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OKLAHOMA CITY
HUMAN RESOURCE SOCIETY
NEWSLETTER



June OCHRS 2008 Meeting

Topic: How to Investigate a Perspective Employee

Meeting Agenda:

11:15 – 11:30 Registration
11:30 – 12:00 Chapter News and Lunch
12:00 – 1:00 Entertainment

Presented by: Tammi Didlot

Date: Thursday, June 26, 2008
Place: Francis Tuttle Tech. Center
Reno Campus
7301 West Reno Ave.
Oklahoma City, OK 73127

Cost: \$20 for members
\$25 for non-members
\$9 member-student

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Tammi Didlot

**President/Owner of SelectForce, Inc.
Oklahoma City, Oklahoma**

Tammi Didlot has served as President of SelectForce since July 2000 and became owner in 2005. Ms. Didlot has more than 15 years experience in the information industry. Currently, she is responsible for the day-to-day management of all financial, marketing and sales activities for the SelectForce. Prior to joining SelectForce, Ms. Didlot worked for ChoicePoint (formerly Equifax Services) in various roles. She held the position of General Manager/Director/and AVP and worked in Oklahoma, Arizona, New Mexico, Utah and Kansas. She also served on the executive team as Vice President of Sales and Marketing. Ms. Didlot has a Bachelor of Science degree in Business Administration from Oklahoma State University. She is a member of Drug and Alcohol Industry Association (DATIA), Oklahoma School Business Officials (OASBO), Oklahoma State School Board Association (OSSBA), Oklahoma and National Cattlewomen's Association and the Sirloin Club. She has served on several committees for these organizations. She is a certified Breath Alcohol Technician Trainer and a certified Specimen Collection Trainer.

I will cover "How to Investigate a Perspective Employee". I have given this presentation to the Enid Chapter of Society of Human Resources – You could speak to Lesley Hofberger at Liberty of Oklahoma in Enid – 580-213-2700. I have also given this presentation to the Oklahoma Association of School Business Officials - you could speak with Jack Harrel – 888-339-1468.

Presentation Description:

This topic is directly related to the hiring process. There are several different types of actual searches that can be performed and each has an importance. I will cover these and help explain some significant differences. This will help those utilizing this information when making hiring decisions and when going through Inspections and Audits. I will also touch on Drug Screening and the various types of testing and differences.

I have a Power Point presentation and can provide my own audio visual equipment if needed.

I would love the opportunity to speak with your group.

Letter from the President

Greetings OCHRS Members,

I can't believe we are already to June of this year. Do you realize that we have had over 100 members attend each one of our meetings this year so far? This is so exciting!

What is your latest developmental activity? You don't have time? Well, make it part of your work day to give an opportunity for you or one of your staff members to do one of the following:

Development Activity (Making Work Your Learning Lab)

- Run a mgmt/staff meeting.
- Learn a new software application or skill.
- Present a report to your team/management.
- Troubleshoot problems (e.g. deal with an unhappy customer).
- Take on a large project with tight deadlines.
- Prepare a plan/procedure book for cross training others for your job.
- Telephone screen a potential new hire.
- Attend another staff/department's meeting.
- Meet with someone and interview them on their skills.
- Make peace with someone.
- Mentor a new/current employee.
- Become active in a professional organization.
- Serve on a community board (OCHRS is a good one).
- Become active in a volunteer organization.
- Coach children's sports.

There are some really great articles available for these types of activities. These are considered short term or small steps but there are many other ideas like this available as a resource through your SHRM membership.

Please plan on attending our OCHRS luncheon meeting again this month. We are planning some great speakers and will actually combine with other HR and business groups for our July meeting. What a great networking opportunity!

As always, it is wonderful to be a part of this exciting year, please let me or any board member know if you have any questions.

Sincerely,

**Kathleen Lyons, SPHR
OCHRS President 2008-2009**



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**FEDERAL JUDGE TEMPORARILY HALTS HARMFUL IMMIGRATION
PROVISIONS IN HB 1804 AND PROVIDES RESPITE FOR EMPLOYERS**

On June 4, 2008, the Chief Judge for the Western District of Oklahoma temporarily halted the implementation and enforcement of certain harmful sections of the Oklahoma Taxpayer and Citizen Protection Act of 2007 (HB 1804), providing a respite for employers facing imminent implementation of the bill's onerous anti-employer provisions. The Chamber and other plaintiffs sought a preliminary injunction to prevent the execution and enforcement of these portions of HB 1804 while the District Court hears the case.

Chief Judge Cauthron ruled that it is likely that the plaintiffs would be able to show that HB 1804 interferes with or is contrary to Section 1324a(h)(2) of the Immigration Control and Reform Act of 1986, which states that the "provisions of this section preempt any State or local law imposing civil or criminal sanctions...upon those who employ, or recruit for a fee for employment, unauthorized aliens."

The Court temporarily enjoined Sections 7(B) and 7(C) which would have gone into effect on July 1, 2008. Section 7(B) requires all contractors or subcontractors who contract with the State of Oklahoma to use an electronic employment eligibility verification system (an "EEEVS"), such as the US Department of Homeland Security's E-Verify system or social security number verification system (SSNVS) for all contracts that begin on or after July 1, 2008. Section 7(C) makes it "discriminatory practice" for any employer to discharge an employee who is a US citizen or permanent resident alien while retaining an employee who is or may be an undocumented alien unless the employer used an EEEVS.

Section 9 of HB 1804 went into effect on November 1, 2007 and requires all individual independent contractors to provide documentation to verify employment authorization or have the highest marginal state income tax rate withheld. Judge Cauthron held that the court has authority to enjoin this provision because it does not create a "new tax" and its "clear purpose" is to "regulate behavior, not raise revenue."

However, it is important to remember that the Court's ruling is, for now, only temporary and that it is limited to Sections 7(B), 7(C) and 9 of HB 1804. Other sections of HB 1804 remain in place and went into effect on November 7, 2007. Therefore, it is important to remember that the employment verification regulations and policies are "federal" and not impacted by the Court's decision. Employers should conduct internal Form I-9 audits, establish procedures to manage and accommodate the social security number "no-match" letters and develop human resource policies to incorporate immigration-related issues.

This article is intended to advise OCHRS members regarding legal developments of which they should be aware. It does not constitute legal advice and should not be used to resolve legal questions. Readers should contact their employment counsel with regard to specific factual situations before acting with regard to the subject matter of this article.



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Oklahoma City, OK

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August 21, 2008

Oklahoma City, OK

August 22, 2008

Tulsa, OK

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As an HR professional, manager or business owner, you must have a thorough understanding of the relevant laws and regulations that affect your workplace.

BLS employment law seminars provide you with the current, practical and comprehensive employment law information you need to minimize your company's risk. Examples of topics include:

- Recent developments and issues in labor and employment law
- Family and Medical Leave Act (FMLA)
- Occupational Safety and Health Administration (OSHA) investigations and compliance
- Americans with Disabilities Act (ADA) accommodations
- Workers' compensation law
- Immigration
- Employee screening
- Discipline / terminations
- Harassment investigation
- Wage and hour law



BLS employment law seminars are conducted by leading employment law attorneys from Crowe & Dunlevy, one of Oklahoma's largest law firms, who are not only known for their wide range of experience but also for their ability to convey critical information in engaging and easy-to-understand methods.

**PLEASE VISIT WEBSITE FOR INFORMATION REGARDING HRCI CREDIT
WWW.BUSINESSLAWSEMINARS.COM**



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A LESSON IN LEADERSHIP

Jay McCurry

Tip #1 - Grow from past mistakes and disappointments

I recently read one of my favorite research periodicals.... *Sports Illustrated*. In it Brett Favre was named Sportsman of the Year. Quick update on who Brett Favre is.

- He was the starting quarterback for the Greenbay Packers football team.
- He played for the University of Southern Mississippi for four years before being selected in the second round of the 1991 NFL Draft by the Atlanta Falcons..
- After one season with the Falcons, Favre was traded to the Green Bay Packers.
- He is the only three-time AP MVP (1995-97) in NFL history and has led the Packers to two Super Bowls: a victory against the New England Patriots in Super Bowl XXXI and to the Denver Broncos in Super Bowl XXXII.
- Favre is currently playing his 17th season in the NFL and has started every game since his first start for the Packers in 1992.
- His records include: most career NFL touchdowns passes (442), most career NFL passing yards (61,655), most career pass completions (5,377), most career pass attempts (8,758), most career NFL interceptions thrown (288), most consecutive starts among NFL quarterbacks (253, 273 total starts including playoffs), and most victories as a starting quarterback (160).

Pretty impressive! Yet after a 10 page endorsement and recognition in *SI*, Favre was asked the question what was his favorite memory of his career. He replied,

"I've got so many plays running through my mind, the funny thing it is not only about the touchdowns and the big victories. If I were to make a list, I would include the interceptions, the sacks, the really painful losses. Those times when I have been down, when I have been kicked around, I hold on to those. In a way those are the best times I have ever had, because that is when I have found out who I am. And what I want to be."

Great Leaders know that failure and disappointment is only an opportunity to grow, regroup and strengthen yourself.



40% of U.S. small businesses are not prepared for disasters.

► BUSINESS DISASTER PREPAREDNESS SEMINAR

Disaster preparation: natural (fire/tornado/ice); workplace violence; pandemic flu/illness

July 24th at 10:00 a.m. — Francis Tuttle Reno Campus

Cost: \$25

The OKC Human Resource Society (OCHRS) is having a luncheon program in conjunction with our event with a program on Succession Planning by Gabbard and Company. Registration for the Disaster Preparedness Seminar includes this luncheon program.

Brought to you by:



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Membership Corner

Please welcome our new members who joined in May 2008:

- Sara Ezell – Taylor Valve Technology
- Kevin Harper – Calvary Church
- Matt Swain – Ultimate Software
- Sharleen Cosmi – Chaparral Energy, LLC
- Russell High – Marlaw Systems
- Jared Smith - Student
- Sue Chase – Wood Group ESP, Inc.
- Karen Henderson – Francis Tuttle Technology Center
- Misty Fultz – Absentee Shawnee Tribe
- Damon Milligan – West Corporation
- Brooke Forrester – CPN Enterprises
- Faith Kuchyna – Staffmark
- Mike Mayzak - Jobdig

Would you like the opportunity to get to know your fellow members? We are seeking **VOLUNTEERS FOR MEMBER REGISTRATION**. If you are interested in helping during our busy meeting registration on a regular or occasional basis, please contact: Melanie.thompson@hlp solutions.com. Thank you for your support!

REMINDER: 2008 OCHRS Membership Renewals were due 1/31/08. If you have not renewed your chapter membership for 2008, please visit our website to renew.

The new dues for 2008:

- Member Renewal Fee (SHRM Member): \$50.00
- Affiliate Renewal Fee (Non-SHRM Member): \$125.00

Each member should have received an emailed invitation to renew your OCHRS membership. Each member or new member has the opportunity to pay online with a variety of payment options. This format takes the place of paper invoices mailed in the past. Memberships are renewable each January.

Membership Certificates

This year we are adding another service for our chapter members. We will be creating personalized membership certificates which will be distributed at our chapter meetings and by mail. We look forward to seeing you! **For more information or questions regarding membership or membership status, please contact:**

Melanie Thompson Stillinger, VP of Membership –
(405) 286-6444 melanie.thompson@hlp solutions.com.

Michelle Gibson, VP of Member Services –
(405) 841-6730 mjgibson@pinnaclebsi.com

Sharon Fulton, Chapter Administrator – (405) 706-6499
sharonfulton@airosurf.com



1900 NW Expressway, Suite 540
Oklahoma City, OK 73118
Phone 286-6444
Fax 286-6445

May 30, 2008

Announcement of Opportunities

- **Electrical Engineer – HVAC industry**
- **Electrical Engineer – *must have mobile parts experience; heavy machinery manufacturing***
- **Sales & Application Engineer – HVAC industry**
- **Application Engineer – Pump systems manufacturing**
- **Manufacturing Engineer**
- **Quality Manager – HVAC industry**
- **Quality Manager – Valve manufacturing**
- **Supply Chain Analyst/Statistician**
- **Customer Demand Planner**
- **Quotations Analyst**
- **Outside Sales Representative – Valves**
- **HR – Corporate Employee Relations**
- **HR – Peoplesoft Supervisor**
- **Field Recruiter – Fort Worth area**
- **IT- Security Administrator**
- **Food Technologist – Manufacturing**
- **Loss Mitigation Analyst**
- **Foreclosure Specialist**
- **Corporate Internal Audit Supervisor**
- **Staff Accountant - Manufacturing**
- **Metallurgist**
- **Executive Assistant – South OKC manufacturing**

For more information about these positions or to submit your resume by email, please visit our website: www.hlpsolutions.com.

What Counts for Strategic Management Credit for SPHR Recertification?

The Strategic Management domain of the [PHR/SPHR Body of Knowledge](#) encompasses those HR responsibilities that fall OUTSIDE of the traditional human resources function. Generally, if the subject matter is contained in one of the five other domains of the Body of Knowledge (Workforce Planning & Employment, Human Resource Development, Total Rewards, Employee and Labor Relations, and Risk Management), it belongs there and NOT in the Strategic Management Domain.

Continuing education in Strategic Management is designed to encourage HR professionals to learn more about "the business" in order to be able to make a greater contribution to organizational success. Therefore, if the main focus of the continuing education activity is business-related (i.e. educating the HR professional in relevant aspects of finance, marketing, information technology, etc) it is considered Strategic Management. Similarly, information related to the general business environment, such as industry practices and developments, technological developments, economic environment, and labor pool/demographic trends, would also qualify. Courses whose primary focus involves strategic planning, budgeting, corporate social responsibility, corporate governance/ethics and due diligence for mergers & acquisitions are other examples.

Another component of Strategic Management is the alignment of HR goals with organizational goals. Therefore, if the primary focus of an activity is aligning human capital activities with the business plan, it crosses into the Strategic Management domain. Some examples include developing metrics to measure HR's contributions, integrating technology into HR applications, and establishing leadership development systems tied to organizational goals.

It is important to note that taking a "strategic approach" to an issue or developing a "strategy" does not qualify an activity for Strategic Management credit. Additionally, if a course is designated as Strategic Management, it does not mean that it is necessarily a "senior-level" presentation or one that is more important than another. It does mean that the primary focus of the course is tied to overall organizational operations and the subject matter goes beyond traditional "HR-related" topics.

Anyone whose SPHR certification cycle ends in 2006 or later is required to record 15 strategic management hours in order to recertify their designation. Because HRCI receives a lot of questions about what activities qualify for strategic management credit hours, we thought it might be helpful to provide the pointers found below. In addition we've compiled a list of sample activities, essay contest samples and held Virtual Counselor sessions on the topic.

First, it is highly recommended that certificants review pages 11-17 of the HRCI Recertification Handbook. Here you will find examples of different strategic-level activities. It is also recommended that you cite the specific functional responsibility area (01-18 under the "Strategic Management" section of the PHR/SPHR Body of Knowledge) when providing a description of the activity in your recertification application. This exercise alone can frequently help you to determine if an activity is strategic in nature.

Cont.

When filling out your application make sure to include enough detail in your activity description for the application reviewer to make a determination on whether the activity meets the requirement of being strategic. The title of an activity or course often does not provide enough detail to make a decision.

Strategic management responsibilities are defined as: "Developing, contributing to, and supporting the organization's mission, vision, values, strategic goals, and objectives; formulating policies; guiding and leading the change process; and evaluating HR's contributions to organizational effectiveness."

Here are some questions to ask yourself when deciding whether an activity should be submitted as "strategic"

- How was the activity grassroots or legislative in nature?
- If you developed a program that encouraged your company or its employees to give back to the community, how did it contribute to your organization's strategic goals and objectives?
- How did the activity influence a major organizational change and how did that impact the bottom line?
- How did the activity influence leadership training, change management following a major transition, or set ethical standards for your organization?
- How did you measure the business impact and the ROI for your organization?

It is also important to understand what is NOT considered to be a strategic management activity. Here are some examples:

- Courses that instruct professionals on how to do their jobs, for instance communications techniques, customer service or time management.
- Conventional "HR-related" seminars and workshops. (These will often qualify for general recertification credit hours, but not strategic management).
- Participating in, rather than developing, community-related activities.
- Community involvement unrelated to your organization's mission (e.g., being a Girl Scout Leader).
- Implementing an initiative that others have developed.
- Establishing or initiating standard HR programs, such as performance review policies or selecting a health care provider.
- Activities that bring your organization into compliance with established labor laws and/or regulations.

Remember, your recertification application should clearly demonstrate why each activity should be awarded strategic management hours. The more detailed a description you give that supports your case, the more likely it will be awarded strategic management credits. If it is determined that your activity does not qualify for strategic management credit our recertification specialists may reassign it toward general recertification credits



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