

COMMITTEE REPORT

Human Resources Committee

Affiliated Tribes of Northwest Indians
2014 Winter Convention
Silver Reef Hotel Spa Resort
Ferndale, WA

DISCUSSION

Monday, February 17, 2014

Attendance: 11 participants with 8 Tribes represented.

Welcome remarks by Lummi Councilwoman, Julie Finkbonner. Provided a brief overview of the organizational structure and employee make up.

Presentation by Heather Greene: The Importance of Creating the Right Benefit Program for your Employees
What is the importance of identifying and structuring the benefits program?

- Benefits are major cost to an employer. Can be as costly as an additional 35% of the employee's salary.
- Benefits can be used to recruit and retain employees.

What are the goals for creating the right benefit program?

- To have healthier employees. Why? Healthier employees are more productive. Productive employees increase your organizational effectiveness. Consider developing a Workplace Wellness Program.
- To provide the best plan for an affordable cost. How? Consider what type of insurance plan works best for you; fully funded or self funded. Develop a close working relationship with your Broker. The Broker and the Employer must share the same vision of what the right insurance plan looks like and the Broker must be willing to follow your lead. Utilize voluntary benefits to allow customization for each employee.
- To create employee buy in you must educate and communicate. Offer information to employees throughout the year not just once a year at open enrollment. Educate all staff that has a responsibility to the plan so employees will receive the help they need when they ask for it.

Presentation by Darnell Commodore: Best Practices for Managing Employee 401K Plans

Darnell is a Lummi Tribal member who owns Commodore Assets Management.

- Discussed what a successful assessment of a 401K plan should consist of.
- Defined fiduciary responsibility and explained who has that responsibility in the organization.
- Who are the 401K service providers?
 - Registered Investment Advisor-provides advice for what is best for the plan participant
 - Broker- provides product or service-recommendations not advice
 - Record keeper
 - Third Party Administrator (TPA)
- Disclosure of fees- assure that your plan clearly defines all fees associated with your plan.
- Communication/Education- reach out to plan participants through meetings and open enrollment.

Tuesday, February 18, 2014

Attendance: 9 participants with 6 Tribes represented

Welcome remarks by Toni Jefferson, HR Director for the Lummi Nation.

Toni shared her background with us and provided an overview of the HR department; as well as shared the challenges her department faces.

Group Discussion:

Topic One: Onboarding (New Hire Orientation)

What is Onboarding?

- Onboarding is the New Hire/Orientation process used to complete necessary payroll documentation and introduce the new employee to the organization.
- Why is this important?

Research has shown that new employees who have a successful onboarding process will have:

- higher job satisfaction better job performance
- greater organizational commitment reduction in stress and intent to quit

Shared an excerpt of a great article from *The First 90 Days by Michael Watkins, HBS Press:*

The 10 Commandments of Onboarding

Rules to live – and work – by for a divine onboarding experience.

1. Thou shalt not bear false witness against thy employee.
2. Thou shalt give a written plan of employee objectives and responsibilities.
3. Thou shalt give thy employ thy undivided attention.
4. Thou shalt have relevant paperwork ready.
5. Thou shalt introduce thy employee to thy neighbors.
6. Thou shalt set up thy employee's workstation.
7. Thou shalt schedule one-on-one time
8. Thou shalt create a balance.
9. Thou shalt clarify the company culture.
10. Thou shalt think beyond the first few days.

Topic Two: HR Trends for 2014

Discussion about the following trends in our respective workplace:

Workplace Wellness Programs- important to improve our employees' health for many reasons.

Rewards & Recognition Programs- important to Tribes as this is a major part of our culture-honoring.

HR Technology- important to Tribes as we need to remain competitive in the marketplace.

Topic Three: ATNI Strategic Plan Review

Discussion regarding the 2011 Draft of the Strategic Plan from Blue Stone Strategy Group. It was decided that we would review the document on our own and forward comments to Heather Greene and she would compile our committee recommendations.

No resolutions to be ADOPTED AND RECOMMENDED TO GENERAL ASSEMBLY COMMITTEE – NO ITEMS TABLED

Minutes/Report submitted by: Heather Greene
Committee Chair