



## GREATER VALLEY FORGE HUMAN RESOURCE ASSOCIATION, INC.



2119 County Line Road, Villanova, PA 19085 ☎ Phone: (610) 551-4736 ☎ Fax: (610) 525-2187 ☎ [www.GVFHRA.org](http://www.GVFHRA.org)

January 2011

### January 18<sup>th</sup> Dinner Meeting: The Economic Outlook: A Perspective from the Federal Reserve

**When:** Tuesday, January 18<sup>th</sup>  
**Where:** Crowne Plaza, King of Prussia  
**Start time:** 5:30pm  
1.25 Strategic HRCI Credits

Participants will receive a full briefing on the current state of the economy at the national and regional level, as well as the outlook going forward. They will:

- Identify the components of a sustainable economic recovery and assess where the US is in regard to those components
- Identify the likely pace and pattern of growth business and industry sectors as we move into 2011
- List the kinds of risks and challenges still lie ahead for long term business prospects and the impact on employment figures
- Key on specific regional economic impacts, including growing, static and declining business sectors

Topics to be discussed include recent trends and changes in Gross Domestic Product, labor market conditions, a comparison of regional performance to national performance, the housing sector, the financial sector, and Federal Reserve policy.

HR professionals benefit by understanding when and in what industries, business up ticks are likely to occur. This in depth economic information provides professional forecasts which help HR professionals make strategic level staffing decisions, such as when to hire in anticipation of increased business, which talent is likely to be most quickly re-employed and when it is best to delay staffing up.

HR Professionals and their “C” level should attend this program together. When top level leaders understand the economic forecasts, they can make strategic decisions, together with their senior HR Professional regarding the human side of their businesses.

#### *Speaker*

Luke Tilley is a regional economic advisor with the Federal Reserve Bank of Philadelphia. His responsibilities include working directly with the business and banking community to understand emerging trends and business concerns in the Bank’s District, which includes eastern Pennsylvania, southern New Jersey, and Delaware. Additionally, Tilley delivers presentations about the national and regional economy, monetary policy, and the role of the Federal Reserve.

## Thank you to our GVFHRA January Dinner Meeting Sponsor



### Villanova University – the Leader in SHRM Learning System Certification Courses!

Villanova University offers the 13-week Villanova/SHRM Learning System Certification Course for the Spring 2011 semester, beginning the week of February 7. If you've been planning to earn your PHR® or SPHR® designation, 2011 is the year to enroll in Villanova's updated HR Certification Institute exam preparation course based on the SHRM Learning System®.

Classes begin the week of February 7 at 10 locations around the Delaware Valley. Classes are held at Villanova University on Tuesdays, Wednesdays and on alternate Saturdays (starting February 20). Classes are also held in Philadelphia, Malvern, Exton, Dresher, Langhorne, York, Newark DE and Chambersburg, PA (also alternate Saturdays).

Villanova University was recognized in May 2010 by SHRM as the #1 University in the country offering the SHRM Learning System certification course. Villanova University student pass rates continue to exceed the national pass rate for both self-study and college/university programs. Our expert faculty, end of semester reviews, and on-line testing tools give our students a value added experience.

Villanova University offers the Global Professional Human Resources (GPHR®) certification on Monday nights starting on February 21 at KPMG, 1601 Market Street in Philadelphia. This program is geared for those who work for international companies and deal with issues unique in international HR. Villanova University also offers the Essentials of HR, a course designed for those new to the HR function or business owners trying to navigate the complexities of managing people.

For more information, and to register for the Villanova University Spring 2011 SHRM Learning System certification courses, GPHR or Essentials of HR, visit: [www.continuingstudies.villanova.edu](http://www.continuingstudies.villanova.edu).

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#### Meeting Locations:

**Dinners:** Crowne Plaza Hotel and Conference Center, King of Prussia

**Breakfasts:** Crowne Plaza Hotel and Conference Center, King of Prussia

#### Meeting Costs:

**GVFHRA Members who have registered in advance:**

**\$25** online

**\$30** reserve more than 3 days in advance and pay at the door

**\$35** any reservations made in the last 3 days

**GVFHRA members who are NOT pre-registered and all guests:**  
\$35.00

#### **Students:**

\$20.00 (enrolled in a minimum 2 courses of 6 credit hours & not in a full time exempt HR job)

#### To Register:

Mail payment to GVFHRA, phone (610) 551-4736 or visit [www.gvfhra.org](http://www.gvfhra.org).

GVFHRA will bill "no-shows" who do not cancel reservations.

## ATTENTION NEW MEMBERS!!

GVFHRA encourages you to attend a New Member Orientation session held at 5:15 pm prior to each dinner meeting. Come learn all about us and meet new people!

Ask at the registration desk or find an Ambassador Member for assistance. We look forward to seeing you!

**Thank you to our GVFHRA January  
Dinner Meeting Sponsor**



**Elite Personal Training and  
Corporate Fitness/Wellness**

Elite Personal Training and Corporate Fitness/Wellness is a multi-faceted fitness company.

**Elite Personal Training Studio,  
571 W. Uwchlan Ave. (Route 113),  
Exton/Lionville, PA.**

One on one private personal training sessions, couples, small groups, sports specific training from high school to professional levels, and our specialty, weight loss. No members, just you and a Professional, Nationally Certified, Career Trainer to help you achieve your fitness goals.

**Elite Corporate Fitness/Wellness Services.**

We come to your company and give group workouts, nutrition, wellness, meditation training, and motivational presentations. We will fit your schedule, coming before work, lunch time, or after work. Whatever will help you and your employees best, we will do.

**Boot Camps With a Purpose (non-profit)**

In 2007 we started doing workouts at the studio in Exton and donating 100% to charity. We now do this hour long workout that includes everything fitness every Saturday, 10am, rain or shine, inside if bad weather, year long, and donate to various local charities.

These workouts are now being done by many fitness professionals all over, with all of us going under the [www.BootCampsWithaPurpose.org](http://www.BootCampsWithaPurpose.org) name. The main requirement of all B.C.W.A.P. events is that every penny taken in at every workout worldwide goes directly to the charity chosen by the instructor. Elite Personal Training funds B.C.W.A.P. We thank our clients, corporate partners and friends for their support in helping Elite in its success and are proud to be the birthplace and headquarters of B.C.W.A.P.

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**President's Message**



2011!! A brand new year. After all of the anticipation, it is hard to believe the holidays are already over. I hope the season was wonderful for you and your family.

Have you made a New Year's resolution? Like everyone else, I made the traditional resolutions of wellness and exercise but I also made another important resolution: to focus on my professional education. A new Congress is being sworn in this month. With a change in the dominant party from Democratic to Republican, this year promises to be filled with legislative and legal compliance changes that HR professionals will need to keep informed about. Keeping up to date will be critical to keeping your organization in compliance.

GVFHRA is starting off the new year with two programs related to governance. Professionals from Deloitte Tax LLP Associates will be presenting a seminar on Thursday, January 13, 2011 entitled "Governance, Risk and Controls for Employee Benefits and Compensation Arrangements." With benefit programs and compensation under intense scrutiny, employer compliance is critical. Our speakers will focus on corporate governance through regulatory compliance, administration and financial risk management.

At our dinner meeting on Tuesday, January 18, 2011, we will have a presentation on "The Economic Outlook: A Perspective from the Federal Reserve." Our speaker for the evening is Luke Tilley, a regional economic advisor with the Federal Reserve Bank of Philadelphia. We had such a great response from Mr. Tilley's presentation this past year that we asked him back for an update. Attendees will receive a full briefing on the current state of the economy at the national and regional level as well as the outlook going forward. In addition, this program is approved for 1.25 Strategic HRCI credits.

For the ultimate HR educational opportunity, check out the 2011 SHRM Annual Conference in Las Vegas. If you are looking for comprehensive HR education opportunities plus HRCI credit and extraordinary

dialogue with HR professionals in a fun city, check out the SHRM website for information about the 2011 SHRM Conference being held on June 26-29, 2011.

If you are not yet certified, another 2011 resolution possibility for you to think about is getting your PHR or SPHR. Registration for the Spring exam testing period opens January 10, 2011. More information can be found at the HRCI website at [www.hrci.org](http://www.hrci.org).

It's the beginning of a new year and a great time to start planning your personal and professional growth strategy. What are your resolutions for the new year? I hope they include doing something excellent to promote your professional education!

Happy New Year!

Anita

Anita V. Dombrowski, SPHR  
President, Greater Valley Forge HR Association

## **GVFHRA Career Networking Group**

**Location:** Lee Hecht Harrison,  
1055 Westlakes Drive – Building 3,  
Suite 120, Berwyn, PA

**Date/Time:** First Monday (with some exceptions)  
of the month from 5:30 – 7:00pm

**Topic:** Fully Optimizing Your LinkedIn Profile  
by Matthew Levy

**Host:** Frank Powell

**Questions?** (610) 729-7603

GVFHRA's Career Networking Group provides a forum for HR professional in transition to receive guidance, resources and networking opportunities which should contribute to a more effective career campaign.

There is no denying the importance of leveraging LinkedIn for one's job search however, this is not just another LinkedIn presentation. According to Matt, "When someone reads your LinkedIn profile, your brand should immediately stand out to them. This is

what makes you unique and different and allows you to outshine your competition. If your LinkedIn profile is generic or ordinary, then you will be invisible to the hiring managers and recruiters that continually mine LinkedIn."

During this interactive presentation, Matt will show you how to take your profile from invisible to highly visible:

- Increase your profile views
- Get discovered by recruiters
- Increase your connections
- Create a recognizable brand

Matthew Levy is an HR Executive, career coach, keynote speaker and author. He also holds the position of VP, Operations for the Philadelphia HR Planning Society. His job seeker blog has received 20,000 visitors and his articles have been run by nationally recognized career management websites and guides.

Please join us! RSVPs are appreciated to our Berwyn Office at (610) 640-6100. GVFHRA Transitions Group meetings are open to all human resources professionals.

## **One Month Left to Nominate the 2011 HR Person of the Year!**

Be the next HR Person of the Year! The 2011 Delaware Valley HR Person of the Year Award Committee seeks candidates who represent "the best" in the human resources management profession. This highly prestigious award has been honoring those who exemplify outstanding achievement in the HR profession for 11 years! Awards will be given during the celebration event on May 12th at a new location - the Loews Philadelphia Hotel. Nominate a deserving candidate for one of our three award categories: HR Person of the Year, HR Consultant of the Year and HR Rising Star of the Year. Nominating yourself or a colleague is easy – just visit [www.HRPersonAward.org](http://www.HRPersonAward.org) to get started! The deadline for nominations is Friday, February 25<sup>th</sup>.

## 2010 GVFHRA Holiday Networking Event – What Fun!

The 2010 GVFHRA Holiday Networking Event and Silent Auction on December 14<sup>th</sup> was a huge success. The event, held at the Crowne Plaza in King of Prussia, exceeded our expectations with record registrations. If you were not there, you missed a fun time filled with great people, fabulous food and generous support for the SHRM Foundation and the Montgomery Foundation, Inc. The Silent Auction boasted of a variety of unique treasures that were donated by members and local businesses throughout the area.

Thank you to The Philadelphia Inquirer/Monster/Daily News for sponsoring this event. Without our sponsors we could not present such great programs.

A very special thank you to the Silent Auction Committee Members: Chairperson Maria Brice, Deanna Glose, Carol Muniz and Bruce Zanar who made this event possible.

Thanks also to the following organizations and GVFHRA members for their generous gift donations and congratulations to all the bidders who took home some wonderful treasures.

- Apple Spice Junction
- Applebee's
- Best Buy
- BJ's Wholesale Club
- Blue Bell Country club
- Capitol Grille
- Careers Express
- Ceeter Carmean
- Creed's
- Chester County Paint & Design
- Cheesecake Factory
- Christmas Tree Shops
- Cookies by Design
- Crowne Plaza
- Deanna Glose
- Ed Wallace
- Fox & Hound

- Ginger Jarrett
- GVFHRA President's Circle
- Hooters
- Jeanine Kingeter
- Laura LaBuda
- Less Hecht Harrison
- Longwood Gardens
- Maria Brice
- Maggiano's
- Outback
- Philadelphia Inquirer, Monster, Daily News
- Philadelphia Eagles
- PJ Whelan's
- Planet Fitness
- Red Lobster
- Rosemarie Eppinger
- Seasons 52
- Sheraton Great Valley Hotel
- Shawn Ziembra
- Susan Fletcher
- Tallamore Country Club
- TGI Friday's
- The Dubin Group
- The Melting Pot
- Wegmans
- Wendell August

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	<b>(7-1/2" w x 5" h)</b>	<b>\$ 150</b>
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Discounts available for multiple monthly insertions.

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Details at [gvfhra.org](http://gvfhra.org) and click on sponsor/ad ops.

Contact Lori Stokes-Powers (610) 551-4736



## GINA? Who's GINA? What HR Professionals Need to Know about the Final Regulations for the Genetic Information Nondiscrimination Act

*By Susan R. Fiorentino, Esq., Co-Chair, GVFHRA Legislative and Governmental Affairs Committee*

Just when you thought there were already enough letters in the alphabet soup of employment law, Congress added a few more in 2008 with passage of the Genetic Information Nondiscrimination Act, or "GINA." Final regulations for this law were issued by the Equal Employment Opportunity Commission last month, so now is the time to make sure you understand the basics of the law and its impact on your business.

Advances in genetic research have brought new challenges to the workplace. Congress passed Title II of GINA to address potential discrimination that a worker could face based on an employer's knowledge of that worker's genetic profile. In essence, Congress wanted to make clear that it is **never** okay to discriminate, harass or retaliate against a worker based on some **possibility that he or she may be predisposed to certain medical conditions**. Specifically, Title II of GINA prohibits employers with 15 or more employees from requesting, requiring or purchasing genetic information about its employees, and strictly limits the disclosure of genetic information.

### *What is Genetic Information?*

So right about now, you may be wondering, "What is genetic information, and how can I be sure that I haven't acquired any such information about my employees?" According to the EEOC's regulations, genetic information is information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual's family members (i.e. family medical history). Genetic information also includes an individual's request for, or receipt of, genetic services,

or the participation in clinical research that includes genetic services by the individual or a family member of the individual, and genetic information about a fetus carried by an individual or family member, or about an embryo legally held by the individual or family member using assisted reproductive technology. A genetic test is a test used to determine whether an individual has a certain genetic variant associated with an increased risk of acquiring a disease in the future. For example, a test to determine whether an individual has a genetic predisposition to certain types of breast cancer is a genetic test. Genetic testing does NOT include testing for HIV, cholesterol or the presence of drugs and alcohol.

### *What Can I Do to Comply with GINA?*

Let's face it— there are times when you need to request health information from an employee. For example, your company may require a physical examination following an offer of employment. Or you may request health information related to a request for family and medical leave under the FMLA, or a request for an accommodation under the ADA. What if, in the process, you inadvertently obtain genetic information about an employee? Or what if Debbie from Accounting simply shares with you that, due to her family's history of breast cancer, she is planning to undergo genetic testing. Fortunately, the final regulations acknowledge that an employer may not always be able to avoid receipt of genetic information from employees. Thus, there are six exceptions to GINA's prohibition against an employer requesting, requiring or purchasing genetic information about an applicant or employee:

1. If the information is acquired inadvertently (Think "Debbie from Accounting" example, above);
2. If the employer offers voluntary genetic services as part of a wellness program for employees (The employee receiving the services must give prior, voluntary, knowing, and written authorization);
3. If family medical history is needed to comply with certification requirements under the FMLA or employer leave policies;

4. If the information is inadvertently discovered through publicly available material, such as newspapers, books, magazines, etc (An example used by the EEOC is learning through an obituary that your employee's father died of heart disease);
5. As part of genetic monitoring required by law or provided on a voluntary basis; and
6. By employers who conduct DNA testing for law enforcement purposes.

### ***Safe Harbor: The Right Way to Request Health Information***

So what's the best way to go about requesting health information from an employee, without running afoul of GINA? The EEOC advises that when an employer makes a request for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave), it should warn the employee and/or health care provider from whom it requested the information not to provide genetic information. The warning may be oral or in writing, and the following language is suggested:

*The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*

The EEOC advises that use of this type of warning creates a "safe harbor" for employers who receive genetic information in response to a request for health-related information.

### ***Some Do's and Don't's:***

So, here are some things to remember when dealing with health information:

#### ***Don't...***

1. request, require or purchase genetic information about an applicant or employee;
2. use genetic information as a condition of receiving employee health benefits;
3. use genetic information to deny employment, or to fire, demote, harass or retaliate against an employee;
4. collect information related to an employee's family medical history;

#### ***Do...***

1. warn the employee and/or health care provider from whom health information is requested not to provide genetic information;
2. keep any medical records which may contain genetic information separate from an employee's personnel file. (Any such information may be kept with an employee's other medical records, however).

The complete text of the final regulations may be found at <http://www.federalregister.gov/articles/2010/11/09/2010-28011/regulations-under-the-genetic-information-nondiscrimination-act-of-2008>

If you would like additional information about this article, please contact Susan Fiorentino, Esq., at (484) 356-1901.



**Thank you to all  
who helped us  
raise \$1,899 in  
this year's Silent  
Auction!**

Our Charity Wrapping Event at Barnes & Nobel in Devon on December 16<sup>th</sup> was a big success! Our 9 volunteers wrapped gifts over the course of 7 hours, bringing in \$75 in donations. A huge THANK YOU to those who helped: Carol Muniz; Susan LaTore; Lisa McLean; Laurel Veitch; Marti Rodgers; Robyn Mapp; Kate Dembroski and Alyssa Streleckis. (photo: pictured are Maria Brice, Special Projects Chair and Carol Muniz, SHRM Foundation Chair).

We are very proud to be able to support The SHRM Foundation and The Montgomery County Foundation.

Our next fundraising event will be a 50/50 raffle at the January dinner meeting.

*Maria Brice, Special Projects Chair*

**GVFHRA Job Bank**

**Find Jobs:**

*Free to Job Seekers*

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*Discounted rates for GVFHRA Employers*  
**Check the website [www.gvfhra.org](http://www.gvfhra.org) under  
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[WMcMenamin@hcl-axon.com](mailto:WMcMenamin@hcl-axon.com)*





*In the current regulatory environment, employers are under considerable pressure to ensure the security of the benefits provided to their employees. This pressure comes from various sources such as intense marketplace and media scrutiny, the sensitivity of employees, and public policy which is carried out through the Internal Revenue Service and the Department of Labor. In light of the heightened focus on these issues, these agencies have become increasingly vigilant in their enforcement of compliance standards. At the same time, they have created several voluntary compliance programs which allow employers to deal with compliance errors in a systematic manner. However, the existence of these programs has also led to an expectation that employers will be proactive in identifying failures and, when necessary, take corrective action. At a time when employee compensation and benefits programs are the subject of intense scrutiny, complying with these requirements has never presented a greater challenge to an employer.*

***GVFHRA Compensation and Benefits Committee***

## ***Governance, Risk and Controls Best Practices for Employee Benefits and Compensation Programs***

2.5 HRCI Credit Hours

*Thursday, January 13, 2011*

*9:00 am to 11:30 am*

*8:30 am to 9:00 am registration*

*Penn State Great Valley:*

*30 E. Swedesford Road, Malvern, PA 19355*

This seminar will focus on providing assistance to employers faced with navigating through the complexities of governance, risk and control with regard to benefits and compensation programs offered to employees. Our speakers will focus on introducing an integrated controls framework, which is focused on:

- Corporate Governance
- Regulatory Compliance
- Administration
- Financial Risk Management.

Our program will include a case study and an “ask the experts” panel discussion which will focus on typical of areas of concern for employers who sponsor employee benefit programs and compensation programs.

After attending this program you will be equipped with the basic tools in order to develop and implement a best practice integrated framework for your employee benefits and compensation programs to minimize risk of potential compliance issues and error; even beyond the Sarbanes- Oxley requirements.

### **Speakers**

*Ryan Haggerty, Senior Manager, Enterprise Risk Services, Deloitte & Touche LLP*  
Ryan is a Senior Manager in the Internal Audit practice, and has more than ten years of professional experience leading enterprise wide risk assessments and large internal audit engagements within the Health Care, Life Sciences, Technology and Manufacturing industries.

*Diane L. Nowak, Partner, Global Employer Services, Deloitte Tax LLP*

Diane Nowak is a Partner in the Global Employer Services (GES) Practice. Based in Cleveland, Ohio, Ms. Nowak is responsible for the leadership of the Compensation and Benefits service offerings for the North Central Region.. In particular, Ms. Nowak specializes in qualified plans and executive compensation.

*Judith Mester, GES Tax Director, Deloitte Tax LLP*

Judith is a Director in the Global Employer Services practice. She has experience serving large multinational and mid-cap companies in numerous sectors, including manufacturing, consumer business, and telecommunications.

Cost: \$35 per GVHRA member, \$50 per non-member.

**To Register** visit [www.gvfhra.org](http://www.gvfhra.org).

# January 2011

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> <b>Governance, Risk and Controls</b> 8:30 a.m. – 9:30 a.m. Registration 9:00 am to 11:30 a.m. Penn State Great Valley	<b>14</b>
<b>17</b>	<b>18</b> Dinner Meeting: <b>The Economic Outlook: A Perspective from the Federal Reserve</b> 5:30 p.m. Crowne Plaza, King of Prussia	<b>19</b>	<b>20</b>	<b>21</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>