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February Meeting Information



COVID in the Workplace

*Presented by Karen McLeese,
VP of Regulatory Affairs
CBIZ Benefits & Insurance
Services, Inc.*

Thursday, February 10, 2022
Fluffy Fields

8:00 am breakfast available

8:15 am SAHRA chapter
meeting

8:30 am speaker presentation

<http://ndsahra.shrm.org>

February Meeting Information

COVID in the Workplace

Sorting through requirements and best practices

SAHRA's February presentation will be a webinar by CBIZ Benefits. COVID is still a part of our workplace.

The presentation will review:

- Current status of the public health emergency and the national emergency. What they mean and how they differ.
- COVID testing requirements with particular focus on what a health plan must cover.
- A review of the current status of federal vaccine and test requirements. Also touching on state and local obligation.
- Review vaccine best practices with particular focus on incentives vs. mandates.



Karen McLeese is Vice President of Regulatory Affairs with CBIZ Benefits & Insurance Services, Inc. She serves as in-house counsel, with particular emphasis on monitoring and interpreting state and federal employee benefits law. Karen is also a frequent speaker and presenter on a broad array of employee benefit topics for the CBIZ Benefits & Insurance Services' Webinar Series for CBIZ clients. She received a Bachelor of Arts degree from the University of Notre Dame and her Juris Doctor from Duke University. ■

Interested in HR Certification?

The Society for Human Resource Management offers two levels of professional certification: Professional in Human Resources (SHRM-PHR) and Senior Professional in Human Resources (SHRM-SPHR). If you are interested in learning more, please contact Alyssa Baranko, SAHRA Certification Chair, 701-483-3229 or abaranko@bravera.bank. ■



Like us on Facebook!

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



President's Message

February is already here. If you are anything like me, you maybe staring at a list of your 2022 goals and realizing you did not make much progress in January. Take "heart", February is an opportunity to make some progress on those goals. Breakdown larger goals into small achievable pieces. Good luck and remember we are all rooting for you and your success! ■

April Frank PHR, SHRM-CP
SAHRA President



Society for Human Resource Management

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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

Treasurer's Report

Southwest Area Human Resource Assoc
January 2022

New Statement Balance				\$15,722.60
Current Checks / Deposits	1/19/2022	Interest earned		\$0.12
#641	12/22/2021	Myron Cullen	Sept speaker fee + mileage	(\$160.43)
	1/6/2022	Deposit	Member dues	\$520.00
	1/14/2022	Fluffy Fields	Monthly room fee	(\$90.00)
	1/18/2022	Deposit	Member dues	\$130.00
#644	1/19/2022	Bravera Bank	Visa Gift Card-early	(\$25.00)
Compare to ending bank statement balance		\$16,097.29		
Outstanding Checks / Deposits		n/a		
BALANCE				\$16,097.29

SAHRA Board Minutes

January 13, 2022

Present: April Frank, Carrie Zubke, Melissa Stoltz, Alyssa Baranko, Amber Beld (virtual), Krissy Kilwein, Kim Heidt (virtual), and Marie Bittner. Absent: Carissa Suter, Jessica Kirchoffner and DeEll Jordre . Guests: Tiffany Benner

President April Frank called the meeting to order at 9:27 a.m.

President Frank called for a motion to approve the October, November and December Treasurer reports that were published in the monthly newsletters. Upon motion by Carrie Zubke, second by Marie Bittner, motion passed and was carried.

President Frank called for a motion to approve the December Strategic Planning Board of Director meeting minutes that were published in the January newsletter. Upon motion by Marie Bittner, second by Krissy Kilwein, motion passed and was carried.

COMMITTEE REPORTS:

Program: Marie Bittner Marie is looking for program ideas for 2022. A possible longer session is in the works for March.

- February 10 – Covid Mandate Update (Tentative)
- March 10 – Legal Update (Tentative).

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 – No report.

Public Relations/Technology –Krissy Kilwein – No report.

Workforce Readiness-Amber Beld - No report.

Community Relations- Carrie Zubke – Carrie reported that she is researching options for SAHRA to participate in a community event for 2022.

Secretary/Treasurer- Melissa Stoltz – No report.

OLD BUSINESS:

President Frank recapped the Strategic Planning meeting items. SAHRA is still researching meeting location options for the remainder of the year, preferably for no fee. Fluffy Fields is secured through March. A Budget Committee will be formed and plan to meet.

NEW BUSINESS:

President Frank will need a board member to cover the May 12th meeting as she will be out of town. The NDSHRM State Council will be attending the June 9th SAHRA meeting.

Meeting adjourned at 9:56 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
csuter@mckenzieelectric.com | 701-870-4110

President Elect / Legislative Director:

DeEll Jordre
Marathon Petroleum, Dickinson
dmjordre@marathonpetroleum.com | 701-456-6912

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

January 13, 2022

Members Present: Alyssa Baranko, Marie Bittner, April Frank, Kristy Hintz, Krissy Kilwein, Joetta Percy, Melissa Stoltz, Carrie Zubke, Tiffany Benner, Tammy Haugen, Dessie Calihou, Missy Berger.

Members Via Zoom/Virtual: Kim Heidt, Amber Beld, John Cloutier, Lynae Harper, Ashley Swanson, Jackie Jenkin, Amanda Nicklos, LeDeanna O'Shields, Carey Praus, Brandon Sickler.

Guests present: Brittani Hoff (Western Cooperative Credit Union), Tom Jablonsky (Western Cooperative Credit Union), Katrina Johnson (virtual) (Baker Boy), Justin Enney (virtual) (Killdeer Mountain Manufacturing), Richard Hagen (virtual) (Theodore Roosevelt Medora Foundation).

President Frank called the meeting to order at 8:30 am.

President Frank called for a motion to approve the October and November chapter meeting minutes that were published in the monthly newsletters. Upon motion by Marie Bittner, second by Carrie Zubke, motion passed and was carried.

NEW MEMBERS:

President Frank welcomed new members, Richard Hagen (Theodore Roosevelt Medora Foundation), Imee Songer (Richardton-Taylor Public School) and Brittani Hoff (Western Cooperative Credit Union), to SAHRA.

ANNOUNCEMENTS:

- President Frank announced that the November and December treasurer's reports were available for review in the monthly newsletters. If there are any questions, please contact a Board member.
- President Frank shared that the 2022 SAHRA meeting calendar can be found on the SAHRA website home page.
- President Frank announced that Lynae Harper was the early application renewal winner. She will receive a \$25 Visa gift card.

Amber Beld announced that there are mock interview opportunities at Dickinson High School in February and March. DHS is seeking volunteer interviewers for students to gain interview skills. Anyone wanting to volunteer can contact Deborah Unruh at 701-456-0030 ext 3053 or dunruh@dpsnd.org. Be sure to tell her that you are a SAHRA member.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

A monthly SHRM spotlight will be featured, starting in February, at the membership meetings. The spotlight will highlight benefits of SHRM membership, including features of the SHRM website, legal information, template access, etc. 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.

PROGRAM: The Art of Letting Go – Kristi Pfliger-Keller, Traveling Trunk Creative Services.

The business meeting adjourned at 8:38 a.m. ▪

Minutes Submitted by:

Melissa Stoltz, Secretary/Treasurer

April Frank, President



LESSONS IN BUSINESS

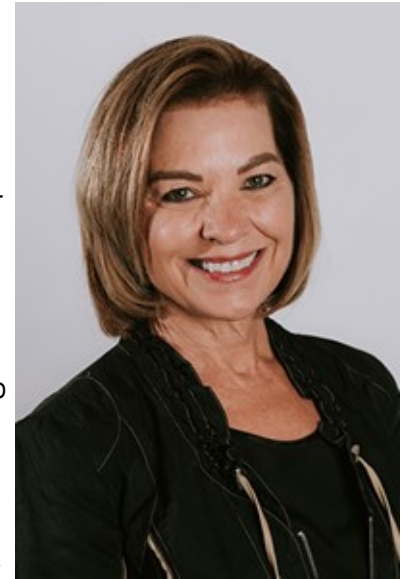
10 Ways to Manage Interruptions in the Workplace

How many minutes, or even hours, a day do you lose at work because of unwanted and unwarranted interruptions? Some studies show an unbelievable twenty hours a week! Following are a few calculated steps that can help eliminate many of those frustrating disruptions.

1. Keep an interruption log. For a week, jot down the time of day you were interrupted, who interrupted you and why, and the amount of time that was spent on each interruption. At the end of the week, accumulate the data and you will have developed an accurate picture of who and what the culprits are. This insight should help you to determine an effective course of action.
2. Employ humor to communicate your availability. Use a “Do Not Disturb— Genius at Work” sign or something like it. By doing this you are signaling to others in a lighthearted way that you are busy and do not wish to be disturbed.
3. If you have a door, close it. Post a sign letting others know when you will be available.
4. Protect a predetermined part of your day. For example, send out a message that unless there is an emergency you are unavailable from 8 to 10 every morning.
5. Take control of social interruptions. Co-workers who stop by to chat about last night’s game can be exasperating if you are busy. Learn to say “no” to the question, “You got a second?” At first, this may come as a shock to your coworkers, or even to your boss, but in time they will adapt to your new work habits.
6. Let your body do the talking. Body language is a powerful signal to all but the most obtuse interrupters. Glance up at them, but continue to work at your task. Keeping your work posture will signal that you are busy.
7. Attend to the urgent. Some interruptions are important and do need to be attended to post haste. If this is the case, take a few minutes to organize what you are doing so that you will be able to easily return to it once the crisis is handled.
8. When attending to urgent interruptions, you can still maintain some control by stating the amount of time you have available. For example, “Colleen, I’d be happy to help you

with your problem until noon, but after lunch I need to get back to my own work.”

9. Set an example. Your co-workers’ time has value, too. If you have a tendency to interrupt others, you are signaling to them that it’s all right to interrupt you.
10. Entertain the possibility that the person causing interruptions in your work flow is you. Stopping in the middle of an important project to clean out your pencil drawer or going across the hall to visit a co-worker can get to be bad habits. Don’t let yourself get diverted by busywork. It is an unproductive form of procrastination.



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

Bear in mind that some jobs inherently call for frequent interruptions and juggling of tasks. Jobs such as customer service, human resources, and computer support services fall into this category. In these cases, interruptions are not an impediment to your ability to do your job—they are an important part of your job. If you are the type of person who cannot work under these conditions, you might want to consider another career.

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. ■



Alyssa Baranko Earns Certification

Congratulations **Alyssa Baranko!** Alyssa has earned the Society for Human Resource Management's Senior Certified Professional (SHRM-SCP) status. The SHRM-SCP certification demonstrates that a core set of competency and knowledge principles have been achieved which help lead to personal and organizational success. Alyssa is Human Resource Officer with Bravera in Dickinson and is the Certification Director for SAHRA. Congratulations Alyssa! ▀

February is... National Time Management Month

The National Association of Productivity and Organizing Professionals emphasizes the importance of improving time management to achieve a more balanced life.

SAHRA Spotlight

Meet **A.J. Eslinger!** A.J. currently works at Charbonneau Car Center as the Office Manager/Human Resources. Prior to that, she worked at Mackoff Kellogg Law Firm, Trinity Catholic Schools, Steffes, and had her own bookkeeping business. She obtained her A.A.S. from Bismarck State College in Legal Administration.



A.J. Eslinger

A.J. married her high school sweetheart, Brandon. Together they have 3 boys: Jasper (10), Rune (9) and Ronin (3). A.J. and Brandon are both Dickinson natives. She is a Trinity High School grad (2005) and Brandon is a Dickinson High School grad (2002) so the rivalry in the house is fun! A.J. also manages her son's optimist basketball team, as well as a women's volleyball league team. She enjoys photography on the side, especially for family and friends! A.J. is excited to be a SAHRA member. "This is a great opportunity to help myself grow in my new Office Manager position and will lead to new friendships and alliances!" Welcome A.J.! ▀

Get Started on Pushing Your Career Forward

It's always a good time to think about upgrading your career. Here are some simple steps to take, from the Military.com website:

- **Network more.** Make an effort to get to know more people in your industry, and in related areas, like volunteering. Good connections can help you find opportunities to advance and grow. Remember, though, that networking is a two-way street: Be ready to help people looking for contacts and opportunities of their own.
- **Go on informational interviews.** You don't have to be actively looking for a job to interview with other organizations. Look for places where you'd like to work, or industries you're interested in exploring. Meeting with someone there can give you ideas for new paths, and also get your name in front of people in a position to help you with your career.
- **Update your social media presence.** Take a good look at your profiles on Facebook, LinkedIn, Twitter, and the like. Make sure they reflect your current skills and professional accomplishments, not just your hobbies. Use keywords that will attract employers and recruiters looking for people like you.
- **Check your wardrobe.** Look through your closets and drawers. Do you have one or two good outfits ready to go? How you present yourself is important, so invest in some clothes that enhance your professional appearance and help you look like someone who's attentive to personal details. ▀

*First Draft
February 2022*

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*-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