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# SHRM Delaware State Council Meeting Minutes

**April 23, 2018**

Attendees: Joanne Lee, Jon McDowell, Frank Ingraham, Jackie Poquette, Ashley Eckard, Susan Post, Jennifer Bagley, Cindy Crompton-Barone, Laurie Sample, Melissa Cullen, Maria Clyde, Melissa Cullen

Absent: Nicole Evans, Aimee Boyd, Amanda Novak, Maribeth Dockety

**Welcome – Frank Ingraham**

**Minutes of April 4, 2018 Minutes Discussion**

**Action Item: Agenda to go out 24 hours prior to meeting. Attendees will be able to amend, modify agenda prior to the meeting.**

Modify Jennifer Bagley page 3 Action item. Continue to pursue state allocation of conference revenue to state council. This has been captured on Action Item log.

Approved by Joanne Lee, seconded by Cindy Crompton- Barone

**SHRM Field Services Director, Northeast Region – Susan Post**

**Updates**

Deadline for discounted volunteer rate for SHRM Annual Conference is April 27.

Volunteer leaders lounge available Thursday – Saturday

There is also a deeply discounted rate for students and faculty - $350/495 There will be a special student presentation on Sunday as well as a first time attendee conference orientation.

SHRM Foundation Innovative Grants will be awarded to councils and state chapters.

VLRC has been updated.

Webcasts scheduled for SHRM Foundation, Workforce Readiness and Government Affairs in May. <https://community.shrm.org/vlrc/home?_ga=2.21503547.1410704006.1524484379-802309246.1521232717>

**Officers – updates – State Director – Frank Ingraham**

Frank to attend SHRM Annual Conference

Updated Aspiration forms for state council from National SHRM

Activity update form to be utilized by board to be used going forward.

Add Foundation to aspiration list

**Treasurer – Maria Clyde**

Balance: $3375.00

Name changed on account to Marie and Frank.

Maria now has online access. New credit card set up through WSFS.

Maria would like to meet with other entities in state to discuss best practices.

State Council does pay for admin support.

Discussion of how State Council raises revenue. Trilogy presentations have been offered in the past.

EEOC potential to present workshop between June and September Cynthia Locke

Action Item: Put a budget together

**Legislative Affairs Director – Jon McDowell**

**Accomplishments (provide description of each):**

**Initiative #1 – Legislative Updates**

So far, we have issued Legislative Updates for December 2017, January 2018, February 2018, March 2018 and April 2018. For April 2018, the Feature Article will be the Delaware SHRM Day in Dover and will included photos of the event.

Key legislation being tracked and reported are:

HB 110 - Recreational Marijuana

HB 299 & HB 399 – Amendment to the Delaware Constitution to prohibit discrimination based on “sex”. An amendment to the State Constitution must be approved by 2 consecutive sessions of the Delaware General Assembly. The legislation is on its “first-leg” to the requirement to be passed by 2 sessions of the General Assembly.

HB 360 – Sexual Harassment Training Requirement

SB 10 & SB 170 – Minimum Wage Increase. SB 10 was defeated in the Senate. Sen Marshall has re-introduced the bill as SB 170.

**Initiative #2 – Legislative Guide**

A draft of “A Handy Reference Guide to Delaware Legislation and Advocacy” has circulated but not approved. The Guide includes a draft of a policy outlining how State Council adopts a Policy Position on a piece of legislation. Similar policies are recommended for adoption for both DE SHRM and DelMarVa SHRM. The policy is a modification of a policy for another professional organization. (NEEDS APPROVAL – Would very much like to see this simple guide and policy on taking a position on Legislation reviewed and approved by Delaware State Council, DE SHRM and DelMarVa SHRM – it isn’t anything controversial and we can continue to add to the guide as we develop additional materials – it is a work in progress!). I’ve added a section: “ 8 – Delaware General Assembly – Rules of Order”

**Initiative # 3 – SHRM Day In Dover**

DE SHRM initiated contact with both DelMarVa and the State Council Legislative Director to schedule a legislative day in Dover – April 26, 2018. The day will consist of a tour of the General Assembly (confirmed), presentation by Rep. Spiegelman at the Dover Library (confirmed), presentation by Rep. Baumbach at Frazier’s Restaurant), lunch at Frazier’s (confirmed) and a brief meeting/photo opportunity with Governor Carney at 1:30 p.m. in the General Assembly.

 **Initiative #4 – Briefing Papers on Focused Legislation**

* SB 10 – Minimum Wage Increase (Legislative Update date April 1, 2018)
* HB 110 Marijuana (HB 110 Fact Sheet – Draft pending approval) and
* HB 299 Equal Rights Based on Sex amendment to the Delaware Constitution (being drafted).

**Initiative #5 – Develop Delaware SHRM Profile/Footprint**

* 817 SHRM Members in Delaware (attached to email)
* # of member organizations/firms (will compile)
* # of employees at member organizations/firms (will compile)
* Total payroll $ (will compile)
* Total benefits $ (will compile)
* Total Reward $ (will compile)
* Some measure of Total Economic Impact of member organizations/firms, i.e., total $ revenue and total $ expenses (will finalize some measures and try to compile by SHRM Day in Dover)
* Will initiate outreach on Monday, April 2, 2018 to begin to collect this information from member organizations. It is unlikely that we will have some measure of Total Economic Impact of our member organization by our April 26th Legislative Day. VERY MUCH LOOKING FOR INPUT FROM OTHERS HOW WE CAN BEST MEASURE THE ECONOMIC IMPACT OF OUR MEMBER ORGANIZAITONS IN DELAWARE. THIS IS EXTREMELY IMPORTANT INFORMATION FOR US TO HAVE AS WE ENGAGE WITH THE ELECTED AND APPOINTED OFFICIALS WITH THE STATE OF DELAWARE, LOCAL GOVERNMENTS AND OTHER ORGANIZATIONS (CDCC, DSCC, ADH, ABC, ETC.)
* Received feedback from Jennifer Bagley and Dan Bloom not to proceed since DE SHRM has a survey going out and we don’t want to create survey fatigue. Proceed with a similar survey with Delaware Employers’ Council (DEC) with very limited success. I will put together a basic document to share with the Governor’s Office – “Who is Delaware SHRM” that will identify the three (3) SHRM entities in Delaware, the number of members in each chapter and the number of SHRM National members (817 – includes “at-large members not affiliated with either of the Chapters in Delaware. At some point it is important for us to get a handle on the number of organizations our members represent, and the number of employees, payroll dollars and employee benefits dollars expended by member organizations.

**Initiative # 6 – Collaborate with other Organization (DSCC, CDCC, ADH, ABC, etc)**

* Worked with Representative Longhurst and the DSCC to make significant amendments to HB xx – that prohibits request for salary history information.
* Currently working with DSCC to provide feedback on a bill to be introduced titled Shift Work Predictive Scheduling.
* Currently working with DSCC and directly with Rep. Keeley with Sexual Harassment amendment to Title 19 of the Delaware Code. Provided comments to DSCC to little avail. Rep. Keeley introduced her Sexual Harassment Training bill as originally proposed.

**Initiative # 7 – Survey Members Regarding Legislation**

A draft has been circulated and is in the process of being finalized that will be sent to members to obtain input/concerns/recommendations regarding SB 10, HB 100, HB 299. In addition, the survey request “stories” that will leave lasting and hopefully deciding influences when the bills come before the Delaware General Assembly. (near final draft attached to email). Survey was completed by 53 SHRM members. Nicole Evans and I tabulated the results and formatted the results into a report that I share earlier on Sunday morning. Reba Businsky has suggested that the results be share at the beginning of both Chapters next meeting. I think it is an excellent idea and further connects our members to the importance of their feedback and helps connect them to the legislative process. This was the first time to my knowledge that we have survey members about legislation. We need to develop a “legislative comments” form similar to what I used when in Delaware State Government to solicit members input to legislation that affects their organization and employees.

**Again many, many thanks to members of the Delaware Joint Legislative Initiative and others – Great collaboration! We are breaking new ground every month!!**

**Concerns/Opportunities (provide description of each):**

1. Preparation for SHRM Day In Dover, April 26, 2018. Approve “Information Packet for Participants**” –** see email sent on April 22, 2018.
2. Develop a Legislative Work Shop to Educate Interested Members in the Legislative Process, use/access to Delaware Code, reviewing Legislative Survey results, use of a legislative comment form to provide input on proposed legislation. Small groups 5-10 hosted by an employer and including a visit from a State Representative/Senator from the election district to address the group in order to build a ground-level, grass-roots relationship.

**Recommendations (description) for State Council Consideration:**

1. Formally adopt the Handy Reference Guide to Legislation and Advocacy
2. Approve for distribution the “Information Packet” for SHRM Day In Dover registered participants
3. Develop a Legislative Work Shop to Educate Interested Members in the Legislative Process, use/access to Delaware Code, reviewing Legislative Survey results, use of a legislative comment form to provide input on proposed legislation. Small groups 5-10 hosted by an employer and including a visit from a State Representative/Senator from the election district to address the group to build a ground-level, grass-roots relationships.
4. Continue as an agenda item until resolved – State Allocation for 2016 & 2017 from the State Conference

**Immediate Past State Director – Cindy Crompton-Barone**

Currently supporting conference committee with SHRM and HRCI certification submissions.

**Delaware Chapter President – Jennifer Bagley**

Please with current boards collaborative efforts.

Conference Revenue share has been resolved. – check for 2017 conference share will be sent.

New Treasurer - will be working on 2016 revenue share.

Going forward. All three entities to work to document formula for revenue sharing in future.

Action Item: Jennifer Bagley to Draft the existing revenue share practice for council and Delmarva Chapter.

Action Item: Maria to get together with treasurers and presidents to discuss revenue sharing and best practices between chapters and council.

Action Item to Board: June Board Retreat – half day for Chapters and State Council. RSVP to Jennifer if you would like to attend.

**DelMarVa Chapter President – Melissa Cullen**

Well attended legislative presentation in March.

DelMarva Chapter supporting Legislative Day in Dover.

**Directors:**

**Certification – Joanne Lee**

I emailed Jessica Ash, the DESHRM Chapter Certification Chairperson and Melissa Cullen, DelMarva Chapter President to remind them that the Spring Exam Window applications are accepted through the late application date of April 13. I asked them to announce this at the next Chapter meeting. The winter window application process begins on May 14th. Chapters and State Council websites will be updated.

I reached out to Wilmington University to explore opportunities to partner with them in offering a virtual SHRM Certification Study Group for the Fall/Winter 2018/2019. The State Council will work with both Chapters in coordinating efforts for the Fall/Winter 2018/2019. The objective is to all work together to promote SHRM-CP and SHRM-SCP Certification Prep Courses to meet the needs of all types of learners.

Aimee and I are planning a networking event prior to the August 14th DESHRM Chapter meeting. This is a collaboration of Emerging/Young Professionals and SHRM Certification. We will also plan a networking event prior to a DelMarva Chapter meeting. The purpose of this event is to discuss the importance for HR professional to be SHRM certified, provide membership information and network. I plan to present “Advance Yourself, Advance Your Organization, Drive Success”. This presentation will outline SHRM Certification 2018 and it defines the standards for knowledge, strategies and competencies required of HR professional globally.

**Concerns/Opportunities (provide description of each):**

We have an awesome opportunity to offer online and face to face instruction for the SHRM Certification Prep exam study groups. Initial steps are in place. We will announce study group options as a collaborative effort.

**Recommendations (description) for State Council Consideration:**

Embrace the opportunities to reach all members including State Council and Chapter Board members throughout the state and offer encouragement and opportunities to become SHRM Certified!!!

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**Young Professionals – Aimee Boyd**

Delaware emerging leaders event Happy Hour at Iron Hill Brewery to encourage networking, membership on May 7, 2018 at 5:30 pm.

Working on solidifying the DE SHRM networking event for emerging professionals.

**Marketing/Communications – Ashley Eckard**

Worked with Laurie to update the State Council website to include the Board of Directors bio, contact information, and headshot.

Worked with Laurie to update the State Council website; Meetings/Events page to include all 3 entities activities for the remainder of the year.

Had a brainstorming session with John M. regarding ways the Communication can continue to promote/support the Legislative activities through the website and newsletter.

Ashley’s take-away; continue to ensure all the websites are up-to-date with all the resources, and activities as a result of Legislative initiatives.

**Concerns/Opportunities (provide description of each):**

Continuing to find ways to promote all three entities activities

**Recommendations (description) for State Council Consideration:**

Communication; The state council needs to act as the conduit between the two chapters and continue to facilitate proactive, productive, strategic activities.

**Professional Development – Amanda Novak**

Reached out to Jackie Vice-Black from Coaching Partners Inc and advised we wanted to push her seminar to the fall because of timing. She is perfectly fine with that.

**Concerns/Opportunities (provide description of each):**

We need to pick a date in the fall. The challenging part is she’s out of the country for 3 weeks from end of September thru mid of October then we roll right into conference.

 Available Dates: September 13, September 18th, October 18th

I’d also like to propose we hold in New Castle since conference is being held in Dover in early November.

**Recommendations (description) for State Council Consideration:**

**Action Items: 1. Confirm suggested dates are an option**

 **2. Confirm New Castle as location**

**Workforce Readiness – Jackie Poquette**

Goodwill, Del Tech, Delaware State University, and Goldey-Beacom College Job Fairs and Mock Interviews

May 14, 2018 – DOL Job Fair at Dover Public Library

Concern/Opportunities;

Additional needs for mentoring through Chambers, DOL and Educational Institutions

Action Item: Local Chapters: To communicate the need for a Workfore Readiness Co-Chair to the local chapters.

**College Relations Co-Chairs – Maribeth Dockety & Nicole Evans**

DE SHRM Work with HR expert panel

State Council has supported colleges by covering cost of refreshments for college relations events.

Action Item: Provide feedback as to if council should continue to provide financial support for refreshments at college networking event.

Provided support to Del State University.

Contact with Maryland SHRM on Student games. Delaware to do own student games in 2019.

**Foundation**

**Action Item: Communicate need for Foundation Chair**

**Administrative Support – Laurie Sample**

**Action Item: DELMARVA to send meeting updates for State Council website.**

**Doctoral Research Survey to be sent out.**

1. **LRP Execution Plan – updates (any info not already covered)**

**Action Item: Who owns the four items in the first quarter. First quarter priorities**

**Fourth one Jon completed**

**Let Frank know who owns and status.**

1. **Succession Planning – nominations update – key dates**

Nominations open, two responses to date- Jon for director, Jackie – workforce readiness.

Share at state chapter meetings that state council chair position opportunities are open.

Discussed that applicants should share past volunteer opportunities. What would be their vision for this position?

Discussion of succession planning. Jon sees the need for State Director – Elect in place now.

Frank is currently trying to present a slate of officers to vote. Nominated by State directors but voted on board members. State director appoints and board votes.

1. **Exploration Team – update**

April 19th call. Representatives were identified. Solid history, call scheduled with leads of chapters. Try to explore how to serve HR professions. Collect data at this time.

Discuss future options of chapters and councils in the future.

1. **Next Steps – list who/what/when**

Legislative grass roots contacts.

1. **Highlight sharing** - **each Team Member** identify one key take-away from today

Included “Thanks to all volunteer efforts”, “tremendous progress as a team”, “exciting to hear state initiatives”.

1. **Next Conference Call May 21st 12- 2**
2. July 23, 2018 Face to Face Meeting to be held at NKS.
3. **Adjournment** – **thank you**