



HHRAM Herald

Spring 2024

Healthcare Human Resources Association of Minnesota

The latest news, views, and announcements.

Inside

Page 2: 2024 Budget

Page 3: 2024 Goals
2024 Board

Page 4: Member Spotlight
Membership

Page 5: Ask the Attorney
Did you Know?

Page 6: Salary Survey

Page 7: Business Partner
Spotlight
Annual Conference –
Save the Date!

HHRAM will be hosting **ONLY ONE** conference this year in an effort to enhance the quality and focus of the event. This will be held at the beautiful Water Street Inn in Stillwater. See page 7 or visit our website for more information.



A MESSAGE FROM THE PRESIDENT...

By Lois Slick, MBA, PHR, CPSP, LNHA

Happy New Year! I hope this finds you all healthy and happy!

What a strange winter this has been. I, for one, am enjoying this mild weather. It feels like Spring in January! It won't be long now, and we will see the beautiful change from one season to the next. At HHRAM, we are also changing and evolving like the seasons. Over the past year, we have made an intentional commitment to look at our organization overall and how we can better serve our members as well as our business partners.

For our members, we have added additional resources to help you with your HR needs. The HHRAM website now has an area in which members can ask HR questions of other members as well as a place to share resources such as policies or job descriptions. Please log in, subscribe, and check these new features out under the Resources tab.

We also continue to offer great educational opportunities with the opportunity to earn HR educational credits. One of our goals this year is to expand this area to include Webinars, hosted by our Business Partners. We are excited to roll this out in the near future! We are also committed to further engaging our Business Partners and providing them with a greater integrated partnership.

Another area we are working on involves increasing membership, and assuring all potential members are informed of the value that HHRAM can provide to them. From networking to our extensive salary survey access, and our amazing conferences and educational opportunities, our membership fee is well worth the value received. You may begin to see us in booths at upcoming MN healthcare organization conferences as well. Please stop and say hi if you are at these conferences!

As always, I would love to hear from you and how we can better serve you. Please don't hesitate to reach out and let us know how we are doing!

I look forward to connecting with you at the Annual HHRAM conference at the Water Street Inn in Stillwater, MN, May 15-17th!

Lois Slick, President

Account #	Income	2022 Budget	2022 Actual	2023 Budget	2023 YTD Act/	Budget 2024
45000	Investments					
45030	Interest-Savings, Short term CD	204.00	186.65	204.00	652.25	300.00
	Total 45000 - Investments	\$ 204.00	\$ 186.65	\$ 204.00	\$ 652.25	\$ 300.00
47200	Program Income					
47245	Salary Survey Revenue Sharing	8,500.00	8,574.70	8,500.00	8,940.00	9,000.00
	Total 47200 - Program Income	\$ 8,500.00	\$ 8,574.70	\$ 8,500.00	\$ 8,940.00	\$ 9,000.00
47230	Membership Dues Income	\$13,125.00	\$ 10,435.00	\$14,000.00	\$ 14,518.98	\$15,000.00
49000	Conference Income					
49010	Spring Conference Registrations	7,500.00	9585.00	15,000.00	8,760.00	
49011	Spring Conference Business Partners	15,000.00	17350.00	20,000.00	20,525.00	
49012	Spring Conference Donation			-	230.00	
49015	Fall Conference Registrations	15,750.00	7055.00	15,000.00	13,080.00	
49016	Fall Conference Business Partners	18,000.00	4000.00	19,000.00	18,425.00	
	Combined Conference Business Partners					50,000.00
	Total 49000 - Conference Income	\$ 56,250.00	\$ 38,640.00	\$ 69,000.00	\$ 61,020.00	\$ 50,000.00
	Total Income	\$ 78,079.00	\$57,836.35	\$ 91,704.00	\$ 85,131.23	\$ 74,300.00
Account #	Expenses	2022 Budget	2022 YTD	2023 Budget	2023 YTD	Budget 2024
60100	ASHHRA National Conference	\$ 7,500.00	7700.00	\$ 7,500.00	\$ 6,778.80	\$ 6,000.00
61000	Conference Expense					
61002	Spring Conference Expense	30,000.00	21579.12	32,500.00	44,206.84	
61003	Fall Conference Expense	30,000.00	31997.75	35,000.00	37,710.35	
	Combined Conference Expense					45,000.00
	Total 61000 - Conference Expense	\$ 60,000.00	\$ 53,576.87	\$ 67,500.00	\$ 81,917.19	\$ 45,000.00
62100	Contract Services					
62110	Accounting & Management Fees	8,160.00	7507.50	8,760.00	9,697.50	9,400.00
62150	Outside Contract Services (tax return)	600.00	575.00	600.00	585.00	600.00
	Total 62100 - Contract Services	\$ 8,760.00	\$ 8,082.50	\$ 9,360.00	\$ 10,282.50	\$ 10,000.00
62190	Education (2024-BP Webinars)	\$ 720.00	\$ 750.00	\$ 720.00	\$ -	\$ -
64000	Membership Expense (ASHHRA/HRCI)	\$ 525.00	\$ 175.00	\$ 525.00	\$ 825.00	\$ 900.00
65000	Operations					
65040	Supplies, Mileage, Copies & Postage	600.00	192.78	197.00	94.21	240.00
65060	Scholarships (2 Education, 2 HHRAM)*	2,750.00		2,250.00	-	1,000.00
65070	Technology	1,200.00	1325.74	1,325.00	2,780.70	3,000.00
65080	Bank & Card Fees	900.00	1175.4	1,200.00	1,778.77	1,800.00
65090	Miscellaneous Expense	-		-	15.00	-
	Total 65000 - Operations	\$ 5,450.00	\$ 2,838.87	\$ 4,972.00	\$ 4,668.68	\$ 6,040.00
65100	Other Expenses					
65100	Other	\$ 150.00		\$ 150.00	-	100.00
65120	Insurance	1,500.00	1558.00	1,558.00	1,540.00	1,560.00
65170	Donations				230.00	
	Total 65100 - Other Expenses	\$ 1,650.00	\$ 2,208.00	\$ 1,708.00	\$ 1,770.00	\$ 1,660.00
68300	Travel and Meetings					
68310	Board and Committee Meetings	-		-	-	700.00
68320	Education Meetings	-		-	-	
	Total 68300 - Travel and Meetings	\$ -	\$ -	\$ -	\$ -	\$ 700.00
	Total Expense	\$ 84,605.00	\$ 75,331.24	\$ 92,285.00	\$ 106,242.17	\$ 70,300.00
	NET INCOME	\$ (6,526.00)	\$ (17,494.89)	\$ (581.00)	\$ (21,110.94)	\$ 4,000.00

This year’s goals are all around creating value for our members, including our business partners, and ensuring a strong HHRAM Board into the future.

1. Quarterly Member Meetings: Building stronger networking opportunities for members to come together to share knowledge, discuss current HR trends, and help one another overcome challenges that we face in healthcare every day.
2. Update the Business Partner Program: Developing a better pathway for business partners to reach HHRAM members across the state by supporting the learning opportunities business partners provide for our members and boosting their services through communication and sponsorships.
3. Increase Partnerships with Other Healthcare Organizations: Creating a link between partners such as LeadingAge Minnesota, Minnesota Hospital Association, and others.
4. Board Succession Planning: Enhancing and implementing processes that effectively enable the Board to identify candidates and fill Board vacancies effectively and efficiently to ensure a strong future for HHRAM.

Want to help? There are many ways to get involved to help the Board meet its goals. Reach out today!

2024 Board Members

We have a robust, knowledgeable Board again for 2024!

- President Lois Slick, Director of HR, LifeCare Medical Center
- President Elect Open
- Secretary/Treasurer Heidi Powell, HR Supervisor, Bigfork Valley Hospital
- Business Partner Liaison Chad Engstrom, HR Director, Apple Tree Dental
- Membership Laurie Daniels, Director of HR, North Memorial Ambulatory Surgery Center
- Social Media Director Mary Hoffman, HR Director, Lakewood Health System
- Communications/Marketing Roxanne Hejhal, VP of HR, St. Francis Health Services of Morris
- Salary Survey Brianne Ptacek, HR & Business Office Manager, High Pointe Surgery Center
- Education Director Kyle Buckingham, HR/Communications Coordinator, Bigfork Valley Hospital
- Scholarship Director Chrissy Draper, HR Business Partner, CHI Lakewood Health
- Member at Large Nicole Nyberg, Director of HR, Knute Nelson
- Member at Large Shannon Demgen, Director of HR, MNGI Digestive Health
- Member at Large Lisa Smude, Talent Acquisition Division Manager, CommonSpirit Health
- BP Members at Large Dave Mandel, Francis, LLC
- BP Members at Large Blake Martin, Brown & Brown

We rely on our members to continue to be a strong resource for all human resources professionals in the healthcare industry. Please consider sharing your knowledge and expertise with us by joining the Board! We make participating on the Board easy by hosting the monthly meetings virtually. Upcoming meetings dates include:

- Friday, February 16: 10 am – noon
- Friday, March 15: 10 am – noon
- Friday, April 19: 10 am – noon

For more information, contact any Board member listed above!

MEMBER SPOTLIGHT

Mary Hofmann, Human Resources Director at Lakewood Health System.

- **Tell us a little bit about yourself:** My name is Mary Hoffmann, I am the Human Resource Director for Lakewood Health System in Staples, Minnesota. I received my Bachelors of Organizational Behavior in 2015 and began employment with LHS at that time. After progressing through a couple of positions that tied to HR, I ultimately landed in this role in 2022 (thanks Roxy Hejhal 😊). Personally, I live in Baxter with my husband, Jon, and two daughters, Lottie (6) and Rosie (4). As a family, we enjoy movie nights, ice cream Sundays, and spending time with friends and family. As a couple, our favorite outing is a Vikings game. In my spare time, I enjoy bubble baths, reading and indoor cycling.
- **How long have you been a member of HHRAM?** I've been a member of HHRAM since 2022 and this will be my second year on the HHRAM Board as the Social Media Director.
- **What do you most enjoy about HHRAM?** After my first conference, I recall saying "I've found my people." The networking, the similar mindsets, the ability to connect on a work and personal level has been sincerely spectacular.
- **What do you enjoy most about working in HR?** HR is tough – you typically see and hear the worst of and from people. However, we also get to drive culture and employment experience. I have said that members of HR are the Olivia Pope's (Scandal, anyone?) of the everyday world. We see and fix or help guide solutions every day.
- **What is a typical day like for you?** Every day is definitely a new day. There is consistency in some respects from HRIS management to benefit review and billing, but you truly never know what you are going to walk into or how your day is going to shift. I'm thankful to have a phenomenal team to dive into the trenches with.
- **What's your favorite tip for someone in our industry?** If you have a strong head, heart and gut, and listen to all three, you'll be alright. As Ted Lasso says, "Just listen to your gut, and on the way."



MEMBERSHIP

If you have not yet renewed your membership for 2024, or do you know someone thinking about joining? It's not too late! As a member of HHRAM, you are part of the only local professional organization dedicated to the specialized field of healthcare human resources! For over 40 years, HHRAM has been dedicated to providing stimulating education, invaluable networking, and comprehensive compensation and benefit resources to hundreds of healthcare professionals.

Click here to renew/become a member: [Healthcare Human Resources Association of Minnesota - Join HHRAM](#)

Join Us
Today!

ASK THE ATTORNEY: EARNED SICK AND SAFE TIME

We recently reached out to Grant Collins from Felhaber Larson with this question.

Question: A few of us from HHRAM were recently talking about the wonderful ESST law and one recently had an employee raise a question. During our conference, it sounded like most facilities were going to use their PTO policy as it was more generous. The question surrounds the accrual of PTO/ESST. Our policy does not accrue PTO on overtime hours, yet the MN DOL has a FAQ question on ESST that states ESST must accrue on overtime hours worked. Do you know how that would come into play with those of us who chose to use our PTO plan? Would we need to add overtime to the accrual calculations?



Answer: Yes, this issue has come up and my general advice is that you have two options: (1) confirm that your PTO accrual is sufficiently generous to avoid having to accrue it on OT hours or (2) change the accrual to accrue on all hours worked (including OT) for non-exempt employees.

Many clients have a PTO accrue that greatly exceeds the 1 hour for every 30 hours worked. Thus, the fact that it accrues based on schedule and not OT hours, is not a concern. For example, if the client accrues PTO at a rate of 7 hours per month, an employee would need to work 210 hours (7 x 30) in order to not meet the required ESST accrual.

Others, though, have a PTO accrual that is close to the 1 hour for every 30 hours worked. In these circumstances, it may be safer to switch to an hour-for-hour accrual (including OT accrual for non-exempt employees). Remember, too, that for FLSA exempt employees, you can accrue based on schedule (and not OT hours). Exempt employees accrue 40 hours per week unless they work a different schedule.

DID YOU KNOW?

HHRAM has a scholarship program to encourage undergraduate and graduate level academic pursuits for a career in healthcare and/or healthcare human resources. Individuals eligible must be:

- A HHRAM member;
- A HHRAM member's dependent children;
- An Employee from a HHRAM member's workplace; or
- A current HHRAM member pursuing PHR or SPHR Certification.

Scholarship Awards are \$500.00 per individual per year, and may be used to pay for tuition, books, supplies, certification test and fees associated with academic pursuits in healthcare and/or healthcare human resources. The scholarship(s) may be awarded after consideration of all presented information. The maximum awarded to any one individual is \$1,000.00.



Scholarships will be awarded twice per year; once for Fall Term and once for the Spring Term. Completed application material with required documents must be received by HHRAM no later than July 1st for the following Fall Term and by November 1st for the following Spring Term. Two (2) awards may be granted per year with additional awards granted at the discretion of the executive committee and subject to the financial status of the association.

You want to hire and retain the best people for your organization. But it’s a tough healthcare job market right now. Thankfully, the 2024 HHRAM Healthcare Salary Survey gives you the answers you need to stand out in a quickly changing landscape.

This annual survey gathers comprehensive data about clinical and non-clinical healthcare salaries across the Upper Midwest. You can use the survey results to gain an edge on your competition, and it’s a great value. HHRAM utilizes a tiered pricing model to make this survey accessible for organizations of all sizes! Plus, participating HHRAM members are eligible for an \$80 discount on the survey’s results.

Need more reasons to participate in the survey? Refer a company or a colleague who then participates and buys the survey for the first time, and your results are FREE! Also, if you are a participant in Iowa, you will receive the standard report results for FREE!

Survey Opened: December 11, 2023*

Participation Deadline: February 09, 2024

Report Distribution: April 12, 2024

The HHRAM Survey is unmatched in quality but comes at a fraction of the cost of comparable surveys. Our tiered pricing, based on organization type and size, guarantees your company receives the best possible rate. Plus, participating HHRAM members qualify for a \$80 discount, making it an even greater value for all organizations – large or small.

2024 Pricing: Includes salary survey and pay practices results in PDF and Excel formats.

Organization Type	2024		
	Non-Participant	Participant	Participant Member
Hospital/Health System - 1,000 or more FTEs	\$2,030	\$1,015	\$935
Hospital/Health System - 301 to 999 FTEs	\$1,520	\$760	\$680
Hospital/Health System - Up to 300 FTEs	\$1,110	\$555	\$475
Clinics / LTC / Other Orgs - More than 200 FTEs	\$1,050	\$525	\$445
Clinics / LTC / Other Orgs - 101 to 200 FTEs	\$840	\$420	\$340
Clinics / LTC / Other Orgs - Up to 100 FTEs	\$600	\$300	\$220
Consultants - Professional Services Firm	\$3,100	n/a	n/a

Money is Personal, Financial Advice Should Be Too

At Francis LLC, we understand that money can be a hard thing to talk about, and that's made even more complicated when your advisor is trying to sell you products or specific investments. That's why we provide conflict-free retirement plan consulting to organizations and sales-free financial wellness services to their employees.

We help you and your employees do money better. Whether it's connecting in-person for personal financial planning sessions, gathering virtually for live webinars on different money topics, or connecting on our Francis LLC Mobile App, we're here to help you and your employees achieve the Work-Life-Money Balance that leads to strong financial futures and more fulfilling lives.

[Hear from our expert financial planners](#) on why they love what they do. [Learn More](#) about our services. [Meet Our Team](#).

[Sign up](#) for our e-newsletter to gain special access to important industry updates, money tips from expert financial planners, and quarterly webinars and learning opportunities.



For more information, please feel free to contact:

David R. Mandel

Vice President- Investment Consulting Services,
Regional Director

Francis LLC

David.mandel@francisway.com

(651) 336-5916

HHRAM ANNUAL CONFERENCE – SAVE THE DATE!



Block your calendars for May 15 – 17, 2024!

We are excited to be back at the Water Street Inn in Stillwater this spring, living our best lives learning and networking. Don't miss the chance to take part in this fabulous event while visiting one of Minnesota's most beautiful locations!

NOTE: HHRAM will be hosting **ONLY ONE** conference this year in an effort to enhance the quality and focus of the event.

More information, registration, and pricing, coming soon! Watch for an email to come your way. Or better yet, follow us on [Facebook](#) and [LinkedIn](#)!

Lunch Bytes: Where connections and conversations collide!

We are excited to extend an invitation to our first virtual quarterly meeting, where we will delve into the hot issues impacting HR! This quarterly meeting is not just an opportunity to stay informed; it's a chance to visit with fellow HHRAM members, share best practices, and create valuable connections along the way.



Wednesday, March 13



12:00 - 1:00

Registration information coming soon!



**HEALTHCARE HUMAN RESOURCES
ASSOCIATION OF MINNESOTA**