



**November 19, 2009 Dinner Speaker**

Register at [www.skcnhrma.org](http://www.skcnhrma.org)

## 5 Easy Ways for Employees to Rip Off Employers

Dale Bonn will be presenting common schemes and methods employees use to steal or defraud a company and will give steps employers can take to prevent such behavior. The presentation will also review warning signs; best practices to prevent and detect fraud in the workplace as well as how to handle investigations. This presentation will cover employee rights, employer responsibilities, behavioral red flags and recent state case law.

**Dale W. Bonn, CPA, CFE**, began her career in public accounting at a regional certified public accounting firm in the Midwest after graduating from the University of North Dakota in 1980. She has been a CPA since then and joined Vine Dahlen PLLC as a Member in 1986. Her love of forensic accounting and investigating accounting fraud for her clients led her to become a Certified Fraud Examiner in 2002. Dale's significant career experience includes consulting and training in forensic accounting, estate tax preparation and consulting, pension plan consulting and preparation, plus audit, accounting, and tax preparation for the following industries: manufacturing, professional services, retail and wholesale trade, real estate, construction, medical as well as individuals and estates.

Dale is a member of the American Institute of Certified Public Accountants, having served on the AICPA Peer Review Board and then chaired the Peer Review Standards Subcommittee. The AICPA is one of the governing bodies that regulate the accounting industry. She is also a member of the Washington Society of Certified Public Accountants, having served on the Board of Directors and the Quality Review Executive Committee. She is a member of the Association of Certified Fraud Examiners. She received the Pacific Northwest Chapter of CFE's Distinguished Achievement Award for 2007.

Dale has provided forensic accounting services to many closely held businesses in King and Snohomish Counties, providing reports to insurance companies, attorneys, and prosecutors to be used in civil and criminal proceedings. She also provides training to clients and business organizations to teach the owners the signs of fraud and provides them with simple steps they can take to reduce their chances of having an employee embezzle.

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### Upcoming Meetings:

December 17, 2009  
**Social Networking**

January 21, 2009

**TBD**

## **President's Letter**

The holiday season has arrived! Each year my resolution is to plan for the holidays so the time is less hectic, which never happens. For many people this is a time of worry and stress as the holidays add one more burden on top of an already full schedule. As HR practitioners we have to deal with our own stress and then the stress of slower business, tighter budgets for next year and the company holiday party. There are many stories about company parties but, we all know that the relaxed atmosphere causes some to forget that company parties are still a company function. Many years ago I was told by a mentor that I had two choices; either educate or investigate and litigate. Distributing a short list of behavior expectations in advance was my preferred method of education.

Even though the holidays are hectic and stressful there is one place to retreat to and compare notes. Your chapter meetings always give you the opportunity for ninety minutes of interaction with other HR folks and an educational program. We intentionally try to keep the chapter business and announcements short to provide more time for book drawings and the guest presenters. The final two meetings of 2009 will be a dinner on November 19<sup>th</sup> with a presentation of how employees steal from their employers and a breakfast on December 17<sup>th</sup> with a presentation on social networking. Come on out to one or both of the meetings and finish up the year with your chapter. Come share your best company party disaster stories with others in the chapter. Remember, it is easier than ever to register online, securing the early discounted registration rate, with the option of using your credit/debit card, EFT, or a PayPal account. (Both options are found on the PayPal registration site.)

On another note I want to congratulate the Sip 'n Shop committee on another successful event. I have received many positive comments on the event and silent auction. Funds donated to the Kent Food Bank and Emergency Services will be very beneficial during this holiday season.

See you at a meeting!

Bryan Price  
President



## **Call for Election-SKHRA Board Position Elections Coming**

The annual election of the 2010 South King County Human Resource Association board positions will take place at the November chapter meeting. We encourage you to consider adding your name to the ballot for either an open position or alongside another candidate. This is an excellent opportunity to gain both board experience and earn HRCI credits toward re-certification, plus no prior experience is required. If you are interested in volunteering in a board leadership position, please contact Bryan Price at [bwprice@comcast.net](mailto:bwprice@comcast.net) or at 206 276-9477. Board members who complete their year long term receive HRCI certification credits.

<b>2009 Chapter Meetings</b>			<b>2009 Board Meetings</b>	
CenterPoint Conference Center All meetings are held on Thursdays			Washington Employers, Inc., Kent If not on the Board but interested in attending a meeting, please contact Bryan Price at 206-276-9477	
November 19, 2009	Dinner	5:15 pm - 7:00 pm	November 13, 2009	7:15 am - 8:30 am
December 17, 2009	Breakfast	7:15 am - 9:00 am	December 11, 2009	7:15 am - 8:30 am
<b>*Altered schedule due to room availability</b>				

### *Website Design by Roger Gervin*



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 253.839.8059

Website and Blog Design  
 Website and Blog Programming  
 Website and Blog Consulting  
 PayPal Connection  
 Microsoft Access Programming  
 Microsoft Excel Programming



## Meeting Registration via PayPal **Includes Credit/Debit/EFT Options**

As announced in last month's newsletter, advance registration for our chapter meetings and other special events are now done via PayPal. This will enable our members and guests to choose whether to pay via a pre-established PayPal account or, to **manually enter credit/debit card or electronic fund transfer (EFT) information online, if you don't have or wish to set up, a PayPal account.**

Credit cards will no longer be accepted at the registration desk. People who choose to attend a meeting without registering prior to arrival will need to pay by check or cash at the door.

Meal Deal cardholders must also pre-register online via the PayPal site to ensure we have adequate seating, order enough food, have sufficient presentation materials and have an accurate registration report.

We've already had several people sign up for our next meeting using the PayPal site and it seems to be working great for all involved. If you have suggestions or comments about our new PayPal registration process, please let us know at our monthly meetings. *We hope to see you at a meeting soon!*



## 5th Annual "Sip 'n Shop" Great Fun and a Huge Success!

Thanks to all who made our 5<sup>th</sup> Annual Sip 'n Shop successful. We're still tallying the final results, but it looks like this will be our best year yet!

We'd like to give special thanks to all of our auction donors as well as our sponsors:



Our December newsletter will have a complete summary of this year's Sip 'n Shop, plus a list of our donors as we encourage you to frequent businesses who give back to our community.

## **Kent's CodeRED Emergency Notification System Operational**

### **Residents and Businesses Urged to Enter Contact Information into Online Database**

**KENT, Wash. - September 23, 2009** - The City of Kent announces its new "reverse 9-1-1" emergency notification system is now operational. Residents and business owners within Kent's city limits are urged to enter their contact information online at [www.kentCodeRED.com](http://www.kentCodeRED.com).

Called "CodeRED", the system gives City officials the ability to deliver urgent pre-recorded telephone, cell phone, email or text messages to targeted areas, or the entire community, at a rate of up to 60,000 per hour.

Kent's Emergency Manager, Dominic Marzano said the system is a great way to notify residents during emergencies. "It will be especially useful should we have flooding this winter."

Messages could be sent for emergencies including hazardous material spills, illness outbreaks or other urgent situations such as a missing person.

All messages will begin with "This is an emergency CodeRED message from the City of Kent." If a phone is not answered, the system will try again, up to three times, leaving a message on the final attempt.

Marzano said the system is capable of sending messages in a text format to hearing-impaired individual's using TTY/TDD equipment. "It also allows the ability to record more than one message to accommodate multiple languages."

Marzano cautioned that the system is only as good as the database supporting it. "While CodeRED begins with an existing database of telephone numbers, no one should automatically assume his or her phone number is included." "If your information is not in the database, you will not be contacted."

The following individuals are urged to add their information to the database.

- All businesses
- Residents with unlisted phone numbers
- Residents who have changed their phone number or address within the last year
- Residents who use a cellular phone as their primary phone
- Residents who have recently moved, but kept the same listed or unlisted phone number
- Residents who wish to receive text and/or email messages in addition to telephone calls
- Residents who receive their phone service over the Internet

CodeRED is a geographically-based notification system, which means street addresses are needed to select which phone numbers will receive emergency notification calls in a specific emergency. An associated street address is needed for cell phone numbers.

Requested information includes first and last name, street address (physical address—no PO boxes), city, state, zip code, primary phone numbers and additional phone numbers and email address (optional). Residents and businesses may also choose to receive text or email

messages about emergencies, in addition to telephone calls.

CodeRED gives those who want to be included an easy and secure method for doing so, and the information will only be used for emergency notification purposes. Residents and businesses may also opt out of the system entirely if they so choose.

Those without Internet access may contact Kent Emergency Management at **253-856-4440**, Monday through Friday, 7:00 a.m. to 5:00 p.m. to request a registration form by mail.

**Contact:**

Michelle Witham, City of Kent  
253-856-5709  
[mwitham@ci.kent.wa.us](mailto:mwitham@ci.kent.wa.us)

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## **JOB BANK**

Have You Checked The Job Bank Lately?

The South King County HRA Job Bank is a resource for companies to list local human resource job opportunities and for job seekers to find those opportunities. It is easy to access through the chapter website at [www.skcnhrma.org](http://www.skcnhrma.org). Simply click on "Job Bank" located on the right side of the blue menu bar at the top of the home page. Click on "Select Here" on the next page to go directly to the job bank site.

The SKCHRA job bank postings are free to organizations and it is a good place to post South King County human resource positions.

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## **Make Sure Your Staff is Safe After A Flooding Event**

Flooding issues on your mind? Even if your organization has prepared for the worst, written its emergency plan, business continuity plan, stocked up on supplies and have the latest technology to keep informed of any flooding hazards, there is still a vital piece of the puzzle all HR people should consider; their people.

Whether you are an HR Specialist, Generalist, Manager, Supervisor or Director, you need to understand disaster psychology and how it can affect staff. How will an event of great magnitude such as an earthquake or significant flooding affect your employees?

Critical Incident Stress Management (CISM) is a way to help debrief individuals or groups after a catastrophic event. CISM is a way in which counselors help people cope with a situation that is abnormal.

Many Employee Assistance Programs (EAPs) have CISM trained staff that can help your organization after a disaster. Not only are they helpful after a flooding event, a CISM trained professional can help your employees cope with a sudden illness or death in the organization, layoffs, and other events that happen.

You may wish to contact your EAP plan and ask if they offer Critical Incident Stress Management before an event occurs. Ask what it would entail to have someone come out and counsel your staff. Ask who is specially trained to handle people after a significant event occurs. You might want to do this now to find out how much it costs, how much time it will take and how soon after an event someone could be onsite for a debrief.

For more information on Critical Incident Stress Management, see [www.icsif.org](http://www.icsif.org) for articles and information on how to arrange to have a trained professional visit your company. If you are interested in being certified in CISM, please contact Annette Coder at [annettec@multi-servicecenter.com](mailto:annettec@multi-servicecenter.com) or 253-835-7678 ext 106. Both Annette and her husband James Coder are trainers of Critical Incident Stress Management for individuals and groups.

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## **New Chapter Members**

Please welcome the following new member who has designated South King County as their chapter.

- Jody Janes, HR Manager, Mission Foods



Welcome

## **A World of HR Information ... Free ... Delivered to Your E-mailbox**

SHRM has a variety of free newsletters that keep members and others up-to-date with events and issues affecting the HR profession, as well as recent additions to the SHRM web site. These newsletters are FREE.

### **HR Week**

*HR Week* offers a weekly roundup of HR news, issues affecting the profession and additions to the SHRM web site. With more than 300,000 subscribers, *HR Week* is one of the leading periodicals for the HR profession.

- [Subscribe to HR Week](#)
- [Recent issues of HR Week](#)

### **Compensation & Benefits**

Compensation and benefits issues are of paramount importance to employers. The *Compensation & Benefits Update* e-newsletter offers information on the latest trends and best practices from employers that are controlling cost and rewarding employees effectively.

- [Subscribe to the Compensation & Benefits e-newsletter](#)
- [Compensation Discipline Area || Benefits Discipline Area](#)

### **Diversity**

This publication offers links to articles on workplace diversity initiatives, as well as ideas on how to measure the efficiency of such efforts.

- [Subscribe to the Diversity e-newsletter](#)
- [Diversity Discipline Area](#)

### **Global HR**

The Global HR newsletter is published twice-per-month by SHRM's Global discipline area. The newsletter mirrors this online community's focus on international HR management issues, as well as development in global employment laws and best practices.

- [Subscribe to the Global HR e-newsletter](#)
- [Global HR Discipline Area](#)

### **HR Job Seekers**

Published in conjunction with SHRM's HR Jobs service, the leading source of jobs and candidates within the HR profession, this monthly newsletter provides tips for taking your HR career to the next level, from both career experts and your peers in HR.

- [Subscribe to the HR Job Seekers e-newsletter](#)
- [SHRM's HR Jobs](#)

## **HR Technology**

Keep up with what's happening in the world of HR high-tech with SHRM's *HR Technology Briefing*. Features include web site updates, product announcements and the latest news.

- [\*\*Subscribe to the HR Technology e-newsletter\*\*](#)
- [\*\*HR Technology Discipline Area\*\*](#)

## **Organizational and Employee Development Update**

This monthly newsletter offers links to articles on organizational and employee development initiatives, as well as tips on calculating the ROI of these efforts.

- [\*\*Subscribe to the Organizational and Employee Development e-newsletter\*\*](#)
- [\*\*Organizational and Employee Development Discipline Area\*\*](#)

## **Safety & Security**

SHRM's Safety & Security e-newsletter offers links to articles, webcasts and resources on workplace safety issues. This bi-monthly publication includes updates on OSHA initiatives, tips for keeping your workplace safe and more.

- [\*\*Subscribe to the Safety & Security e-newsletter\*\*](#)
- [\*\*Safety & Security Discipline Area\*\*](#)

## **Staffing Management**

SHRM's Staffing Management e-newsletter tracks developments in corporate recruiting and employee retention. In addition to highlighting new feature articles and webcasts about these topics, this monthly update provides current news and information produced by SHRM and others that keep members abreast of the latest employment news and trends.

- [\*\*Subscribe to the Staffing Management e-newsletter\*\*](#)
- [\*\*Staffing Management Discipline Area\*\*](#)

## **Workplace Law**

SHRM's *Workplace Law Bulletin* offers summaries of legal decisions, legislative and regulatory news and analysis of what they mean for your organization. It also provides you with bookmarks to new legal resources on the SHRM web site.

- [\*\*Subscribe to Workplace Law Update\*\*](#)
- [\*\*Legal Issues Area\*\*](#)

## **SHRMStore**

The SHRMStore E-mail describes new additions to the SHRMStore catalog, highlights books that are of interest to HR professionals and lets readers know about special offers and other discounts.

- [\*\*Subscribe to SHRMStore E-mail\*\*](#)
- [\*\*SHRMStore\*\*](#)

## Meeting Registration

Date: **November 19, 2009**

Time: 5:15 p.m. Registration & Networking

5:45 p.m. – 7:00 p.m. Program

Place: **CenterPoint Conference Center**

20809 – 72<sup>nd</sup> Ave S  
Kent, WA 98032

**Pre-Registration Cost:**

\$20.00 SHRM Members & Sponsored Guests

\$24.00 Non-SHRM Members

\$10.00 SHRM Student Members

**Late or Door Registration Cost:**

\$25.00 SHRM Members & Sponsored Guests

\$29.00 Non-SHRM Members

\$15.00 SHRM Student Members

Please register at:

<http://www.skcnhrma.org/meetingregistrationform.html>

**Note:** Meal Deal Card holders must still register in advance in order to provide us with an accurate headcount.

If you choose to attend a chapter meeting without registering in advance you will need to pay cash at the door or by a personal or company check made out to **SKCHRA**.

If you must cancel, call Gail Gervin at (206) 664-7246. Refunds are only available for registration cancellations made prior to the pre-registration deadline.

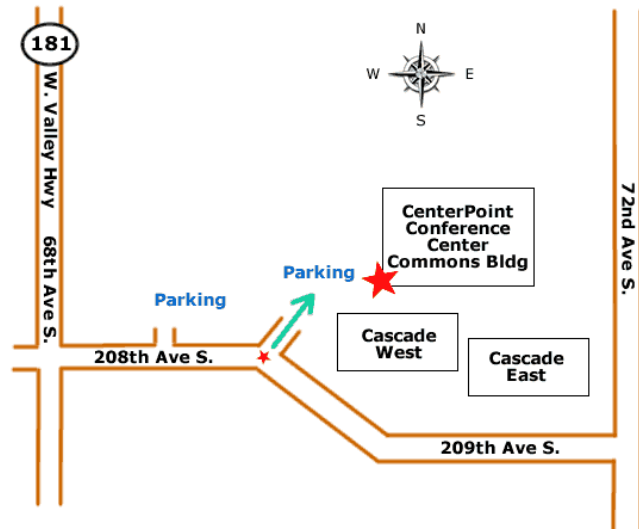
Cancellations occurring within 3 business days of the meeting are not eligible for registration refunds, as the chapter must pay for the headcount guaranteed to our vendors. We suggest you send another representative from your organization.

Chapter Meeting

**Nov 19, 2009**

Pre-registration Deadline:  
Monday Nov. 16, 2009, 12:00 Noon  
CenterPoint Conference Center  
20809 72<sup>nd</sup> Ave S.  
Kent, WA 98032

**The best way** to find us is to travel via WA 181 (also referred to as West Valley Hwy and 68th Ave. S.)... then turn east onto 208th Ave. S... then left into the parking area when 208th comes to a "Y" shaped intersection.





**SKCHRA**

## 2009 Board of Directors

President	Bryan Price, SPHR	206-276-9477	bwprice@comcast.net
President Elect	Rockie Ward, PHR	253-796-6111	rockiew@omax.com
Secretary	Rhonda Kelly, PHR	425-981-1292	rhondak@rainier.com.
Treasurer	Pam Gibbons, SPHR	253-458-3483	pamg@exoticmetals.com
Foundation Chair	Diane Finley	206-248-0010	diane@winstaffing.com
Programs Co-Chair	Jacque Edelen, PHR	206-664-7238	jbedelen@wa-emp.com
Programs Co-Chair	Heather Smith, SPHR	206-802-1516	smith_hc@hotmail.com
Membership Chair	Leigh Booth, SPHR	425-235-2750 x223	LBooth@aimseattle.com
Membership Chair	Greg Carpenter, SPHR	206-834-9758	gwcarpenter@gmail.com
Legislative	Gail Gervin, PHR	206-664-7246	gailgervin@wa-emp.com
HRCI Accreditation	Jim Cassidy, SPHR	206-714-5889	jim.cassidy@7-11.com
Arrangements	Gail Gervin, PHR	206-664-7246	gailervin@wa-emp.com
Newsletter	Rebecca Shorrock, PHR	253-867-3230	rshorrock@petrocard.com
Diversity Coordinator	Erin Colwell, PHR	253-661-7805 x203	erin.colwell@orionworks.org
Workforce Readiness	Annette Coder, PHR	253-835-7678 x106	annettec@multi-servicecenter.com

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