered employer, regardless of work site, are counted when determining whether this exemption may apply.

Employers are not required under the FLSA to compensate nursing mothers for breaks taken for the purpose of expressing milk. However, where employers already provide compensated breaks, an employee who uses that break time to express milk must be compensated in the same way that other employees are compensated for break time. In addition, the FLSA's general requirement that the employee must be completely relieved from duty or else the time must be compensated as work time applies.

**Practice Pointer:** Employers should pay careful attention to this provision of the health care bill and the new requirements it imposes on covered employers.

Should you have any questions regarding the information contained in this article, please do not hesitate to contact Kirk Turner at (918) 587-0101, or by email at [kturner@newtonoconnor.com](mailto:kturner@newtonoconnor.com).



# SEPTEMBER LEARNING LAB

Patty Smith, VP Education

September 30th ♦ 2-4pm ♦ TTC Career Services Center ♦ Lemley Campus

This program has been approved for 2.00 recertification credit hours toward General recertification through the Human Resource Certification Institute (HRCI). Please be sure to note the program ID number on your recertification application form. For more information about certification or recertification, please visit the HRCI website at [www.hrci.org](http://www.hrci.org). The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



## Introduction to Mental Health First Aid

Presented by Jessica Heavin,  
Coordinator of Counseling Services at Rogers State University

*Mental illness contributes to absenteeism, lost productivity, poor morale, poor work relationships and an increase in medical expenses, resulting in millions of dollars of losses for employers every year. Human Resources professionals are often the tasked with addressing these issues, either directly by dealing with employees or indirectly by implementing or changing policies as a result of these issues. Join us for the September 30th Learning Lab where Jessica Heavin, Licensed Professional Counselor, will give an overview of Mental Health First Aid, a course designed to provide participants with information to aid in recognizing symptoms of mental illness and referring individuals to appropriate resources. This presentation will introduce the basic concepts of the 12 hour course and how it can be implemented in HR settings.*

At the completion of this presentation the participant will be able to:

- Describe the purpose of Mental Health First Aid (MHFA)
- Discuss the effectiveness of MHFA in recognizing mental disorders in a variety of settings
- Recognize how MHFA can be helpful to HR settings/professionals
- Identify the primary audiences for presentations on and training in MHFA

**Jessica Heavin** is the Coordinator of Counseling Services at Rogers State University where she provides mental health counseling for currently enrolled students as well as oversees counseling related prevention and education programs for students, faculty and staff. Jessica has extensive experience working with clients in a variety of settings such as residential treatment, public school systems and higher education where she has served as a direct care provider, counselor and trainer. She conducts training in the areas of Mental Health First Aid, QPR, stress management, substance abuse and other mental health related topics. Jessica holds a Master's degree in Clinical Psychology from Missouri State University and is a Licensed Professional Counselor as well as a National Certified Counselor.

## TAHRA Annual Golf Tournament

*It's not too late to register for the TAHRA Golf Tournament!*

Players and sponsors can register on our website.

**Thursday, September 23rd**  
**Shot-gun Start at 1:00 p.m.**  
**Battle Creek Golf Club**





# COMING ATTRACTIONS

## SEPTEMBER

September 15th – TAHRA PROGRAM MEETING – Introduction to Worksite Wellness  
Eric Moon, MA, The Holmes Organisation – 11:15 a.m.-1 p.m.



September 23rd – TAHRA Golf Classic – Battle Creek Golf Club

September 30th – TAHRA LEARNING LAB – Introduction to Mental Health First Aid – 2:00-4:00 p.m.  
TTC Career Services Center, Lemley Campus

## OCTOBER

October 6th – Return on Inclusion – Summit for Business Leaders – OSU-Tulsa  
– for more information visit [www.roiok.org](http://www.roiok.org) (See Page 4)

October 20th – TAHRA PROGRAM MEETING – 11:15 a.m.-1 p.m.

October 28th – TAHRA LEARNING LAB – 2:00-4:00 p.m.

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*To view the TAHRA Calendar and to register for events visit [www.tahra.org](http://www.tahra.org).*

### TAHRA EVENT CANCELLATION POLICY:

If you are unable to attend a TAHRA event, please cancel your reservation(s) by sending an e-mail to [admin@tahra.org](mailto:admin@tahra.org). Your e-mail must be received prior to the event registration deadline. If you do not cancel your registration before the deadline, you will be invoiced. An invoice will also be sent to those individuals that do not show for the event.

