

2008 IOWA Employment, Training & Benefits Conference

April 23 • Altoona
Prairie Meadows
Conference
Center

**To Register,
Call Now!
1.866.778.9675
Only \$119!**

Why You Need to Attend This One-Day Conference:

- Stay up-to-date on the latest employment law issues
- Learn what the current trends are in training
- Understand the changing benefit industry
- Innovate your knowledge management and training efforts

Who Should Attend:

- Business Owners
- Executives
- Managers
- HR Professionals
- Trainers
- Risk Managers
- Legal Counsel
- Benefit Specialists

HRCI CREDITS APPLIED FOR

Register Today! CALL 1.866.778.9675

April 23 • Altoona
Prairie Meadows Conference Center
1 Prairie Meadows Drive • Altoona, IA
I-80 Exit 142
1.800.325.9015

Tuition: \$119/person

Names of Attendees:

Name _____ Title _____

Email _____

Name _____ Title _____

Email _____

Name _____ Title _____

Email _____

Organization Name _____

Address _____

City _____ State/Zip _____

Telephone (____) _____ Fax (____) _____

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Check enclosed payable to HR-OneSource

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**REGISTER
NOW!
Space is
limited!**

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✉ Mail completed
Registration Form &
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Join us for a one-day premier conference focused on the most critical employment issues likely to affect Iowa employers in 2008:

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- Managers
- HR Professionals
- Trainers
- Risk Managers
- Legal Counsel
- Benefit Specialists

From private, public and non-profit organizations

**Benefits
Employment
Compliance
Training**

Co-Sponsored by:



Also sponsored by:

- Agribusiness Association of Iowa
- Iowa Association of Business & Industry
- Iowa Biotechnology Association
- Iowa Grocery Industry Association
- United Services Association

Register Today! Hurry—space is limited! CALL 1.866.778.9675

Join Our Distinguished Faculty

in lively discussions of practical approaches and new thinking on common employment problems.

JESSE A. PATTON HIA, MHP, FAHM, LUTCF, HIPAAA, EBHA Jesse founded and is President of Associations Marketing Group, Inc. (AMGI), in Des Moines, Iowa in 1988, a team specializing in group and individual health insurance. Jesse is currently serving his seventh term on the Iowa Small Group Reform Committee as Secretary; he is Chairman of the Iowa Retail Federation, President of the Iowa Retail Foundation and is a consulting member of the Galen Institute, Center for Health Transformation and the Heritage Foundation. In 2005, he was inducted into the Iowa Insurance Hall of Fame as its youngest member.

ANDY VISSER, CEO Andy is CEO of Connections Inc. Employee Assistance Program (EAP) is a Certified Employee Assistance Professional (CEAP) and Licensed Mental Health Counselor (LMHC – Iowa). Andy has specifically developed programs promoting management level usage of the EAP referral, as a behavior risk management tool. His past professional experiences includes developing programs for Native American youth in Zuni, New Mexico, managing programs for adolescents with behavioral problems in a community based rehabilitation setting, staff training and consultation responsibilities for the Iowa Department of Public Instruction, Division of Community Colleges, and the University of Iowa Hospital Schools.

MATTHEW S. BRICK, ATTORNEY is a partner with the Des Moines law firm of Brick, Gentry, Bowers, Swartz, Stoltze & Levis, P.C. His practice is based upon general civil litigation with a focus on labor, employment and environmental matters. He represents clients in state and federal court, in arbitration and mediation, as well as before administrative agencies. Matt also advises employers on employee discipline and general employment policies and contracts and assists employers with union-related matters, such as unfair labor practice charges and negotiating collective-bargaining agreements. Matt is licensed to practice in Iowa, Nebraska, Minnesota and Washington D.C. He received a J.D. degree, with high distinction, from the University of Iowa Law School and a B.S. degree, with honors, from the University of Iowa.

JACK LIPOVAC, SPHR - HUMAN RESOURCE CONSULTANT has over 25 years of experience as a human resource consultant. He is president of HR-OneSource, a human resource consulting firm. He represents employers at PERB/NLRB hearings and civil rights investigations, develops personnel policies and job descriptions, and provides advice to employers on all aspects of human resources. Jack has a Masters Degree in Human Resources and is a certified Senior Professional in Human Resources (SPHR).

ANTHONY J. SMITHHART, DIRECTOR, VETERANS' EMPLOYMENT & TRAINING SERVICE Tony has been the Director of Veterans' Employment & Training Service (VETS) for the state of Iowa since August of 2000. Tony provides technical guidance, assistance, and training to local

management and personnel of Iowa Workforce Development Centers. He oversees the Vet Rep Program and monitors it to make sure veterans seeking employment are receiving veteran's preference. Through the use of Uniformed Services Employment and Reemployment Rights Act (USERRA), Tony conducts veterans' reemployment rights case investigations; provides technical assistance to service members and employers; and insures all returning service members are properly reinstated in their civilian occupations.

THOMAS P. O'BRIEN, VICE PRESIDENT Tom's focus is on the general oversight of sales, marketing, and stop-loss insurance. Tom joined Auxiant in 1995 and has been developing his insurance and employee benefits skills since 1988, focusing on self-funded benefits since 1992. Tom is active in the Society of Professional Benefits Administrators—a national Washington-based trade association designed to assist TPA's and employers to keep abreast in trends and legislation regarding benefits. He is the past President of the Cedar Valley Association of Health Underwriters and is President-Elect of the Iowa Association of Health Underwriters.

MARCHELLE (MAX) GAGE Marchelle (Max) Gage is a training and development professional in Des Moines, Iowa who has been involved in the field for more than 14 years. She started her career at Meredith Corporation and then moved to several other local organizations before starting her own consulting business in 1997. Gage completed her Master's degree in Training and Development at Drake University in 1997. She has been active in the local chapter of ASTD, where she served on various committees as well as on the Board. The majority of Gage's experience has been in the actual classroom helping others with skill development in leadership, customer service, sales, and other related areas.

TODD MCDONALD, PHR – PRESIDENT, ATW TRAINING & CONSULTING has been in the human resource and training industry for over 20 years. He served as Executive Vice President for American Media Inc. prior to founding ATW Training & Consulting in 1999. His accomplishments include developing and delivering training programs and speeches to national and international audiences; the creation of over 500 off-the-shelf training products and he has authored two books.

STEVE FLOOD, SENIOR VICE PRESIDENT AND SHAREHOLDER, brings more than 25 years of Employee Benefits expertise with 20 of those years at Holmes Murphy. In this time he has built Holmes Murphy's corporate benefit division that has grown over ten-fold and is the largest benefit consultant in the state of Iowa and one of the largest in the Midwest. The Benefit division provides comprehensive employee benefits consulting and brokerage services for companies throughout the Midwest. Through their innovative approach, Flood and his team assist employers by helping them maximize

2008 Iowa Employment Conference

23 Powerful and Informative Sessions Presented by Human Resource and Training Consultants, Attorneys and Benefit Consultants

7:45-8:00 A.M.
8:00 - 8:10 A.M.

Arrive/Networking
Welcome/Opening
Announcements

Employment Conference Scheduled to Help Business Owners, Managers, Benefit Specialists, HR Professionals and Trainers Stay on Top of Critical Employment Issues

The 2008 Iowa Employment Conference will be held on April 23 at the Prairie Meadows Conference Center in Altoona. from 7:45 a.m. until 4 p.m.

their benefit program dollars to effectively attract and retain valued employees. Steve is an industry leader in the adoption of Consumer Driven Health Plans as well as a pioneer in using wellness programs to improve the overall health status of employees and reducing employer costs. Steve has successfully designed and implemented wellness plans that demonstrated significant Return on Investment to employers.

KEVIN POKORNY - HR & TRAINING CONSULTANT has 27 years of expertise in designing and delivering training, including employment law, harassment prevention, workplace diversity and more. Kevin has facilitated numerous public forums on education issues in the Des Moines area. He has also worked with management teams and non-profit boards to improve their performance and facilitated project groups.

LORI SNIDER, SPHR - ADP'S KNOWLEDGELINK HR HELP DESK MANAGER has more than 20 years of management experience. Lori joined ADP in 2001 and has expanded ADP's KnowledgeLink HR Help Desk from less than 200 calls per month to over 4000 calls per month. Over 200,000 ADP clients subscribe to ADP's KnowledgeLink HR Help Desk and utilize it for best practice HR advice and expert compliance assistance.

MIKE STAEBELL - ASSISTANT DISTRICT DIRECTOR, US DEPARTMENT OF LABOR, WAGE & HOUR DIVISION has been with the Wage and Hour Division for 24 years as an investigator. He regularly gives presentations to the public and has served as a national trainer for Wage and Hour staff on the Fair Labor Standards Act, Total Quality Management, Family and Medical Leave Act and Litigation Preparation.

JEFF JOHNSON is president and founder of Midwest Employment Resources, a firm providing employment law training, investigation and mediation services to businesses throughout the country. He is an employment and labor attorney who has practiced at firms and corporations in Chicago and Minneapolis. He also recently completed his third and final term in the Minnesota House of Representatives. Jeff is a nationally recognized speaker on employment law and human resource topics, giving dozens of presentations throughout the country every year.

WILLIAM H. MOULDER Chief Moulder has been in law enforcement for forty-four years. In 2003, he retired after serving eighteen years as Police Chief for Des Moines, Iowa. Chief Moulder has a Master's Degree in Public Administration and currently serves as chair of the Resolutions Committee for

the International Association of Chiefs of Police (IACP). He has been the Legislative Committee chair for the Iowa Police Executive Forum, a statewide organization of Chiefs of Police and has served as the chair of the Polk County Chiefs and Sheriff's Association. Following retirement from Des Moines, he formed MOULDER AND ASSOCIATES, an organization designed to provide a wide range of technical and administrative services for local law enforcement agencies.

STEPHEN NIEBUR Chief Niebur has been in law enforcement for forty-two years. He served as Police Chief in Osceola, Iowa for sixteen years, retiring in 2004. He is a graduate of the Southern Police Institute Administrative Officers Course. Chief Niebur was one of four Police Chiefs selected to serve on the "DARE America" Curriculum Advisory Board and he was the North Central Regional Chair for the State Association of Chiefs of Police Division of IACP. He is past president of the Iowa Police Executive Forum and served on the Iowa Law Enforcement Academy, Curriculum Committee.

TRAYLA CARTER is a training and development professional. Organizations where she has worked include Principal Financial Group, Wells Fargo and John Deere Credit. Trayla completed her Bachelor's degree from the University of Northern Iowa in 2001. Her training experience includes classroom training for a wide variety of participants ranging from non exempt employees to high level executives. She has facilitated training sessions on numerous topics including conflict resolution, values training, change management, and influencing. Her enthusiasm and energy create a classroom that enables learning.

AL ENRIGHT Al is the Executive Director of the Iowa Committee for Employer Support of the Guard and Reserve. He is a graduate of Charles City High School and Liberty University. Al has 39 years of military experience in various assignments (including Vietnam) and retired as the Chief Of Staff (Chief Operating Officer) for the Iowa National Guard in 2004 as a colonel. Al was given a brevet promotion to one star general, upon his retirement in 2004, by Gov Tom Vilsack.

DOUG FULTON, Attorney is a partner with the Brick Gentry law firm. His practice is devoted to corporate matters, with a focus on labor and employment issues. Doug represents employers, employees and public entities in employment-related litigation on a wide variety of statutory and common law claims and has represented clients in state and federal court, as well as before administrative agencies. Doug graduated with honors from Drake Law School and is admitted to practice in all state and federal courts in Iowa.

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7:45-8:00 A.M. Arrive/
Networking
8:00 - 8:10 A.M. Welcome/
Opening
Announcements

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Session I: 8:10 A.M. - 9:25 A.M.

2008 Employment Law Update (Meadows B)

with Jack Lipovac, Matthew Brick and Mike Staebell

Employment law is a moving target and even unintentional missteps by an employer can result in expensive litigation. This session will introduce recent developments in employment law and their applications and implications for the employer and HR community, including:

- Disability law
- Harassment issues
- FLSA questions
- Discrimination cases
- FMLA hot buttons

Central Iowa Training Trends (Meadows A)

with Todd McDonald, PHR

How do you compare to other companies in Central Iowa when it comes to training and developing your employees? In this session we will discuss what other companies are doing in central Iowa and discuss popular approaches to maximizing your training investment. Join Todd McDonald and a panel of your peers as we explore what's happening in central Iowa training.

Benefits Update (Salon 3)

with Jessie A. Patton

This seminar will provide the attendees with the insight and understanding on how to manage many of the complex issues around employer sponsored health plans. You will be provided the knowledge of the current healthcare system along with specific's on some of the new innovations such as HSAs, HRAs and Wellness programs.

- Attendees will better understand the elements of their healthcare plans
- Attendees will have a better grasp of controlling healthcare cost in their plans
- Attendees will understand and be able to implement Choice Consumer Choice plans

Session II: 9:35 A.M. - 10:50 A.M.

FLSA (Meadows B)

with Mike Staebell

Despite the 2004 revisions to the Fair Labor Standards Act, wage and hour problems continue to perplex employers in every industry. This session will cover recent FLSA rulings and interpretations. You Will Learn:

- Common violations.
- Who can be classified as exempt and who can't?
- Various FLSA exemptions: Executive, Administrative & Professional.

Working with Different Generations in the Workplace (Salon 1)

with Marchelle (Max) Gage

Today's workplace is rapidly becoming more and more diverse. One area leading to increased diversity in the workplace is the different generations we must now lead. In this session, we will discuss the different generations and what contributes to their different styles and beliefs in the workplace. We'll also explore each generation's strengths and areas for improvement as well as how to best communicate with them to aid in their success. By participating in this session, you will:

- Understand the different generations and how they impact productivity in the work place.
- Learn techniques for recruiting, training and managing the different generations.
- Discuss best practices in mixing generations in the workplace.

HSA's and HDHP's (Salon 2)

with Jessie A. Patton

This session will provide you with the key elements on implementing a successful HSA plan for your business. Get an understanding of healthcare trends and how they impact on your rates. You will walk away from the session knowing: The correct way to implement an HSA.

- What are HSA's and HDHP's
- Presidential candidates healthcare proposals and the effect on your business
- Why you would purchase one
- Reasons an employee would accept an HSA. The long-term impact on your company's healthcare.

The Eight Most Difficult ADA Reasonable Accommodation Issues (Salon 3)

with Jeff Johnson

With an emphasis on practical advice, Jeff covers the difficult ADA accommodation issues that he hears from employers the most often. From reassignment questions and demands to work from home to intermittent leave problems or an inability to work overtime hours.

Employer Support of the Guard and Reserve (ESGR) and USERRA (Altoona Room)

with Tony Smithhart & Al Enright

The Executive Director of ESGR will give an overview of ESGR and how employers can use ESGR as a resource in dealing with employees that are in the guard and reserve. This overview will cover what is available for employers that share their employee(s) with the military. Iowa's US Department of Labor's State Director will give a briefing on the Uniformed Services and Reemployment Rights Act (USERRA), the information provided will detail the rights and responsibilities of both the service member and the employer.

Session III: 11:05 A.M. - 12:20 P.M.

Is it Time to Terminate? (Meadows B)

with Jeff Johnson

There is probably no decision more fraught with legal danger for an employer than the decision as to whether to terminate an employee. During this session, Jeff discusses the legal and practical considerations to be made when making the termination decision and leads an in-depth discussion of the termination process, from the moment the termination meeting begins to the time the employee has actually left the employer's premises.

HR and Training as a Strategic Business Partner (Salon 1)

with Todd McDonald

No longer is should HR and Training be thought of as being a cost center. Today's business environment is calling for strategic business partners invested in helping meet business objectives. By participating in this session, you will:

- Understand what it means to be a Strategic Business Partner
- Learn specific skills needed to be a business partner.
- Learn how to build credibility with your clients.
- Identify ways to gain commitment for your thoughts and ideas.

Police Bill of Rights and Complaint Investigations (Salon 2)

with Bill Moulder and Stephen Niebur

Last year the legislature enacted SF 457 "Complaints against Peace Officers and Public Safety and Emergency Personnel – Administrative Procedures." The law structures the procedure that must be followed in conducting administrative complaints against police officers, fire fighter, emergency medical technician, corrections officer, detention officer, jailer, probation or parole officer, communications officer, and sheriff's deputies. Bill and Steve will lead an interactive workshop on administrative investigation procedures and how to work within the constraints of SF 457 and how to do a proper investigation. A model investigation policy and check list will be provided to all attendees.

The Wellness Journey (Salon 3)

with Steve Flood

This session is designed to educate employers on wellness programs and their effect on the bottom line. You've implemented a wellness program and done screenings, but what is next? Topics to be covered include:

- How to get over 90% participation in Voluntary Health Risk Assessments and Biometric Screenings
- The secrets that wellness providers do not want you to know.
- Keys to reducing your costs and the production of disease inside your group
- Knowing your numbers is not enough
- Proving ROI for Wellness programs - long and short term.

Feedback: Increasing Your Competence and Confidence to Talk Specifics! (Altoona Room)

with Andy Visser

Workplace leaders at all levels promote productivity if they communicate regular and motivating feedback to individuals and teams. This workshop will focus on the mindset and skills needed to maximize the positive productive influence of skilled feedback. This practical workshop will provide leaders with:

- Increased confidence in approaching team members with feedback.
- A practical model of initiating the feedback discussion communicating precisely the facts and desired solutions.

LUNCH 12:20 P.M. - 1:15 P.M./ LEGISLATIVE UPDATE 12:35 - 1:00 P.M.

with John Gilliland, Iowa Association of Business & Industry

••••• Lunch will be provided! •••••

Session IV: 1:15 P.M. - 2:30 P.M.

FLSA for the Public Sector (Meadows B)

with Mike Staebel

The public sector Employer is presented with a number of unique issues concerning the Fair Labor Standards Act. This session will cover these situations. You Will Learn:

- Common mistakes made in the Public Sector
- Overtime exemption for Firefighters & Law Enforcement
- Compensatory Time
- Volunteers

Blended Learning a Holistic Approach to Training (Salon 1)

with Trayla Carter

Training is still predominately done in the classroom. However, with advances in technology and the access to even more information a blended approach to training your employees may be an avenue you want to pursue. In this session we will explore different approaches to blended learning including the use of blogging, mp3 audio files and other cutting edge technologies. By participating in this session, you will:

- Learn different blended learning strategies
- Identify areas within your organization where blended learning can be utilized
- Determine when blended learning is an option and when it isn't
- Strategies to make blended learning successful

Less is More (Salon 2)

with Lori Snider, SPHR

Each day you face a variety of challenges which constantly compete against profit margins, organizational productivity, customer satisfaction and retention. Some of these challenges include finding and maintaining dependable and honest employees, filling full-time, part-time and seasonal positions, minimizing turnover of quality employees, reducing employee-related crimes, as well as identifying and acting upon tax exemption opportunities.

Did you know:

An estimated 1 million workers are victims of non-fatal workplace violence each year! 90% of tax credits (nearly 3 billion) go unclaimed each year!

Session Topics:

- Workplace crimes and violence
- Revenue losses & business failures due to employee theft
- Negligent hiring risks
- What are tax credits anyway?
- Key triggers for tax credits & negotiated incentives

If you want to learn more about reducing hiring risks and tax liability, the "Less is More" session is for you!

The Problem with Health Plans and What to Do About It (Salon 3)

with Thomas P. O'Brien

Health Plans costs are a key concern for employers. This presentation digs into what is really driving increases in costs, what the future looks like, and what can be done about it.

Sexual Orientation and Gender Identity – A Legal Update for Employers (Altoona Room)

with Kevin Pokorny

In 2007, the Iowa Civil Rights Act was amended to add sexual orientation and gender identity to the list of protected classes. It is now illegal in Iowa to discriminate against a person because of his or her actual or perceived sexual orientation or gender identity in employment. There are many questions as to what the legal changes mean, how will it be applied, and what impact this will have on employers. This workshop will address the

following issues and your questions:

- What are the definitions of the new protected classes?
- How will the new legal changes apply to employers?
- What is harassment on the basis of sexual orientation and gender identity?
- How can an employer legally enforce dress codes and standards?
- What about issues of privacy and use of restroom facilities?

Session V: 2:50 P.M. - 4:05 P.M.

Exploring the Universe of Medical Accommodations (Meadows B)

with Doug Fulton

This session will help you apply the basic fundamental rules of the FMLA to the endless variety of real-world situations that confront HR professionals on a daily basis. This course will examine how the various leave laws and policies work together, and potentially conflict. Attendees will be presented with factual scenarios drawn from real life FMLA situations and actual legal cases.

- FMLA
- Worker's Compensation Disability Leave
- Pregnancy Disability Leave
- Request for Accommodation under the ADA

Best Practices in Central Iowa Training (Salon 1)

with Todd McDonald, Max Gage & Trayla Carter

Ever wonder if the grass is really greener on the other side of the fence? Ever wonder what others are doing to train and develop their employees? Ever wish you could make connections with others like you so you don't have to reinvent the wheel? In this session we will facilitate the sharing of best practices and networking to help you answer these questions. Don't wonder why you didn't come to this session because you will:

- Have an opportunity to talk with peers about best practices in their training efforts.
- Identify opportunities for improving your training offering

Reasonable Suspicion Drug Tests Without Hostility? (Salon 2)

with Andy Visser

Reasonable suspicion as well as random testing pre-placement, pre-offer or pre-employment testing can be a valuable tool in the fight against drugs in the work place and our culture. However, the label itself, "Reasonable Suspicion," quickly implies an adversarial out to "get you" mentality! Drug testing programs, operated without careful evaluation of the work place dynamic will find many years of careful attention to building positive morale lost by employee resentment toward drug and alcohol screening. The all too common alternative is to ignore all but the most dramatic warning signs of the chemically impaired employee. Understandably the leadership team is afraid of negative reactions and poor morale. This program will teach:

- The real common signs of the impaired employee.
- Observation Driven testing means we never ignore signs of impairment!
- The fail safe positive approach to the impaired employee.

Unions: Labor 101 (Salon 3)

with Jack Lipovac, SPHR

Participants will learn about labor laws that affect union organizing, collective bargaining and unfair labor practices. This session will highlight areas of the National Labor Relations Act that affect non-union employers and prepare your managers and supervisors for the proper response in case of an organization attempt by a union. Participants will gain knowledge of the current legal landscape for union organizing and learn about union organizing tactics and techniques. You Will Learn:

- Historical overview
- Union elections; from initial contact, unit determination to election
- National Labor Relations Act
- Recent trends and developments that affect union-free status
- Collective bargaining
- Unfair labor practices
- Threatened organizations

How to Conduct an Effective Interview (Altoona Room)

with Kevin Pokorney

Did you ever interview someone who you thought would be a fantastic employee, but he or she didn't turn out that way? If so, it's most likely because you did not conduct an effective interview. What are the basic components to an effective interview that will result in hiring people to match the job?

In this workshop, you will learn:

- How to prepare for the interview.
- A structured interview format.
- How to develop behavioral-based interview questions.
- How to ask follow-up questions.

Social Hour in Atrium: 4:05 P.M.

••••• Meet the Vendors and Sponsors •••••

Ask questions of speakers and just wind down!