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January

Meeting Information

Diversity Panel

Panelists include:

Perzen Polishwalla-DSU
Beth Grandell- Dickinson Adult
Learning Center
Kari Shea-ND Vocation
Rehabilitation of Dickinson

Thursday, January 14, 2016
Dickinson Elk's Lodge
11:30 am MT

REMINDER TO PAY YOUR DUES!

Our membership list will be updated effective February 1, 2016. Anyone who has not yet paid their membership dues for 2016 will be removed. You may bring your membership renewal form and payment to the SAHRA meeting or mail to PO Box 132, Dickinson ND 58601. Thank you! ■

Diversity Panel Featured in January

Diversity is more than race or color. Diversity is very broad and encompasses a wide variety of differences in today's workplace. Join us for our January meeting as SAHRA presents a panel of local experts who will discuss opportunities for employers to become more aware of diversity within their current workforce.

Panelists include:

Perzen Polishwalla, Associate Director of International Programs at DSU

Beth Grandell, Coordinator for the Dickinson Adult Learning Center

Kari Shea, North Dakota Vocation Rehabilitation of Dickinson. ■





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

President's Message

Happy New Year! It didn't take long for 2016 to get into full swing. The ND SHRM Leadership Conference, featuring keynote speaker Dawn Kaiser, kicks off on January 19-20 in Fargo. The SAHRA board is eligible to attend. Look for updates next month from that event.



We also held our 2016 Strategic Planning meeting this past December. We spent some time going through our budget and discussing important topics/etc. for the coming year. One of the highlights for this group includes a certification study program that begins soon. If you are interested in studying, or becoming certified, please reach out to our Certification Director, Carrie Zubke, and she

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Treasurer's Report

Southwest Area
Human Resource Association
December, 2015

New Statement Balance				\$13,242.54
Current Checks / Deposits		Interest Earned		\$0.12
	12/15/2015	Deposit	Membership dues	\$285.00
	12/16/2015	Deposit	SHRM Pinnacle Award	\$1,000.00
#559	12/18/2015	Marie Bittner	Annual raffle prize, Board TU, State Conf Basket	(\$234.68)
#560	12/17/2015	Schlotsky's Deli	2016 Planning Meeting Lunch	(\$101.58)
#561	12/27/2015	Fisher Industries	DeAnn Scheeler-flight for leadership conf	(\$414.20)
#564	12/17/2015	Melissa Stoltz	Visa card for early membership renewal door prize	(\$50.00)
Compare to ending bank statement balance		\$13,727.20		
Outstanding Checks / Deposits	#562	Elk's Lodge	December Membership Meal	(\$415.75)
	#563	SHRM Foundation	2015 Annual Donation	(\$248.05)
	#565	Jenna Wilm	Dec Speaker Reimb	(\$417.33)
TOTAL:				\$12,646.07

SAHRA Board Meeting Minutes

December 15, 2015

Present: DeAnn Scheeler, Melissa Stoltz, DeEll Jordre, Kathleen Obritsch, Marie Bittner, Susan Lengowski, Carrie Zubke, Shelly Nameniuk, Chelsea Dicke, and Amber Mathiesen. Absent: Christina Anthony and Sarita Haven.

President DeAnn Scheeler called the meeting to order.

Secretary's Report: The board minutes were submitted. Upon motion by Marie Bittner, second by Melissa Stoltz, motion carried to approve the November minutes as presented.

Treasurer's Report: The November treasurer's report was submitted. Upon motion by Carrie Zubke, second by Susan Lengowski, motion carried to approve the report as presented.

Newsletter: The December newsletter was posted on the website and an email notification was sent to all registered members.

COMMITTEE REPORTS:

Program – Shelly Nameniuk: We will be holding a Diversity Panel for January 2016.

Diversity-Chelsea Dicke- Chelsea has been working on coordinating the Diversity Panel for January's meeting; she currently has 3 panelists confirmed.

Certification-Carrie Zubke: Carrie stated we have 10 people interested in certification and we are waiting for the State Council on additional information and costs.

indicated that she would like to get more members involved in donating for the raffle baskets from themselves personally or the company they work for. Fisher Industries indicated that they would donate in January and Susan Lengowski added she would donate the basket for March 2016.

Government Affairs-Sarita Haven: Sarita has resigned as of January 1, 2016.

Membership-Melissa Stoltz: Discussion was held on reimbursement for December's speaker.

Publicity -Susan Lengowski: No report.

Technology-Christina Anthony: No report.

School to Work-Kathleen Obritsch: No report.

Secretary / Treasurer-DeEll Jordre: No report.

OLD BUSINESS:

DeAnn requested that SHAPE reports be turned into her by January 8, 2016.

Along with the large Pinnacle Award, we received mini-awards for individuals. DeAnn presented them to Carrie, DeAnn, DeEll, Marie and Shelly. She indicated that at the March meeting we will be hosting the ND State Council board meeting and they will be attending our membership meeting. At that time we will present the video message from Melissa O'Brien, SHRM, and do the official award presentation.

Foundation-Marie Bittner: Marie

(Continued on page 6)

Southwest Area Human Resource Association Board of Directors

President:

DeAnn Scheeler-Fisher Industries
dscheeler@fisherind.com
701-456-2179

Past President / Foundation Director:

Marie Bittner, Blue Cross Blue Shield of ND
Marie.Bittner@bcbsnd.com
701-260-5964

President Elect / Governmental Affairs:

Open position

Secretary-Treasurer:

DeEll Jordre-Dakota Prairie Refining, LLC
DeEll.Jordre@dprefining.com
701-456-6912

Certification Director:

Carrie Zubke-American Bancor, Ltd.
czubke@weareamerican.com
701-483-3287

Diversity Director:

Chelsea Dicke -Theodore Roosevelt Medora Found
chelsead@medora.com
701-623- 4444 ext 8802

Membership Director:

Melissa Stoltz-American Bancor, Ltd.
mstoltz@weareamerican.com
701-483-6811

Program Director:

Shelly Nameniuk-City of Dickinson
shelly.nameniuk@dickinsongov.com
701-456-7801

Public Relations Director:

Amber Mathieson-Dickinson Parks & Recreation
amathieson@dickinsonparks.org
701-456-2074

School to Work Director:

Kathleen Obritsch-Dickinson State University
Kathleen.obritsch@dickinsonstate.edu
701-483-2541

Technology Director:

Christina Anthony, CHI St Joseph's Health
christinaanthony@catholichealth.net
701-456-4278

SAHRA Meeting Minutes

December 10, 2015

Present: Carrie Zubke, Melissa Stoltz, Kathleen Obritsch, DeEll Jordre, DeAnn Scheeler, Marie Bittner, Kari Shea, Krissy Kilwein, Janel Volesky, Sheena Schwindt, Olyana Mural, Amanda Willis, Nancy Lantz, Rosie Jahner, Aimee Kovash, Lynae Harper, Pam Pavlicek, Uma Hoffmann, Danita Tysver, Heidi Stenger, Shelly Hanson, Jennifer Gooss, Shauna Morris, Sarah Slauter, Tammy Haugen, Cindy Fletch.

Guests present: Michelle Wall-Dale Carnegie, Tiffany Benner-DSU Student, Nick Weir-Student, Marie Hidter-RLND NDSU Extension, Cory McCaskey- Strom Center.

President DeAnn Scheeler called the meeting to order.

Guests were introduced.

Upon motion by Carrie Zubke, second by Marie Bittner, motion to approve the November membership meeting minutes as presented in the newsletter. Motion carried.

The treasurer's report was also in the December newsletter.

NEW MEMBERS:

No new members.

ANNOUNCEMENTS:

SHRM Membership-Please use code 0118 for a new member discount and indicate your SAHRA affiliation.

Congratulations to Pam Pavlicek for completing her SHRM certification!

DeAnn indicated that for those who have renewed their membership or joined

SAHRA for 2016, we would be doing a \$50 Visa gift card drawing today. Congratulations to Shelly Nameniuk for winning the Visa card!

COMMITTEE REPORTS:

Foundation / Past President-Marie Bittner- Marie requested support for the SHRM raffle baskets for 2016. If you or your company is interested in donating a basket, please let her know. Today's drawing will be for the annual raffle prize of a Fitbit, tickets are \$1.00 each to benefit the SHRM Foundation. Thank you to all who have purchased raffle tickets in 2015. Congratulations to DeEll Jordre for winning the Fitbit!

Membership-Melissa Stoltz: No report.

Certification-Carrie Zubke: Carrie indicated there are 10 people interested in working towards certification. There will be an email sent out to those interested with a study group starting in January. She is working on finding out the cost for study guide. If you are interested, please see Carrie if you haven't already done so.

Diversity-Chelsea Dicke: No report.

Government Affairs/President Elect-Sarita Haven: No report.

Program-Shelly Nameniuk: No report.

Publicity-Susan Lengowski: No report.

School to Work-Kathleen Obritsch: No report.

Technology-Christina Anthony: No report.

Secretary/Treasurer-DeEll Jordre: No report.

OLD BUSINESS:

DeAnn informed the board of her recent trip to Washington, DC for the SHRM Leadership Conference. She indicated that she was able to be on Capitol Hill meeting with representatives from North Dakota to address issues like the Cadillac Excise Tax.

NEW BUSINESS:

DeAnn informed the membership that SAHRA won the Pinnacle Award at the SHRM Leadership Conference for our efforts in certification. We are the first chapter to win in North Dakota. SAHRA will receive a \$1,000 award, Pinnacle trophies, and will be having an official presentation in the first quarter of 2016. There were 12 recipients out of 600 chapters total. Congratulations to everyone!

PROGRAM:

SHRM Benefits- Jenna Wilm, ND State Council

Meeting adjourned. ■

Minutes submitted by DeEll Jordre
SAHRA Secretary and Treasurer

Approved by DeAnn Scheeler
SAHRA President





What Motivates You?

In the HR world, as in life, there are many reasons to take action. In HR, you can decide to hire someone because of their credentials or because of their personality. In life, you can decide to lose weight to avoid buying a new wardrobe or to promote heart health.

Sometimes there is one reason to do something. Sometimes there are multiple. But in HR, you have to consider whether your stated reasons for acting can be interpreted in different ways, one legal and one not.

This is not “mixed motivation” analysis in the sense that both a discriminatory motive and a nondiscriminatory motive are present. What I am suggesting is that HR must be alert to circumstances where a single motivating factor could be interpreted in two different ways. Failing to understand the distinction has caused trouble for Dr. Angela Ross, an orthodontist from Minnesota in the case of Nicole LaPoint v. Family Orthodontics, P.A. MN Ct. of Appeals A15-0396, December 14, 2015.

Here are the facts:

Dr. Ross had a job opening. Nicole LaPoint applied. The two interviewed. It went well. LaPoint was offered the job and accepted. At the time she accepted, LaPoint was pregnant. She was something less than three-months along and had not told her family about the baby on the way. None-the-less, after the offer and acceptance, LaPoint confided in Dr. Ross that she was due to deliver about six months after her start date.

Dr. Ross told LaPoint that her clinic's policy was to allow six weeks or less of pregnancy leave. LaPoint said that she had gotten 12 weeks for her first child while employed elsewhere but would consider taking less leave. The next day Dr. Ross rescinded the job offer.

Notes by Dr. Ross on LaPoint's application show that, at the time Dr. Ross rescinded the offer, she was concerned about the length of leave sought by LaPoint. “[W]ill 3 mos maternity be too disruptive? Most [of my other hires] took 6 wks[.]”

When LaPoint sued, Dr. Ross stated that she withdrew the job offer due to her concern about the difficulties the clinic would

experience if LaPoint took more than six weeks of maternity leave, not due to LaPoint's pregnancy. The trial court found that Dr. Ross and three of her employees “credibly testified as to the disruption a lengthy leave of absence would cause the clinic.”

The Court of Appeals viewed the same facts differently. It swept aside the trial court ruling in favor of Dr. Ross. LaPoint's need for leave was due

entirely to LaPoint's pregnancy, the Court of Appeals said. Dr. Ross's concern for the length of the leave could have been handled in other ways, such as offering the job contingent on accepting leave of no longer than six weeks. Instead Dr. Ross rescinded the offer. This is evidence, the Court of Appeals found, that Dr. Ross discriminated against LaPoint on the basis of pregnancy in a purposeful, intentional, and overt manner.

The HR Takeaway

When you are articulating reasons to take a job action, step out of your company role. Put yourself in the shoes of the person affected. Ask whether a reasonable person could consider your company's motivation to be unlawful. If so, be alert to alternatives.

Dr. Ross, it seems, could have satisfied the Court of Appeals by stating exactly what length of time LaPoint could have been absent yet not disrupt the work of the clinic. The Court of Appeals also would have taken into account, it seems, an effort on Dr. Ross's part to contact LaPoint to further discuss the issue of leave. Dr. Ross did neither. Instead she decided that her reason was good enough and looked for a different, non-pregnant employee.

In sum, remember that, when a lawsuit happens, the court will consider your employment decision from all points of view, yours and that of the other side. Take all reasonable actions to enable your company to show that its motivation is a bonafide business decision and that alone.

Our interest in serving you

My law firm's goal is to give understandable information and to

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Paul F. Ebeltoft | Lawyer

SAHRA Board Meeting Minutes

(Continued from page 3)

NEW BUSINESS:

DeAnn encouraged the board to donate to the SHRM Foundation and thanked those who have donated raffle baskets and purchased tickets this past year to benefit the SHRM Foundation.

The Board agreed to provide Ebeltoft Sickler with a thank you basket after the first of the year for their contributions to the monthly newsletters.

The Board discussed potential board changes and positions. DeAnn asked each board member to review their job description and provide any changes or comments they may have regarding their position.

DeAnn indicated that the State Council would like to see more involvement or sponsorship for the Student Summit-HR Games. Kathleen will check if DSU is sending a team this year.

DeAnn added that she won a certification exam (\$400 value) at the Leadership Conference. Since she is already certified, she would like to donate it to the chapter. The Board discussed options and felt that we should have an application process for this certificate. It expires February 2017.

DeAnn informed the Board that Leadership Dickinson is looking for funding or tie blankets to donate to those in need in the Dickinson area. She will email the flyer to the board for disbursement at their respective employers if they wish.

DeAnn stated that the State Leadership Conference will be held on January 19th and 20th in Fargo. If anyone is interested and could attend, to please let her know.

The Board reviewed the past year's expenditures and discussed the 2016 budget.

The Board agreed to meet at 10:00 am on January 11th to review progress on the 2015 SHAPE award.

Meeting adjourned. ■

Submitted by:
DeEll Jordre, Secretary/Treasurer

Approved by:
DeAnn Scheeler, President

Certification Study Group

SAHRA will be starting up a certification study group! A number of members have indicated an interest in taking SHRM's certification test so a formal study group is being organized. Members will meet every other Wednesday for discussion on the testing process, study options, and materials. If you are interested, please contact Carrie Zubke, SAHRA Certification Director at czubke@weareamerican.com or 483-3287. ■



Like us on Facebook!



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

President's Message

(Continued from page 2)

will be glad to help!

Do you ever wonder where the baskets from our monthly drawings come from? Typically, one of our generous board members donates their time and money to create a great giveaway at our monthly meetings. The money raised goes toward the SHRM Foundation, to support HR research, education, and scholarships. Would you or your company be interested in donating a basket? If so, please contact our SHRM Foundation Director, Marie Bittner, and we can arrange a month for you.

I look forward to another great year with SAHRA, and I wish you all the best in 2016! ■

DeAnn Scheeler, SHRM-CP
SAHRA President

What Motivates You?

(Continued from page 5)

foster discussion about real-life issues facing human resource professionals. If we are not achieving that goal or if you would like us to address other employment law issues, please email me at pebeltoft@ndlaw.com. We promise to take your comments and ideas to heart.

Disclaimers

(Otherwise known as “the fine print”)

I make a serious effort to be accurate in my writings. These articles are not exhaustive treatises, though, so do not consider them complete or authoritative. Providing this information to you does not create an attorney-client relationship with my firm or me. Do not act upon the contents of this or of any article on our homepage or consider it a replacement for professional advice.

Paul F. Ebeltoft | Lawyer
2272 Eighth Street West | Dickinson, ND 58602-1598
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701.225.9650 fax ■

SHRM Foundation Fundraiser Fisher Industries Basket

For each \$1 donation to the SHRM Foundation, your name will be entered into the raffle drawing for a prize. Drawing to be held January 14, 2016 at the SAHRA meeting. Thank you for your support of the SHRM Foundation!

Permit #15-25

If your or your business are interested in donating an item for the SHRM Foundation Fundraiser, please contact: Marie Bittner, Past President / SHRM Foundation Chair.

SHRM Foundation

A total of \$554 was raised for the SHRM Foundation in 2015. Thank you to everyone who contributed and congratulations to our winners!

Shown below is DeEll Jordre (left) accepting the year end grand prize, a Fitbit, from Marie Bittner (right). ■

Marie Bittner
SAHRA Past President / SAHRA
Foundation Director



2015 SHMR Foundation Raffle Results

Month	Raffle Prize	Donated by	Winner
January	Wine Basket	Sarita Haven	Amanda Pearson
February	Valentine's Basket	Melissa Stoltz	Rod Topp
March	Green St. Patrick's Day Basket	Susan Lengowski	Melissa Stoltz
April	Spa Basket	Fisher Industries	Kathleen Obritsch
May	Gardening Basket	Shelly Nameniuk	Uma Hoffmann
June	Medora Musical Tickets & Blanket	Theodore Roosevelt Medora Foundation	Rosie Jahner
July	Wine Basket	Carrie Zubke	Zach Jahner
August	Back to School Basket	Melissa Stoltz	Kari Shea
September	Huckleberry Basket	DeEll Jordre	DeEll Jordre
October	Membership Month		
November	Thanksgiving Basket	Shelley Nameniuk	DeAnn Scheeler
December	Holiday Baking Basket	Marie Bittner	Carrie Zubke
Year End	Fit Bit	SAHRA	DeEll Jordre

1. Anderson, Amber-Diamond H Service, LLC, Bowman
2. Anthony, Christina - CHI St. Joseph's Health, Dickinson
3. Berger, Lora-Miller Insulation, Dickinson
4. Bergherr, Jarris-Westwood Professional Services, Dickinson
5. Bittner, Marie*- Blue Cross Blue Shield, Dickinson
6. Boltz, Sarah*-MBI Energy Services, Dickinson
7. Bren, Erv*- Community Action Partnership, Dickinson
8. Bullinger, Wendy - Marathon Oil Company, Dickinson
9. Burwick, Sandra - Southwest Water Authority, Dickinson
10. Cook, Lindsey, SHRM-CP*- Steffes Corporation, Dickinson
11. Cordova, Rosemary-Baker Boy, Dickinson
12. Dave, Zafar-Killdeer Mountain Manufacturing, Dickinson
13. Dicke, Chelsea -Theodore Roosevelt Medora Foundation, Medora
14. Ebeltoft, Gail, PHR*- Dickinson State University, Dickinson
15. Fetch, Cindy – Southwest Water Authority, Dickinson
16. Franchuk, Shauna - Theodore Roosevelt Medora Foundation, Medora
17. Gab, Vonda* - Great Plains Clinic, PC, Dickinson
18. Gilstad, Marci*- Hilltop Home of Comfort, Killdeer
19. Gomillion-Giese, Donna*-Continental Resources, Dickinson
20. Gonzalez, Amy-McKenzie County Healthcare System, Watford City
21. Gooss, Jennifer-City of Dickinson
22. Greenwood, Janice-Connect Ability, Dickinson
23. Grindle, Kaela*-Continental Resources, Dickinson
24. Hanson, Shelly* - Fisher Industries, Dickinson
25. Harper, Lynae-Whiting Oil & Gas, Dickinson
26. Haugen, Tammy-Dakota Prairie Refining, LLC, Dickinson
27. Haven, Sarita - Killdeer Mountain Manufacturing, Dickinson
28. Heidt, Kimberly* - St Joseph's Hospital, Dickinson
29. Heidi Heitkamp Staff-Dickinson Office
30. Hendricks, Brittney*- Western Cooperative Credit Union, Dickinson
31. Hintz, Kristy -The Medora Corporation, Dickinson
32. Hixson, Carla - Bismarck State College, Bismarck
33. Hoffmann, Uma, SPHR, SHRM-SCP*- Steffes Corporation, Dickinson
34. Hueske, Coley*- Savanna Well Servicing, Dickinson
35. Huizenga, David-Bismarck State College/Train ND, Bismarck
36. Hutzenbiler, Rebecca, SPHR, SHRM-SCP*- Baker Hughes, Dickinson
37. Jackpal, Andrea-Whiting Oil & Gas, Dickinson
38. Jahner, Rosie - Able, Inc., Dickinson
39. Jahner, Zach - Baker Boy, Dickinson
40. Janke, Connie-Miller Insulation, Dickinson
41. Jirges, Karen*- Ebeltoft . Sickler . Lawyers, Dickinson
42. Jordre, DeEll - Dakota Prairie Refining, LLC, Dickinson
43. Kilwein, Krissy-Dickinson State University, Dickinson (student member)
44. Kolling, Cal, SPHR, SHRM-SCP *- Kolling HR Associates, Dickinson
45. Kovash, Aimee - Job Service North Dakota, Dickinson
46. Krebs, Linda-Stark County, Dickinson
47. Lantz, Nancy - Southwestern District Health Unit, Dickinson
48. Lengowski, Susan*- St. Benedict's Health Center, Dickinson
49. Lindbo, Connie - Community Action, Dickinson
50. Massad, Mary*- SW Water Authority, Dickinson
51. Mathieson, Amber-Dickinson Parks & Recreation, Dickinson
52. Messer, Jennefer, SHRM-SCP*- Fisher Industries, Dickinson
53. Monson, Connie – Southwest Multi-County Correction Center, Dickinson
54. Morast, Brittney-Worthington Industries, Dickinson
55. Mural, Olyana-Dickinson State University, Dickinson (student member)
56. Nameniuk, Shelly*- City of Dickinson, Dickinson
57. Nash, Tracy*-Tooz Construction, Dickinson
58. Obritsch, Kathleen - Sysko Business Solutions, Dickinson
59. Pavlicek, Pam, PHR SHRM-CP* - Southwest Grain, Dickinson
60. Pearson, Amanda - Continental Resources, Dickinson
61. Perry, Laura* - Sax Motor Co, Dickinson
62. Peterson, Donette, SPHR, SHRM-SCP* - Missouri Valley Petroleum, Mandan / Belfield
63. Plummer, Sherry - Pump Systems, LLC, Dickinson
64. Praus, Carey*-Benz Oil Co, Killdeer
65. Price, Christopher-Southwest Water Authority, Dickinson
66. Reiger-Kempenich, Cindy-Sackman Electric & Controls, Dickinson
67. Roller, Sue, SPHR, SHRM-SCP*- Baker Boy, Dickinson
68. Scheeler, DeAnn, SHRM-SCP*- Fisher Industries, Dickinson
69. Schwindt, Scott - Western Cooperative Credit Union, Dickinson
70. Schwindt, Sheena-Steffes Corporation, Dickinson
71. Shea, Kari - North Dakota Vocational Rehabilitation, Dickinson
72. Slaughter, Sarah*- Theodore Roosevelt Medora Foundation, Medora
73. Spangler, Amy - City of Dickinson
74. Stenger, Heidi-Theodore Roosevelt Regional Airport, Dickinson
75. Stoltz, Melissa*- American Bancor, Ltd., Dickinson
76. Suter, Carissa-Rockpile Energy Services, Dickinson
77. Topp, Rod - St. Benedict's Health Center, Dickinson
78. Tuhy, Shar - American Bank Center, Dickinson
79. Tysver, Danita - Stark County Development, Dickinson
80. Volesky, Janel*-St Luke's Home, Dickinson
81. Wagner, Stacy*-Red Trail Energy, Richardton
82. Wald, Irene*- Consolidated Telcom, Dickinson
83. Wallace, Sarah*- Able, Inc., Dickinson
84. Willis, Amanda-McKenzie County, Watford City
85. Wolla, Nicole-Blue Cross Blue Shield, Dickinson
86. Zubke, Carrie, SPHR, SHRM-SCP*- American Bancor, Ltd., Dickinson

* - indicates SHRM 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