



## ANNUAL REPORT TO THE MEMBERSHIP

### EMPLOYERS ASSOCIATION FORUM, INC.

In 2011 we changed our name to reflect EAF's expanding membership. **65** new members joined EAF in 2011 and we now serve members from **24** states. Because of your unwavering and amazing support, there was no dues increase in 2011 AND there will be **NO DUES INCREASE IN 2012!**

#### CHAIRMAN:

*Karen Dual, SPHR  
HR Manager  
Averett Warmus Durkee Osburn Henning*

*Kenneth Baer  
Staff Accountant  
Orange County Regional History Center*

*Rich Blue  
VP, Human Resources  
E-One*

*Dawn Butler  
VP Human Resources, US & Canada &  
Corporate  
Tupperware Corporation*

*Joe DeCerbo  
District Manager  
Spring Lake Improvement District*

*Christine Groeneveld  
HR Manager  
Planet Fitness*

*Beisy Hernandez  
Human Resources Manager  
Cutrale Citrus Juices USA, Inc.*

*David Joswick  
Executive Director  
New Hope for Kids*

*Jim Levasseur  
Director of Human Resources  
Wharton-Smith, Inc.*

*Robert Lowe, SPHR  
Senior HR Business Partner  
Dean Foods (T.G. Lee Dairy & McArthur Dairy)*

*Lynn Nield  
Manager, Human Resources  
Sanford-Burnham Medical Research Institute*

*Linda Peters  
Chief Human Resources Officer  
Florida Virtual School*

*Joan Schuckenbrock  
Vice President of Human Resources  
Triad Isotopes, Inc.*

*Joy Theiss  
Vice President of Human Resources  
Starwood Vacation Ownership, Inc.*

#### CHAIRMAN EMERITUS:

*Mr. Lou Whitney  
President  
ProSports USA*

#### GENERAL COUNSEL:

*Mr. Thomas C. Garwood, Jr., Esq.  
Ford & Harrison LLP*

#### ACCOUNTANT:

*Mr. Kurt Seland, CPA  
Lashley, Seland & Rotroff, P.A.*

#### EAF PRESIDENT:

*Ms. Rita K. Manny, SPHR*

**Below are the highlights of 2011 and an exciting preview of 2012:**

### Free Member Hotlines

**WOW!** We provided aid, assistance and recommendations in response to nearly **5,000 calls** and EAF consulting and training inquiries in 2011.

**HR HOTLINE:** Members utilizing EAF's Human Resources Hotline, found that quick responses to day-to-day human resources issues more than paid for their membership dues! We strive for same day response on an HR hotline question. Legal, Safety and Cyber Security hotline answers were generally provided within 24 hours.

**LEGAL HOTLINE:** Attorneys from the following firms responded directly to inquiries that required a legal response:

- Employment, Labor, ERISA & Immigration Law - Ford & Harrison LLP
- Workers' Compensation Law - Hurley, Rogner, Miller, Cox & Waranch, & Westcott, P.A.

**SAFETY HOTLINE:** Inquiries related to OSHA, EPA & DOT were responded to by safety specialists from Risk Consultants, Inc.

**CYBER SECURITY HOTLINE:** Inquiries related to cyber security breaches and related issues were responded to by The Sylint Group.

In addition, the staff of EAF worked very closely with the following experts where additional and specific assistance was needed:

- Kurt Seland, CPA - Lashley, Seland & Rotroff, P.A. - Taxes/general payroll
- All state and federal government agencies

[www.eafinc.org](http://www.eafinc.org)

**WOW!** The EAF website was completely revamped, given a new look and reorganized to enhance easy navigation and access to member publications and information.

### Facebook/Twitter/LinkedIn

**WOW!** Over 100 members currently "like" or "follow" EAF's weekly HR News posts and that number is growing daily!

## **Training (Free & Discounted to Members)**

### ***Seminars, Roundtables, Briefings:***

- EAF offered 78 seminars and 39 webinars (free and discounted). The free webinars were recorded and posted in the members-only section of the website for members that were unable to participate in the live programs.
- EAF offered four HR Executive Roundtables and two special **free** informational briefings sponsored by IOA/EAF on “Outsourcing Benefits” and the “New Fee Disclosure and Fiduciary Liability”.
- EAF and Ford & Harrison LLP co-sponsored our **free** Annual Meeting/Employment Law Briefing in October with attendance of 146.
- EAF offered over 100 Strategic Leadership seminar training hours to meet SPHR Strategic Recertification requirements.
- EAF continued the partnership with UCF Continuing Education for members to receive \$100 discounts on fees to attend the PHR, SPHR, GPHR SHRM Learning Management test preparation programs.
- EAF was a Silver Sponsor at the 2011 SHRM HR Florida Conference.

### ***NEW Safety Streaming Video Library (Free to Members)***

**WOW!** This free streaming video library provides members access to over 150 topics and each program includes instructor materials.

### ***EAF Online University (Free & Discounted to Members)***

Members continued to take advantage of the **free** online training courses, as well as the discounted/bundle options available for the 6,000+ online training courses and streaming videos.

**NEW** – Added (replaced) three **free** online training programs with the following:

- Marketing Essentials: Planning and People
- Outlook 2010 Social Connector and Messaging
- Understanding the Risks of Using Internet Media and Electronic Communications

**NEW** – Unlimited and **free** access to BizLibrary’s online white papers and training/development resource library AND BizLibrary’s weekly webinars (four to six per month).

**NEW** – 24/7 Books Online (discounted for members) including access to BizLibrary/Skillsoft’s 25,000 e-books, summaries and Best Practices Reports.

## **HR Management Library (Free to Members)**

**WOW!** Members logged 1,379 sessions, conducted 4,288 searches and viewed approximately 14,000 documents!

- **State Employment Laws** - Includes summaries of the full text of the employment laws and regulations in all 50 states, plus Washington, DC and Puerto Rico.
- **Performance Reviews** - This remarkable software program helps managers write complete and effective employee performance reviews.
- **Job Descriptions** - This software allows users to easily and quickly create individual, ADA-compliant job descriptions from over 3,700 jobs in the job bank.

### ***NEW FEATURES & Productivity Tools***

- HR Management Ideas & Trends Newsletter
- White Collar Exemption Advisor
- FMLA/ADA Advisor
- Per Diem Lookup Tool
- Individual login allows for customized search and save capability
- Daily news articles
- Tracker ability to filter news for hot topics

## **Revised, Conducted & Published EAF Surveys (Free to Members):**

- Florida Wage & Salary Survey
- Florida & National Salary Budget Survey
- Florida & National Policies and Benefits Survey

**NEW** – Conducted first Alabama Wage & Salary Survey

**NEW** – Created easy access within the members-only section of the EAF website to all BLS Compensation Data Reports for all U.S. Metropolitan Statistical Areas.

**NEW** – Trend Surveys & Statistics

- Social Media
- Route Sales Survey
- HR Metrics Survey
- Turnover Survey
- Flexible Schedule Survey
- Social Activity Survey
- Dress Codes Survey
- Holiday 2012 Survey
- Economic Trends Survey
- Orientation Program Survey

## **Revised EAF Publications (Free to Members):**

- Directory of Unionized Companies – (updated quarterly)
- Revised Labor Relations Manual
- Revised FMLA Compliance Manual
- Revised HR Records, Reports & Retention Guide
- Revised Sample Employee Handbook and Model Policies
- Revised Personnel Forms

**NEW** – Toolkits (GINA, Payroll & Posters)

**NEW** – Legal Alerts (14 Alerts were sent to members and posted in website)

**NEW** – Newsletters

- E-Verify Newsletter
- EEO/AAP Newsletter
- Florida Workers' Compensation Weekly Case Law Update

**NEW** – Expanded the collection of union data for additional states

**NEW** – Developed new Employment Law Summaries for additional states

## **Cosponsored, Conducted & Published EAA-Employers Associations of America National Surveys (Discounted to Members):**

- National Executive Compensation Survey
- National Wage & Salary Survey
- National Sales Compensation & Practices Survey
- National Information Technology & Engineering Compensation Survey

## On-Site Training, Consulting & Insurance Services

**893** member requests for information or proposals for EAF Associate Services (On-Site Training, Consulting & Insurance Services) were received.

**WOW!** Members utilized EAF's experienced trainers to conduct on-site training, increasing utilization by over 80% and consulting services increased by 10%.

EAF continued its partnership with (IOA) Insurance Office of America and a growing number of members brokered their benefits with IOA and reaped the following value-added rewards:

- EAF Membership Paid by IOA
- COBRA Administration Paid by IOA
- HRIS Software Provided by IOA
- Hewitt Advocacy Services Paid by IOA

**NEW** – EAF expanded the IOA partnership to include POA (Payroll Office of America) for providing stand alone discounted payroll processing services for members.

**WOW!** IOA continued to offer free Workers' Compensation Audits to all members. EAF member refund checks ranged from \$20,000 to over \$450,000!

## Exciting Preview of 2012

**We are committed to providing premier, cost-effective HR solutions and will continually strive to better serve you each year!**

- Add **Employment Law Blog** within the CCH/HR Management Library (online subscription within the EAF Members Login). This new blog will also include articles from employment law attorneys with the ability for members to post comments. - **free to members.**
- Over **40 webinars/briefings** are planned for 2012 on a variety of HR topics - **free & discounted to members.**
- Over **70 training programs** are scheduled to be held at the EAF Training Center - **discounted to members.** Visit: [http://www.eafinc.org/online\\_store/classroom\\_website.xls](http://www.eafinc.org/online_store/classroom_website.xls) to view the schedule.
- New Toolkits, Trend surveys, legal alerts, white papers, policies, forms, revised surveys and member publications will be added to the "members only" section of the website throughout the year. EAF will continue to develop pertinent research information for the members-only website, as needs emerge, including:

### **Toolkits:**

- HR Metrics
- Termination
- Harassment/EEO

### **Trend Surveys:**

- Turnover
- Reference Checking
- HR Department Staffing & Responsibilities
- HR Budget/Organization Survey
- Economic Trends

### **Florida Public Sector Employment Law Summary**

- Begin the development of stand alone **Training Kits** on key HR areas that will include PPT, quizzes & instructor materials, as well as adding the new programs in a web-based format to include in the EAF Online University - **free to members.**

Please visit our website at <http://www.eafinc.org> and click on "Services" from the homepage menu for a summary of the benefits of membership or calculate the value of your membership at [http://www.eafinc.org/services/calculate\\_roi.html](http://www.eafinc.org/services/calculate_roi.html)

**Please let us know if you are missing any publications or need additional information.**