



# South King County Human Resource Association



Issue: April 2010

**April 15, 2010 Lunch Speaker**

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



## **HR's Role in a Disaster or Emergency**

What will your organization do if your employees and/or clients have to stay at your facility for 72 hours (3 days) following a disaster? Being prepared goes far beyond band aids and flashlights. Does your company currently have a disaster mission statement and an emergency plan with clear policies in place for employees, visitors, clients, and/or volunteers? Does your organization have personnel trained in emergency/disaster preparedness and response?

Come join us as we simulate an emergency and have you role play. In this interactive course you will work in teams to strategically respond to an event. You will also learn the Top Five questions HR must ask their management team in order to prepare their organization for a disaster or an emergency. If your company does not have an emergency plan now, you will want to create one after attending this meeting! Participants also will receive plenty of handouts from the WA State Emergency Management division for both business and personal use.

About the meeting presenters:

Annette and James Coder created Emergency Response Geeks, an online blog with disaster and emergency preparedness information. Emergency Response Geeks also consults by teaching companies how to prepare for the first 72 hours and beyond to quickly bring businesses back online. Both Annette and James have specialized emergency response training through WA State Emergency Management, Dept. of Homeland Security and FEMA's Emergency Management Institute. They spent one week in Emmitsburg, MD, at FEMA's institute in a specialized training for emergency/disaster preparedness.

### **Inside this Issue:**

President's Letter	2
Sip 'n Shop 2010	5,6
Scholarship	7,8
HR Conferences	9,10
Meal Deal 2010	12
Meeting Registration	14
2010 Board Members	15

### **Upcoming Meetings:**

May 20, 2010  
Dinner Meeting  
**Decoding Tax-Free  
Benefits and Healthcare  
Compliance**

June 17, 2010  
Breakfast Meeting  
**Financial Incentives for  
Hiring Disabled Workers**

James has been a business consultant for over 30 years and now specializes in emergency preparedness and business continuity planning. Annette is a PHR and is currently the HR/Safety/Emergency Response Manager for a large south end non-profit organization. Both are members of WA State Emergency Management Association, CERT trainers, NET trainers, amateur radio operators and ARES members, and volunteers for Federal Way's CAT (CERT Advanced Team).

## **President's Letter**

We have set the clocks forward and spring is here. The weather is changing for the better and we are going to be pulling off those heavy coats and getting rid of the dark colored clothing; trading them in for the bright colors, bright prints and light weight fabrics. As the flowers are starting to bud and open their blooms we see the blossoming cherry trees that are so beautiful. The days are getting longer and we are starting to see more bugs flying around. Yes, with the change of weather we get more of nature's creatures coming to spend time with us. When you take a deep breath you can smell spring in the air.

Alright, I just needed to take you there because I love this time of the year. The allergies kill me, but I love seeing the season change and especially love watching my roses grow and share their fragrance. When I was growing up in Chicago there weren't a lot of flowers blooming in my neighborhood. That's when I promised myself that I would have as many rose bushes in my yard as I wanted. Don't get me wrong, we had grass and a lot of trees around us but nothing like the wonderful colors that bloom in the northwest and certainly not to the extent I see every spring. Well, I think there are about 20 rose bushes in my yard now. That is probably why my family has now banned me from purchasing any more rose bushes! I don't know about you, but it's something about this time of the year that makes me stop and enjoy the scenery and take in the sites around me.

The older I get, the more I look at my job the same way as I look at spring time. I love the challenges I face because it helps me grow and gain the knowledge that's needed to be an expert in the field. What I'm not too thrilled about are the bugs that want to hang out around the rhododendrons and the buds on the rose bushes. The bugs are the challenges that I face from day to day while performing my job. Over the years I have learned to embrace each new challenge because, "it only makes you stronger." So I must remind myself that some bugs are good for the flowers.

This is a great time to clean out our HR closets and look at our practices to see if some of the processes need updating. We may even need to purge the files and make room for new ones. Why not dust off those outdated reference materials that we have taking up space on our bookshelves that we haven't opened for years.

Remember to take a little time for yourself this spring and summer. The days are getting longer but don't spend the extra daylight just working; take some time and smell the roses and enjoy the sunshine. Every now and then take a few deep breaths and smell the fresh air. Do something that makes you happy and smile.

Send me an email and let me know what your favorite springtime activity is.

Rockie Ward  
President

*"Items in SKCHRA's newsletter are for information only and not intended to render legal advice. Material contained herein may not be reprinted without the permission of SKCHRA."*

# Your Calendar

2010 Chapter Meetings			2010 Board Meetings	
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 Rockie Ward @253-796-6111	
April 15, 2010	Lunch	11:15 am - 1:00 pm	April 9, 2010	7:15 am - 8:30 am
May 20, 2010	Dinner	5:15 pm - 7:00 pm	May 14, 2010	7:15 am - 8:30 am
June 17, 2010	Breakfast	7:15 am - 9:00 am	June 11, 2010	7:15 am - 8:30 am
July 15, 2010	Lunch	11:15 am - 1:00 pm	July 9, 2010	7:15 am - 8:30 am
August NO MEETING			August 2010	TBD
September 16, 2010	Dinner	5:15 pm - 7:00 pm	September 10, 2010	7:15 am - 8:30 am
October 21, 2010	Breakfast	7:15 am - 9:00 am	October 8, 2010	7:15 am - 8:30 am
November 18, 2010	Breakfast	7:15 am - 9:00 am	November 12, 2010	7:15 am - 8:30 am
December 16, 2010	Lunch	11:15 am - 1:00 pm	December 10, 2010	7:15 am - 8:30 am

## Website Design by Roger Gervin



Roger Gervin  
www.rgervin.com  
roger@rgervin.com  
253.839.8059

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

# Give to Less Fortunate Community Members April 15<sup>th</sup> Meeting

The South King County Human Resource Association will be holding its annual clothing drive on April 15, 2010. As a thank you for your donation of two toiletry items, gently used clothing, or a career outfit, members of our chapter will only have to pay \$5.00 to attend the April chapter meeting. Proceeds of this year's clothing drive will be donated to the Federal Way Multi-Service Center.

The Federal Way Multi-Service Center helps families that live in South King and Pierce County with a clothing bank and basic essentials to assist those in need to return them to the workforce. They allow men, women and children to visit the clothing bank once each month. Items available include toiletries, coats, shoes, professional clothing, linens, and small household items. Professional clothing is available to individuals seeking employment or trying to retain a job.

## Clothing Bank Needs:

SKCHRA would like to focus on professional / business casual clothing although; all clothing and basic essential items will be accepted if in clean and usable condition. Particular items currently in critical demand include:

- Men's shirts, pants, vests and suit jackets
- Women's business outfits and accessories
- Shoes and coats for men and women
- Children's clothing, shoes and coats
- Sundries and toiletries: can openers, sanitary products, diapers, baby formula, toothpaste & toothbrushes, shampoo, soap, toilet paper, deodorant, etc.

The Clothing Bank is located at Located at 120 S. 336<sup>th</sup> Street, Federal Way, WA 253-838-6810 All low income residents of South King County are welcome. However, we would like to encourage donations of professional clothing to assist those who are seeking a jobs or maintain employment.

Consider cleaning out your closets and asking your co-workers to do the same. Your donations will be collected at the April 15<sup>th</sup> chapter luncheon and delivered to the Multi-Service Center..... it is that easy to help those less fortunate.

If you have any questions, please call me at 253-973-5076.

Thank you,  
Jacquie b Edelen, PHR  
Diversity Chair



**REMEMBER! "BRING A BAG" (donation) AND PAY JUST \$5.00 TO ATTEND THE APRIL CHAPTER MEETING IF YOU ARE A SKCHRA MEMBER**

**2010 Sip 'n' Shop**  
**Benefitting Kent Youth and Family Services**  
**1<sup>st</sup> Committee Volunteer Meeting April 8th**

Our 6<sup>th</sup> Annual Sip 'n' Shop Silent Auction and Social is scheduled for Thursday, October 14, 2010, at the Kent Senior Center.

**This year we are please to have Kent Youth and Family Services  
as our primary recipient of net proceeds from this event.**

How was Kent Youth and Family Services chosen? As Human Resources professionals we recognize that many times non-work-related issues, often involving challenges with children and other family issues, can directly affect our employees and by extension, our companies. Employee absenteeism, quality issues and even turnover is often a result from an employee's distraction with family issues. When help is available from an agency such as Kent Youth and Family Services, the positive impact can be immediate and noticeable. Even if the problems aren't resolved over night, just knowing that help is available and a plan is in place can be a big relief for families and provide optimism for our affected employees.

The goal of Kent Youth and Family Services is to empower youth and their families to meet their needs while being committed and responsible to the citizens of the Kent and Covington communities. They are an organization that has outreach and support throughout South King County. Programs offered include those for children after school, evening drop-in substance abuse, Head Start/ECEAP, recreation and education. They also provide transitional housing for single, homeless, extremely low-income youth and young adult mothers with children. To learn more about this community organization that's been in business for 39 years, visit their website [www.kyfs.org](http://www.kyfs.org).

As in past years, our Sip 'n' Shop will also fund a scholarship for a South King County resident furthering their education in the field of Human Resources as well as our chapter donation to the SHRM Foundation.

To make this Sip 'n' Shop truly successful, we need your help! If you have been looking for a way to become more involved with our HR chapter - and have fun while doing so! - consider volunteering to help with this year's Sip 'n' Shop. We welcome new ideas and greater involvement.

We're already starting to plan. Depending on your interests, you could:

- Volunteer to help *prior* to the event with publicity, food and beverage ideas, or general preparation, including procurement (of auction items and sponsorships),.
- Help *at* the event with set up, information and/or tear down.
- If you are not sure what the best fit is for you, we invite you to just show up to a planning meeting and say "what can I do?"

Join us for our first Volunteer Planning Meeting on Thursday, April 8<sup>th</sup>, from 5:30pm – 6:30pm at Mama Stortini's at Kent Station. No need to RSVP – just show up!

We hope that many folks will join us as the more volunteers we have, the better we can share the work so each person can participate without feeling burdened by the time commitment. You'll find that even a contribution of a couple of hours can make a real difference for our event!



## **APPLICATION DEADLINE FOR THE SKCHRA 2010-2011 ANNUAL SCHOLARSHIP EXTENDED!**

**Application deadline now: April 30, 2010**

This scholarship is awarded by the South King County Human Resource Association (SKCHRA), to assist a South King County resident to pursue studies at an accredited 2-year or 4-year college or university with the intent to work in the field of human resources. One scholarship will be awarded in the amount of \$1,000 for the 2010 – 2011 academic calendar year.

### *DETAILS:*

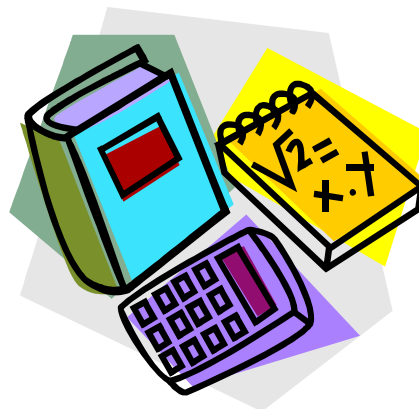
- SKCHRA will award one scholarship in the amount of \$1,000 for the 2010-2011 academic calendar year on the basis of the following rules and information.
- Applicant must be a resident of South King County.
- Applicant must be enrolled in an accredited public or private college or university and pursuing a degree to work in the field of human resources.

Mail the official application form to:  
SKCHRA Scholarship Committee  
P.O. Box 364  
Kent, WA 98035-0364

The application must be completed and received by the Scholarship Committee at the above address **NO LATER THAN APRIL 30, 2010**. Envelopes should be clearly addressed to the "SKCHRA Scholarship Committee." Applications may be obtained from the SKCHRA website <http://www.skcnhrma.org/scholarshipskc.html>. or at monthly chapter meetings.

### *RULES:*

Recipient must be enrolled in an accredited college or university of his or her choice during the academic year following the award. The award will be paid directly to the college or university on behalf of the recipient.



# SKCHRA Scholarship Application For Academic Year 2010-2011

1. Applicant's Name: \_\_\_\_\_  
(Please print)

2. Address:

\_\_\_\_\_  
Street, City, State Zip

E-mail address: \_\_\_\_\_

Daytime phone: (\_\_\_\_\_) \_\_\_\_\_ Evening phone: (\_\_\_\_\_) \_\_\_\_\_

3. College or University enrolled at for 9/2010: \_\_\_\_\_

4. Include letter of acceptance, your official class schedule or unofficial transcript with your application.

5. What are your career goals?

\_\_\_\_\_

6. Please write a 300-500 word essay on the topic of why you are interested in pursuing a career in human resources or why human resource management is an important function for organizations (attach separate page if desired).

I certify that all of the information provided on this application is correct.

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Must be received no later than April 30, 2010.**

Mail to:  
SKCHRA Scholarship Committee  
P.O. Box 364  
Kent, WA 98035-0364

## 2010 Regional and National HR Conferences

### Regional Conference

This year's Northwest Human Resources Management Association (NHRMA\*) Conference and Trade Show will be at Sunriver Resort in Sunriver, Oregon, from Wednesday, September 29, through Friday, October 1, 2010. Visit the NHRMA [website](#) for full information.

Focusing on “**The Changing Environment of HR,**” workshops will address changes in legislation, culture, strategy, technology, wellness and values. Plus you will be provided with the tools and strategies needed to face these changes to lead your business (and yourself) into the future with confidence.

The early registration fee of \$399.00 for SHRM members ends June 1. After June 1<sup>st</sup>, the registration fee increases to \$499.00. . *Remember, you could win your hotel accommodations and registration fee with our contest! See page 10 for details*

### National Conference

This year's SHRM Conference and Exposition is being held in San Diego, California, from Sunday, June 27th through Wednesday, June 30<sup>th</sup>. Conference brochures have been mailed to SHRM members. You can also visit the SHRM [website](#) for updated information.

The theme is “**A New Time for Growth; A New Focus on HR.**” Keynote speakers include Al Gore, former Vice President; Steve Forbes, President, CEO and Editor-in-Chief of *Forbes* Magazine; and Marcus Buckingham, *New York Times* best-selling author and visionary.

Early Bird conference registration is \$1,250 through April 16, 2010; the price goes up after that. Group pricing is available for five or more attendees from the same corporation.

\* An affiliate of SHRM

# Win a Trip to the 2010 NHRMA 72nd Annual Conference & Tradeshow September 29 – October 1, 2010 Sunriver Resort, Oregon

We recognize the value of continuing education for HR professionals at all stages of their careers. Folks just starting out in the field may desire knowledge to build foundational skills. Seasoned professionals know that regardless of how long they have been in the field, the one constant is change and it is critical to stay current, not only on laws and regulations but also new ideas and best practices.

Our monthly meetings are one way our chapter provides continuing education. This year we're pleased to offer one chapter member an opportunity to attend our regional conference just for introducing guests to the benefits of our attending chapter meetings!

**The winner of this trip will receive full conference registration and two night's hotel accommodation at the [NHRMA Conference](#), an \$800 value!**

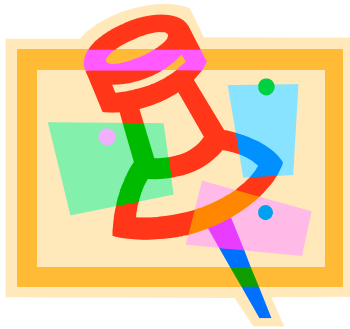
**It's easy to participate in this contest – just attend chapter meetings and bring guests!**

- To be eligible, you must be a current SHRM member and have designated South King County as your primary chapter (if you haven't done this yet, there's still time to [designate SKCHRA as your primary chapter!](#)).
- Each time you bring a non-chapter guest (can be a SHRM member or not, just not a current South King County member) to our February, March or April meetings, you will receive an entry into the prize drawing.
  - You and your guest must both register by the early registration deadline (three days prior to the meeting) for you to receive a drawing entry.
  - When your guest registers, tell them to include "Guest of Jane Doe" after their name on the registration form.
  - Each qualified guest earns you an entry into the drawing; the more guests you bring, the better your chances to win!
- Bonus! You will receive an additional entry into the drawing for each guest you bring, to any of these three meetings, who designates South King County as their primary chapter by April 21<sup>st</sup>!

The prize winner will be selected the first week in May and conference registration must be completed by June 1.

- If you win and are unable to attend, we will draw again; this prize is non-transferable.
- You will be responsible for all other costs, including transportation and meals.

**This is the last month before the drawing, so invite your guests and maybe you'll win a trip to the NHRMA Conference!**



## **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.

---

### **Advertise in this monthly newsletter and have your information reach over 200 Human Resources professionals!**

If you have an educational event or business that could benefit HR professionals, share your information cost effectively to a targeted audience.

Advertising rates start at only \$50 and discounts are available for three months or more.

For more information, see our website [Advertising](#) section.

---

# Meal Deal 2010

## Don't Miss this Opportunity to Save!

Your pocketbook, or your employer, will appreciate your cost conscious decision to purchase a 2010 Meal Deal Card. Besides saving money the Meal Deal Card reduces the number of expense reports you have to prepare and reimbursement checks your employer has to process. Those members who have used the Meal Deal Card love the convenience!

If you are a SHRM\* member who has designated the South King County Human Resources Association as your primary chapter, you may purchase a convenient Meal Deal Card at any SKCHRA chapter meeting or through our website's meeting registration page. Cards may be used for attendance at any 2010 SKCHRA chapter meeting of your choice. If you are unable to attend a meeting, you may have someone else from your organization use your card or you may also use your card for a guest. Plus, your Meal Deal card is good toward \$5.00 off any SKCHRA social event! The following Meal Deal packages are available with savings of 10% or more:

MEAL DEAL CARD COST	Cash/Check/PayPal
2010 Meal Deal - 5 Meals	\$90.00
2010 Meal Deal - 8 Meals	\$140.00

Meal Deal card holders must still register during the pre-registration period for any meeting they plan to attend to insure adequate seating, food and hand-outs are available for everyone.

For additional information contact Kimberly Gilman at:  
[monthlymeetingregistrar@skcnhrma.org](mailto:monthlymeetingregistrar@skcnhrma.org)

\*Our chapter is a "100%" chapter meaning our entire membership belongs to SHRM and no additional dues are required to designate us as your home chapter.

Please ask any Board member if you wish information about joining SHRM.

## **Sponsor a South King County HR chapter meeting!**

**If you have an educational event or business that could benefit HR professionals, here's an opportunity to share your information personally at one of our chapter meetings.**

For only \$100.00 you will receive:

- Registration for one (1) company representative.
- Five (5) minutes of presentation time at the start of the meeting to inform attendees of the benefits of your company product or services.
- Your business logo, name and a brief summary of information about your business in two of our SKCHRA monthly newsletters (the sponsorship month and the following month).
- Opportunity to network with meeting attendees before and after meeting (as time permits.)
- All business cards you collect during the meeting may be retained by you for future business leads.
- Space to display your product or service information for meeting attendees before and after the meeting. A small company brochure or flyer may be left at each meeting.

All Sponsorship requests must be approved in advance to ensure they will meet the professional needs of our HR community. Complete information is available on our [website](#).

## Meeting Registration

Date: Thursday, **April 15, 2010**  
Time: 11:15 a.m. Registration & Networking  
11:30 a.m. – 1:00 p.m. Program  
Place: **CenterPoint Conference Center**  
20809 – 72<sup>nd</sup> Ave S  
Kent, WA 98032

**Pre-Registration Cost:**  
**\$ 5.00 Chapter Members with a donation for clothing bank.**  
\$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 prior to arrival you will need to pay at the door either with cash or by a personal or company check made out to **SKCHRA**.

If you must cancel, notify Kimberly Gilman via email at: [monthlymeetingregistrar@skcnhrma.org](mailto:monthlymeetingregistrar@skcnhrma.org)

Refunds are available for registration cancellations made prior to the pre-registration deadline.

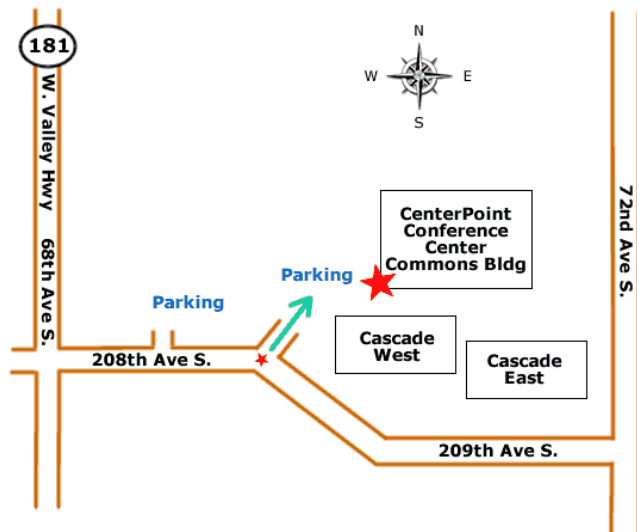
Cancellations occurring within 3 business days of the meeting are not eligible for refund, as the chapter must pay for the headcount guaranteed to our vendors. We suggest you send another representative from your organization.

Chapter Meeting

# April 15, 2010

Pre-registration Deadline:  
Monday April 12, 2010, 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**

## 2010 Board of Directors

President	Rockie Ward, PHR	253-796-6111	rockie.ward@omax.com
Past President	Bryan Price, SPHR	206-276-9477	bwprice@comcast.net
President Elect	Greg Carpenter, SPHR	206-834-9758	gwcarpenter@gmail.com
Secretary	Rhonda Kelly, PHR	425-981-1292	rhondak@rainier.com.
Treasurer	Pam Gibbons, SPHR	253-458-3483	pamg@exoticmetals.com
Programs Co-Chair	Heather Smith, SPHR	206-802-1516	smith_hc@hotmail.com
Programs Co-Chair	Erin Colwell, PHR	253-661-7805 x203	erin.colwell@orionworks.org
Membership Co-Chair	Leigh Booth, SPHR	425-235-2750 x223	LBooth@aimseattle.com
Membership Co-Chair	Gail Gervin, PHR	206-664-7246	gailgervin@wa-emp.com
Legislative	Maggie Crutcher, PHR	253-854-9330	maggiec@protectivecoatinginc.com
HRCI Accreditation	Jim Cassidy, SPHR	206-714-5889	jim.cassidy@7-11.com
Arrangements	Kim Gilman, PHR		monthlymeetingregistrar@skcnhrma.org
Newsletter	Rebecca Shorrock, PHR	253-867-3230	rshorrock@petrocard.com
Diversity Coordinator	Jacque Edelen, PHR	253-973-5076	jbedelen2009@gmail.com
Workforce Readiness	Annette Coder, PHR	253-835-7678 x106	annettec@multi-servicecenter.com

SKCHRA  
South King County Chapter  
c/o Rebecca Shorrock, PHR  
PetroCard Systems, Inc.  
P.O. Box 38  
Kent, WA 98035

