

What's Inside...

President's Message.....	2
Treasurer's Report.....	2
SAHRA Board Minutes.....	3
SAHRA Meeting Minutes.....	4
SAHRA Spotlight.....	4
Lessons in Business.....	5
Membership List.....	6

April Meeting Information



Screening and Behavioral Health Resources for Human Resources Professionals

Presented by
Jessica Odermann
Regional Director
Badlands Human Service
Center

Thursday April 7, 2022
Fluffy Fields
8:00 am breakfast available
8:15 am SAHRA chapter
meeting
8:30 am speaker presentation

<http://ndsahra.shrm.org>

April's Meeting Focuses on Mental Health

SAHRA's April meeting topic is "Screening and Behavioral Health Resources for Human Resources Professionals" presented by Jessica Odermann.

Jessica Odermann is the Regional Director at Badlands Human Service Center in Dickinson. She attended the University of North Dakota where she earned both a Bachelor of Science in Psychology and a Master of Public Administration. Jessica has nearly 15 years of behavioral health experience leading up to her current role. She began her career serving youth with serious emotional disturbances at a psychiatric residential treatment program and as a domestic violence advocate and multidisciplinary trainer for a nonprofit agency in Grand Forks. In most recent years, Jessica has been with the North Dakota Department of Human Services where she worked with the Behavioral Health Division, assisting North Dakota communities with underage drinking and opioid use prevention and behavioral health policies impacting North Dakota.

This training will address the services and support offered by Badlands Human Service Center, including daily walk in screening and support and 24/7 mobile crisis services. Participants will learn about specific warning signs for possible behavioral health issues, intervention strategies, and available community resources and referral options.

(Continued on page 2)



The April SAHRA meeting will be held
Thursday, April 7, 2022.

The date has been changed to the first
Thursday of the month to avoid any
potential conflicts with the Easter holiday.

Like us on Facebook!

SAHRA is on Facebook! For updates and reminders on SAHRA events and activities, LIKE us on Facebook.



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Thank You!

Thank you for your contributions to this edition of the SAHRA Newsletter.

Southwest Area Human Resource Association

This newsletter is a publication of the Southwest Area Human Resource Association Chapter #0571
 PO Box 132 • Dickinson ND 58601
<http://ndsahra.shrm.org>
 Newsletter Editor: Carrie Zubke

President's Message

Recently I attended a talk by Chris Salem on Mental Toughness and how we hold ourselves back. He had several talking points that hopefully you will find helpful. First off, let's review what you have control over: YOU! Your Communication, Behavior, Attitude, Emotions, and Actions. Once you internalize what you *do* and *do not* have control over you can finally focus on the cornerstones of mental toughness: Control, Commitment, Challenge, and Confidence. He also recommended a couple things: 1) replace 'want' and 'need' from your vocabulary with 'will', 2) keep a daily journal- simply a stream of consciousness- write down those thoughts!, 3) create some space in your day to pause and reflect. So goodbye first quarter of 2022 and hello new adventures! ■

April Frank PHR, SHRM-CP
 SAHRA President

April Focuses on Mental Health

(Continued from page 1)

Key learning objectives include:

1. Understand services available at Badlands Human Service Center including 24/7 crisis response.
2. Understand techniques for screening for staff behavioral health issues
3. Understand strategies for offering support to staff
4. Understand community resources available for individuals experiencing behavioral health struggles

Join us in person or virtually for SAHRA's April meeting. ■

Treasurer's Report

Southwest Area Human Resource Assoc
 March, 2022

New Statement Balance				\$16,097.44
Current Checks / Deposits	3/20/2022	Interest earned		\$0.12
	3/10/2022	Deposit	Member dues	\$420.00
	3/10/2022	Fluffy Fields	March meeting room fee	(\$52.50)
	3/11/2022	US Post Office	Annual PO box fee	(\$166.00)
Compare to ending bank statement balance		\$16,299.06		
Outstanding Checks / Deposits	3/30/2022	Deposit	Member dues	\$00
BALANCE				\$16,399.06

SAHRA Board Minutes

March 10, 2022

Present: April Frank, Carrie Zubke (virtual), Melissa Stoltz, Amber Beld (virtual), Krissy Kilwein, Kim Heidt, and DeEll Jordre. Absent: Carissa Suter, Jessica Kirchoffner, Alyssa Baranko and Marie Bittner. Guests: None.

President April Frank called the meeting to order at 9:47 a.m. President Frank called for a motion to approve the February Treasurer report that was published in the March newsletter. Upon motion by Krissy Kilwein, second by DeEll Jordre, motion passed and was carried. President Frank called for a motion to approve the February Board of Director meeting minutes that were published in the March newsletter. Upon motion by Kim Heidt, second by DeEll Jordre, motion passed and was carried.

COMMITTEE REPORTS:

Program- Marie Bittner – 2022 programs – April 7 – Jessica Odermann; TBD May, June, August; no July program

Diversity- Jessica Kirchoffner – No report.

SHRM Certification- Alyssa Baranko – No report.

SHRM Foundation - Carissa Suter – No report.

President Elect / Legislative Affairs – DeEll Jordre – No report.

Membership- Kim Heidt – Kim requested that the application

process be reviewed for efficiency. The SAHRA website will be reviewed for possible options to assist this.

Public Relations/Technology –Krissy Kilwein – No report.

Workforce Readiness-Amber Beld - Amber reported on the upcoming Job Fairs, and that SAHRA postcards will be placed in the employer information.

Community Relations- Carrie Zubke – Carrie reported that she is still researching options for SAHRA to participate in a community event.

Secretary/Treasurer- Melissa Stoltz – Melissa will be meeting with a bank representative to discuss electronic payment options.

OLD BUSINESS:

President Frank submitted the EXCEL Award application on March 2nd with a total of 4 initiatives for 2021. She is hoping to obtain a Platinum Award for SAHRA.

NEW BUSINESS:

President Frank spoke about the sponsor ad program that will be implemented in 2022. A list of formal speakers to solicit was discussed.

Meeting adjourned at 10:04 a.m. ■

Submitted by: Melissa Stoltz,
Secretary/Treasurer

Approved by:
April Frank, President

Southwest Area Human Resource Association Board of Directors

President:

April Frank, PHR, SHRM-CP
FH Holdings/Home & Land Co, Dickinson
aprilhouseholder@yahoo.com | 701-590-2900

Past President / SHRM Foundation Director:

Carissa Suter, SHRM-CP
McKenzie Electric Cooperative, Watford City
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President Elect / Legislative Director:

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Secretary-Treasurer:

Melissa Stoltz, SHRM-SCP, Dickinson
a_mstoltz@yahoo.com | 701-260-3729

Certification Director:

Alyssa Baranko, SHRM-SCP
Bravera Bank, Dickinson
abaranko@bravera.bank | 701-483-3229

Community Relations Director:

Carrie Zubke, SPHR, SHRM-SCP
Bravera Holdings Corp, Dickinson
czubke@bravera.bank | 701-483-3287

Workforce Readiness Director:

Amber Beld, SHRM-CP
Baker Boy, Dickinson
amberb@bakerboy.com | 701-456-1520

Membership Director:

Kim Heidt
Steffes, LLC, Dickinson
kheidt@steffes.com | 701-690-6686

Program Director:

Marie Bittner
CBIZ Benefits, Glen Ullin
marie.bittner@cbiz.com | 701-260-5964

Public Relations / Technology Director:

Krissy Kilwein, SHRM-CP
Dickinson State University, Dickinson
krissy.kilwein@dickinsonstate.edu | 701-483-2530

Diversity Director:

Jessica Kirchoffner
City of Watford City, Watford City
jessielg28@ndsupernet.com | 701-290-8242

SAHRA Meeting Minutes

March 10, 2022

Members Present: April Frank, Kristy Hintz, Krissy Kilwein, Joetta Percy, Melissa Stoltz, Tiffany Benner, Justin Enney, Richard Hagen, Shelly Hanson, Kim Heidt, DeEll Jordre, Tanner Kaufmann, Jennefer Messer, Rachel Peterson, Sheila Strommen, and Ashley Swanson. Via Zoom/Virtual: Amber Beld, Brandon Sickler, Brittani Hoff, Carrie Zubke, Imee Songer, Carey Praus, John Cloutier, Katrina Johnson, LeDeanna O'Shields, Marie Bittner, Michelle Dohrmann, Sierra Burgess, Tammy Haugen, Nancy Lantz, Lynae Harper, Patty Rielly and Carissa Suter. Guests: Scott Edward Monkly (iXom), KrissAnn Norby-Jahner and Seth Thompson (Vogel Law Firm)

President Frank called the meeting to order at 8:19 am.

President Frank called for a motion to approve the February Chapter meeting minutes that were published in the March newsletter. A correction was noted to add the announcement of the new members: Michelle Dohrmann (Consolidated) and Katrina Johnson (Baker Boy). Upon motion by Kristy Hintz, second by Justin Enney, motion passed with correction and was carried.

NEW MEMBERS:

President Frank welcomed new members: Justin Enney (Killdeer Mountain Manufacturing), Ashley Heiser (Benedictine Living Community), Jen Murray (Southwest Water Authority), and Julie Stoll (Marathon).

ANNOUNCEMENTS:

- President Frank announced that the February Treasurer's report was available for review in the March newsletter. If there are any questions, please contact a Board member.
- Sheila Strommen announced that there is a payroll position open at the Theodore Roosevelt Medora Foundation. Information can be found on their website or anyone interested can call the Foundation.
- The Vogel Law Firm is hosting an Employment Law Seminar on May 10th in Fargo and May 12th in Bismarck. Virtual options will be available. SHRM Certification credits will be available.
- Monthly SHRM Topic – presented by April Frank – SHRM Hub Pages – If you are not a member of SHRM, consider enrolling now as the rates are increasing to \$229/year, an increase of \$10/year. Contact any Board member if you have questions on SHRM benefits.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

The business meeting adjourned at 8:31 a.m.

PROGRAM: Employment Law Update: 2021 Review and 2022 Predictions, KrisAnn Norby-Jahner & Seth Thompson – Attorneys / Shareholders at Vogel Law Firm. ■

Minutes submitted by:
Melissa Stoltz, Secretary/Treasurer
April Frank, President

SAHRA Spotlight

SAHRA welcomes **Richard Hagen!** Richard joined the Theodore Roosevelt Medora Foundation in October 2021 as their HR Generalist with an additional focus on Training and Development. Prior to joining the Theodore Roosevelt Medora Foundation, Richard has held various HR roles located on the eastern part of North Dakota, as well as in Crookston, MN. Richard received his Bachelor of Science Degree in Management and Communications from the University of Minnesota–Crookston. Richard's adult child, Bishop resides in Crookston, MN with his partner, Desiree and their fur children Coco (mom) and Milo (son).

Richard resides in Medora, with his fur children - Kane (Milo's brother) and Able (7 month old kitten). In his free time, Richard is a Board member and advocate for the Sexual Assault/Domestic Violence Crisis Center. He also has a focus on Child Abuse Prevention education as well as a Human Rights and Equity organizer. Richard enjoys participating on stage or backstage for Community Theatre, was an active 4-H Parent Leader, as well as previous United Way Board member and helped with multiple organization campaigns. Welcome Richard! ■



Getting the Most Out of Your Review

By Debora Dragseth

Annual reviews, performance appraisals, evaluations. These words are enough to unnerve even the most steadfast employee. When it comes to performance appraisals, most employees adopt the stance of "bite the bullet and get out fast," an approach that is likely to lead to both dissatisfaction and frustration.

Believe it or not, most bosses dread the performance appraisal as much as his or her subordinates. To get the most out of your performance review, try using the following five techniques.

- Prepare, prepare, prepare. Don't walk into your boss's office without a plan. Most companies use some version of the 1-5 rating system with brief comments. Take some time before your formal appraisal to read the evaluation instrument (your company's human resource office should be able to make it available to you). Fill it out yourself. Ask yourself, "If I were my own boss, how would I rate my performance?" Bring this document along to the meeting in order to discuss any differences.
- Prepare a list of what you have accomplished during the past performance period. The recency effect, in which your boss's rating of you is influenced by your most recent behavior, may influence her to overlook your positive behaviors exhibited during the span of the entire appraisal period. For example, let's assume that you are known as someone who consistently gets work done promptly and accurately; however, you were ill the week prior to the performance evaluation and missed a key deadline. Without your input, you may fall victim to the recency effect, resulting in a poor or mediocre evaluation.
- Make a list of areas in which your performance has improved. If you have a prior evaluation that wasn't all positive, make sure that you can articulate that you took those criticisms to heart and changed your behavior.
- Engage in the meeting. Ask your boss what you do well, what could be improved and (specifically) how. Take the time to discuss your performance thoroughly, ask questions, and

don't allow yourself to be rushed out.

- Ask for a follow-up meeting. If your company only requires annual performance appraisals, that is likely all that you will get unless you ask for midstream feedback. Request a quarterly "touch base" meeting in which you can understand if your boss thinks that you are on track.
- Performance evaluations may never be fun but using these five tips can help you to become and be perceived as an important and valued member of your company.



Dr. Debora Dragseth
Vice President of Academic Affairs/Provost/Professor SoBE

Debora Dragseth, P.D. is a professor of business and Vice-president of Academic Affairs/Provost at Dickinson State University. Her column appears monthly, providing commonsense answers to common workplace issues. ■



1. Atteberry, Kay, SHRM-CP*, Williston
2. Baranko, Alyssa, SHRM-SCP*- Bravera Bank, Dickinson
3. Beld, Amber, SHRM-CP*- Baker Boy, Dickinson
4. Benner, Tiffany-Killdeer Mountain Manufacturing, Dickinson
5. Berger, Missy –TMI, Dickinson
6. Bittner, Marie-CBIZ Benefits, Glen Ullin
7. Burgess, Sierra-Therapy Solutions, Dickinson
8. Calihou, Dessie*-Dunn County, Manning
9. Cerkoney, Marissa-Ebeltoft . Sickler . Lawyers, Dickinson
10. Cloutier, Jon, SHRM-CP-St Luke's Nursing Home, Dickinson
11. Cook, Lindsey, SHRM-CP*, PHR, Dickinson
12. Dohrmann, Michelle-Consolidated, Dickinson
13. Ellersick, Brian-Train ND, Bismarck
14. Eslinger, AJ*-Charbonneau Car Center, Dickinson
15. Fetch, Cindy – Southwest Water Authority, Dickinson
16. Fitzsimmons, Amanda, SHRM-SCP*-Continental Resources, Dickinson
17. Fong, Carter-Dickinson Chamber of Commerce
18. Fox, Etta-Sax Motors, Dickinson
19. Frank, April, SHRM-CP, PHR* - FH Holdings / Home & Land Co, Dickinson
20. Hagen, Richard*-Theodore Roosevelt Medora Foundation, Medora
21. Hanson, Shelly-Fisher Industries, Dickinson
22. Harper, Lynae, SHRM-CP-Whiting Oil & Gas, Dickinson
23. Haugen, Tammy-Marathon Petroleum, Dickinson
24. Heidt, Kim*-Steffes, LLC, Dickinson
25. Hintz, Kristy*-Ixom Watercare, Dickinson
26. Hintz, Layne-City of Dickinson
27. Hoff, Brittan*i-Western Cooperative Credit Union, Dickinson
28. Jenkin, Jackie*-Ion Field Service, Dickinson
29. Jirges, Karen*-Ebeltoft . Sickler . Lawyers, Dickinson
30. Johnson, Katrina*-Baker Boy, Dickinson
31. Jordre, DeEll- Marathon Petroleum, Dickinson
32. Kaufman, Tanner-Fisher Sand & Gravel, Dickinson
33. Kilwein, Krissy, SHRM-CP*-Dickinson State University, Dickinson
34. Kirchoffner, Jessica*-City of Watford City
35. Lantz, Nancy - Southwestern District Health Unit, Dickinson
36. Lorge, Dorene, SHRM-CP*-Dakota Western Bank, Bowman
37. Messer, Jennefer, SHRM-SCP*- Fisher Industries, Dickinson
38. Michael, Sara-Theodore Roosevelt Medora Foundation, Medora
39. Nameniuk, Shelly, SHRM-CP*- City of Dickinson, Dickinson
40. Nicklos, Amanda-Steffes, LLC, Dickinson
41. Oase, Matt*-City of Killdeer
42. Obritsch, Kathleen - Sysko Business Solutions, Dickinson
43. O'Shields, Ledeanne-Southwest Water Authority, Dickinson
44. Percy, Joetta, SHRM-SCP*-Stark County, Dickinson
45. Praus, Carey, SHRM-CP*-Benz Oil Company, LLC, Killdeer
46. Reiger-Kempenich, Cindy-Sackman Electric & Controls, Dickinson
47. Riely, Patty-Dickinson Parks & Recreation, Dickinson
48. Sickler, Brandon*, SHRM-CP-Steffes LLC, Dickinson
49. Songer, Imee, SHRM-CP, SHRM-SCP, PHR, Richardton Taylor Public Schools, Richardton
50. Stoltz, Melissa, SHRM-SCP*, Dickinson
51. Strommen, Sheila-Theodore Roosevelt Foundation, Medora
52. Suter, Carissa, SHRM-SCP- McKenzie Electric Cooperative, Watford City
53. Swanson, Ashley-Steffes, LLC, Dickinson
54. Torgerson, Natalie-City of Dickinson
55. Tysver, Danita - Stark County Development, Dickinson
56. Volk, Kim-Fisher Industries, Dickinson
57. Wallace, Sarah*-Therapy Solutions, Dickinson
58. Zubke, Carrie, SPHR, SHRM-SCP*, - Bravera Holdings Corp, Dickinson

* - indicates SHRM National Membership

PHR indicates HRCI's Professional in Human Resources certification

SPHR indicates HRCI's Senior Professional in Human Resources certification

SHRM-CP indicates SHRM's Certified Professional certification

SHRM-SCP indicates SHRM's Senior Certified Professional certification