



# HHRAM Herald

Healthcare Human  
Resources  
Association of  
Minnesota

Winter 2011  
[www.hhram.org](http://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

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As chapter president, I'd like to update you on our progress towards the goals we set as a chapter for 2011.

We set a membership goal to increase 5 members to a total of 231, by promoting our regional activities to non-HHRAM members. We currently have 266 members! We also set a goal to increase diversity of our members, to include more members from clinics and long term care. We also were able to achieve this goal during 2011.

Work is currently updating our website to allow members to "opt in" to notifications when new posts are added. We hope this will allow members to network more effectively through the website.

We've also been working on our goal of strengthen the regional director role. We've recruited a regional director for Region 2, and welcome Cindi Hills, from Riverwood Healthcare Center in Aitkin to that role. We held one regional director conference call during 2011 as an opportunity to network and strengthen the role.

I'd like to thank each of you for the opportunity to serve as your President this year, and wish you Happy Holidays!

Sarah Carlson  
HHRAM President

## 2012 Membership Renewal

*By Jackie Buboltz*

Membership renewal letters were recently sent to all members for 2012 renewal. You either received an invoice to renewal for 2012 or a dues confirmation. Membership runs the calendar year from January to December. Please take a moment to review your contact information and update if necessary. You can also renew your membership online by visiting [www.hhram.org](http://www.hhram.org) and selecting Apply/Renew membership on the About tab.

## ASHHRA Update

By Karmen Reid, ASHHRA Liaison

As we all end the calendar (and budget) year and plan for association membership dues, I would like to encourage you to consider joining ASHHRA for 2012, if you are not already a member. Here are just a few benefits of membership.....

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*Consider becoming  
an ASHHRA member  
in 2012*

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- Access to national healthcare HR resources
- Access to fellow healthcare HR members throughout the country
- Discount to annual conference
- Discounted national healthcare salary survey
- Opportunity to get involved with national healthcare HR at a national level (volunteer to serve on a committee, run for an office)
- Receive "HR Pulse" – ASHHRA's quarterly professional journal

Dues are very reasonable (\$140/year) and can be combined with your SHRM membership if you are interested.

All of the HHRAM Board are members and we greatly benefit from membership. We would like to see a greater percentage of our HHRAM members be ASHHRA members, too. ASHHRA is specifically focused on healthcare HR issues. Please check it out.....I think you will find it beneficial for your personal and professional growth.

Also, don't forget to block your calendar now for the 2013 ASHHRA national conference, which will be September 22-25 in Denver.

Check out the annual conference as well as membership information at [www.ashhra.org](http://www.ashhra.org)

## Year End Financial Update

By Rachael Redenius

2011 was again a strong financial year for HHRAM. HHRAM was able to provide numerous educational opportunities to its members at a reasonable fee with the support of our generous business partners. This enabled HHRAM not to incur any additional costs while providing learning opportunities to its members. HHRAM's membership fees will remain the same for 2012 keeping it a cost-effective membership. Our new partnership with Denarius for the 2011 HHRAM Wage and Salary Survey & Clinic Survey also enabled HHRAM to receive more revenue from the salary surveys. In 2011 HHRAM received \$9,155 for the salary survey revenue sharing compared to \$6,575 in 2010.

## Membership Recognition

By Celeste Gardner, 2012 HHRAM President

Have you had the privilege of meeting **Jody Bjerke**? If not, I hope you will have the opportunity at one of our upcoming events. Jody is a wonderful person with many wonderful traits. One that stands out to me is that Jody is always thinking about how she can help somebody else. She is someone who has the skill set to come in and get something organized. Just ask four of the organizations she has worked for who have benefited from Jody setting up their HR Offices from the ground up. Jody has worked in the HR field for over 20 years.



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*Thank you Jody for  
your many  
contributions to  
HHRAM!*

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Jody Bjerke has been a member of HHRAM for 5 ½ years. Not unlike at her “regular” work, Jody jumped right into the HHRAM experience and immediately started offering herself for the betterment of the organization. She served as HHRAM Secretary for two years where she helped to get HHRAM documentation “re-organized” and kept us on track. She worked hard to get meeting agendas, took meeting minutes and made arrangements for each meeting. She also took on the project of updating the bi-laws and HHRAM Board Member position descriptions. You would think that would be enough, yet Jody also volunteered to lead the planning of the 2011 Fall Conference, held in Walker, MN. If you were there, you know what a tremendous job she did. The evaluation forms were glowing and again speak to Jody’s keen sense of organization and planning. At our last board meeting Jody volunteered to plan next Fall’s conference as well. Keep a look out for more to come on the Fall Conference and plan to attend as I know she will be planning another great one!

Jody enjoys serving her family as well as her employer and her professional organization. Jody has been married to Michael for 36 ½ years and they have three children, Erik, Brian and Maria. Jody will also tell you that she has 6 Grandsons between the ages of 5 months and 5 years old. Many Saturdays in the Fall you can find Jody and her family enjoying tailgating at the Minnesota Gopher Games. In the short term, Jody is looking forward to spending Christmas at the lake with her entire family. In the long term, Jody is looking forward to Retirement.

As the Incoming President for 2012, I would like to say thank you to Jody for all her many contributions, past, present and future that she gives to HHRAM. I encourage all of us to look at what we can do in the upcoming year to further strengthen our chapter with our gifts and talents. We all have them and I encourage us all to share them. Season’s Greetings for all of you.

# Spring Conference Scholarship Available!

By Katie Slette

HHRAM is continuously looking for ways to support our members on the journey to successful healthcare HR careers. As part of that effort, HHRAM is pleased to announce that we will once again provide one (Individual) HHRAM member with a scholarship to attend the 2012 Spring HHRAM Conference. The scholarship package includes 1 conference registration and 1 night hotel stay.

The scholarship will be awarded to one HHRAM member, and must be used for the 2012 HHRAM Spring Conference only. To apply, submit a completed application and professional resume by April 13, 2012 to Katie Slette, HHRAM Scholarship Coordinator at [Katie.Slette@SanfordHealth.org](mailto:Katie.Slette@SanfordHealth.org). Applications are available on the HHRAM website. Late applications will not be reviewed. The recipient will be notified prior to the conference, with scholarship funding presented at the conference.

Applicants must show financial need for the scholarship, and must be an active HHRAM member (if not a member, join now!). Applicants must also be planning on attending the conference. Consideration will be given to those who are new to the field of healthcare human resources, as well as to those who are first-time conference attendees. Recipients will share their knowledge gained at the conference by preparing a one-page summary report to be published in HHRAM's next newsletter.

At this time, attendees that have their conference fees paid by their employer; organizations; and consultants or non-practitioners are not eligible for the conference scholarship.

Don't pass up this opportunity to receive timely and pertinent education and resources, network with other healthcare HR professionals, and develop professionally! **Submit your application by April 13, 2012.** Send application materials to Katie Slette, HHRAM Scholarship Coordinator at [Katie.Slette@SanfordHealth.org](mailto:Katie.Slette@SanfordHealth.org).

## Policy Library Available

By Katie Slette

We continue to build the HHRAM website Template Library. This resource is available to you as a HHRAM member so that you can go to one source for ideas on how to address particular issues in your own facility. The library contains sample policies, job descriptions, forms, product recommendations and interview questions.

A request will go out to members each month with that month's policy topic. Please send any pertinent policies that you may have on that month's topic, and we will compile the policies, remove any personally identifying information, and post the templates to the HHRAM website.

*Policy Library, continued from page 4*

Topics currently included in the policy library are: Attendance, Bereavement/Funeral Leave, Discipline, Discipline- HIPAA Related, Dress Code, Drug Testing, FMLA/Leaves of Absence, Holiday Pay, Inclement Weather, Military Policies- Leave and Veterans' Preference, Paid Time Off/Paid Leave Time, Paid Time Off Cashout, Reference Checking, Relocation, Reward and Recognition, Severance, Social Networking, Student and Volunteers, and Telework. Upcoming topics include Epic, Shift Differentials, and Religious Accommodations.

If you are looking for ideas on a particular issue, please contact [Katie.Slette@sanfordhealth.org](mailto:Katie.Slette@sanfordhealth.org) to add your topic to our list. And, please help us to build this great resource by responding with any policies you may have that fit our topic for the month!

## Mark your Calendars!



### Spring Conference

April 26 – 27, 2012

Twin Cities Location – to be determined

### Call for Presentations for 2012 Conference

Consider submitting your proposal for the 2012 Spring HHRAM Conference for a learning session to share your best practices, innovative solutions, and expertise with health care HR professionals! Share your expertise to enable participants to lead the way to achieve excellence in their organizations! We invite you to share your experiences by responding to this Call for Presentations for the 2012 HHRAM Spring Conference by email to Sarah Fredrickson [fredrickson.sarah@mayo.edu](mailto:fredrickson.sarah@mayo.edu)

## Announcements

### Jackie Buboltz - Treasurer for 2012



Jackie Buboltz, SPHR, has been in the human resource field for over 20 years in various positions and industries. Throughout her experience, she has had responsibilities in the areas of employee relations, compensation and benefits, workers safety, legal compliance and staff and leadership development. Industries include computer software, telephone/cable/internet, electrical cooperative, and hospice. Most recently, Jackie assumed a regional organizational learning and development role with Essentia Health West, an integrated health system. Her office is located in Detroit Lakes.

Jackie has served in numerous board positions within the human resource field and her community including president of the Fargo Moorhead Human Resource Association (FMHRA) and Lakes Country Human Resource Association (LCHRA). Jackie is currently the HHRAM Membership Director. She has served on numerous conference planning committees including the annual North Dakota SHRM conference, LCHRA Spring conference and the HHRAM Fall conference. Within her community, Jackie has served in several board positions including president of the Lakes Crisis and Resource Center in Detroit Lakes as well serving on her church council and church's personnel committee.

#### Healthcare Human Resources Association of Minnesota (HHRAM)

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## WEBINAR: Employment Law

### Employers Top 10 Mistakes!

**Time: 11:30 a.m.**

**Date: December 14, 2011**

*Healthcare Human Resources of Minnesota and the Wisconsin Society of Healthcare Human Resources Administration are happy to partner with Gallagher Benefit Services to offer members the following webinar offering:*

Many employers inadvertently make mistakes in employment decisions that can negatively impact employee relations and increase the employer's potential liability for either regulatory action or litigation. Even with the best of intentions, employers may run into problems if they are unaware of changes in the laws or regulations or misunderstand the requirements. Sometimes the problem is insufficient communication between HR and the units of an organization or managers and supervisors not knowing how to respond to difficult situations.

Our 1 hour and 45 minute recorded webcast provides an overview of some of the common mistakes employers make. We review ways to avoid making some of these common mistakes under major federal laws.

Step 1: If you would like to view this webinar, simply click on the link below to register for the webinar. [GBS webinar registration](#)

Step 2: After registration, you will receive an immediate email with a link to access the webinar. Please use the password you created at registration and your email address as your log-in.