

**FRIDAY, JULY 26, 2013**

**5:00pm to 7:00pm REGISTRATION**

**SATURDAY, JULY 27, 2013**

**7:30am REGISTRATION**

**8:00am CONTINENTAL BREAKFAST**

**8:20am WELCOME**

**8:25am FPHRA CERTIFICATION & RECERTIFICATION DESCRIPTION**

	Foundation of HR in Public Sector	Focus – Retirement/Pension	Master’s Program
8:30	<b>Making Difficult People Disappear</b> <u>Beth Ramsay - Speaker</u> <u>Contagious Companies, Inc</u>	<b>Pension 101 – Pros &amp; Cons of your Retirement Plan Options</b> <u>Paul Shamoun</u> <u>Account Executive</u> <u>Florida League of Cities</u>	<b>The EEOC Investigative Process, Responding to Charges and Best Practices</b> <u>Elaine McArthur</u> <u>Outreach &amp; Training Mgr</u> <u>US EEOC</u>
10:00	<i>Break</i>	<i>Break</i>	<i>Break</i>
10:15	<b>COBRA 101 &amp; Beyond</b> <u>Larry Garrett,</u> <u>Senior Consultant</u> <u>Benefits Workshop</u>	<b>Statewide Pension Reform, What are Your Neighbors Doing?</b> <u>Paul Shamoun</u> <u>Account Executive</u> <u>Florida League of Cities</u>	<b>Ethics, It’s Common Sense, isn’t it?</b> <u>Steve Rosenthal, President</u> <u>Training Tree</u>
11:45	<b>LUNCH PROVIDED</b>		
1:00	<b>2013 Open Government Overview (Public Records &amp; HR)</b> <u>Pat Gleason</u> <u>Special Counsel for</u> <u>Open Government</u> <u>Attorney General Pam Bondi</u>	<b>On the Road Again – New Rules, New Journey with HSA’s, FSA’s, HRA’s &amp; High Deductible Plans</b> <u>Christian Bergstrom, Senior</u> <u>Benefit Consultant</u> <u>Gehring Group</u>	<b>IMAGE – Fostering Compliance through Education and Partnership</b> <u>David Younanof, Special</u> <u>Agent/IMAGE Program</u> <u>Coordinator</u> <u>Dept of Homeland Security</u> <u>Immigration &amp; Customs,</u> <u>Security Investigations</u>
2:30	<i>Break</i>	<i>Break</i>	<i>Break</i>
2:45	<b>Analytics and HR</b> <u>Jeff Ling, Executive</u> <u>Vice-President</u> <u>Evergreen Solutions, LLC</u>	<b>Estate Planning</b> <u>Hortensia M. Perez, CFP</u> <u>Financial Planning Manager</u> <u>ICMA-RC Employee Education for</u> <u>South Florida</u>	<b>Uncovering New Collective Bargaining and Labor Law Developments</b> <u>Michael Mattimore</u> <u>Managing Partner</u> <u>Allen Norton &amp; Blue, PA</u>

**SUNDAY, July 28, 2013**

**8:00am CONTINENTAL BREAKFAST**

8:30	<b>Know Your F’s, FLSA &amp; FMLA</b> <u>Robert E. Larkin, Partner</u> <u>Allen, Norton &amp; Blue, PA</u>	<b>175/185 Funding &amp; Current Legislative Pension Reform</b> <u>Paul Shamoun</u> <u>Account Executive</u> <u>Florida League of Cities</u>	<b>Cultural Competency in a Multicultural World</b> <u>Barbara I. Cheives, Pres.</u> <u>Converge and Associates</u> <u>Consulting</u>
10:00	<i>Break</i>	<i>Break</i>	<i>Break</i>
10:15	<b>Managing Talent in the 21<sup>st</sup> Century</b> <u>Jeff Ling, Executive</u> <u>Vice President</u> <u>Evergreen Solutions, LLC</u>	<b>Retirement Decision Making: Tools and Resources</b> <u>Rosa Maymi, Project Advisor</u> <u>AARP Education and Outreach</u>	<b>How To Avoid Big Brother’s Unblinking Stare – What To Watch Out For In This Administration’s Employee Protection Agenda</b> <u>William Grob, Partner</u> <u>Ogletree, Deakins, Nash,</u> <u>Smoak &amp; Stewart, P.C.</u>

## Topic Descriptions: Foundation of HR in Public Sector

- **“Making Difficult People Disappear”** **Beth Ramsay**  
*Make Difficult People Disappear™* takes dealing with difficult people to a whole new level. This course will teach employees and leaders how to reduce their own stress levels and eliminate conflict with others in the workplace. Based on the popular book by Monica Wofford, CSP, *Make Difficult People Disappear™* shares ten steps for seeing others as different instead of difficult. Once that happens, greater acceptance, tolerance, productivity, and camaraderie will be the words used to describe your employees and teams.
- **“Cobra 101 & Beyond”** – **Larry Garrett**  
Is Cobra just a big anomaly? It shouldn't be, and it doesn't have to be. Learn about what documents and notices must be mailed out to employees and their dependents. What time frames are you using. Are you in compliance with other benefit mailings required of the employer?
- **“2013 Open Government Overview (Public Records & HR)”** – **Pat Gleason**  
This presentation will cover the basic requirements of Florida's open government laws with special emphasis on issues that concern human resources administrators.
- **“Analytics and HR”** – **Jeff Ling**  
In high performing organizations, analytics assist with driving performance, focusing employees on what is important, and identifying areas for improvement. Analytics tell us where we have been, where we are headed, what is going right or wrong, and when we reach our goals. Recently, HR has joined the analytics revolution by creating measures, dashboards, and reports to better understand and manage the efficiency and effectiveness of its operations as well as provide useful information to the organization as a whole. This session will accomplish three objectives: define what HR analytics, discuss how they can be used, and provide some real world examples
- **“Know your F's, FLSA & FMLA”** – **Robert E. Larkin**  
This presentation will review the requirements of the FLSA and FMLA and discuss some recent case developments in these areas of the law. It will also explain how to conduct an audit of your practices to determine if you are in compliance.
- **“Managing Talent in the 21<sup>st</sup> Century”** - **Jeff Ling**  
“Talent Management” – a term used in every HR office, but with so little consistency. Some label their applicant tracking systems as “talent management” while others, utilize talent management as an umbrella term covering an array of initiatives within HR relating to everything from hiring, on-boarding, developing, evaluating, and retiring. Depending on your organization's definition, talent management will either be an important key to your organization's success or simply another part of the ever-expanding HR jargon. If talent management truly matters to your organization, then you need to be concerned with deploying a superior talent management strategy. Obtaining superior results rests on having a superior plan. This session focuses on increasing our understanding of talent management, discussing how it will benefit a participant's organization, and developing a talent management plan.

## Focus – Retirement/Pension

- **“Pension 101 – Pros & Cons of your Retirement Plan Options”** – **Paul Shamoun**  
Do you offer a 457, a 401, a defined benefit? Do you know the difference and what options are available to you? What do the options offer, where are the pitfalls and advantages to each.
- **“Statewide Pension reform, What are your Neighbors Doing?”** - **Paul Shamoun**  
We have all read in the paper how pension reform is one of the biggest topics of political unrest. Police and Fire are up in arms, and cities have taken drastic measures to institute change. Find out what some of your neighbors have done, and what impact did the change have.
- **“On the Road Again – New Rules, New Journey with HSA's, FSA's, HRA's, & High Deductible Plans”** – **Christian Bergstrom**  
How can your health insurance plan impact employees approaching retirement and those who are approaching Medicare eligibility? Find out the different tools to shelter funding, and how those tools are impacted. The trend of healthcare has been high deductible plans. Learn all about them, the pros and cons.

- **“Estate Planning – Protecting your Family” –**  
Understand the importance of protecting yourself and your entire family. How does FRS and Social Security benefits affect your survivors, why you should have a living will, health care proxy, durable power of attorney, and more. Myths like, “I don’t need a will – my spouse will inherit everything” will be dispelled, and you will receive practical action steps and review of planning resources.
- **“175/185 Funding and Current Legislative Pension Reform” – Paul Shamoun**  
Educate yourself on funding available to your entity for benefits and pension. How do you get it, what are the rules associated to the funding.
- **“Retirement Decision Making: Tools and Resources” - Rosa Maymi**  
Decisions around when to claim retirement benefits can be quite daunting for employees. During this session, AARP will discuss tools and resources employers can use to help workers understand the retirement decision-making process. Best practices among employers will also be highlighted.

### **Master’s Program**

- **“The EEOC Investigative Process, Responding to Charges and Best Practices” – Elaine McArthur**  
If you have ever gotten a charge from the EEOC, you can appreciate wanting to understand the process. Just what is the best way to respond, and what practices have others used with success. Have questions, this is your opportunity to ask them and get answers.
- **“Ethics, It’s Common Sense, isn’t it?” – Steve Rosenthal**  
Do you have an Ethics Commission watching over your shoulder? What should you be training your employees on. Why has Ethics become such a big deal, and isn’t it just common sense? Apparently it is not just common sense.
- **“IMAGE – Fostering Compliance through Education and Partnership” – David Younanof**  
The Immigration Reform and Control Act signed into law as of November 6, 1986, requires US Employers to verify the identity and employment eligibility of all individuals hired in the US by completing the Form I-9 for their workforce. IMAGE program will review participants hiring and employment practices, policies, will identify deficiencies and schemes used to circumvent hiring in the employment processes. Understand compliance, E-Verify to include the federal mandates and State of FL requirements, and enforcement authority of federal agencies.
- **“Uncovering New Collective Bargaining and Labor Law Developments” – Michael Mattimore**  
A review of recent new case decisions involving the collective bargaining process in Florida’s public sector. These cases have significantly altered the process of negotiations and impasse resolution. In addition, learn about new strategies for successful bargaining and contract administration.
- **“Cultural Competency in a Multicultural World” – Barbara Cheives**  
Diversity today goes far beyond race, ethnicity, age and gender. We must consider differences in language, tradition, history, economics and religion. This interactive curriculum teaches participants to view each individual as a unique culture and provides practical tools for effective communication and relationship building.
- **“How to Avoid Big Brother’s Unblinking Stare – What to Watch out for in this Administration’s Employee Protection Agenda” – William Grob**  
This program will explore the new and expanded initiatives from the government and among plaintiffs’ attorneys to implement new measures designed to expand employee rights. With government funding at its highest levels since the 1990s, employers must be ever vigilant to avoid the focus of these well-funded folks who would like nothing better than to make an example of your agency