

# NEPA SHRM Meeting Minutes

## Call to order

A meeting of **NEPA SHRM BOD** was held at via conference call on April 7, 2020 at 5pm.

## Attendees

Neena Patton  
Nina Graaf  
Kellie Knesis

Heather Clark  
Eileen Notarianni  
Carrie Krott

Christine Jensen  
Julian Beck  
Joe Sileo

Karen Yarrish  
William Aquilino  
Doug Hertel

## Members not in attendance

Brooke Lipperini

## Meeting Minutes

### 1. March Minutes (Neena)

- a. Action Item List Review with BOD assigned members
  - i. As several items were related to prep for the professional development seminar, no review was conducted this month
- b. Christine motioned to approve March minutes, Kellie seconded and BOD confirmed

## Presidents Update

### 1. President's Update

- a. Focus on how we are handling the COVID19 Pandemic
  - i. How do we stay a constant in our member's lives?
  - ii. Revenue Sharing program through PA SHRM Council is on hold
  - iii. Upcoming Events cancelled - how do we support Doug in rescheduling, etc.?
- b. Resignation from NEPA SHRM
  - i. Sharon Ebert
  - ii. The next two members in line for backfill are tied for votes:
    1. Per guidelines, Heather can appoint someone with the consent of the board
      - a. Will conduct an anonymous vote to Heather for the selection
      - b. Kellie motioned and Nina seconded approval of this process

## Committee Updates

- **Communications Committee (Brooke):**
  - No updates for this Meeting
- **Finance Committee (Kellie):**
  - Financial Reports sent to BOD members in advance of the meeting
    - Approval of Expenses:
      - Kellie reviewed account balances and provided all documents prior to the meeting
      - Received our credit from National SHRM
      - \$33 fee from PNC - Kellie will look into what this is and see if it can be reimbursed
      - All individuals have been refunded from Professional Development cancellation
  - Phishing Scam
    - NEPA SHRM - check 1315 (Caitlin Herzog - \$2,850)
      - PNC reimbursed us this amount
  - Rolled over the CD that matured in March for another 24 months
    - 13<sup>th</sup> month CD will mature in October 2020

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- Travel and Expense Reimbursement Policy
  - PA SHRM will only reimburse mileage if the local chapter does not cover the expenses
  - Motion to approve the policy by Heather and seconded by Nina
- **Legislation Committee (Joe)**
  - The committee has been posting guidance on the new legislation and will continue to do that as they come out regarding COVID19, etc.
    - See Professional Development Committee Section for details on Legislation event planning
- **Membership Committee (Christine):**
  - Had a few new members in March
  - Meeting scheduled for next week with the committee
- **Professional Development Committee (Doug)**
  - Upcoming Events, 2020
    - Several Cancellations of Events due to COVID19
    - NEPIRC Event, Talent Succession Planning
      - Checking to see if Rachel can provide compilation of the feedback from this event
    - Professional Development
      - Networking is important for this event
      - Hoping to reschedule to later in the year but it is hard to choose a date
        - Perhaps we can select a date within the next couple of weeks
    - Workplace Discrimination and Retaliation
      - May 14 at the Radisson in Scranton - opportunity to move this to Webinar format?
    - Do we start to offer some webinars in an effort to adjust to this new environment, stay connected to our members, etc.?
      - National and SHRM are pushing for this approach
      - What platform can we use?
        - Zoom, etc.
        - We would need someone to 'own' whatever platform we use - a technical resource to help manage account, set it up for events, etc.
      - Topics around the current events with COVID19 are in high demand:
        - Family First Act, leaves, sick leave, furloughs, layoffs, etc.
        - What to do in case of exposure?
        - Payroll Protection Program
        - UC benefits to independent contractors
      - Can Joe put something together for us to offer a Webinar?
        - Perhaps prior to end of month?
          - Joe and Bill to let Doug know their schedule is for 4/22-4/24 - any of these days might be fine
            - Doug/Carrie to cover with the Committee quickly and talk through - would need quick marketing, etc.
            - Would advertise as 'Free to Members'
        - Bill can help with materials and presentation - questions can come in through the chat window on whatever platform is utilized.
          - Would keep microphones muted.
- **Governance Committee (Karen)**
  - Excel Award - 2020 Guidelines are still not out yet
    - COVID19 has made it difficult to finalize the goals for 2020
    - Karen will work with Committee Chairs to adjust goals to match with current environment, etc.
- **Student Relations Committee (Eileen)**
  - Last week's meeting was postponed - next meeting will be in May
  - Let's invite individuals from our Student Mixer list to any webinars we offer, etc.
  - Keeping the students engaged
- **Scholarships (Nina)**
  - Will need to mail the scholarship letters with the cancellation of the Professional Development Seminar
    - Application dates have been extended for Spring testing Window
    - Effective June 1, SHRM may be able to offer testing from Home (ProMetrics is closed right now)

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- Update information to start accepting applications for the upcoming year

## New Business

- None

## Meeting Close

Meeting Adjourned - Motion by Christine, seconded by Kellie, confirmed by BOD

## Action Items

- **Doug**
  - Work with professional development committee to see if we can offer the 'Workplace Discrimination and Retaliation' seminar that was scheduled for 5/14 at the Radisson via Webinar
- **Heather**
  - Conduct an anonymous vote of the two tied candidates to join the board (Sharon Ebert has resigned)
  - To finalize and secure a vote for purchase/opening of technology platform to use for webinars, etc. (Zoom)
- **Joe, Doug, Carrie, Bill**
  - Work together offer a webinar between 4/22 and 4/24 to offer guidance on COVID19 topics - DONE (scheduled for 4/24)
- **Kellie**
  - Research \$33 fee charged by PNC
- **Nina**
  - Work to mail the scholarship letters

## Next Meeting

May 5, 2020, 5:30 pm @ McNees



04/22/2020

Date