

HHRAM Herald

Healthcare Human
Resources
Association of
Minnesota

Fall 2009
www.hhram.org

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

Letter from the President

By *Becky Thiesfeld*

What an excellent fall conference! Thank you to Kim Carlson, Karmen Reid and Sarah Fredrickson for providing and coordinating an exceptional conference and great networking opportunity for all of us! Initial discussions and planning have begun for the 2010 spring conference, so watch for more information to come soon at www.hhram.org.

As a reminder, we have a great new website available for our use. I have received several concerns lately from HHRAM members about mass emails to old membership lists and individuals requesting to be taken off these lists. Unfortunately, these are old lists and therefore we cannot delete people off. If you have been using these old lists, we respectfully request that you please delete and not use these old mailing lists and begin to regularly use the HHRAM chat room. This is a great benefit that has been added for HHRAM members; however, is only a benefit if we all use it.

Please see *President's Letter* on page 3

HHRAM Fall Conference a Big Success!

By *Kim Carlson, Sarah Fredrickson, Karmen Reid*
HHRAM Fall Conference Planning Committee

The 2009 HHRAM fall conference was a great success! The conference was overflowing with educational opportunities for all who attended. We are so pleased...attendees earned 10.75 CEUs for SHRM recertification and an additional 4.0 CEUs for strategic management.

Among the lineup, favorite speakers were Nick Mezacapa, who spoke about "Dealing with the 'No' People", our keynote speaker Greg Paris from the Studer Group, and the ever-popular, always-informative attorneys from Felhaber.

In addition to the educational programs, attendees had a lot of opportunities for networking. These included the President's Reception, the "Fun with Law" musical comedy, a beautiful afternoon on the golf course, and an evening on the town at Rochester's downtown street party.

Please see *Conference* on page 5

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*Education, networking
and fun were in
abundance at the 2009
Fall Conference!*



HHRAM Members plan for H1N1

Many HHRAM members are heavily involved in preparing our workplaces for the possible outbreak of H1N1 Novel Influenza, also known as Swine Flu. Recent postings on the HHRAM discussion forum indicate that we are concerned about whether our emergency plans and other policies will have to change.

The Minnesota Department of Health website holds a wealth of information, including toolkits for healthcare employers to use in preparation for a pandemic flu outbreak, current updates regarding vaccines, and a place to register for email updates. Look for the H1N1 Novel Influenza information at <http://www.health.state.mn.us>

Have a tip or question for other HHRAM members? Remember to use the new and improved HHRAM Discussion forum on the HHRAM website!

HHRAM is Building a Sample Library

Many HHRAM members have been requesting a library for sample forms, job descriptions and policies focused on healthcare human resources needs. Our new website gives us the functionality to develop this library but we need your help! If you have a great document you would like to share with other HHRAM members please send it to Marit Brock, HHRAM Marketing Director at mbrock@mngastro.com

Watch for more information about this exciting member benefit!

Welcome New Leaders

Thank you to the HHRAM members who have stepped forward to take on new leadership roles with the organization.

Kim Carlson has assumed the role of Membership Director for HHRAM, taking over for Rachael Redenius who is stepping up to the Executive Committee as HHRAM Treasurer. Kim is the HR Manager for Kanabec Hospital in Mora and Rachael is HRMS Analyst for Minnesota Gastroenterology in the Twin Cities.

We have two new Region 5 co-chairs: Rosemary Junker, HR Director at St. John Lutheran Home in Springfield and Lynette Bernardy, HR Director for Renville County Hospital and Clinic in Olivia. Region 5 covers Southwest Minnesota.

Are you ready to take on a leadership role with HHRAM? The board is currently recruiting a Region Director for region 2 in the Northeast portion of the state. In addition, we are recruiting a Marketing Director to begin January 1, 2010. The Marketing Director is a two-year term filled with a lot of fun and great opportunities to be creative!

If you would like to learn more about leadership positions please contact Becky Thiesfeld, HHRAM President at rthiesfeld@cuyunamed.org

Is now the time for you to advance your leadership skills by joining the HHRAM Board?

President's letter from page 1

The HHRAM Board would like to hear from you as we plan our 2010-2011 strategic initiatives!

Over the next few months, the HHRAM board will be meeting to begin our strategic planning process. This is an exciting time and as we look to the future, we would like to ask for your insight and input regarding potential initiatives and opportunities that would continue to provide value to you as members. Please contact myself or any of the HHRAM board members with any thoughts or recommendations.

The fall months are always busy for HR Departments, and this year has been a trying year for many of us. The economy, H1N1 and regulatory changes have given us new challenges and priorities in our work lives and our personal lives. Our employees are struggling with issues that they never expected to deal with in the healthcare world and that often impacts our ability to take care of patients. I appreciate the opportunity to hear from HHRAM members about how you are managing some of these difficult issues in your departments.

Best Wishes!

Becky Thiesfeld
HHRAM President

Using the HHRAM Discussion Forum

If you are looking for feedback from your HHRAM colleagues you should take a few minutes to look at the HHRAM discussion forum feature on the website. It is easy to post a question, and you receive an email when someone responds to your posting. Better yet, the responses are saved in the forum so anyone can look back at the feedback rather than having to track down old emails.

Need a reminder about how to use the HHRAM Website? Click on the User Guide posted in the top right corner of the homepage at www.hhram.org.

HHRAM Discussions	
Topic Title	
	What makes Healthcare HR different? Author: Karmen Reid
	Health Plan Options Author: Leah Nelson
	Smoke Free Grounds Author: Rachel Jahner
	H1N1 Author: Sarah Hastings
	DME Coordinator Author: Jackie Buboltz
	Benefits for PRN staff? Author: David Johnson
	Online Discussion Feature Author: Leah Nelson
	HHRAM Fall Conference - Reminder P... H. McDonald House ...Reid

Retirement Plan To-Do List - 2009

By Ruth Marcott and Bill Ecklund
Felhaber, Larson, Fenlon & Vogt

The following checklist will provide Human Resources and Benefits professionals with items to consider as we move into 2010.

Determination Letter Filings - Individually Designed Retirement Plans qualified under Internal Revenue Code § 401(a) for multiemployer plans or for a plan sponsored by an employer with an EIN number ending in 4 or 9 are to file a Request for Tax Qualification Determination (IRS Form 5300) on or before January 31, 2010. Prototype Plans may submit a Request for Determination Letter (IRS Form 5307) on or before April 30, 2010.

Pension Protection Act Amendments - Plans must be amended for this Act by **December 31, 2009**.

HEART Act - There are certain mandatory and optional amendments relating to participants in military action.

Required Minimum Distribution (“RMD”) in 2009 - RMDs are not required for 2009. Plan must determine how they will treat 2009 RMDs (e.g., suspend all RMDs, permit participant elections to continue to receive the RMD, continue distributing RMDs unless participant elects otherwise, etc.) Plans must reflect the decision in an amendment made by the end of the 2011 plan year.

Combined Defined Benefit/401(k) Plan - For plan years after December 31, 2009, this is a new type of plan option than plan sponsors may adopt.

403(b) Plans - Plan Sponsors of 403(b) Plans must adopt a written plan document with certain required provisions by December 31, 2009.

Notices - Various required notices for DC or DB Plans.

*Are your benefit plans
ready for the changes
coming in 2009 and
2010?*



Ruth Marcott and Bill Ecklund are attorneys in the Employee Benefits group of Felhaber, Larson, Fenlon & Vogt. You may contact Ruth directly at (612) 373-8435 or by email, rmarcott@felhaber.com or Bill (612) 373-8509 or by email, wecklund@felhaber.com.

For more information regarding legal changes for 2010 please visit www.felhaber.com

Conference from page 1

Along with a great Minnesota turn-out (total of 168 attendees!), we had representatives from South Dakota, Iowa, Wisconsin and Tennessee. Our special guest was Dan Zuhlke, VP of Human Resources at Intermountain Healthcare in Utah, and President of ASHHRA. He shared with attendees the benefits of joining ASHHRA for all healthcare professionals, as well as the importance of the relationship between ASHHRA and our HHRAM chapter.

Watch www.hhram.org for information on the 2010 conferences and make plans now to attend!



“Fun with the Law” let us look at employment law in a whole new way!



Dennis Van Norman hosted the annual golf tournament



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HHRAM events are a great place to network with other healthcare HR professionals!