

What's Inside...

President's Message.....	2
Treasurer's Report.....	2
SAHRA Board Minutes	3
SAHRA Meeting Minutes	4
HR Lunch Break Meeting Link	5
Business Continuity Article	6
Membership List.....	7

July Meeting Information

Social Fluffy Fields

Thursday, July 10th, 2025
4:00 pm MT

Fluffy Fields
2708 21st St E
Dickinson ND 58601

<http://ndsahra.shrm.org>

July Social

Join us at Fluffy Fields on July 10th starting at 4 pm MT for headshots, drinks and light appetizers.



Coming in August!!

Join us on August 14th for our Diversity Topic! Alondra Lopez and Jana Jenkins, Lay Health Ambassadors, will share their experiences supporting new Americans in the Dickinson area. They will cover the types of support they are able to provide, share demographic information about new Americans in our community, and outline how they are able to help new Americans in the workforce with medical and health insurance related needs.

In conjunction, Women Empowering Women, a Dickinson non-profit organization, has been awarded a grant by the North Dakota Department of Commerce Office of Legal Immigration to explore the needs of our new Americans workforce in Dickinson. A series of round tables was held in April where information was gathered that informs the project as it relates to the needs and/or concerns of employers. The survey is short – one page – and can be completed in just a few minutes.

The information they hope to gather is important to understanding employers' needs as it relates to this growing potential workforce. To thank you, a drawing will be held and the winning entry will receive Spanish pastry treats to share with their employees from Casa Monarcha. If you have questions please feel free to contact Ray Ann at rkilen@ndsupernet.com.

Survey Link: <https://form.jotform.com/251526290019049>



Did You Miss a Meeting?

SAHRA members are able to access recordings of membership meetings by logging into our website and clicking on the Meetings & Events tab. Each month will include a link to YouTube for meetings with permission to record.

<https://ndsahra.shrm.org/>

SAHRA is on Social Media!

Instagram: @NDSAHRA

Facebook: @NDSAHRA

LinkedIn: @NDSAHRA

*Society for Human
Resource Management
1800 Duke Street
Alexandria, VA 22314
Phone: 703.543.3340
Toll Free: 800.293.SHRM
Email: shrm@shrm.org
Website: www.shrm.org*

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>*

President's Message

Welcome officially to Summer! I always feel like once we get to the 4th of July, the weeks go by faster than normal and I am already behind the 8 ball for school supplies! I possibly have a countdown to when school will begin, even though I am not ready but ready for the madness.

Full Schedule for NDSHRM Conference is available, get registered if you haven't done so already. Also, be on the lookout for the upcoming open board positions both at the State and SAHRA levels for the fall. These organizations couldn't run without people being willing to step-up and give your time for the greater good.

I hope you all can take the month of July and enjoy the Summer with friends and family, fill the days with lazy days by the pool, at the lake, with a good drink and enjoy all of God's blessings. Life is far too short, take time for yourself.

Treasurer's Report

*Southwest Area Human Resource Assoc.
July, 2025*

New Statement: Checking Account				\$6,525.65
Current Checks / Deposits	6.1.25		Interest Earned	\$0.06
	6.5.25	City of Dickinson	2025-26 Raffle Permit Fee	(\$25.00)
Compare to ending bank statement balance				\$6,500.71
Outstanding Checks / Deposits				
New Statement:	CD 15mo @ 4.00%			
Certificate of Deposit	2.5.24	Deposit	Initial funding	\$10,000.00
	2.5.25	Interest Earned		\$408.49
	5.5.25	Interest Earned		\$101.52
BALANCE				\$10,510.01

SAHRA Board Minutes

June 2, 2025

Present (Virtually): Joetta Pearcy, Kim Heidt, Krissy Kilwein, AJ Eslinger, Alyssa Baranko, DeEll Jordre, Melissa Stoltz, and Marie Bittner

Absent: April Frank, Tiffany Benner, and Amber Beld

Guests: None.

President Bittner called the meeting to order at 12:04 p.m.

President Bittner called for a motion to approve the May Treasurer report that was emailed to the Board. Upon motion by Joetta Pearcy, second by Alyssa Baranko, motion passed and was carried.

President Bittner called for a motion to approve the May 12, 2025 Board of Director meeting minutes that were emailed to the Board. Upon motion by Alyssa Baranko, second by Krissy Kilwein, motion passed and was carried.

COMMITTEE REPORTS:

Program- Joetta Pearcy / Committee (Carissa Suter, Marie Bittner, Nicole Heidecker) – Suggested ideas for programming are always welcome. Future Tentative Programs: 2025 Programming – June – Tina Reiss / Retirement Benefit Options; July – possible head shot opportunity for members along with summer social – more details to follow; Sept – no meeting; Aug, Oct-Dec TBD – looking at behavioral health, legal updates, diversity programming

SHRM Foundation/Past –President – DeEll Jordre - anticipating a wine/Twins tickets raffle basket in June!

Public Relations/Technology – Krissy Kilwein – Krissy reported that all social media applications have been updated to include current information including the new Platinum award designation.

Community Relations – AJ Eslinger – Suggested ideas for community relations are welcome. AJ is reviewing the job description for this position to implement new initiatives going forward. Watch for details to come about how members can be part of this initiative.

NO REPORTS - Diversity- Alyssa Baranko / **Membership** - Kim Heidt / **SHRM** **Certification** – April Frank / **Secretary/Treasurer** - Melissa Stoltz / **Workforce Readiness** – Amber Beld / **President Elect** / **Legislative Affairs** – Tiffany Benner / **President** – Marie Bittner

Old Business:

- SHRM is working on a Co-Branding initiative that would further assist state and local chapters in their marketing initiatives. Marie will review the logo options and report back to the Board.

New Business:

- President Bittner reminded the Board that the NDSHRM Volunteer Award Nomination form is now available at <https://ndshrm.com/north-dakota-shrm-volunteer-leader-award/>. The North Dakota SHRM Volunteer Leader Award is given by the ND SHRM State Council and recognizes an individual with an outstanding record of serving as a volunteer leader in the human resources field within the state. Our very own Carrie Zubke was the first individual to receive the award in 2024! Submit your nomination today!
- Congratulations to SAHRA for earning the 2024 Platinum EXCEL award! This recognition celebrates SAHRA's outstanding achievements in Chapter operations and commitment to delivering exceptional programs and services to its members.

Meeting adjourned at 12:45 p.m.

Submitted by: Melissa Stoltz, Secretary/Treasurer

Approved by: Marie Bittner, President

Southwest Area Human Resource Association Board of Directors

President:

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

Past President / SHRM Foundation Director:

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

President Elect / Legislative Director:

Tiffany Benner
Baker Boy, Dickinson
Trb_2013@yahoo.com | 406-971-5545

Secretary-Treasurer:

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

Certification Director:

April Frank, PHR, SHRM-CP
FH Holdings
aprilhouseholder@yahoo.com | 701-590-2900

Community Relations Director:

AJ Eslinger
Charbonneau Car Center, Dickinson
aj@cccd.com | 701-456-9605

Workforce Readiness Director:

Amber Beld, SHRM-CP
Spartan Nash, Dickinson
amber.beld@gmail.com

Membership Director:

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

Program Director:

Joetta, Pearcy
Stark County, Dickinson
jpearcy@starkcountynd.gov |
Program Committee Members include: Marie Bittner, Carissa Suter, and Nicole Heidecker.

Marketing Director:

Krissy Kilwein, SHRM-CP
Dickinson State University, Dickinson
krissy.kilwein@dickinsonstate.edu | 701-502-4304

Diversity Director:

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

SAHRA Meeting Minutes

June 12, 2025

Members Present: Alyssa Baranko, April Frank, DeEll Jordre, Krissy Kilwein, Joetta Pearcy and Melissa Stoltz

Members Via Zoom/Virtual: Paige Balliet, Amber Beld, Tiffany Benner, Marie Bittner, Brooke Braunberger, Sierra Burgess, John Cloutier, Margaret DeGruy, AJ Eslinger, Cindy Fetch, Nicole Heidecker, Layne Hintz, Kristy Hintz, Karen Jirges, Alissa Karsky, Nancy Lantz, Libby Matthews, Jen Murray, LeDeanna O'Shields, Dannielle Parkin, Patty Riely, Natalie Torgerson, Michelle Clonce and Carrie Zubke

Guests present: Tina Reiss and Amanda Klein (Bravera Insurance & Wealth Management)

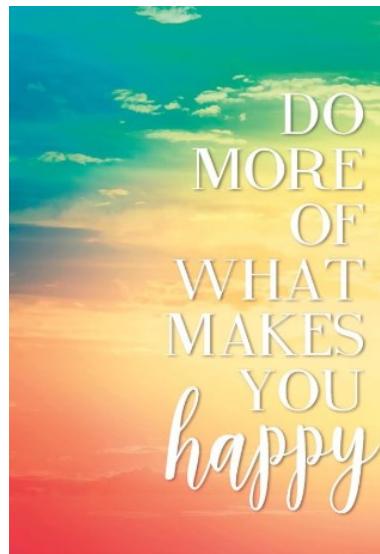
President Bittner called for a motion to approve the May 8, 2025 Chapter meeting minutes that were published in the June newsletter. Upon motion by April Frank, second by Joetta Pearcy, motion passed and was carried.

President Bittner called the meeting to order at 8:51 a.m.

NEW MEMBERS: None.

ANNOUNCEMENTS:

- President Bittner announced that the May Treasurer report was available for review in the June newsletter. If there are any questions, please contact a Board member.
- Early Registration Available Now! The 2025 ND SHRM Annual Conference will be held September 9-11, 2025 in Bismarck.
- The NDSHRM Volunteer Award Nomination form is also available at <https://ndshrm.com/north-dakota-shrm-volunteer-leader-award/> The North Dakota SHRM Volunteer Leader Award is given by the ND SHRM State Council and recognizes an individual with an outstanding record of serving as a volunteer leader in the human resources field within the state. Our very own Carrie Zubke was the first individual to receive the award in 2024! Submit your nomination today!
- The NDSHRM Professional Excellence nomination forms will be available soon. Watch for more details to come!
- SHRM is offering a conference discount to any conference attendees willing to volunteer at the upcoming SHRM25 Annual Conference in San Diego on June 29-July 2, 2025. Go to <https://annual.shrm.org/> for more information.
- Attention SHRM Certified Members! NDSHRM is offering an HR Summer Lunch Break webinar series which is available the 2nd



Thursday of the month at 11 am MT. SHRM Certification credits are available for these webinars. Information will be sent out via an exclusive SAHRA membership email blast, and the link is also available in the SAHRA newsletter. If you can't attend the live presentation, please register prior to the event and you will have access to the recorded version. Thank you NDSHRM for this opportunity!

- Update: The June link was pending as of today's meeting and will be sent out when available.

COMMITTEE REPORTS:

SHRM Certification: April Frank announced that SAHRA Members, Kelsey Morasko and Tiffany Benner, were recipients of NDSHRM Certification scholarships to apply towards their upcoming SHRM certification testing. Congratulations Kelsey and Tiffany!

OLD BUSINESS: None.

NEW BUSINESS:

DeEll Jordre held a SHRM Foundation fundraiser raffle for Twins tickets (donated by CBIZ Benefits) and a wine basket. Winners were LeDeanna O'Shields (Twins tickets) and Krissy Kilwein (wine basket).

The business meeting adjourned at 8:57 a.m. ■

PROGRAM: The Retirement Transition – Tina Reiss, Bravera Insurance

Minutes Submitted by:

Melissa Stoltz, Secretary/Treasurer;

Marie Bittner, President



HR SUMMER SCHOOL LUNCH BREAK
2nd Thursday of the Month at 11 am
MT

July Meeting Link Available Soon
[register now or use the link in the attached document](#)

- ⌚ **Date:** July 10th, 2025
- ⌚ **Time:** 1:00 PM Eastern
- ⌚ **Topic:** *The Toolkit for a Thriving Workforce: New Research and Expert Advice*
- ⌚ **Featuring:** Our very own, Ben Eubanks, Tiffany Hendricks (Manager, HR Services), and Drew Kropff (Senior Strategy Consultant at Insperity)

This powerful conversation will explore fresh insights and proven strategies to help your teams flourish in today's evolving workplace.

NDSHRM

2025 STATE CONFERENCE

THE HR PLAYLIST:
 CURATING TALENT, CULTURE AND INNOVATION



SEPTEMBER 9-11



BISMARCK
EVENT CENTER

REGISTER NOW



The Value of SHRM Membership

Become part of a powerful network of nearly 340,000 HR Professionals who are united in creating workplaces the work for all.



Ready to become part of the SHRM community? Join today!

shrm.org/TransformHR



Business Continuity

Business Continuity Plans for Organizational Resilience

In today's unpredictable business environment, one unexpected crisis can disrupt operations and threaten your company's future. According to FEMA, 40% of businesses never reopen after a disaster, and another 25% close within a year. For business leaders, being prepared isn't optional; it's essential.

A well-crafted business continuity plan (BCP) gives your organization the tools to respond effectively, minimize downtime, and recover quickly, protecting your people, operations, and future.

What is Business Continuity Planning (BCP)?

Business continuity planning outlines how your organization will operate during and after unforeseen events. These disruptions may include natural disasters, cyberattacks, utility outages, or supply chain failures. A BCP provides a framework to maintain essential operations, protect people and property, and restore normal activities quickly. An effective plan includes clear communication protocols, defined team responsibilities, and resource prioritization. It ensures your technology, tools, and people remain informed and aligned.

The Importance of Business Continuity Planning

A well-developed BCP is more than emergency preparedness, it's a strategic advantage. Here's why your company needs one:

- Enhances resilience. A comprehensive BCP reduces financial losses and downtime. With the average cost of a data breach now reaching \$4.88 million, you can't afford to be unprepared.
- Builds stakeholder trust. Customers, suppliers, and investors want to know you're committed to protecting their interests. A BCP demonstrates your proactive approach to managing risks.
- Supports employee wellbeing. Involving your team fosters a culture of readiness, improves morale, and ensures a confident response during a crisis.
- Ensures regulatory compliance. Many industries require documented BCPs to comply with regulations and avoid penalties.
- Improves risk management. A robust BCP may reduce insurance premiums, improve coverage options, and help identify risks before they escalate.

Key Components of Business Continuity Planning

A comprehensive BCP includes several critical elements that address different stages of crisis response:

- Disaster recovery plans (DRPs). Focus on restoring IT systems, data, and infrastructure. These plans outline backup protocols, recovery steps, and team responsibilities, and are tested regularly.
- Crisis management plans (CMPS). Define leadership roles and communication protocols to ensure fast, coordinated decisions during emergencies.
- Emergency response plans (ERPs). Detail immediate safety actions

and asset protection, including evacuation procedures, medical response, and short-term business stabilization.

Together, these components form a holistic strategy for maintaining operations under pressure.

5 Steps to Creating an Effective Business Continuity Plan

Creating a business continuity plan doesn't have to be overwhelming. Start with these five essential steps:

1. **Conduct a risk assessment & business impact analysis:** Identify potential threats such as natural disasters, cyberattacks, or supplier interruptions. Assess how each could impact your operations and prioritize accordingly.
2. **Define key business functions & dependencies:** Identify which services must remain operational during a disruption. Determine the people, systems, and suppliers that support these critical functions.
3. **Develop response and recovery strategies:** Create detailed plans to maintain essential operations, including communication protocols, data security, and availability of resources. Focus on quickly restoring normal operations.
4. **Assemble a crisis response team:** Assign clear roles to leadership and department heads. Conduct regular training to ensure your team is prepared when it matters most.

Document, test, and revise the plan: Record all procedures and responsibilities, conduct simulations to identify gaps, and update the plan regularly to reflect changing risks and business needs.



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1. Aryal, Urja-ABLE, Inc. Dickinson
2. Balliet, Baker Boy, Dickinson
3. Baranko, Alyssa, SHRM-SCP*- Bravera Holdings Corp., Dickinson
4. Beld, Amber, SHRM-CP*- Spartan Nash, Dickinson
5. Benner, Tiffany*-Killdeer Mountain Manufacturing, Dickinson
6. Bittner, Marie*-CBIZ Benefits, Glen Ullin
7. Braunberger, Brooke-Watford City Park District
8. Burgess, Sierra*-Therapy Solutions, Dickinson
9. Calihou, Dessie*-Dunn County, Manning
10. Cerkoney, Marissa-Ebeltoft . Sickler . Lawyers, Dickinson
11. Cloutier, Jon, SHRM-CP-St Luke's Nursing Home, Dickinson
12. Cummins, Karen-Theodore Roosevelt Medora Foundation, Medora
13. Degruy, Margaret-Theodore Roosevelt Foundation, Medora
14. DeWall, Shannon-Baker Boy, Dickinson
15. Dohrmann, Michelle-Consolidated, Dickinson
16. Dunn, Kair, All in Development Company, Dickinson
17. Erickson, Kay-Dickinson Heating & Air, Dickinson
18. Estlinger, AJ*-Charbonneau Car Center, Dickinson
19. Fetch, Cindy – Southwest Water Authority, Dickinson
20. Fong, Carter-Dickinson Chamber of Commerce, Dickinson
21. Frank, April, SHRM-CP, PHR* - FH Holdings, Dickinson
22. Harper, Lynae, SHRM-CP-Chord Energy , Dickinson
23. Haugen, Tammy-Marathon Petroleum, Dickinson
24. Hauptmann, Stacy*-Denny's Electric, Dickinson
25. Heidecker, Nicole-Baranko Companies, Dickinson
26. Heidt, Kim*-Steffes, LLC, Dickinson
27. Hintz, Kristy*-Ixom Watercare, Dickinson
28. Hintz, Layne-City of Dickinson
29. Howe, Rebecca*, SHRM-SPC, SPHR-Savanna Well Servicing, Dickinson
30. Hueske, Coley, Foremost Well Service, Dickinson
31. Jacobson, Amy-Steffes, LLC, Dickinson
32. Jirges, Karen*-Ebeltoft . Sickler . Lawyers, Dickinson
33. Johnson, Mackenna-Ion Field Services, Dickinson
34. Jordre, DeEll*- Marathon Petroleum, Dickinson
35. Karsky, Alissa*-Ironworks, Dickinson
36. Kilwein, Krissy, SHRM-SCP*-Dickinson State University, Dickinson
37. Klusmann, Chandra-Steffes, LLC, Dickinson
38. Lantz, Nancy - Southwestern District Health Unit, Dickinson
39. Logan, Katrina, PHR*-Baker Boy, Dickinson
40. Matthews, Libby*-Dickinson Ready Mix, Dickinson
41. McCoy, Mariel-Baranko Companies, Dickinson
42. Miller, Shea-Ebeltoft.Sickler.Lawyers, Dickinson
43. Morasko, Kelsey-State of North Dakota Office of Management and Budget, Dickinson
44. Murray, Jen*-Southwest Water Authority, Dickinson
45. Nameniuk, Shelly, SHRM-CP*- City of Dickinson, Dickinson
46. Nicklos, Amanda-Steffes, LLC, Dickinson
47. Nix, Jennifer-Theodore Roosevelt Foundation, Medora
48. Norby, Jenna-McKenzie County, Alexander
49. Northrup, Terri-McKenzie County, Watford City
50. O'Shields, Ledeanna-Southwest Water Authority, Dickinson
51. Oase, Matt*, SHRM-CP-City of Killdeer
52. Ortiz, Sofia*
53. Parkin, Dannielle-TMI, Dickinson
54. Pearcy, Joetta, SHRM-SCP*-Stark County, Dickinson
55. Pearson, Madison-Steffes, LLC, Dickinson
56. Pokorny, Ivy-Marathon Petroleum, Dickinson
57. Praus, Carey, SHRM-CP*-Benz Oil Company, LLC, Killdeer
58. Reiger-Kempenich, Cindy-Sackman Electric & Controls, Dickinson
59. Ricks, Maria-Community Action, Dickinson
60. Riely, Patty-Dickinson Parks & Recreation, Dickinson
61. Sickler, Brandon*, SHRM-CP-Killdeer Mountain Manufacturing, Dickinson
62. Stoltz, Melissa, SHRM-SCP*, Dickinson
63. Strommen, Sheila*-Theodore Roosevelt Foundation, Medora
64. Suter, Carissa, SHRM-SCP- Marigold Consulting, LLC, Watford City
65. Swanson, Ashley*-Steffes, LLC, Dickinson
66. Torgerson, Natalie, SHRM-CP*-City of Dickinson
67. Tysver, Danita - Stark County Development, Dickinson
68. Wallace, Sarah*- Wallace Business Services, Dickinson
69. Willett, Janelle - Connect Medical Clinic, Dickinson
70. 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