

HR *perspectives*



THURSDAY, JUNE 2, 2011

MONTHLY LUNCHEON

TALENT MANAGEMENT



This program has been approved for **1 General Business recertification** credit hour toward PHR, SPHR and GPHR recertification through the HR Certification Institute. The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



Susan Cain
Regions Bank
Southwest Banking Group

Talent Management differs from annual Performance Reviews. Performance reviews provide managers with a tool for evaluating their employees' actual performance over the past calendar year against specific job skills, abilities and accomplishments. It is an assessment of actual job performance and is the basis for employees' raises or merit increases. Participating in Performance Reviews helps employees focus on what drives performance, ensures clear goals are set and obtained, and promotes high levels of performance.

In contrast, Talent Management process is a tool managers use to assess the leadership potential of employees. Managers assess not only how an employee leads today, but the individual's potential for broader leadership roles within the organization also. Talent Management allows employers to assess the strength of their talent pool and to build a leadership pipeline for the future

In this session you will:

- Learn the 3 talent management components
- Learn to establish consistent standards for success
- Learn to Assess the talent and depth of the leadership pool
- Discover how to facilitate succession planning for key positions
- Identify and address areas of organizational deficiency or concern

Genesis 3, Next Level Events - Union Train Station 1400 West Markham • Little Rock, AR

PROGRAM FEES: Members: \$20 Guests: \$25

AGENDA: 11:15 - Registration 12:00 - Speaker
11:30 - Lunch 1:00 - Adjourn

**IF YOU MAKE A RESERVATION AND DO NOT CANCEL
24 HOURS IN ADVANCE, YOU WILL BE BILLED.**

RSVP by Noon on Wednesday, June 1st • Email: info@hrmaar.org or call 372-0929.

ABOUT OUR SPEAKER

Susan Cain is responsible for associate relations, recruitment, and Human Resources support for all Regions Bank associates and managers in Mississippi, Arkansas, Louisiana, and Texas. These four states comprise the Southwest Region of the bank.

In 1976, Cain began her banking career with Deposit Guaranty National Bank, headquartered in Jackson, MS, in Corporate Employee Benefits. From 1989 to 1998, she served as Deposit Guaranty's Corporate Human Resources Director. Following the acquisition of Deposit Guaranty by First American National Bank of Nashville, she was the Corporate Associate Relations Director for the combined entity from 1998 - 1999. In 1999, AmSouth Bank of Alabama acquired First American and Cain assumed Human Resources responsibility for Mississippi and North Louisiana.

Following the Regions/ AmSouth merger, she assumed her current role. Prior to beginning her banking career, Cain was the Business Manager of Rhodes College in Memphis, Tennessee.

Cain received a bachelor's degree in Economics and Finance from Rhodes College in Memphis, and studied on the post-graduate level at Millsaps College in Jackson, MS. She is a graduate of the The Graduate School of Banking at Louisiana State University, and is an instructor at the MS Bankers' Association School of Banking at the University of Mississippi. She has also served as a guest lecturer on Human Resources topics in Eastern Europe.

ADVANCEMENT SERIES THURSDAY, JUNE 23

PAYROLL, WAGE & HOUR AND BENEFITS

This session is geared to assisting beginning and intermediate HR professionals learn the basic payroll requirements. It includes descriptions of the various requirements, processes, and procedures, as well as numerous examples, administrative tips, and interactive Q&A to help provide valuable insight into compliance requirements.

You will be able to:

Properly "classify" workers • Apply the various exemptions • Calculate gross pay and properly make deductions
Implement and follow the various payroll policies, procedures, and documentation requirements
Learn examples of traditional and non-traditional benefits • Know the difference between tangible and intangible benefits • Determine base pay and/or variable pay • Determine compensation/pay ranges based on job descriptions



Bob Darling grew up in Michigan where he attended high school and college. He is a graduate of Western Michigan University. He became an investigator with the U.S. Department of Labor in Detroit in 1989 until transferring to a one person field station in Kalamazoo, MI in 1992. In 2004 he became the Assistant District Director in the District Director of the Salt Lake City, Utah, District Office. In June of 2010 Bob was promoted to the position of District Director over the state of Arkansas



This program has been approved for **3 General Business recertification** credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

8:30 a.m. until 11:30 a.m.

Genesis 1, Next Level Events - Union Train Station
1400 West Markham • Little Rock, AR
HRMA Members Only • **\$50 for entire series**

RSVP ASAP for this Program OR the Whole Series
Email: info@hrma.org or call 372-0929.

MESSAGE FROM THE
PRESIDENT
Carol Waddle, PHR



Greetings all!

HRMA's June program on talent management is topic that will surely benefit everyone. We've all been there, sitting through interview after interview, hoping to find that elusive "perfect candidate", the so called "diamond in the rough" that brings visions of future success and a safety net in our succession planning efforts. Once we find our star, what happens next? The answer is talent management. As HR professionals, we can assist our organization's leaders in keeping our highly skilled workers engaged and contributing, while preparing them for future advancement. This process also offers a way to assess current talent and career potential of employees already within the agency as well. By following the practices of talent management, an agency will reduce the risk of losing their brightest stars that can lead to the loss of leadership at vulnerable times. This is an exciting topic and one that we can all work toward in the future.

As always, HRMA is committed to providing you with any assistance you need in your efforts. Please let us know how we can help.

Make it better!

Carol

MESSAGE FROM THE
EXECUTIVE DIRECTOR
Nancy Martinsen, PHR



Dear Friends,

As I was participating in our Advancement Series session last week, I was thrilled to see HR professionals interacting and sharing. They asked questions and offered solutions to each other's problems. There was clearly a line of communication among everyone there. Even camaraderie.

This is just a part of what was envisioned for this organization at its inception.

HRMA is an organization that offers support, networking opportunities, learning opportunities and partnerships among the different disciplines of HR. With these offerings, friendships have also been made through this organization.

As indicated in this newsletter, there are volunteer opportunities and we hope that you will all get involved in the one(s) that fit you.

We also would like to hear from our members in what else you would like from your association. You are always welcome to contact our board with suggestions.

SO, get involved in HRMA **TODAY** and reap the benefits. You will get out of it what you put into it and **MORE**.

All the best,

Nancy

HRMA

is now on Facebook in a **BIG WAY!**
CHECK IT OUT!!!



Be sure to  Like us!!!

Access the HRMA Facebook page through the HRMA website at www.hrmaar.org. Receive GREAT HR updates automatically..

MEMBERSHIP

The following were approved for membership during the month of May.

Travis Bowman, PHR

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Practitioner

GET INVOLVED



Members have an opportunity to shape the direction of our organization through active involvement in a number of areas:

LEGISLATIVE AFFAIRS COMMITTEE

Monitor and inform members of new and evolving workplace issues, legislation, and regulations, on both the state and federal level. Coordinate HRMA's advocacy initiatives so that the perspectives of the HR community are known and understood by the business community, Congress and the Arkansas General Assembly.

Contact: **Nancy Martinsen, PHR**
nancym@miiinc.net or

Brian Vandiver, J.D.
bvandiver@mvlaw.com

MARKETING COMMITTEE

Promote programs and the organization and obtain sponsorships.

Contact: **Karen Light, PHR**
karenlight@sbcglobal.net

MEMBERSHIP COMMITTEE

Increase membership through recruitment and referral. Inform the community of HRMA's activities. Increase the involvement of our members.

Contact: **Matt Lowrey, PHR**
mllowrey@pfglittlerock.com

PROGRAM COMMITTEE

Plan programs and special events. Assist the Marketing Committee in obtaining sponsorships.

Contact: **Nancy Martinsen, PHR**
nancym@miiinc.net

W
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HRMA SCORE BOARD

If you are certified and have attended the programs below, be sure to obtain the HRCI number from the HRMA office. If you attend the entire Advancement Series, the program number will be included on your certificate in September. **NOTE:** Advancement Series Modules are certified for 3 points each.

<u>DATE</u>	<u>TOPIC</u>	<u>POINTS</u>
January 7	Electronic Discovery & the Law	1 General
January 20	Introduction to Employment Law	3 General
February 3	HR Advantages & Challenges in Virtual Worlds	1 General
February 17	Job Analysis & Descriptions	3 General
March 9 - 11	HRM Conference	12 General
April 7	Risk Mitigation	1 General
April 21	Recruiting, Affirmative Action & EEOC	3 General
May 5	The Benefits Edge	1 General
May 19	Performance Management, Appraisals & Succession Planning	3 General
June 2	Talent Management	1 General
June 23	Payroll, Wage & Hour and Benefits	3 General
TOTAL POINTS THROUGH MAY		32 TOTAL

HRCI CERTIFIED MEMBERS

HRMA encourages HR certification. It is a career-long commitment. It shows your peers, your employees and your organization that you have mastered the core HR principles and that you are committed your profession.

SENIOR PROFESSIONAL IN HUMAN RESOURCES

Kay Brewer, SPHR
 Charlie Brown, SPHR
 Tammie Deaton, SPHR
 Francine Del Giacco, SPHR
 Phebe Duff, SPHR, GPHR
 Vernon James, SPHR
 Paula Holman, SPHR
 Lynn Luther, SPHR

Terry McNutt, SPHR
 Dyann Rankin, SPHR

PROFESSIONAL IN HUMAN RESOURCES

Travis Bowman, PHR
 Bobbi Britton, PHR
 Teri Cox, PHR
 Susan Garoutte, PHR
 Cassandra Gilbert, PHR
 Pat Hudgens, PHR
 Martha Jones, PHR
 Karen Light, PHR
 Matt Lowrey, PHR

Nancy Martinsen, PHR
 Nancy Neel, PHR
 Tina Scott, PHR
 David Soderman, PHR
 Margaret Thames, PHR
 Carol Waddle, PHR
 Alicia Wilkins, PHR
 Maria Withee, PHR



You may also be interested in certification from the **Human Capital Institute**.

HUMAN CAPITAL STRATEGIST (HSC)

Master the new business science of strategic talent management, and prove your expertise with HCI's Human Capital Strategist (HSC) Certification. HCS is the recognized credential for strategic knowledge in the Human Capital field and is an important career achievement for Human Resources, Organizational Development, Recruitment, Corporate Learning and Line executives.

STRATEGIST WORKFORCE PLANNING CERTIFICATION (SWP)

Strategic Workforce Planning is the most sought after skill in talent management today and the new SWP (Strategic Workforce Planner) program offers the first professional certification of it's kind in the industry. SWP conferees have demonstrated both subject matter expertise and proficiency in solving some of the most pressing challenges in business. Master this critical skill today and move your career and your organization's objectives forward simultaneously.

To Learn more: <http://www.hci.org/education/>

THE DOL HAS AN APP FOR THAT

Brian Vandiver, J.D.

Counsel to the Board

On May 9th, the U.S. Department of Labor announced the launch of its first application for smartphones, a timesheet to help employees independently track the hours they work and determine the wages they are owed. Available in English and Spanish, users conveniently can track regular work hours, break time and any overtime hours for one or more employers. Glossary, contact information and materials about wage laws are easily accessible through links to the Web pages of the department's Wage and Hour Division. Additionally, through the app, users will be able to add comments on any information related to their work hours; view a summary of work hours in a daily, weekly and monthly format; and email the summary of work hours and gross pay as an attachment. According to the DOL, this new technology "is significant because, instead of relying on their employers' records, workers now can keep their own records. This information could prove invaluable during a Wage and Hour Division investigation when an employer has failed to maintain accurate employment records." The free app is currently compatible with the iPhone and iPod Touch. The Labor Department will explore updates that could enable similar versions for other smartphone platforms, such as Android and BlackBerry, and other pay features not currently provided for, such as tips, commissions, bonuses, deductions, holiday pay, pay for weekends, shift differentials and pay for regular days of rest.

From an employer's perspective, this application can be very problematic. An employer certainly does not want an alternative set of records documenting different hours worked by the employee. Rather, an employer should be proactive and communicate to its employees that the employer desires accurate time records, it is the employee's responsibility to accurately create his or her time records for the employer, and the employee should immediately notify the employer if the employee believes that there is any discrepancy in his or her time records. Moreover, if the employee's smartphone is company-owned, and the company has previously banned personal applications, then the company may be able to also prohibit this app. On the other hand, if the company has never before regulated the employee's use of the company-owned smartphone, then disciplining an employee for using this app could be construed as retaliation.

The DOL's press release about its new app can be found here: <http://www.dol.gov/opa/media/press/whd/WHD20110686.htm>

Employers should consult legal counsel when necessary regarding this application and other wage and hour concerns.



MOST STATES PLAN TO RAISE BUSINESS TAXES TO MEET UNEMPLOYMENT COSTS

The New York Times reported that "more than two-thirds of the states expect to raise taxes on businesses this year" in order to replenish unemployment benefits funds. The *Times* said "stubbornly high unemployment" has "depleted the unemployment trust funds of most states: 32 of them owe the federal government more than \$48.3 billion that they borrowed to continue paying jobless benefits."

Arkansas's Unemployment Insurance (UI) Trust Fund debt is now just shy of \$360 million and **Arkansas employers are responsible for repayment of this debt**, known properly as Title XII advances from the U.S. Department of Labor. This affects ALL Arkansas employers that pay Unemployment Insurance taxes.

The just-concluded General Assembly passed Act 1125, which allows for special revenue bonds to be used to repay the balance if approved by Arkansas voters. The State Chamber/AIA also worked to pass what is now Act 861, which eliminated the automatic increases of the minimum and maximum benefits and made multiple changes to the state's UI eligibility requirements. Act 861 is estimated to save the Arkansas UI program between \$60 million and \$75 million annually.

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION AUDIT LIST

Provided by **Judy Sims, CEO**
a'TEST Consultants, Inc.

Imagine this scenario: The Federal Motor Carrier Auditor is coming to visit your company and you need to get ready for the audit. Reviewing your company's transportation files is stressful, even if you have kept your files current and organized. It's that word "audit" that makes one shiver! I hope this itemized document will help you through the audit.

During the review, the auditor will need access to these records at the time of the visit:

- List of drivers used in the past 365 days including date of hire, date of termination, CDL state and license number, plus date of birth.
- Driver Qualification Files (DQFs)
- Controlled substance testing records for the past 365 days, results and summaries
- Driver payroll records
- Driver records of duty status (logs, time records, etc.) for the past 6 months
- Driver trip reports and expense records for the past 6 months, including scale and fuel receipts (Comdata, EFS) and all associated documents
- Motor vehicle accident files for the past 12 months
- List of equipment (company #, license #, state, year, make, GVWR)
- Lease agreements and associated maintenance records, if applicable
- Vehicle Maintenance Records (VMRs)
- Driver Vehicle Inspection Reports for the last 90 days (DVIRs)
- All roadside inspections for the past 365 days
- Company gross revenue for the last full year
- Total fleet mileage for the last year
- A copy of your MCS-90 endorsement for motor carrier policies of insurance for the current policy
- Insurance claim information for the past 365 days

Your cooperation in making these records available will expedite the review.

HRMA is a proud member
of the
Arkansas State Chamber of Commerce

JULY 7

INVISIBLE DISABILITIES



Passage of the ADA opened employer’s eyes to discrimination issues in the workplace. However, it is very difficult to understand what they cannot see, or is not immediately apparent – employees with “Invisible Disabilities”.

Multiple Sclerosis, cancer and Arthritis are all disabilities that can be difficult to diagnose and more difficult for co-workers and supervisors to adapt to an employee's disability. This is especially true of employees who do not want colleagues to know about the disability."



To what degree is an employer required to accommodate something that cannot be seen and symptoms that often change? What is the employee’s responsibility to the employer?

Ed Buckner, Head Meteorologist from KTHV, has lived and worked with Tourette Syndrome. He will convey how he has managed his disability in the workplace and how he explained it to his employer and they worked together to make this a win/win situation.

Brian Vandiver, an attorney with Mitchell, Williams, will follow with laws and what is required of the employer.



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AUGUST 4

WEED AT WORK



Jeff Sims, C-SAPA C-SI
A'Test Consulting

More and more Americans support the idea of legalizing marijuana for medical use. Fourteen states have enacted such legislation and twelve more are considering it. This doesn't mean they believe people should be allowed to smoke pot at work or come to work under the influence of marijuana. And it doesn't mean employers are required to accommodate employees' medical marijuana use. Safety is a major concern among employers. Some try to accommodate an employee as they would if they were using other prescription drugs. Despite the growing number of state statutes, federal law still classifies marijuana as a Schedule I Controlled Substance with "no accepted medical use" and, therefore, still forbids doctors from prescribing it. Such conflicting messages create a confusing maze of gray areas for employers.

Jeff Sims, President of A'Test Consultants will discuss concerns that will assist you in revisiting your company policies to ensure they reflect what the company wants and what's legally compliant.



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SEPTEMBER 1

BEST PRACTICES FOR CREATING AN EFFECTIVE LEADERSHIP DEVELOPMENT PROGRAM—PANEL DISCUSSION

Effective managers increase performance across the organization and support its mission, goals and business objectives, while building the leadership capabilities to meet future business needs.

Successful leaders will share their best practices for planning for and creating a productive climate, and the tools and leadership practices to implement these ideas.



Jon Harrison
MyVIP2



Julie Botset
Performance
Food Service



Roger Weldon
Regions Bank



OCTOBER 6

EXECUTIVE INTELLIGENCE

Jeff Standridge, Ed.D

Acxiom Corporation

An individual's "executive intelligence," is the ability to digest, often with the help of others, large amounts of information in order to form important decisions that produce useful action with the right amount of deliberation, according to Author, Justin Menkes. It is argued that too much emphasis has been given to personality and style and too little to types of intelligence that enhance leadership performance. Some recent studies continue to examine the personality and style attributes of effective leaders. Others are giving more emphasis to certain forms of intelligence. What is the relative importance of executive intelligence, style, and personality in effective leaders? What importance do these findings have for the selection of candidates for, and the design and execution of, formal and on-the-job programs for developing leaders? Will they eventually help relieve the perceived "seller's market" in leadership talent?



This program has been approved for [1 Strategic Business recertification](#) credit hour toward PHR, SPHR and GPHR recertification through the HR Certification Institute. The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



NOVEMBER 3

REVERSAL OF AUTHORITY

Rachael McCone

Director of Talent Development for the Poultry and Prepared Foods Division, Tyson Foods, Inc

One reason older, experienced individuals have such a hard time getting jobs points to discrimination against them. Not only is it illegal to target older employees, under the guise that the biggest cost savings come from dumping your oldest employees is quite an assumption. If wages are based on value, then cutting the highest-paid employees also means you are cutting the most-valuable employees. The biggest source of age discrimination lies elsewhere -- and that is with quickly advancing, younger supervisors who are afraid to manage older and more experienced subordinates. Older workers end up being managed by younger supervisors when the older workers want to do a different job or do what they have been doing in a different way, typically doing less work with a more flexible schedule. Often older workers want to step away from the pressure and stress of management and supervisory positions. They come back into jobs at a lower level and become the subordinates of often younger managers. And that's where the problem begins.

Join Rachael McCone as she tackles this problem that is becoming all too common.



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MEMBER SPECIAL

The Advancement Series is available to **2011 MEMBERS ONLY** and the cost is just \$50!

2011 ADVANCEMENT SERIES



This program has been approved for **24 General Recertification Credit Hours (3 hours per module)** toward PHR, SPHR and GPHR recertification through the HR Certification Institute. The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

- January 20** **Introduction to Employment Law**
Brian Vandiver, J.D., Mitchell, Williams, Selig, Gates, & Woodyard, PLLC
- February 17** **Job Analysis & Descriptions**
Louise Miller, Ph.D, Management Psychology Services
- March** **No Class - 2011 HRMA Conference**
- April 21** **Recruiting, Affirmative Action & EEOC**
Karen Light, PHR, Strategic People Solutions
- May 19** **Performance Management, Appraisals & Succession Planning**
Matt Lowrey, PHR, VP, Human Resources Performance Food Group
- June 23** **Payroll, Wage & Hour and Benefits**
Bob Darling, Arkansas Department of Labor
- July 21** **Workers Compensation, OSHA, Risk Management & Needs Analysis**
Joe Purvis, J.D., Dover Dixon Horne
Perry Whitmore, WEHCO Company
- August 18** **Employee Relations and Internal Investigations**
Denise Hoggard, J.D., Chisenhall, Nestrud, & Julian
- September 15** **Preparing an Employee Handbook, etc.**
Tammie Deaton, SPHR, Navigator Communications
- October 20** **Employment Law Overview & Wrap-Up**
Brian Vandiver, J.D., Mitchell, Williams, Selig, Gates, & Woodyard, PLLC

The **HRMA** Advancement Series is offered for HR Assistants, small business managers or those practitioners desiring review of fundamental administrative HR functions. Eight 3-hour modules are offered, with one presented per month. You may enroll in the entire series or only the modules that you need. Substitutions may be made for those enrolled in the series.

- AUDIENCE:** HR Assistants, small business managers or those practitioners desiring review of fundamental administrative HR Functions.
- TOPICS:** Topics are preset and cover fundamental skills and knowledge required to legally and accurately perform subject matter.
- FORMAT:** Review and discussion of structured outline and case studies with question and answer opportunity.
- DURATION:** 8:30 to 11:30 am
3-hour weekday sessions
- FEE:** 2011 HRMA Membership & \$50 materials fee - Substitute HRMA Members from same company allowed
- LOCATION:** Next Level Events - Union Train Station
1400 West Markham Street
Little Rock, AR 72201

A certificate will be awarded after completing each series.

To enroll go to: www.hrmaar.org/2011Advancement.htm or call: (501) 372-0929.

2011 EXECUTIVE BOARD

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Please contact us with your questions, comments and concerns.

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