

December 2015

Issue 50



Letter from the President

by *Michelle Lehman*

As 2015 comes to a close, I'd like to take the opportunity to express my gratitude and appreciation to our TAHRA Board and committee members, our members in HR and business community partners. They are a devoted group of HR professionals, who not only serve on the board for TAHRA but are balancing full-time jobs along with their personal interests, families and other volunteer efforts. I am proud of the work this team of dedicated directors has accomplished in 2015. These directors have a BIG heart for TAHRA; there are times I know their volunteer role has felt like a full-time job, yet their dedication has never wavered.



Over the last year, we have made achievements together both large and small and I thank everyone for your participation. Your dedication to TAHRA has made it possible for us to continue to offer valuable programs and resources to support the HR professional development of our diverse membership. I hope you'll continue to cultivate your successes as an HR professional throughout the new year by taking advantage of the many outstanding programs and resources we offer, and by leveraging TAHRA to foster meaningful and rewarding connections with others.

Congratulations to the new slate of officers and incoming President Heidi Hartman who will assume the President's role in January 2016. The Board has plans for an awesome upcoming year. If you are a TAHRA member, thank you for your support. If you're not a TAHRA member...give it a try! The entire board is here to serve you, so if there is anything we can do for you, please contact any of us. Contact information can be found on the TAHRA website.

It has been my pleasure and honor to serve alongside you to advance the HR professional and make our mark within the greater Tulsa community. I wish you and your family a warm and happy holiday season and continued success and opportunity in the new year!

Thank you again, with warm regards---Michelle

Annual TAHRA Award Recipients Announced

By *Heidi Hartman, President Elect*

At the November Program Meeting, several award recipients were



Chapter 0175

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recognized. Jessica Crews was selected as the Outstanding New Professional and Brandon Brazeel, SPHR, SHRM-SCP was selected as the Richard J. Messer Excellence in Human Resources recipient.



2015 Recipients - Amber Vanderburg, Jessica Crews, Brandon Brazeel and Malinda Silva

Jessica Crews is a HR Business Analyst in the Leadership, Learning and Performance group of Williams. Jessica graduated from Oklahoma State University in December 2014 with a B.S. in Human Resources and Marketing. Jessica manages two learning programs that occur monthly focusing on developing employees and supervisors. In addition, she created a weekly meeting to demonstrate and help employees use the company tools and resources to aid employees on their own career and self-development.

Jessica is also the enterprise chair for Williams Young Professional Business Resource Group. She serves as a committee member for William's

Organizational and Professional Development Inclusion Committee and she is a member of the Talent Acquisition and Retention Inclusion Committee. Jessica is a member of the Women of Williams Business Resource Group and serves as a Campus Ambassador. Outside of Williams Jessica is a member of TAHRA, Tulsa Young Professionals, Tulsa Chamber Diversity Council (Mosaic), Women's Energy Network and the Tulsa Roteract. Jessica has chosen Make-A-Wish Foundation as the recipient of a \$300 donation.

Brandon has more than 20 years of experience in HR and Business Management and is currently the Manager, Human Resources, Operations-Americas for SPX Corporation where he supports five different locations. Brandon is also an adjunct professor at St. Gregory's University where he teaches HR, Leadership and Management classes. Brandon is a certified Senior, Professional in Human Resources (SPHR), a SHRM-SCP and a SHRM member. Brandon has served on the TAHRA board since 2011 as Golf Chair, President Elect, President, Past President and VP of Leadership.

Brandon has also been a speaker at the Oklahoma Association of Career and Employment Professionals (OACEP) and the Association of People Supporting Employment First (APSE) conferences. Brandon helped facilitate the PHR/SPHR exam prep class during the 2014 OK HR State Conference and most recently gave a presentation to the Industrial/Organizational graduate students at the University of Tulsa. Brandon has also created a HR Blog where he shares his view and insights on HR and Leadership titled "Be Great...Today!". Brandon received both his MBA and BS in Management from Oklahoma State University. Brandon has chosen Hayden's Hope as the recipient of a \$500 donation.

Also recognized were the 2015 TAHRA Scholarship recipients Malinda



TAHRA 2015 Board & Committee Chairs

Michelle Lehman
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Heidi Hartman, MHR, SPHR,
SHRM-SCP
President Elect

Billie Fisher Callahan, SPHR
Past President

Nancy Gunter, SPHR
VP Programs

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VP Membership

Brandon Brazeel, SPHR,
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VP Leadership Development

Rachel Crawford, J.D.
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Matthew Pockrus
Website/Technology Chair

Kerry Hope
Registration Chair

Amanda Espino, PHR
College Relations Chair

Silva, a graduate student at the University of Oklahoma-Tulsa for a Masters in Human Relations and is a HR Coordinator at Terra Nitrogen; and Amber Vanderburg, a graduate student at the University of Oklahoma-Tulsa for a Masters in Organizational Psychology with a major in Organizational Dynamics and is a HR Specialist at Saint Francis Health System.

Join TAHRA in congratulating the 2015 Award Recipients for outstanding contributions to HR!

December Learning Lab

Thursday, December 10 | 2:00pm - 4:00pm |
OSU Tulsa - North Hall Room 104



Simple Project Management: Clear Planning that Connects and Engages Team Members

*Presented by Alan Vanderburg
The Bama Companies*

Have you ever been caught in the weeds of a "Project" at work? In this session, you will learn how to use a step-by-step process called "Project Roadmap" to create clear direction for current and future projects.

In this interactive session, you will get a hands on use of the IBR (Intention, Behavior, Result) tool which will help you properly scope, effectively deploy, and close a project.

Tuesday, December 8 is the last day to register for this lab!

[Register now!](#)



This is a paid advertisement.

Vacant

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Jackie Evins, PHR
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Denise Reid
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Julie Odom
Chapter Management
Professional

MEMBERSHIP RENEWAL

Thank you for your 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 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.

Proposed Changes to the Regulations Implementing the Genetic Information Nondiscrimination Act

*by Rachel Crawford
VP - Legislative Affairs*



Recently, the U.S. Equal Employment Opportunity Commission ("EEOC") issued a Notice of Proposed Rulemaking to amend the federal regulations pertaining to Title II of the Genetic Information Nondiscrimination Act ("GINA"). The Proposed Rule would allow employers who offer wellness programs included in group health plans to provide incentives in exchange for an employee's spouse providing information regarding his/her current and past health status.

Congress enacted Title II of GINA in 2008 to protect job applicants, current and former employees, and others from employment discrimination based on their genetic information. Congress feared the advance of scientific technology and genetics could lead to the potential misuse of genetic information to discriminate in health insurance and employment. Congress hoped to prohibit employers from "weeding out" employees based on misconceptions about an individual's genetic predispositions. Indeed, an individual's potential risk or predisposition to develop certain diseases does not affirmatively establish a person will develop the disease, and also should not be used by employers to make employment decisions.

Title II of GINA prohibits the use of genetic information in employment, restricts employers from requesting genetic information (subject to a few narrow exceptions), and strictly limits the disclosure of genetic information. One of those narrow exceptions to GINA's prohibition on acquiring genetic information permits employers that offer health or

genetic services, including services offered as part of voluntary wellness programs, to request genetic information as part of these programs, as long as certain specific requirements are met. Under the current regulations, one of these specific requirements is that the wellness program cannot condition inducements to employees on the provision of genetic information.

This specific requirement does not address employees' spouses, and the EEOC has received many questions regarding whether an employer would violate GINA by offering an employee an inducement if the employee's spouse who is covered under the employer's group health plan completes a health risk assessment ("HRA") seeking information about the spouse's current or past health status in connection with the spouse's receipt of health or genetic services as part of an employer-sponsored wellness program.

The proposed regulations would clarify that GINA does not prohibit employers from offering limited inducements or incentives (whether in the form of rewards or penalties avoided) for the provision by spouses (covered by the employer's group health plan) of information about their current or past health status as part of a HRA, which may include a medical questionnaire, a medical examination or both, as long as (1) the provision of information by the spouse is voluntary, meaning the employer neither requires the individual to provide the information nor penalizes those who choose not to provide it; and (2) the spouse provides prior knowing, voluntary, and written authorization, which may include authorization in electronic format.

Moreover, while the proposal allows inducements in return for a spouse's current and past health status, it does not allow inducements in return for the spouse providing his/her own genetic information, including the results of his or her genetic tests. Thus, the proposed exception is a narrow one.

Finally, the Proposed Rule would not alter the absolute prohibition against the use of genetic information in making employment decisions. Were an employer to use information about a spouse's current or past health status to make an employment decision about an employee, it would likely violate GINA's prohibition on using genetic information.

The EEOC will accept comments from employers about the Proposed Rule through Tuesday, December 29, 2015.

As always, please do not hesitate to contact Rachel Crawford at 918-587-0101 or rcrawford@newtonoconnor.com if you would like more details about this and other proposed changes to the GINA regulations. You can read the entire Proposed Rule here: <https://www.federalregister.gov/articles/2015/10/30/2015-27734/genetic-information-nondiscrimination-act-of-2008#h-8>.



It is hard to believe that 2015 is almost at an end - with that comes the close of the online tutorial "pathway" window for the New SHRM Certification. Unfortunately, we still have several individuals associated with Tulsa and our Chapter that have not taken advantage of this opportunity - **BUT**, there is still time! If you presently hold a valid certification through HRCI (as of 1-31-2015) you can go to: shrmcertification.org/pathway today and get started. You will not lose or have to give up any of your current credentials in order to obtain the new SHRM certification.

Our Chapter will receive incentive funds for members who receive the new SHRM-CP and SHRM-SCP certifications (\$20 for every SHRM National member in the chapter who is certified by December 31,2015). Those funds will be used for support of quality programs and other membership benefits - so, why test when you can walk the path, if eligible to do so. The incentive program will continue into 2016 as well.

In terms of those not presently certified through HRCI, but who are interested in the New SHRM Certification, as you consider your professional certification options, know that SHRM is glad to provide information on how to prepare to take the exam www.shrm.org, and, a certification prep course will be offered as a pre-conference session at the Oklahoma State HR Conference April 26-28, 2016. Go to www.okhrconference.com for more information and to register. In our TAHRA Study Group this Fall which will conclude in two weeks, we have two of our members scheduled to take the New Certification exam in early 2016 - we hope the course has prepared them to be successful in that pursuit!

As reported at the SHRM Leadership Conference recently, there are 45% of the SHRM Members at Large now certified and 55% of Members in State Chapters are certified - let's keep that momentum going. In the near future, SHRM is going to roll out "digital" badging for use associated with their certification - stay tuned for more on that topic.

Professional certification demonstrates you are committed to keeping current in terms of knowledge and competencies associated with our Profession. It is valued by employers as a symbol of your dedication to continued education. You wouldn't drive without a license - why practice without certification? It has been my pleasure to assist in this pursuit and I look forward to sharing more in 2016.

Have a great December.
Christy Ptak, SHRM-SCP, SPHR
TAHRA Certification Chair

New Year, New Candidates, New Job

*by Dixie Agostino, SPHR
VP - Public Relations*

Common recruiting folklore is that "No one hires during the holidays". Sure, it can feel like an uphill battle, trying to coordinate interviews with managers



that are out on vacation and the overall office environment feeling "checked out". But here's why December can be your best time to hire or find the dream job you are looking for:

1. A Solid Foundation for January - When December is spent training and onboarding, new hires can hit the ground running for the increased workload of January.
2. End of the Year Planning and Connections - Many of us reflect on what we've accomplished and want to accomplish as the current year comes to a close. Savvy companies can leverage this self-analysis and the openness to change that accompanies it to market to top candidates.
3. Staying Ahead of the Competition - It is easy to want to rest on your laurels after a hectic year, but December is the time of year candidates are most receptive to calls and have the best chance to take time off to interview.
4. Increased Visibility - Most job board posting rates slow down in December, so if you are posting, your ads will be much more likely to get noticed.

Using a proactive approach to hiring in December can get your company a higher quality of candidate and smoother on-boarding. Bringing on new staff during the holidays can also establish a feeling of team and connection right from the start as these new employees get to meet and visit with their teammates in festive and fun environments not common the rest of the year.

Seven Good Habits

by Heidi Hartman, SPHR, SHRM-SCP
President Elect



We are at getting close to winding up 2015, and it is important for all of us to reflect on what we have accomplished as well as what we want to do moving forward. I came across an article that I'm planning on using as a guide for the remainder of December and moving forward that I wanted to share with you. I shortened it up some, and added some of my own, the original author is Brian Tracy. Wishing you the best year yet...

Successful People Maintain 7 Good Habits

Success in human life has been studied by great thinkers and philosophers for at least 2500 years. The very best people have good habits. Below are seven habits that are key to develop if you want to perform at your very maximum in everything you do.

Be Goal Oriented -

You need to be a serial goal setter, and dedicate yourself to working from clear, written goals every day of your life. All highly successful people are intensely goal oriented. They know exactly what they want, they have it written down, have written plans to accomplish it, and they both review and work on their plans every single day.

Be Result Oriented -

Result orientation is made up of two practices. The first is the practice of continuously so that you become better at what you do. The second practice is that of time management, setting very clear priorities on what you do and then concentrating single-mindedly on the most valuable use of your time. Be intensely result oriented.

Be Action Oriented -

This is the most important habit for material success, and have a bias for quick action. Fast tempo in whatever you do is essential to your success. You need to overcome procrastination, push aside your fears and launch 100% toward the achievement of your most important goals. The combination of goal orientation, result orientation and action orientation, in themselves, will virtually assure great success.

Be People Oriented -

(We in HR have this one down!) - Relationships are in the center of your life. Cultivate within the habits of patience, kindness, compassion and understanding. Virtually all your happiness in life will come from your ability to get along well with other people.

Be Health Oriented -

This means that you must fastidiously watch your diet, and always eat the right foods in the right proportions. You must exercise on a regular basis and have good habits of rest. Remember, your health is the most important single thing you have, and it is completely subject to the habits that you develop with regard to the way you live.

Stay Honest -

The character you develop as you go through life is more important than anything else. You are objective with yourself and with the world around you. You set very clear values for yourself and organize yourself around your values. You develop a vision for yourself and then you live your life consistent with your highest ideals. You never compromise your integrity or peace of mind for anyone or anything.

Be Self-Disciplined -

Your ability to master yourself, to control yourself, is the most important single quality that you can develop as a person. It goes hand in hand with success in every area of life.

Every one of these habits, being goal oriented, result orientated, action orientated, people orientated, health orientated, honesty and self-disciplined can be developed. You are where you are and what you are today because of your habits. Today you can take complete control over the shaping of your character and personality, and everything that happens to you in the future, by making the decision, right now, to define and to develop the habits that will lead you to great success. And when you develop the same good habits possessed by other successful people, you must and will enjoy their success as well. Your future will become unlimited.

Adapted from an article written by Brian Tracy



December 10 - Learning Lab - Simple Project Management - Clear Planning that Connects and Engages Team Members presented by Alan Vanderburg

January 20 - Program Meeting - HR is a Marathon - How to Stay Motivated presented by Matt Jones

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

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