

November 2015

Issue 49



## Letter from the President

by Michelle Lehman

It's hard to believe that we might be seeing snow soon and the holiday season is just around the corner! Time moves so quickly and I hope everyone is having a great year.



Recently, I attended the Workforce Readiness Workshop in OKC and I want to share some of the information I received from Terri White, Commissioner, OK Department of Mental Health & Substance Abuse Services. My eyes and my mouth were wide open...I had no idea how much Mental Health was affecting the workforce in OK. I have her PowerPoint slide presentation if you would like it, you will be amazed and in shock. If you are interested please email me at michellelehman@cox.net.

Addiction is similar to other diseases, such as heart disease. Both disrupt the normal, healthy functioning of the underlying organ, have serious harmful consequences, are preventable, treatable, and if left untreated, can last a lifetime.

### National Institute on Drug Abuse In Oklahoma:

- Approximately 276,000 Oklahoman adults abuse or are dependent on alcohol or illicit drugs - the 9th highest rate in the nation. (Mental Health America)
- Oklahoma is above the national average in all age groups for those who have abused or become dependent upon alcohol in the past year. (SAMHSA)
- 12% of adult Oklahomans experienced a substance abuse disorder in the past year.
- 10% of youth have a substance abuse issue.
- On any given day, more than 1,000 Oklahomans are on a waiting list to get into residential treatment.
- Oklahomans in need of substance abuse treatment but not receiving it:
  - 77% - Adult Oklahomans
  - 80% - Oklahoma Youth
- Between 1-3% of all Oklahomans are problem or compulsive gamblers and in need of intervention.
- **Prescription Drug Abuse**
  - Oklahoma ranks number 2 nationally for nonmedical use of painkillers for all age groups 12 and older.
  - Oklahoma ranks number 4 in the nation for the highest rates of prescribed hydrocodone, oxycodone and other powerful painkillers.
  - In Oklahoma, more overdose deaths involve hydrocodone or



Chapter 0175

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oxycodone than all illegal drugs and alcohol combined.

- Overdose deaths surpass motor vehicle crashes as the leading cause of unintentional death by injury in the state and are the leading cause of death by injury for Oklahomans ages 25-64.
- **Cost to Businesses**
  - Mental health is the leading health reason for work performance loss and second for absenteeism. The 200,000 Oklahoma workers dealing with depression and addiction will cost employers and extra \$600 million annually in medical expenses.
  - Nearly 75% of all adult illicit drug users are employed, as are most binge/heavy alcohol users.
  - In 2008, mental health problems were one of the top three leading causes of work disability. (Mental illness accounts for 30% of disability costs; that figure is growing by 10% a year.)
  - It has been predicted that by 2020, mental health problems (particularly depression) will become the leading cause of work disability.
  - More than 90% of employees say their mental health and personal problems spill over into their professional lives, and have a direct impact on their job performance.

**2-1-1 is a free and confidential call that connects over 1.3 million people in Central Oklahoma to information when they need it most. 2-1-1 is available 24 hours a day.**

Stay tuned as we continue to roll out new tools and resources on our upcoming, new and improved website. Please send us your feedback so we can continually improve your experience and opportunities to connect with TAHRA and HR Professionals in Tulsa.

Please remember to cast your vote for our 2016 Board Members. You should have received an email earlier this week with the proposed slate.

Happy Thanksgiving from TAHRA to you and your family!  
Michelle

## November Program Meeting

Wednesday, October 18 | 11:15am - 1:00pm |  
Crowne Plaza Tulsa Southern Hills



### Why People Do What They Do

*Presented by Tracy Spears*

"Why people do what they do" will leave the audience with specific reasons why teams have conflict and more importantly, what to do about it. Tracy presents a fun, insightful workshop that identifies different personality temperaments and interaction styles. This program enhances communication skills for HR professionals by examining what motivates individuals based on their core needs and strengths, which are essential in building an effective team and better relationships.

At this program Tracy will share:

- Simple strategies in understanding the differences in personality

## TAHRA 2015 Board & Committee Chairs

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SHRM-SCP  
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Certification Chair

temperament.

- Identifying interactive styles and individual needs, strengths and motivators.  
How to listen for intent and meaning behind the message.
- How to build a cohesive and productive team.

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SHRM Foundation Chair

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Sponsorship Chair

[Denise Reid](#)  
Chamber Liaison

[Julie Odom](#)  
Chapter Management  
Professional

[Click here to register!](#)

***We will be presenting the Annual TAHRA Awards and Scholarship at this program. Come out and congratulate the winners!***

**Tracy Spears** is the CEO of The Exceptional Leaders Lab. She is the co-author of the best selling book, "What Exceptional Leaders Know". As a national business consultant for over 25 years, Tracy's dynamic and comfortable approach has led to her addressing thousands of people, whether it is during a keynote speech for an association or working with a specialized team. She specializes in developing leaders, inspiring teamwork, and enhancing inter-office communications. Her 2 signature topics are: "What Exceptional Leaders Know" and "Why People Do What They Do."



This activity has been approved for 1 (HR General) recertification credit hours toward California, GPHR, HRBP, HRMP, PHR, and SPHR recertification through the HR Certification Institute. Please be sure to note the activity ID on your recertification application form. For more information about certification or recertification, please visit the HR Certification Institute website at [www.hrci.org](http://www.hrci.org).

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the activity. It means that this activity has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



This program has been approved for 1 professional development credit toward SHRM-CP and SHRM-SCP. For more information please visit <http://www.shrm.org/certification/pages/default.aspx>.

**Sponsored by:**



Thank you for being a member of TAHRA! Membership renewals

for 2016 are now underway and we want you to keep your membership current!

All memberships for 2015 will expire on 12/31/2015.

Renewing is easy! Visit [www.tahra.org](http://www.tahra.org) and log into your TAHRA account. Click the membership renewal link, update your profile and choose a membership package. You can pay online or print an invoice and mail a check.

If you have any questions, please contact [admin@tahra.org](mailto:admin@tahra.org).

**Also, don't forget to vote on the 2016 Board of Director's. You should have received a ballot by email. Thank you!**



The 2015  
Employee Benefit Plan Update

## CSI: Compliance Saves an Investigation

presented by



Arkansas Society  
of CPAs



This COMPLIMENTARY Employee Benefit Plan Seminar  
is sponsored by



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## Earn Free HRCI, SHRM and CPE Credits!

Northwest Arkansas Human Resources Association, Tulsa Employee Benefits Group, the Northwest Arkansas Chapter of the Arkansas Society of CPAs and Central Arkansas Human Resource Association have partnered with HoganTaylor and assembled a nationally acclaimed team of ERISA experts to help you unlock the current challenges and complexities of today's benefit plan environment. This seminar provides practical illustrations and an overview of issues and trends currently impacting employee benefit plans while providing useful information to help attendees understand the various compliance requirements in the administration and oversight of employee benefit plans.

### Tulsa

Wednesday, November 18, 2015

8:00 am - 12:00 pm

(Registration begins at 7:15 am)

Doubletree Warren Place

To learn more or RSVP today, visit

[hogantaylor.com/ERISA-seminar](http://hogantaylor.com/ERISA-seminar)

or contact Stacy Mendenhall at

[smendenhall@hogantaylor.com](mailto:smendenhall@hogantaylor.com) or 918-388-2621

*This is a paid advertisement.*

**Pre-Employment Testing:  
How to Shape Your Test to Conform to  
the EEOC's Guidelines**



by Rachel Crawford  
VP - Legislative Affairs




A common practice among employers is pre-employment screening. Whether a criminal background check, a mental aptitude test, or a physical ability test, employers rely on these various tests to narrow their applicant pool and find the most qualified candidates. However, the Equal Employment Opportunity Commission ("EEOC") continues to pursue discrimination claims against employers based on their use of such tests, arguing pre-employment testing often results in discriminatory hiring practices. In fact, the EEOC has made "Eliminating Systemic Barriers in Recruitment and Hiring" one of its "National Priorities." Accordingly, employers must be diligent in crafting pre-employment tests that truly relate to legitimate job qualifications.

A disparate impact claim exists when an employer's facially neutral job policy disproportionately affects a particular protected class versus other classes. For example, a pre-employment test requiring applicants to lift 100 pounds over their head would rule out more females than males. Although the face of the test is completely benign, the result of the test eliminates significantly more women than men. Further, disparate impact claims do not require the EEOC to prove the employer intended to discriminate. Rather, the mere fact that discrimination resulted is sufficient to hold an employer liable.

The EEOC recently agreed to a \$2.8 million settlement with Target in the wake of a lawsuit attacking Target's pre-employment assessments. The EEOC claims Target's use of three separate tests disproportionately screened out applicants based on race, sex, and disability, and the tests were not sufficiently job-related. One of the tests was a pre-employment medical examination, which is prohibited under the ADA. Tests resulting in an adverse impact on a particular group can still be lawful so long as the test is sufficiently job-related. Unfortunately, many tests commonly used by employers fail to truly relate to the successful performance of the job.

Criminal background checks are among the most common pre-employment test used by employers. EEOC guidelines suggest before excluding an applicant with a criminal record, employers should consider the nature and gravity of the offense, the time passed since the crime was committed and the nature of the potential job. However, in *EEOC v. Freeman Decorating Services Inc.*, the Fourth Circuit Court of Appeals strongly criticized the EEOC for pursuing a disparate impact claim based on data "rife with errors." Further, this comes a year after the Sixth Circuit reached a similar conclusion, rejecting data from the same expert heavily relied on by the EEOC. Undeterred by the outcome of these cases, disparate impact claims related to pre-employment screening remain an agency priority.

Employers should continue to use pre-employment tests to assist in finding qualified candidates. However, in order to survive court scrutiny, the tests must relate to legitimate job qualifications.



# TRAINING EXCELLENCE

## DO YOUR TRAINERS STAND OUT IN A CROWD?

**WHEN**

DECEMBER 7-11, 2015  
JUNE 6-10, 2016


Beginning at 1pm on Day 1, ending at noon on Day 5 at Five Oaks Lodge in Jenks, Oklahoma.

**OBJECTIVES**

- Describe the dual focus of a trainer
- Explain the stages of the learning process
- Use structured format for lesson design
- Incorporate best-practice training & facilitation technique
- Teach the class with their new skills
- Explain how to optimize training for the adult learner

**TOPICS**

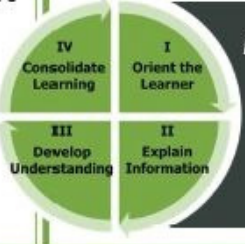
- What Motivates People to Learn
- Facilitation vs. Teaching
- The Learning Cycle & the Facilitator's Role as Guide
- Lesson Structure - Design and Development
- Why, When & How to Incorporate Experiential Activity
- Effective Questioning Technique
- Minimize Learning Barriers
- Facilitating Group Dynamics
- Guiding Meaningful Debriefs



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This **TRAIN-THE-TRAINER (T3)** workshop is a unique blend of theory and practice, with emphasis on experience. While you learn and practice the theory and facilitation skills involved, you'll also be experiencing interpersonal dynamics and living the concepts of **TRUST, RISK-TAKING, and COOPERATION.**

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### Already Certified?

SHRM Certification Online Tutorial Pathway

Business leadership has changed over recent decades. HR professionals now operate at the core of the global enterprise, ensuring the alignment of policy and practice with organizational strategy. The new SHRM credentials, the SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP), reflect the

expanding role of today's HR professional.

If you are a current holder of an HR generalist certification\* in good standing and you obtained your certification by January 31, 2015, you are eligible for SHRM's new certification - at no cost - by completing the online tutorial pathway described in the steps below by December 31, 2015.

1. Visit [shrmcertification.org/pathway](http://shrmcertification.org/pathway).
2. Create an account and select "Online Tutorial Pathway."
3. Affirm that you hold a valid HR credential.
4. Enter current certification details: certification name, issue date and expiration date.
5. Agree to abide by the SHRM Code of Ethics.
6. Access and complete the Online Tutorial via the link sent to your e-mail.
7. Receive your SHRM credential once you complete the pathway process, and begin a three-year recertification cycle. For up-to-date details on recertification, visit [shrmcertification.org/recertification](http://shrmcertification.org/recertification).

You will not lose or have to give up any of your current credentials in order to obtain the new SHRM certification. Any professionals who did not obtain a generalist certification by January 31, 2015, will not be eligible for the online tutorial pathway and instead can take the SHRM certification exam during the spring or winter exam window.

*\*Eligible HR generalist certification programs include: PHR, SPHR, GPHR, HRBP, HRMP and IPMA-CP. PHR, SPHR, GPHR, HRBP and HRMP are registered trademarks of the HR Certification Institute and are not SHRM certifications. SHRM has no rights to the "IPMA" trademark, and IPMA-CP is not a SHRM certification. Other HR generalist credentials may also qualify based on SHRM's review. Please e-mail [shrmcertification@shrm.org](mailto:shrmcertification@shrm.org) for more information.*

## Talent Planning & The Magic Question

by Dixie Agostino, SPHR  
VP - Public Relations



At a Small Business Summit I attended recently, a panel of millennial high achievers talked about what drew them into their career positions and what is currently making them stay. What I had not previously realized, was the members of this panel, first needed to know the path a job could take within the company before even wanting to step into that role. Part of my head wanted to explode with frustration when a light bulb went off in the other part. AHA!

I was taught to come into a company, show them what I can do and then ask what opportunities are possible. I thought that first advancement must be deserved before asking it if was possible. Later in my career, I had a high level of frustration for candidates who expressed the desire

for a future management position when they had not mastered or even started a staff level position. But the millennials on this panel had me thinking, what if my assumption was wrong?

Many companies are hesitant to put huge time and energy into long term succession or workforce planning due to uncertainty. We have no way to accurately predict the economy, our turnover or what the business needs will be in the future. Who wants to build a plan only have it trashed or have employee expectations that now cannot be met? But what if we are missing the question some high performers are asking us? What if our staff and candidates are asking not "What can I get?" which was how I heard it before, but instead "What's possible?"

So, now in the recruitment process, we tell the stories of other employees in similar positions, where they have been and what they are becoming in their careers. By hearing success stories, candidates can mentally place themselves in these career tracks and decide if this is their kind of company.



Maddie Hill Hillcrest Medical Center  
 Leanne Robison Airflo Cooling Technologies  
 Stephanie Manning Titus Hillis Reynolds Love Dickman & McCalmon



**November 18 - Program Meeting with Awards and Scholarship Presentation - Tracy Spears**

**December 3 - Learning Lab - TBA**

**[Click here to view our full calendar.](#)**

**Tulsa Area Human Resources Association**  
**[admin@tahra.org](mailto:admin@tahra.org)**  
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