

HUMAN RESOURCES

VOL. 2 ISSUE 4
APRIL 2023

NORTH COUNTRY HUMAN RESOURCES ASSOCIATION

SOCIETY FOR HUMAN RESOURCE MANAGEMENT
(SHRM) AFFILIATED PROFESSIONAL CHAPTER #0559
PO BOX 8302, WATERTOWN, NY 13601

WEBSITE: [HTTP://NORTHCOUNTRYHRA.ORG](http://northcountryhra.org)



HERE'S WHAT'S UP!

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A MESSAGE FROM NCHRA PRESIDENT, MELISSA DENNIE

Welcome to our new and returning NCHRA members!
We are gearing up to host an amazing line-up of speakers and topics for our 2023 NCHRA HR Conference on May 9, 2023 at the Hilton Garden Inn, Watertown.

Why attend the NCHRA HR Conference?

1. Innovative Speakers

NCHRA has stood out by bringing together an innovative group of executive level leaders, attorneys, entrepreneurs, and investors as our speakers.

2. An Exclusive Community

Attendees are HR people leaders from companies like Samaritan Medical Center, Credo, Transitional Living Services, Children's Home of Jefferson County, Jefferson Community College, BOCES, The ARC of Jefferson-St. Lawrence NY, Grand Slam Safety, Lawman Heating & Cooling, Inc., DANC, Watertown Housing Authority, Town of Clayton, City of Watertown, Food Bank of Central NY, Car-Freshener Corp, Knowlton Technologies, Qubica AMF, CAPC, United Helpers, and so many more! Not to mention an exceptional amount of vendors ready to network with you!

3. Unparalleled Content

This one-day packed conference will span across a wide variety of topics, including labor law updates, aligning and integrating life and the workplace, adapting to change in recruiting and retainage practices, insight on plan sponsor attitudes and more!



Registration is OPEN!

To Register:
<https://forms.office.com/r/Cr0tP7KZp6>

Respectfully,

Melissa Dennie
NCHRA President



SPRING CLEANING - RECORD RETENTION



Spring is here! It's time to clean up from the long, cold winter. For many people spring cleaning could mean going through closets, cleaning the windows, and gearing up for warmer weather. In HR it can mean cleaning out files. But which files? HR folks have an obligation to keep files for a certain amount of time and finding out how long can be tricky and time consuming.

Thus, I was inspired to research record retention and bestow my research on this group! I have taken some of this information and compiled it on a short list below. I have also included some sources to find additional information.

It's important to note to always keep records for whichever timeframe is longer to ensure compliance. Additionally, this list is not comprehensive, and many HR folks operate under different standards. Be sure to double check with your operating entities on further details regarding retention.

Happy Spring and Happy Spring Cleaning!

Sources:

SHRM: Compliance Resources (shrm.org)

The-Layperson-Guide-Chart-of-Recordkeeping-Requirements_5-15-20.pdf
(nysba.org)

Personnel/Civil Service | New York State Archives (nysed.gov)



SPRING CLEANING – RECORD RETENTION

Type of Record	Retention Period (Federal)	Retention Period (NYS)
Selection, hiring and employment records - ex: Job Applications, Resumes, Job Ads, Screening Tools	1 year after creation of the document or the hire, whichever is later After termination of employment must keep existing record for 1 year from date of termination	4 years
Payroll Records, Timesheets/Cards	3 years	6 years
I-9	For the duration of employment. Upon termination, the form must be retained either 3 years after the date of hire, or 1 year after the date employment is terminated, whichever is later.	Follow Federal Guidelines
Employee Benefits	6 years - records used to determine benefits that are or will become due for each employee participating in the plan must be retained as long as they are relevant	1 year - Claim for benefits. 6 years - insurance coverage reports, investment statements, and account balances
Background Checks - ex: credit reporting, criminal history records, driving records.	1 year - No specific retention requirements under the FCRA. However, expert recommend 5 years after the date of the consumer report	5 Years
FMLA Leave Records	3 years	Follow Federal Guidelines
Drug Test Records	1 year from test date and up to 5 years for DOT	3 years after termination of employment

NCHRA PROFESSIONAL MEMBERSHIP BENEFIT GUIDELINES

1

Reimbursement for 1/2 the SHRM-CP course for 1 professional member per year

2

Reimbursement for 1/2 the exam fee for SHRM-CP Exam for 1 professional member per year*

3

NYS SHRM HR conference registration & hotel paid for 1 professional member per year

4

Reimbursement for 1/2 the cost of a SHRM Membership - 1 member per month

5

Other: Funding for HR related seminars, one-day conference, professional development, and training events



See full details here:
[ProfessionalMemberBenefitGuidelines.pdf](#)
(northeuntryghra.org)

2023 BOARD OF DIRECTORS



Melissa Dennie, M.S.
President



Joanna Habermann
Vice President



Heidi Lehman, CP
Secretary



Robert Kilmer, CP
Treasurer



Regina Rybka-
Lagattuta, SPHR.SCP
Board Member



Jeanette Hardy, PHR, CP
Board Member



Trisha Seymour,
SPHR.SCP
Board Member



Danielle Holland, aPHR
Board Member



Anita Lyndaker, CP
Board Member



Jan H. Macaulay
Board Member



Lisa McCarty PHR,
SHRM-CP
Board Member



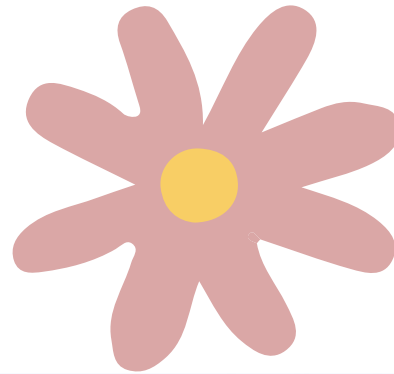
Corinne Barber
Board Member

WELCOME TO OUR NEWEST BOARD MEMBER CORINNE BARBER



HELLO! MY NAME IS CORINNE BARBER, I AM A NATIVE OF WATERTOWN, NY AND A MOM TO TWO GIRLS. I GRADUATED WITH A DEGREE IN HUMAN SERVICES FROM JEFFERSON COMMUNITY COLLEGE. I HAVE BEEN WORKING AT PLANNED PARENTHOOD OF THE NORTH COUNTRY NEW YORK SINCE 2013 SERVING IN VARIOUS ROLES, LEADING TO MY CURRENT ROLE OF DIRECTOR OF HUMAN RESOURCES. I AM AN ACTIVE SHRM MEMBER AND RECEIVED THE SHRM-CP CERTIFICATION. CURRENTLY, I AM ENROLLED IN THE JEFFERSON LEADERSHIP INSITUTE PROGRAM THROUGH THE CHAMBER OF COMMERCE. I AM ALSO ENROLLED AT SUNY EMPIRE, TO OBTAIN A BACHELOR'S DEGREE IN HUMAN RESOURCE MANAGEMENT TO BE ABLE TO ENHANCE MY EDUCATION AND LEADERSHIP SKILLS.

April Meeting Information



North Country
Human Resources Association



APRIL'S MONTHLY MEMBER MEETING



TRAUMA RESPONSIVENESS WITH SANDY RIVERS



Tuesday
April 18, 2023



11:30 AM – 1:00 PM

This workshop acknowledges the level of trauma that is seen today in the workforce. Between the COVID epidemic, Opioid overdose epidemic, and the nationwide shut down, millions of employees are struggling with acute stress disorders. We will cover the basic principles of building a trauma informed care workplace, and we will introduce the concepts of moral injury, vicarious trauma and empathy fatigue. This training will be presented from the perspective of person centered care, vicarious resilience, and post traumatic growth. When we look at what happened (or is happening) to someone instead of what is wrong with them, we can often find solutions, preventing burnout and improving employee retention. We will look at trauma triggers that often look like defiance, outburst of anger, poor relationship skills and give you trauma debriefing strategies to de-escalate someone in distress. The individual may then have an opportunity to accept a referral to an Employee Assistance Program, counselor or other appropriate referral.

REGISTER NOW!



More Information:

president@northcountryhra.org
northcountryhra.org



2023 Member Meetings

JANUARY

MENTORING PROGRAM

FEBRUARY

APPRENTICESHIP

MARCH

LEGAL UPDATE

APRIL

ROUNDTABLE
DISCUSSION

MAY

ANNUAL
HR CONFERENCE

JUNE

C-SUITE
CONVERSATION

JULY & AUGUST

HAVE A GREAT
SUMMER

SEPTEMBER

BUILDING THE
EMPLOYER BRAND
&
EMPLOYER OF CHOICE

OCTOBER

ETHICS IN THE
WORKPLACE

NOVEMBER

HOW TO BE AN ALY
IN THE OFFICE
&
METRICS

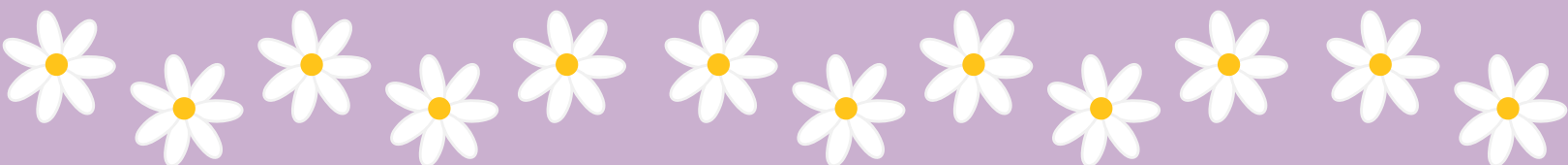
DECEMBER

HAVE A GREAT HOLIDAY!

Ask NCHRA.

DO ANY OF YOU OFFER SALARY INCREASES TIED TO AN EMPLOYEE PERFORMANCE EVALUATION? DEPENDING ON HOW THE EMPLOYEE SCORES ON THEIR EVALUATION WILL TIE BACK INTO THEIR PAY. IF THEY SCORE WELL THEY MIGHT RECEIVE A 4% INCREASE AND IF THEY SCORE LOWER ON THEIR EVALUATION THEY MIGHT ONLY RECEIVE 2%. I AM LOOKING TO SEE HOW THAT PROGRAM WORKS AND WHAT TYPE OF METRICS ARE USED IN THE SCORING. THANK YOU.

PLEASE RESPOND TO NED HIRT - HR ADVISOR, ONEDIGITAL
315-786-0201 NED.HIRT@ONEDIGITAL.COM



CCE OF JEFFERSON COUNTY IS LOOKING FOR NEW PERFORMANCE EVALUATION PROCESS/DOCUMENTS. WOULD ANYONE BE WILLING TO SHARE THEIR PERFORMANCE EVALUATIONS? THANK YOU.
PLEASE RESPOND TO JANE PEARSON: JEP347@CORNELL.EDU



OPEN HR POSITIONS IN THE AREA:

SENIOR DIRECTOR OF HR AT CITIZEN ADVOCATES. IF YOU HAVE ANY QUESTIONS PLEASE REACH OUT TO KRISTA BARTLETT'S OFFICE.

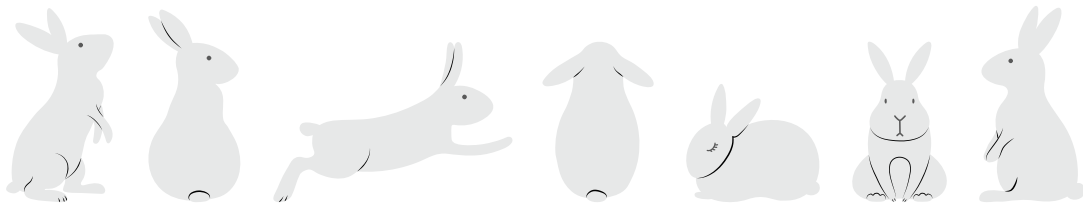
ARIANE BUSH, MHA
EXECUTIVE ASSISTANT TO THE CHRO OF CITIZEN
ADVOCATES

PHONE: 518-483-1251

MOBILE: 315-777-1702

ARIANEBUSH@CITIZENADVOCATES.NET

WWW.CITIZENADVOCATES.NET



New Members!

Emily Eiss-Sigel, Senior Account Manager

United Professional Benefits

Krista Bartlett, Chief HR Officer

Citizen Advocates

Chris Rowe, Executive Director of HR

Samaritan Medical Center





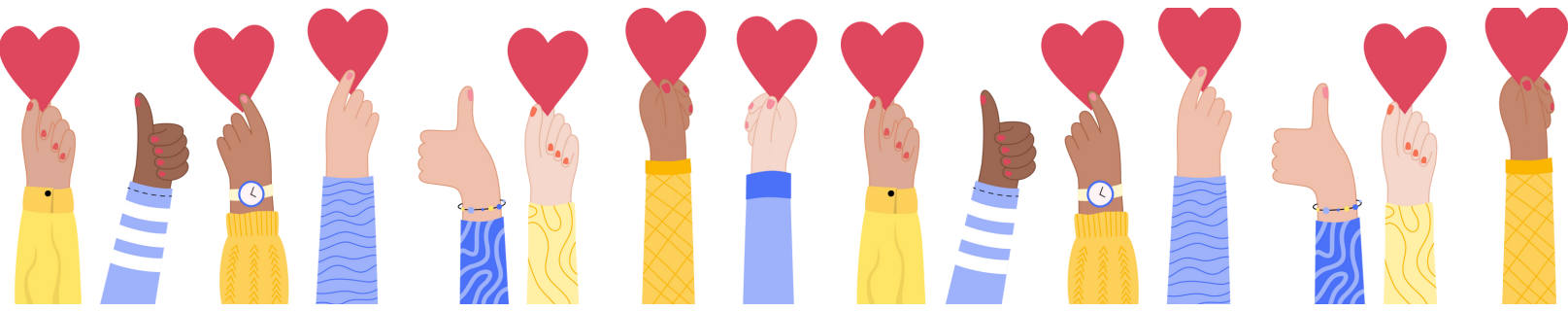
**Celebrating 75 Years of
Driving Workplace Change.**

THE ACTIONS YOU TAKE AS AN #HRPROFESSIONAL HAVE THE POWER TO DRIVE IMPACTFUL CHANGE WITHIN YOUR ORGANIZATION, THE #WORKPLACE, AND THE WORLD. GET THE TOOLS AND RESOURCES YOU NEED TO MEET #EMPLOYEES WHERE THEY ARE. DRIVE CHANGE (SHRM.ORG) #SHRM75 #HR

JOIN OR RENEW YOUR SHRM MEMBERSHIP TODAY!

[SHRM MEMBERSHIP GUIDE](#)

[LEARN MORE](#)



North Country
Human Resources Association

Committees & Volunteer Opportunities

Volunteer with NCHRA – a great way to connect to the North Country area Human Resources community, grow your skills, and have a lot of fun with others committed to supporting the professional growth of HR practitioners. Volunteers on all committees must be current members of the NCHRA chapter. You will be contacted by a member of our Board of Directors.

Complete the volunteer interest form here:
<https://forms.office.com/r/r1y9SzL020>



Diversity, Equity & Inclusion

Contact: Jeanette Hardy,
jeanetteh@credocc.com



Government Affairs

Contact: Robert Killmer,
rkillmer@lawmanhc.com



SHRM Certification/Professional Development

Contact: Trisha Seymour
taseymour@twcny.rr.com



Membership

Melissa Dennie,
president@northcountryhra.org
Anita Lyndaker,
atwin1028@gmail.com



SHRM Foundation

Contact: Heidi Lehmann,
Heidi@grandslamsafety.com



Workforce Readiness

Contact: Joanna Habermann,
jhabermann@sunyjefferson.edu

Join Us!

Keynote Speakers



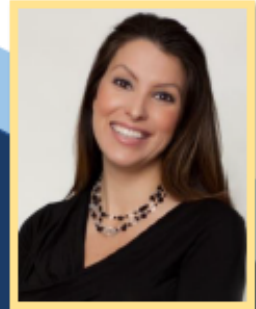
Henry Winkler



John Bagyi



Karen Williams



JJ DiGeronimo



Reasons to Attend:

- Credit Hours
- Professional Growth
- Networking
- Raffle Prizes
- Vendor Resources



Turning Stone Resort & Casino

Verona, NY

September 10-12, 2023

\$615 – SHRM National and/or local affiliate chapter members

\$670 – Non-Members

NOTE: The early bird special lasts through the end of March 2023.

2023 NYS SHRM Conference | <https://cvent.me/LZdDXm>

CALL FOR PRESENTATIONS



Join us!

23 Annual NYS SHRM Conference

September 10-12, 2023

Turning Stone Resort—Verona, NY

With special keynote speaker

HENRY WINKLER



SCAN ME TO SUBMIT A PRESENTATION PROPOSAL!



Share your experience and expertise with Human Resource management professionals!

CLICK HERE to submit your proposal today!

Deadline: February 28, 2023

Ready to Register?

\$ 100 Deposit to secure your HR Conference Cruise Registration

Early Bird registration pricing through October 31st
\$599

Registration goes up to \$699 after November 1, 2022.

Use PROMO CODE:

NYSHRM2023

to reduce your \$100 deposit by \$50 AND earn an additional \$50 in On Board Credit!



SPEAKERS



HRCRUISE.COM



Michael Levin



Jill Kopanis



Julie Doyle



Tom Darrow



LaFern Batie



Matt Kutz



Jonathan Bowman



Michael Sciotti

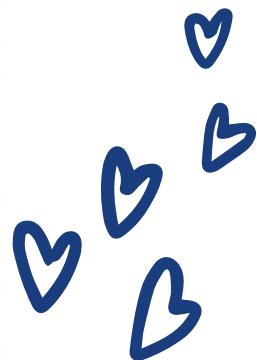
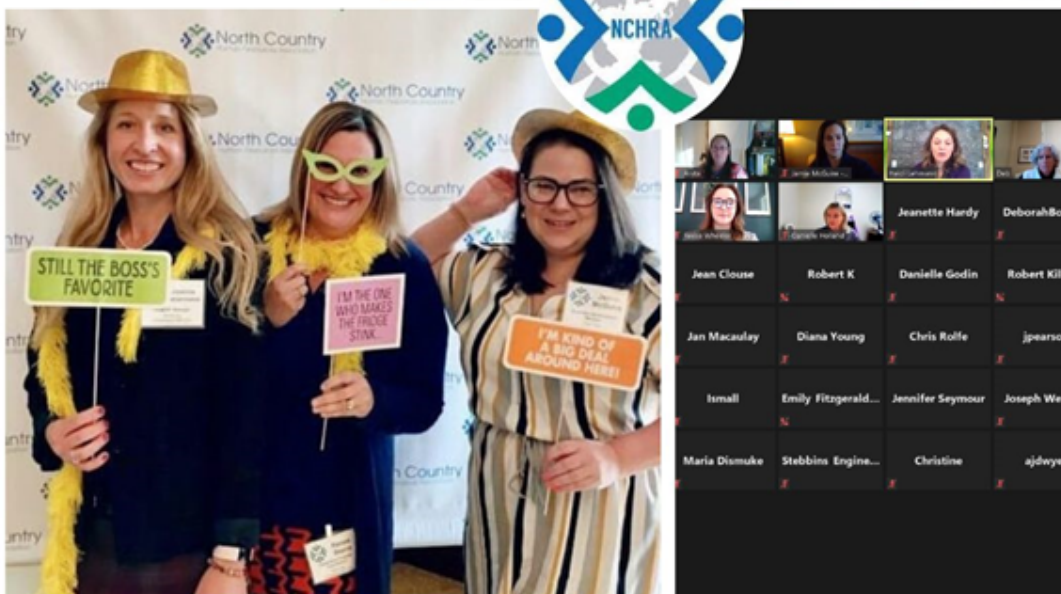
In memory

The HR community has lost a beautiful soul this week, Jamie McGuire. Jamie has been a member of NCHRA since 2017. She was a Board Member and Chair of our Membership Committee from 2019-2021. Jamie was a vibrant, compassionate, and a kind-hearted individual. She cared deeply for her community and serving HR professionals. Jamie was not only active in the HR community, she was also a member/board member of the Watertown DBA, and other community boards.

I met Jamie when she was employed at Penski Staffing, and she truly loved her job and working with the HR community. Jamie also worked for Runningboards Marketing, and most recently at Advanced Business Solutions. Jamie will truly be missed by NCHRA and the entire community that knew her. NCHRA will be sending our condolences to the family. If you wish to send condolences, please click here:

[https://www.legacy.com/us/obituaries/bostonglobe/name/jamie-mcguire-obituary?pid=204177240.](https://www.legacy.com/us/obituaries/bostonglobe/name/jamie-mcguire-obituary?pid=204177240)

If anyone needs support after hearing this news please feel free to reach out. We are all in this together!





North Country Human Resources Association

SHRM Affiliated Professional Chapter #0559

2023 Annual HR Conference

Tuesday, May 9, 2023
7:30am– 4:30pm
Hilton Garden Inn, Watertown

SHRM & HRCI Credits
available (pending approval)

Drawing Prizes Include:

- Multiple Gift Cards
- Free SHRM Membership
- Free NCHRA Memberships
- Vendor Gift Raffles
- Raffle to Benefit the SHRM Foundation

***Member Registration: \$100**
Non-Member Registration: \$150

**Member includes SHRM, NCHRA, and
affiliated SHRM Chapters*

*No refunds are
possible after
April 28, 2023*

Sponsored By:



**FEATURED
SPEAKERS**



Christopher J. Harrigan,
Esq. Partner
Barclay Damon LLP



Mike Manosh,
CIMA®, CRPS®
Fidelity Institutional



**Charles "Andy"
Rumschlag, PMP**
The Professional Journey LLC



Michael J. Sciotti,
Esq. Partner
Barclay Damon LLP



Barb Stone,
MBA, CPCC, PCC, ORSCC
Build Your Path LLC

To Register:

