



29th  
SEASON

OCTOBER 2016 – MAY 2017

The Roundtables provide an informal setting for groups of peers to come together and discuss areas of mutual interest, i.e., practices of other firms, legislation or regulations. Questions and discussion are welcome at any time during the meeting.

Topics to be discussed at each meeting are selected by the group. Facilitated by the Association staff, the interchange may use an invited “expert” or may rely on participant resources.

Roundtable groups meet October through May in the Association’s training room, in downtown Muskegon.

**REGISTER TODAY!**

Contact Angie Ecklund:

[angieecklund@eawm.net](mailto:angieecklund@eawm.net)

Meetings are 8:30 – 10 a.m. (unless stated otherwise) on the following schedule:

- **Human Resources Roundtable • First Thursday**
- **Safety Roundtable • Second Thursday**
- **Supervisor Roundtable 2:30-4:00 PM • Second Thursday**
- **Training Roundtable • \*First Friday in  
\*October, December, February, April**
- **Quality Roundtable • \*First Friday in  
\*November, January, March, May**
- **Benefits Roundtable • \*Second Friday in  
\*November, January, March, May**
- **HR Assistant Roundtable • \*Second Friday in  
\*October, December, February and April**
- **Payroll Roundtable • Third Friday in  
\*November, January, March and May**
-  **Wellness Roundtable • Third Friday in  
\*October, December, February and May**
- **Non-Profit Roundtable • Fourth Thursday**



### PEER DISCUSSION GROUPS

EA is the only place you will find a regular group of peers committed to sharing resources, best practices and experiences.

Enclosed you will find:

- Description of the roundtables and a sample of topics discussed.
- List of participants and companies represented.
- How to Register!

*“So many peers from diverse organizations to get information, samples and advice.”*

THE ANSWERS ARE RIGHT HERE.



# 2016-2017 ROUNDTABLE DISCUSSION GROUPS

Please forward a copy to those people in your organization that may also benefit from these roundtables.

## Human Resources Roundtable

Participants will be human resources professionals with a broad base of responsibility in various areas of human resources. Some topics discussed last year: Current trends for HR; health care reform; safety orientation; teams and training; internships; recruiting; workers compensation; health insurance; Friend of the Court and other payroll issues; immigration; background checks; recordkeeping; handbooks; key performance indicators; coaching and performance management; and more.

***This Roundtable meets the 1<sup>st</sup> Thursday of each month.***

## Safety Roundtable

Participants will be safety directors/managers and committee members whose responsibilities require them to keep abreast of compliance regulations and risk management. Some topics discussed last year: Current trends in safety; Q&A with MIOSHA CET; PPE analysis and training; safety culture and employee involvement; Lockout/Tagout program; visitor/contractor/temporaries training; ergonomics; emergency response; metrics; audits.

***This roundtable meets the 2<sup>nd</sup> Thursday of each month.***

## Supervisor Roundtable

Participants will be supervisors with at least 2 years' experience. Some topics discussed last year: meeting facilitation; orientation; policies; safety restrictions; quality; suggestion systems; time management; delegating; dealing with conflict; performance reviews and coaching; and more.

***This roundtable meets the 2<sup>nd</sup> Thursday of each month in the afternoon.***

## Training Roundtable

Participants will be managers and coordinators responsible for any aspect of coordinating company training. Some topics discussed last year: current trends in delivery and content; training grants, training matrices, orientation/onboarding, and leadership training.

***This roundtable meets the 1<sup>st</sup> Friday; alternating months; October, December, February, and April.***

## Quality Roundtable

Participants will be quality managers/engineers who have the responsibility of developing and maintaining a quality system to satisfy customer requirements, company standards and/or TS-ISO. Topics may include: new ISO changes; auditing; documentation; corrective action; monitoring; training and communication; managing interns; and more.

***This roundtable meets the 1<sup>st</sup> Friday; alternating months; November, January, March, and May.***

## Benefits Roundtable

Participants will be directors/managers and administrators who have employee benefit responsibilities. Some topics discussed last year: ACA compliance; selling benefits; 401K; FMLA; Health Insurance Survey; employee communication.

***This roundtable meets the 2<sup>nd</sup> Friday; alternating months. November, January, March and May.***

## HR Assistant Roundtable

Participants will be new and/or support HR professionals. Topics may include compliance issues; continuing education and resources; HRIS systems and records management; recruiting/interviewing; orientation; training coordination; benefits administration and workers compensation.

***This roundtable meets the 2<sup>nd</sup> Friday; alternating months; October, December, February, and April.***

## Payroll Roundtable

Participants will be those responsible for tracking and administering payroll functions. Topics may include compliance issues; HRIS systems and records management, reporting issues; best practices.

***This roundtable meets the 3<sup>rd</sup> Friday; alternating months November, January, March and May.***

## Wellness Roundtable

Participants will be managers, coordinators and team members who are responsible for organizations' wellness; including evaluating needs, developing programs and events, etc. Topics for discussion may include: tobacco cessation programs; pandemic planning; employee programs; incentives and requests.

***This roundtable meets the 3<sup>rd</sup> Friday; Alternating October, December February and April.***

***\*this roundtable will be hosted at different member companies.***

## Non-Profit Roundtable

This roundtable was new in 2015 and is intended for Executive Directors, Administrators, and HR Managers in Nonprofit organizations. Topics include: board managements and engagement; volunteers, fundraising, HR and employee practices, safety and risk, staff development; and more!

***This roundtable meets the 4<sup>th</sup> Thursday of each month. \*This roundtable will be hosted at different member companies each month.***



# EA ROUNDTABLE PRICING

## EA Members:

### **HR, Supervisors and Safety Roundtables**

\$150 for the first participant,  
\$120 each for additional participants from  
an organization.

### **Wellness, Training, Benefits, Quality, Payroll and HR Assistant Roundtables**

\$75 for the first participant  
\$60 each for additional participants from  
an organization.

## Non-Members:

### **HR, Supervisors and Safety Roundtables**

\$250 for the first participant  
\$200 each for additional participants from an  
organization.

### **Wellness, Training, Benefits, Quality, Payroll and HR Assistant Roundtables**

\$125 for the first participant  
\$100 each for additional participants from an  
organization.

## Nonprofit Roundtable:

\$75 for two participants; \$50 for each additional participant



# 2015 - 2016 Roundtable Participants

<b>Access Health</b>	Rachel Dody	<b>Lorin Industries</b>	Lori Barringer, Barb Laus
<b>ACEMCO</b>	Linda Closs, Jose Bazan	<b>Manpower</b>	Holly Schroeder
<b>ADAC</b>	Katherine Exton, Lisa Purcell, Tamica Fox, Jake Rupert	<b>MasterTag</b>	Stacie Kleeves, Jennifer Dyer, Chris Martin, Juan Loera, Monica Zuniga
<b>Aerovision</b>	Theresa Buchan, Monica Holmes	<b>Mercy Health</b>	David Webber
<b>Alcoa Howmet</b>	Michael Duer, Christie Hill, Amanda Kinter, Dan Gezon, Holly Hartel	<b>Mercy Health –</b>	Amy Huss, Mike Weessies, Shanua Gorajec,
<b>Anderson Global</b>	Angel Ball, Kelli Thorne, Dan Ball, Kelli Thorne, Joe Crowley	<b>Workplace Health</b>	Joyce Staton
<b>Automatic Spring</b>	Melissa Clark, Tina Zellman, Mickey Benes, Zach Snyder, Eric Pruim, Jim Turnbow, Kyle Reynolds, Bob Blaharski, Zack Snyder	<b>Metal Arc</b>	Cindi Kirchenbauer
<b>Beacon Recycling</b>	Stephanie Bitson	<b>Michigan Spring &amp; Stamping</b>	Jessica Morse, Nicole Walsworth, Eric Jensen, Todd Watkins, Kim Mayberry, Don Deyoung Lynda Melansen
<b>Bennett Pump</b>	Deb Rake, Laura Walcott	<b>Michigan Works!</b>	Sonya Barrett
<b>BETONA</b>	Robin Robinson	<b>Motion Dynamics</b>	Rochelle Sabo
<b>Campbell Grinder Co.</b>	Kim Zaworski	<b>Muskegon Area</b>	
<b>Cannon-Muskegon</b>	Kimberly Parmer, Vince Cobb	<b>District Library</b>	Brenda Hall, Jeri Wonders
<b>City of Muskegon</b>	Dwana Thompson	<b>Muskegon Community</b>	
<b>Coles</b>	Diana Gaultney	<b>College</b>	Kristine Anderson
<b>Community Shores Bank</b>	Sharon Gary	<b>Musekgon Co-Op CU</b>	Sandy Griffin
<b>Concept Metals</b>	Amanda Perez, Gretchen Abernathy, Chris Langlois, Nick Passage	<b>Muskegon Family Care</b>	Emmitt Davis, Derrick Oakes, Cora Russ
<b>County of Muskegon</b>	Sara Hough, Julie Drent, Kathy Giant, Sara Damm	<b>Nestle</b>	Lisa VanBoven
<b>Dake</b>	Elizabeth LeGrand-Smith, Brian Phillips	<b>Newkirk Electric</b>	Valerie Ludholm, Melissa Franks
<b>Eagle Alloy, Inc.</b>	Lisa Price, Steven Spiwak	<b>Nichols</b>	Brooke Kieft-Anderson, Renae Hesslink
<b>Emerson</b>	Marie Pierson	<b>Noble</b>	Karen Seifert, Lynn Bloomberg
<b>ESCO Co.</b>	Dave Johnson	<b>Non Ferrous Cast</b>	
<b>Essentra</b>	Kris Benson	<b>Alloys</b>	Rita Gruszecki
<b>Flairwood Industries</b>	Chad Servello	<b>Ottawa Kent</b>	Randy Boss
<b>Forge Staffing</b>	Kris Reynolds	<b>Pacific Floorcare</b>	Terese Oudemolen
<b>Gerber FCU</b>	Ellen Davis	<b>Pioneer Resources</b>	Susan Stark
<b>GHSP</b>	Tamara Jalving, Sonya Waber, Rick Osmum, Drew Schanski, Joe Pant, Mabel Guevara, Jessica Staples, Greg Kwast, Brenda Birkman	<b>Port City Group</b>	Diane Burnett, Tommy Jones, Kethy EnSign
<b>Glassource</b>	Elizabeth Briseno	<b>Port City Industrial</b>	
<b>GMI Composites</b>	Missy Altman, Teresa Shanty	<b>Finishing</b>	Amy Robbins
<b>GoodTemps</b>	Diane LaPress-Rudholm	<b>Premier Foods</b>	Amy Sleeman
<b>GoodWill Industries</b>	Craig Smith, Mariel Chandler, Patti Piekarski, Jim Cherney	<b>Priority Health</b>	Connie Learman
<b>Hackley Community Care</b>	Diane Anderson	<b>Quality Tool &amp; Stamping</b>	Jay Balgooyen
<b>Harbor Hospice</b>	Jo Ann Atkinson	<b>SAF-Holland</b>	Amy Anys, Erin Stark, Rachelle Warrick, Staci Carter, Allison Langlois, Becky Faoro, Debbie Madole, Sandy Ford, Robyn Brooks, Curt Vyncke
<b>Harbor Steel</b>	Cindy Haverkamp, Kari Dayton, Greg Viau	<b>Scherdel Sales</b>	Kiley Sluis, Kelly Gannon
<b>Hilite International</b>	Gene Hynde, Sara Egeler, Rick Balcom, Shirita Williams, Jean Knapp	<b>Senior Resources</b>	Nicole Epplett
<b>Hines Corp.</b>	Michele Buckley, Mary Chiambretti, Brooke Nickisch, Sherry White	<b>Shipston Aluminum</b>	Steffanie Southland, Susan Hertel
<b>Holiday Inn Muskegon</b>	Samantha Bishop	<b>Shoreline Inn</b>	Tanya Cooley
<b>Interior Concepts</b>	Brandon Loeffler	<b>Silver Creek</b>	Cheryl Blamer
<b>International Aid</b>	Sara Fisher	<b>SRM Associates</b>	Vicki Schneider, Bill Schneider
<b>Johnston Boiler Co.</b>	Jan Grimaldi, Sara Langlois	<b>Staffing, Inc.</b>	Whitney Cook, Jerry Morlock
<b>JSJ Corporation</b>	Rhonda Thompson	<b>Stanco Metal Products</b>	Lori Horan, Jane Ackerman
<b>Kautex Textron, CWC</b>	Kimberly Tysman-Morris	<b>Structural Concepts</b>	Rose Cramblet, Don Kent, Mark Addison
<b>Kaydon</b>	Kandy Klmiek	<b>Summit Lawn Care</b>	Ambur Lenatowicz
<b>Knoll</b>	Wedni Rudholm	<b>Sun Chemical</b>	Donna Skinner, Susan Mayette, Jeanette Izaguirre
<b>Lakeshore Museum Center</b>	Cheryl Graves	<b>Supreme Machined</b>	
<b>Lakeshore Regional</b>		<b>Products Co. Inc,</b>	Jennifer Locascio
<b>Partners</b>	Maxine Coleman	<b>TGW</b>	Michelle McDonald, Laura Walcott, Becky Hunter, Lorraine Pickett
<b>Lakeside Surfaces</b>	Paul Sharkey	<b>Tower Laborities</b>	Lindsey Brandel
<b>Lauren Plastics</b>	Shannon Dorner	<b>Tyler Sales Co.</b>	Elaine Skantz
<b>Lighthouse Insurance</b>		<b>Wacker Neuson</b>	Shelly Allison
<b>Group</b>	Dave Young	<b>Warner Norcross &amp; Judd</b>	Rob Dubault
		<b>Webb Chemical</b>	Melisa Baker, Tom Finkler, Ty Conarty, Dee Rudd, Cathy Beggs
		<b>WESCO</b>	Penny Hulka, Daniel Everett