



Minnesota Counties Human Resource Management Association

125 Charles Avenue, St. Paul, MN 55103-2108

www.mchrma.org

MCHRMA Business Meeting Minutes - D R A F T

October 2, 2019

8:30 a.m. – 10:00 a.m.

MEMBERS Present:

Melanie Ault (Carver)
Tamara Bigelow (Sherburne)
Darren Brooke (Clay)
Peter Brown (Redwood)
Jodi Coleman (Sibley)
Melissa Cushing (Goodhue)
Pamela Dixon (Cook)
Laura Elvebak (Blue Earth)
Lindsey Giese (Isanti)

Lynn Hart (Itasca)
Jamie Haefner (Nicollet)
Leigha Hauglid (Martin)
Alecia Helms (Polk)
Mikkell Johnson (Meeker)
Kristina Kohn (Fillmore)
Sue Luing (Nobles)
Johanna Mattson (Benton)
Carolyn McDonald (Lyon)

Lisa Neutgens (Renville)
Stephanie Sandbakken (Wilkin)
Melissa Sanoski (Morrison)
Susan Skattum (Rock)
Katie Streveler (Wabasha)
Jennifer Thorsten (Stearns)
Julie Walters (Martin)
Cammie Young (Lake)

CALL TO ORDER

The Fall Business Meeting of the Minnesota Counties Human Resources Management Association was called to order by President Peter Brown on October 2, 2019 at 8:30 a.m. at Ruttger's Bay Lake Lodge in conjunction with the MACA-MCHRMA Fall Conference.

INTRODUCTIONS

Introductions were made of the Officers and Members. Peter welcomed three new MCHRMA members: Pamela Dixon (Cook), Lisa Neutgens (Renville) and Leigha Hauglid (Martin).

APPROVAL OF AGENDA

Motion by Melissa Cushing (Goodhue), seconded by Jodi Coleman (Sibley), to approve the October 2, 2019 MCHRMA Business Meeting Agenda as presented. The motion carried.

APPROVAL OF MINUTES

Motion Carolyn McDonald (Lyon), seconded by Mikkell Johnson (Meeker), to approve the May 2, 2019 MCHRMA Spring Business Meeting Minutes as presented. The motion carried.

FINANCIAL REPORT

MCHRMA Treasurer Sue Luing (Nobles) reported on the September 30, 2019 financial statement:

- The 2019 dues income is \$12,150
- The Net Income from the Spring Conference totaled \$3000.
- The Fund Balance as of September 30, 2019 is \$57,223
- Current registration for the Fall Conference is 84 (compared to 92 last year and 80 in 2017).

MOTION by Jodi Coleman (Sibley), seconded by Carolyn McDonald (Lyon) to approve the September 2019 MCHRMA Financial Statement as presented. The motion carried.

MISCELLANEOUS

- **Mentor Program:** Jamie Haefner asked for volunteers to be mentors to new HR directors. Volunteers include Jennifer Thorston (Stearns), Laura Elvebak (Blue Earth) and Peter Brown (Redwood). Jamie will draft a letter to be sent to all HR and administrators. Laurie Klupacs will inform the current president and the Mentor Program volunteers when there is a new member.
- **Payroll Scam:** The payroll scam targets HR departments in hopes of persuading employees to change the direct deposit bank information to one that is under their control. It creates fake email accounts with free services (like Gmail or Yahoo, for example) under an employee's name, hoping that the targeted employee is careless enough not to notice the full email address or they are viewing their messages on a phone where only the sender's name is readily apparent in the "From" field. The messages appear to be short and casual with a slight sense of urgency, asking the employee to change the banking information quickly.
- **FMCSA Drug & Alcohol Clearing House:** The Federal Motor Carrier Administration (FMCSA) is establishing the Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse (Clearinghouse). This new database will contain information pertaining to violations of the U.S. Department of Transportation (DOT) controlled substances (drug) and alcohol testing program for holders of CDLs. Employers will be required to query the Clearinghouse for current and prospective employees' drug and alcohol violations before permitting those employees to operate a commercial motor vehicle (CMV) on public roads. Employers will be required to annually query the Clearinghouse for each driver they currently employ.
- **Wage-Theft Law:** In May 2019, the Legislature passed a new Minnesota Wage Theft Prevention Act to create additional protections for workers, including adding criminal penalties for employers that commit wage theft, which occurs when employers do not pay their workers what is owed them for the work they have performed. All employers must provide each employee with a written notice at the start of their employment and keep a signed copy of the notice on file, as of July 1, 2019.
- **New OT Rule:** Employees who make less than \$35,568 are now eligible for overtime pay under a final rule issued September 24, 2019 by the U.S. Department of Labor (DOL). The new rate will take effect Jan. 1, 2020. To be exempt from overtime under the federal Fair Labor Standards Act (FLSA), employees must be paid a salary of at least the threshold amount and meet certain duties tests. If they are paid less or do not meet the tests, they must be paid 1.5 times their regular hourly rate for hours worked in excess of 40 in a workweek.

TRAINING OPPORTUNITIES

- **MCIT: Regional Worker's Compensation Workshops**
Oct. 23rd @ Bemidji / Oct. 24th @ St. Cloud / Oct. 30th @ Mankato
- **AMC Annual Conference** – December 9 – 11, 2019
Rivers Edge Convention Center, St. Cloud MN
- **AMC Leadership Summit** – April 1-3, 2020
Grand View Lodge in Nisswa, MN
Presenter: Bruce Christopher, Psychologist-Humorist-Keynote Speaker. Peter encouraged MCHRMA members to attend this conference.

SPRING 2020 CONFERENCE PLANNING

The MCHRMA 2019 Spring Conference will be held May 7-8, 2020 at the Park Event Center, 500 Division Street, Waite Park MN 56387. Members will be staying at the Hilton Garden Inn, which is connected to the Event Center. Potential spring conference topic recommendations include Police Officer Disciplinary Act Procedures and an update on FMLA

ELECTION OF OFFICERS

President Peter Brown reported that the MCHRMA Bylaws state that the election of officers will be done at the MCHRMA Fall Business meeting with the term beginning on the following January 1 and his term as President is up at the end of this year. She reported that

Motion by Laura Elvebak (Blue Earth), seconded by Susan Skattum (Rock) to adopt the following slate of officers for 2020:

EXECUTIVE COMMITTEE

President: Lynn Hart (Itasca)

Vice President: Kristina Kohn (Fillmore)

Secretary: Julie Johnson (Steele)

Treasurer: Sue Luing (Nobles)

Past President: Peter Brown (Redwood)

Member at Large: Mikkell Johnson (Meeker)

Member at Large: Julie Johnson (Steele)

The motion carried.

Lynn Hart (Itasca) presented Peter Brown (Redwood) with an award in recognition for all of his hard work in serving as MCHRMA President this past year.

ADJOURN

Motion by Carolyn McDonald (Rock), seconded by Jamie Haefner (Nicollet) to adjourn the Fall Business Meeting at 9:30 a.m.

