

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 Shannon Demgen, SHRM-SCP*

What beautiful weather we've had in June and now it's officially summer! I hope you find time to enjoy the land of 10,000 lakes this summer. It is hard to believe the Spring Conference was almost two months ago! It was a wonderful opportunity to network with many of you and what an amazing group of speakers. I want to give a big shout out to Mandy Dobosenski as she took the lead on planning the Spring Conference and really knocked it out of the park!

The HHRAM board has been putting time and effort into accomplishing our 2018 goals and we have a few updates to share with all of you.

#### 2018 Goals:

1. Research partnering with MHA, MMGMA, WiSHHRA or other state ASHHRA chapters. Research will be completed by March and implemented by November 2018.
  - **MMGMA and HHRAM will be offering our member conference rate to each other's membership.**
  - **HHRAM is working with WiSHHRA to plan a join webinar in November.**
2. HHRAM Succession Plan: Have a membership table at the Spring and Fall conference to share HHRAM membership benefits, Board positions and collect interest in joining the HHRAM board.
  - **The HHRAM board had a membership table in the Business Partner room at the Spring conference.**
3. The Business Partner Liaison and HHRAM board will bring in three new business partners. This will be implemented by the fall 2018 conference.
  - **Goal Complete: We had 4 new Business Partners attend the Spring Conference: IS Loan Solutions, iSolved HCM, Page Up and Skill Survey**
4. Review and update bylaws by October 1, 2018.
  - **The HHRAM Board is currently reviewing the bylaws and will be proposing some changes to be approved by membership this fall.**
5. Ensure HHRAM members are receiving all email communication delivered from the Wild Apricot system by April 1, 2018.
  - **Goal Complete: Members that weren't receiving emails have confirmed they are now receiving them. Please reach out to a HHRAM board member if you are not receiving any email communication from HHRAM.**
6. Leverage the two new Business Partners at Large to determine how we can build relationships and value to our business partners as well as increase conference attendees and/or increase HHRAM membership.

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- Gold and Platinum Sponsors will be offered to opportunity for one of their healthcare clients that isn't currently a HHRAM member the opportunity to attend the Fall Conference at no cost. They would also receive a free HHRAM membership for 2019.

HHRAM will continue to be the go to resource for education and networking for healthcare human resources professionals. I hope to see you in October at the Fall Conference. I guarantee attending these conferences will be valuable time spent growing your knowledge and networking with colleagues. Check out page 4 to learn more about the conference.

I want to thank you for being a member of HHRAM! If you have any ideas you would like to share with the Board or are interested in becoming more involved, please contact me as we are here to serve our members.

Shannon Demgen  
 HHRAM President  
 sdemgen@mngastro.com

## Treasurer's Report

HHRAM remains in good financial standings YTD for the 2018 calendar year.

The current checking account balance as of May 31, 2018 is \$98,302.53 with \$44,032.26 in CDs.

<b>Income</b>	<b>Budget 2018</b>	<b>Actual YTD thru 5/31/2018</b>
Investment Income	\$ 60	\$ 13.55
ASHHRA Chapter Awards	\$ 1,000	\$ 0.00
Program Income (Salary Survey Revenue Sharing)	\$ 6,500	\$ 5,000.51
Membership Dues	\$ 14,000	\$ 6,525.00
Conference Income – Spring 2018	\$ 31,000	\$ 34,850.00
Conference Income – Fall 2018	\$ 32,000	\$ 0.00
<b>Total</b>	<b>\$ 84,560</b>	<b>\$ 46,389.06</b>
<b>Expenses</b>		
Chapter Relations (ASHHRA conference & ASHHRA Memberships)	\$ 7,820	\$ 4,570
Conference Expenses (Spring )	\$ 25,000	\$ 10,395.85
Conference Expense (Fall)	\$ 30,000	\$ 6,500.00
Contracted Services – Accounting & Mgmt	\$ 8,294.36	\$ 3,245.00
Monthly Operations (Fees, Postage, Printing, Phone, Supplies, D&O Liability)	\$ 3,200	\$ 1,482.25
Scholarships (2 education, 1 ASHHRA, 2 HHRAM)	\$ 3,500	\$ 0.00
Website Maintenance	\$ 1,422	\$ 0.00
Board Meeting Expense	\$ 700	\$ 222.70
Misc. – Collaborative, Education, Philanthropic, Donations, Regional Meetings	\$ 1,475	\$ 58.94
<b>Total</b>	<b>\$ 81,411.36</b>	<b>\$ 26,474.74</b>

## HHRAM Board Meeting Dates for 2018

Board meetings alternate between being held by conference call and being held in person in St. Cloud at CentraCare St. Benedict's Senior Community (1810 Minnesota Blvd, St. Cloud) and begin at 10 am. Any member is welcome to attend to see if you would like to get more involved serving the HHRAM chapter. RSVP's are appreciated so that we can have an accurate count for meals.

August 17<sup>th</sup>: Meeting held at Minnesota Gastroenterology, P.A. Corporate Office in Minneapolis

September 21<sup>st</sup>: Conference Call

October 23<sup>rd</sup>: Meeting held at Rutger's Bay Lake resort prior to 2018 Fall Conference

November 16<sup>th</sup>: St. Cloud (2019 Goal Planning Meeting)



## Welcome to our New Members!

### **Amanda Anderson**

Northwest Eye  
Executive Assistant

### **Paula Barnes**

St. John's Circle of Care  
Human Resources Director

### **Katie Rude**

Catholic Eldercare  
HR Assistant

### **Nicole Nyberg**

Knute Nelson  
Director of Human Resources

### **Kristy Lausted**

United  
Sr. HR Generalist

### **Amy Winters**

Ridgeview Medical Center  
HR Generalist

### **Lisa Johnson**

Dermatology Consultants  
HR Coordinator

## HHRAM Healthcare Wage & Salary Survey

We Have a Winner!

Thank you to everyone who participated in the 2018 HHRAM Healthcare Wage & Salary Survey. Your contribution improves the survey data, making it more beneficial for members. This year, to grow the survey, participants who referred new organizations were entered in a drawing to win a new Apple iPad.

This year's winner is **Craig Ward**, Administrator at the Raiter Clinic in Cloquet, Minnesota. Thank you, Craig, for referring a new organization, and enjoy your prize!

The Wage & Salary Survey generates funds for HHRAM, allowing us to continue to provide important resources to our membership. Please participate in the survey again in 2019, and encourage your industry peers to do the same. Remember, for each new participating organization you refer, you will receive one entry into a drawing for a prize!

Be on the lookout for more information on the 2019 HHRAM Healthcare Wage & Salary Survey this fall.

## Save the Date – Fall Conference

Save the Date!  
2018 HHRAM Fall Conference  
October 24-26, 2018  
Ruttger's Bay Lake Lodge, Deerwood, MN  
Keynote Speaker: Matt Birk

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Matt Birk was selected by the Minnesota Vikings in the sixth round of the 1998 draft. Appearing in 228 career games, including 18 playoff contests, Matt spent 11 seasons with Minnesota and 4 more with the Baltimore Ravens. He was named the 2011 Walter Payton NFL Man of the Year for his off-the-field service, as well as his playing excellence.

Matt has a passion for children and education, and has focused a great deal of his energy on promoting literacy among the youth in his communities. In 2002, he created the H.I.K.E. Foundation (Hope, Inspiration, Knowledge, Education) in Minnesota. It has grown greatly since then and its initiatives reached over 100,000 children in the Baltimore area in 2012.

In February, 2013 after a 15 year career in the NFL and a Super Bowl XLVII win with the Baltimore Ravens, the six-time Pro Bowl Center announced his retirement from playing football. Since his retirement, Matt has served the NFL in a variety of capacities. Currently a special advisor, he sits on the Board of Directors of USA Football, the sport's governing body. Much of Matt's work focuses on growing and developing the game at all levels.

Today, in addition to his work for the NFL, Matt Birk is inspiring, teaching and motivating audiences across America as a national speaker. He speaks on the topics of Leadership, Teamwork, and Achievement.



## ASHHRA Update

By Karen Gillespie, ASHHRA Regional Consultant - Region 6



A personal membership group of the  
American Hospital Association

### Who is ASHHRA?

The American Society for Healthcare Human Resources Administration (ASHHRA) – a personal membership group of the American Hospital Association (AHA), is the nation's only membership organization dedicated exclusively to meeting the needs of health care human resources practitioners.

#### *Mission*

To advance health care through the support and development of a knowledgeable and connected network of human resources professionals by providing innovative resources, tools and strategies.

#### *Vision*

An inspired community of health care human resources professionals that reaches its highest potential as a catalyst for positive change in an evolving health care landscape.

#### *Values*

Trust, Collaboration, Integrity, Innovation, Leadership, Inclusion, Community and Stewardship

## Benefits of Membership

Set an example as an HR leader at your health care facility – utilize the professional development tools and resources ASHHRA membership provides. Visit [www.ASHHRA.org](http://www.ASHHRA.org) or the link provided below for more information about membership and benefits.

## ASHHRA 54th Annual Conference and Exposition

Registration is currently open for the ASHHRA Conference being held September 15 – 18<sup>th</sup> in Pittsburgh, Pennsylvania. Inspiring general session and breakout sessions feature health care specific topics you won't find at other HR conferences. You'll leave with a variety of take-away tools and resources, and best of all, you'll make long-lasting connections with your peers in health care HR.

## Certified in Healthcare Human Resources (CHHR)

Invest in your future by earning the CHHR professional designation. Nationally recognized, CHHR is the premier credential based on sound assessment that delivers both internal and external rewards. You can visit [ASHHRA.org](http://ASHHRA.org) for more information on CHHR, renewal, study resources, exam dates, and locations.

This summer ASHHRA is offering a **CHHR Exam Scholarship** and applications are being accepted through Friday, July 27<sup>th</sup>. Visit <http://www.ashhra.org/learning/certification.shtml> to learn more and submit your application.

## Member Spotlight

Roxanne Hejhal is the Director of Education, Employee Health, Human Resources and Occupational Health at Lakewood Health System in Staples, Minnesota and has been there for 6 years. Roxanne has been a member of HHRAM since October 5, 2016 and is currently the Marketing and Communication Director for HHRAM.



Roxanne is responsible for developing, implementing, monitoring and complete Human Resources strategic plan at Lakewood. She provides vision, strategic leadership, planning, and guidance for the development, implementation and management of an effective employee lifecycle events organization. Roxanne also implements, and evaluates training and development and succession planning for her organization and manages the internal and external health and wellness programming.

### We asked Roxanne why she enjoys working in human resources and she stated:

“My HR role enables me to support employees and leaders throughout the organization, which ultimately supports our patients and residents. My role also allows me to develop and facilitate leadership training. I love this because I can watch emerging leaders grow and I play a part in helping some reach the next steps in their careers.”

### We also asked Roxanne her feeling about being a member of HHRAM:

“Being part of HHRAM connects me to other HR professionals in healthcare. This organization focuses on industry-specific trends and helps me continue to grow as a strategic partner in my organization. Attending the Spring and Fall conferences is a great way to network, discover new technology, and keep up to date on what is happening in my field.”

Roxanne has been married for 30 years to her high school sweetheart James and has three children and a border collie/blue healer mix dog named Tank. We appreciate all that Roxanne is doing for HHRAM in her Marketing and Communication Director role.

## Business Partner Spotlight

Thank you to CBIZ for their partnership with HHRAM for over 5 years!

## CBIZ Provides Expertise in the Health Care Industry

At CBIZ, we understand that your business is all about people. And so is ours. We pride ourselves not only on our expertise and creative thinking, but with our commitment to developing solid and lasting relationships with our clients.

CBIZ Employee Services Organization	
1,735	health care industry clients nationally
200	consultants who work with health care clients
Top 20	largest broker of U.S. benefits

## Health Care Solutions

### Protecting the people who care for your patients

When it comes to employee benefits and HR, health care organizations are challenged with managing costs, handling administrative tasks and enhancing employees' experience. They struggle to educate a diverse employee population on benefit best practices, meet time and attendance regulations with a varying scheduled workforce and mitigate health plan risks in an environment more focused on the wellbeing of others than themselves.

CBIZ ESO provides benefits expertise and efficient HR technology that enhances the entire employee life cycle. We manage your employee benefits costs, make your HR team's job easier and enhance your employees' engagement.



CBIZ will provide expertise and guidance in these critical areas and more. For more information please contact Todd Hanson:

Todd Hanson  
Director Client Services

612-436-4641  
THanson@cbiz.com

# Why the Minimum Wage Deserves your Maximum Attention

## Violations found among employers nationwide

When you create your business plan, forecast your expenses, and balance your budget, staffing costs play a pivotal role. Determining hourly rates to pay your employees causes you to take many factors into consideration. How much should you pay your entry level employees? How much should you pay your managers? Minimum wage requirements under the Fair Labor Standards Act (FLSA) are a key component in that formula. Minimum hourly rates, as well as the circumstances under which you are allowed to make deductions from employees' pay for items like uniforms, cash shortages, etc., not only steer your business decisions but are also clearly established by the requirements of the FLSA.

The U.S. Department of Labor, Wage and Hour Division enforces the FLSA, the federal law that provides minimum wage, overtime, child labor, and recordkeeping requirements for covered employers in the U.S. Determining and paying the minimum compensation due to your employees under that law depends upon paying at least the legally-required minimum wage for all hours worked. Unless a specific exemption applies, employees must be paid at least the minimum wage for each hour worked, and time-and-one-half their regular rates for any hours in excess of 40 hours worked in a workweek. Employees who do not qualify for an exemption are commonly referred to as "non-exempt" employees, while those who do qualify are referred to as "exempt" employees. The federal minimum wage for covered, non-exempt employees is currently \$7.25 per hour, which has been effective since July 24, 2009.

**Some of the most frequent problem areas identified in businesses that lead to violations of the minimum wage requirements include:**

- 1) Paying hourly rates below \$7.25 per hour;
- 2) Making deductions from employees' pay for uniforms;
- 3) Making deductions from employees' pay for cash register shortages;
- 4) Making deductions from employees' pay to cover damages to equipment, customers who walked out on their bills, or other property losses to the employer; and
- 5) Failing to pay for hours worked. FLSA violations result when all hours worked are not paid for and overall wages fall below \$7.25 per hour.

### **Minimum Wage Principles:**

The federal minimum wage provisions are contained in the FLSA. The federal minimum wage is \$7.25 per hour, effective July 24, 2009. Many states also have their own minimum wage laws, some of which provide greater employee protections. In cases where an employer is subject to both a federal and a state law at the same time, the employer must comply with the higher standard in order to be in compliance with both. For example, the federal minimum wage is \$7.25 per hour. If the minimum wage in your state is \$8.00 per hour, you must pay your employees \$8.00 per hour in order to be in compliance with both the federal and the state requirements. Generally speaking, when you're subject to two laws at the same time, *the stricter standard applies.*

## **Posters:**

Every employer of employees subject to the FLSA's minimum wage provisions must post, and keep posted, a notice explaining the law in a conspicuous place in all of their establishments (i.e., in a place where employees can readily read it). WHD prescribes the content of this notice. An approved copy of the poster may be downloaded free of charge at the following link:

[www.dol.gov/whd/regs/compliance/posters/minwagep.pdf](http://www.dol.gov/whd/regs/compliance/posters/minwagep.pdf)

## **Questions about the minimum wage often arise in the following situations:**

### **1) What is the lowest amount I can legally pay my employees per hour?**

The current federal minimum wage is \$7.25 per hour. \$7.25 per hour is the lowest amount you can pay a non-exempt employee. Even if an employee agrees to work for less, such an agreement would not make payment below that amount legal. However, certain specific programs do allow wage payments to certain employees in amounts less than \$7.25 per hour, but only when specific conditions are met. Examples include student learners (vocational education students), and workers whose earning or productive capacities for the work to be performed are impaired by physical or mental disabilities. (See [www.dol.gov/whd/specialemployment/index.htm](http://www.dol.gov/whd/specialemployment/index.htm) for more information on these programs).

### **2) Can I charge my employees for uniforms?**

Yes, under certain conditions. The FLSA does not require that employees wear uniforms. However, if the wearing of a uniform is required by some other law, the nature of a business or by an employer, the cost and maintenance of the uniform is considered to be a business expense of the employer. If the employer requires the employee to bear the cost, that cost may not reduce the employee's wage below the minimum wage of \$7.25 per hour. Nor may that cost cut into overtime compensation required by the Act.

If an employee who is subject to the minimum wage of \$7.25 per hour is paid only the minimum amount of \$7.25 per hour, the employer may not make any deduction from the employee's wages for the cost of the uniform, nor may the employer require the employee to purchase the uniform on his/her own.

If an employer only requires a general type of ordinary basic street clothing to be worn while working and permits some variation (For example, the employer requires only khaki pants and a green polo-style shirt), such clothing would not be considered a uniform. The cost to the employee of buying these items, which could be worn for personal use outside of work, does not have to be considered by the employer.

Some states impose their own requirements with regard to permissible deductions. In areas of mutual jurisdiction, the higher standard applies.

### **3) If the cash register comes up short at the end of a shift, can I require the employees responsible for the cash drawer to pay back the shortage?**

No deduction may be made from an employee's wages which would reduce the employee's earnings below the required minimum wage or overtime compensation.

In addition to cash drawer shortages, employers sometimes consider making deductions for damages to their property caused by an employee, financial losses due to customers not paying their bills, and/or theft of the employer's property by the employee or others. Employees may not be required to pay for any of these items if, by doing so, their wages would be reduced below the required minimum wage or overtime



compensation. This is true even if an economic loss suffered by the employer is due to the employee's negligence.

Employers may not avoid FLSA minimum wage and overtime requirements by having the employee reimburse the employer in cash for the cost of such items in lieu of deducting the cost directly from the employee's wages.

#### 4) **How often does the federal minimum wage increase?**

The minimum wage does not increase automatically. Congress must pass a bill which the President signs into law in order for the minimum wage to go up. However, there is nothing in the law that prevents employers from paying more than the minimum wage.

For additional information on the requirements of the FLSA, visit the U. S. Department of Labor Wage and Hour Division's website at [www.dol.gov/whd](http://www.dol.gov/whd) , or call 866-4US-WAGE (866-487-9243). Your state may have additional or different statutes or regulations. To find your state labor department's contact information, visit [www.dol.gov/whd/contacts/state\\_of.htm](http://www.dol.gov/whd/contacts/state_of.htm) .

## **HR Fun Facts**

We hope this will brighten your day!

Did you know...?

- 26% of interviewees were eliminated due to weak handshakes
- Interviewees wearing blue are more likely to get hired
- 18% of jobseekers search for jobs while on the toilet
- The average employee spends 50 minutes on average per day looking for lost files
- 2:16 pm is the time of day that employees lose focus the most

