

Member Information Handbook

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MEMBER INFORMATION HANDBOOK

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CHAPTER RESOURCES

CHAPTER OBJECTIVES

1. Provide a forum for all persons in all jurisdictional levels of public human resources to discuss current developments, policies and issues that shape today's human resources field.
2. Supply a medium for mutual professional development by exchanging information, ideas and experiences.
3. Encourage and facilitate cooperation between all levels of public jurisdictions.
4. Interpret human resource information and communicate to the general public.
5. Implement the objectives and program goals of the International Public Management Association for Human Resources within our chapter.

BENEFITS OF MEMBERSHIP

Monthly Meetings. Timely meetings concerning current issues and networking opportunities, which provide members with valuable insight and information from the experiences of other professionals in the field.

Membership Directory. An annual listing of Chapter members including the agency, location, telephone and fax numbers.

Chapter Web Site. An informative and user-friendly web site updating members on recent human resource issues, meeting dates, conference dates and chapter information.

Network Opportunities. Informal opportunities to meet other professionals in the public human resources field.

Recognition. As a human resources professional organization committed to excellence, the Chapter may recognize members annually for their dedication and professionalism in the field of public human resources.

Affordable Activities. Inexpensive rates and fees to all luncheons, social events and the Annual Spring Conference.

ADVANTAGES OF MEMBERSHIP IN YOUR LOCAL CHAPTER OF IPMA-HR

Some of the benefits which IPMA-HR members can obtain from their local chapters are as follows:

1. Chapters assist in keeping members knowledgeable on significant trends and developments in their locality.
2. Chapters enable members to add to their professional growth and development by participating in Chapter programs such as meetings, committees and special studies.
3. Chapters provide a medium for contact and communication within the Chapter area for human resources professionals at all levels of the public sector (municipal, county, state, and federal governments, non-profits, public institutions) and private industry.
4. Chapters facilitate the pooling of resources and experience in an effort to overcome common professional issues shared by Chapter members.
5. Chapters bring the purposes and objectives of IPMA-HR closer to the individual and provide a means for continuity in each locality.
6. Chapters provide members with a medium through which they can develop a strong professional human resources association that focuses on the special circumstances of public sector organizations.

FORMATION OF THE GREATER KC CHAPTER

The formation of the Greater KC Chapter was the work of several individuals. Richard Krueger (Office of Personnel Mgmt.), Tom Lewinsohn (City of Kansas City, MO), and James Witkop (Office of Personnel Mgmt.) played primary roles. Other key members included Larry Harkness (City of Kansas City, MO), and Pat Brazil (US Dept. of Labor). Pat Brazil was appointed by Richard Krueger to serve as the Chapter's first President. The Chapter's charter was officially filed with IPMA-US as being effective on July 1, 1975, though the progression towards this development began in the early 1970s when the Chapter's "founding fathers" started crossing paths with one another. Many thanks are due to Richard Krueger, Tom Lewinsohn and Jim Witkop for their dedication to the Chapter and assistance in providing this information regarding the Greater KC Chapter's formative years.

Richard Krueger and Tom Lewinsohn met while working for the Kansas Civil Service Department in Topeka. Eventually, both moved to Kansas City to pursue different opportunities – Lewinsohn at the City of Kansas City, Missouri, and Krueger at the Office of Personnel Management where he worked with Jim Witkop. Krueger established a steering committee, and it was determined right away that Kansas City could support a chapter. Krueger personally appointed members of the steering committee, which represented all levels of government – city, county, state and federal. Initially, the goal was to develop inter-governmental relations. It was evident that human resources professionals had very little contact between levels of government. Information on pay, benefits and challenges was shared. Even coordinating decisions like office closures due to weather would ease traffic congestion for the 20-22,000

employees in the downtown inter-governmental area.

The Chapter became more inclusive over time. However, 30 years ago, smaller metropolitan cities did not have human resources positions, so it was not a matter of exclusion. Lewinsohn was a strong advocate of sharing the expertise of the Kansas City, Missouri, HR Department with other metropolitan personnel offices. Thus, a mutual benefit within the Chapter was felt throughout other jurisdictions.

The Chapter's leadership began to think more along the lines of training and recognition. The role and value of HR had to change from being administrative/process-oriented to adding value to the organization. However, that is not to diminish the importance of record keeping. Critical functions of human resources must be done with skill, beyond “keeping the organization out of trouble” in terms of ADA, EEO, etc. The HR Director should be part of the corporate decision-making, rather than the policy enforcer.

Richard Krueger advises those starting out in human resources to get a degree and join a professional organization like IPMA-HR. Without doing so, it is too easy to get tunnel vision – thinking that the way you do things at work is the *only* way it is to be done. Also, become familiar with important resources. Network and know who to call when you are in trouble.

Krueger recalls, “a personnel director once told me that you are not any good until you have been fired once.” You must learn how to be flexible and roll with the punches if you wish to go far in your career. “Palm trees bend when the hurricanes come through – they are resilient. This quality is needed in human resources more so than in any other kind of work.” Krueger has a personnel management degree from the University of Kansas. He served as a personnel clerk in the Navy. He has served his entire 35-year career in human resources management.

Tom Lewinsohn became a student member of PPA (Public Personnel Association) while enrolled in the master's program of public administration at the University of Kansas. Membership was encouraged by James Drury, a professor and strong advocate of PPA because of the journals, literature and resources obtained through membership. Lewinsohn never expected his career with Kansas City, Missouri to last 29 years. His original staff included people with backgrounds in sales, inspection and a variety of municipal services. He is especially proud of his role in building a department of the best professionals in the country. “It takes time to build a house, but it can be taken down in a matter of hours.” Lewinsohn believes in the following 5 principles for those in human resources management:

1. Practice the golden rule of do unto others as you would have done unto you. If you can live by that, you can get up every morning and like what you see.
2. Stand up and report to your CEO regarding poor management practices within your organization.
3. Grant exceptions to the rules based on good cause and allow these exceptions to become

precedence under similar circumstances. Deal with the 1% of circumstances that do not fit appropriately within the rules.

4. Do not be afraid to get fired for what you believe is right. When the organization knows that you cannot be politicized, they respect you.
5. Make decisions even if you know you cannot be right 100% of the time.

Jim Witkop's career began as a student at Kearney State in Nebraska. He saw a bulletin board posting about a civil service exam and signed up. Witkop's whole career (minus three years) has been with the Office of Personnel Management and he acknowledges that such a career path is no longer available today. The environment has changed. "We cannot do as we have done in the past. We must reward and implement retention strategies based on a commitment to provide experience, training and opportunities to grow and develop skills. Such opportunities, if taken, will provide people with portable skills and the ability to compete in the job market. It's an empowering approach by encouraging people to develop their own ability."

Witkop identifies three characteristics that are evident among successful, powerful people: intellectual ability, interpersonal skills and integrity. In order to be successful, individuals need to have an intellectual ability that allows them to focus on developing their potential within their intellectual acuity. Superior interpersonal skills are essential by providing the ability to deal with people in a positive and productive manner. One needs integrity that translates to a public service commitment by striving to improve one's organization. "We have to be able to articulate the companion goals – do the most appropriate thing in the most appropriate manner. They may compete, but they do not conflict."

Public HR managers accept and embrace public service as an honorable calling. The general public perceives government at two levels – bureaucrats and public servants. However, the public appreciates the individual who provides water, street cleaning, mail and other public services. A healthy distrust exists. HR professionals help bridge the dichotomy of that perception. Witkop notes, "Succession planning is the legacy we can leave as we face significant retirements in the next five years. We have an obligation and opportunity to attract people to public service. HR professionals must articulate the need for strategic planning and recognition programs by providing a bag of tools, rather than a bag of tricks."

HONORARY LIFETIME MEMBERS of the Greater KC Chapter of IPMA-HR

Thomas F. Lewinsohn
James D. Witkop
Richard Krueger
Pam Kannady
Cynthia Pitts
Tom Briggs

City of Prairie Village, Kansas
US Office of Personnel Management
US Office of Personnel Management
Kansas City Public Library
Safety InSight, LLC
City of Kansas City, Missouri

THOMAS F. LEWINSOHN AWARD

In order to recognize and honor members of the Greater KC Chapter who have made outstanding contributions to the purposes and conduct of the Greater KC Chapter, the Chapter Board has established the Thomas F. Lewinsohn Award, which may be conferred to one person each year.

The Thomas F. Lewinsohn Award criteria are that the recipient:

1. Be a practitioner in public human resources management promoting sound, positive, innovative and effective human resources principles; and
2. Be an active member in the Greater KC Chapter motivating and promoting professional growth in the human resources field.

All Chapter members are eligible to submit nominations. The President-Elect shall forward nomination forms to all members of the Chapter by January 31 of each year. Nominations shall be on the official nominating form. The Board will make the final determination as to whether to present the award and as to the recipient of the award. The award is presented at the Spring Conference.

Thomas F. Lewinsohn Award Past Recipients

1993	Dianna S. Wright
1994	Richard Krueger
1995	Yasmine Chapman
1999	Pam Kannady
2000	Pat Hawkins
2001	Tom Briggs, IPMA-CP
2002	Lori Carnahan
2003	Susan L. Gray
2004	Cynthia R. Pitts
2006	Don Woodson
2009	Amy C. Brusven, IPMA-CP

Don Woodson Annual Master Scholarship

The IPMA-HR Greater KC Chapter provides a \$250 scholarship to encourage conference attendance and develop professionalism. The Master Scholarship can be used to offset the cost of attending either the regional or the international IPMA-HR conference.

Applications are accepted through the end of March each year and the scholarship is awarded at the Chapter's Spring Conference in April. Submit your application to the Chapter President who will forward it to the Scholarship Committee.

The following criteria will guide the awarding of the Master Scholarship:

1. Preference will be given to applicants who seek first time attendance at either the regional conference or national conference.
2. The applicant must be an active member of IPMA-HR Greater KC Chapter and in good financial standing.
3. The applicant must have completed at least one prior year of membership in IPMA-HR Greater KC Chapter.
4. Applicants must be employed in a public or not-for-profit agency/organization at the time of application.
5. Applicants must submit a letter that indicates the organization's commitment to allow attendance at the conference.
6. Applicants must complete all sections of the application. Incomplete applications will automatically be rejected.
7. Applicants cannot be current members of the Scholarship Committee.
8. Other factors considered will include non-profit community leadership roles, leadership positions in civic organizations, certification with IPMA-HR, attendance at local IPMA-HR meetings, local chapter offices held, and local committee participation roles.
9. Scholarship will be reimbursed directly to the individual on receipt of evidence verifying the recipient's payment of conference registration fee.

NATIONAL AND REGIONAL RESOURCES

SERVICES PROVIDED BY THE IPMA-HR

The Association can be of assistance to chapters in their ongoing activities.

Bylaws/Amendments

The Association approves chapter bylaws and any amendments made to those bylaws. The primary purpose for this review is to ensure that the objectives and structure of chapters is in accord with the national Association. Additionally, the Association authorizes chapter charters and, in those appropriate instances, dissolves a chapter.

Complimentary Conference Registration

The Association will provide one complimentary International Training Conference Registration for each Chapter, for use as the Chapter leadership sees fit. Chapters will be notified of the availability of this program prior to each year's conference. Requests for complimentary registration must be made in writing by the Chapter President.

Chapter/Region/Section Leadership Conference

IPMA-HR conducts a leadership program for chapter, region and section volunteers. Participation to the Leadership Conference is by invitation to one officer designated by a chapter and for both the President and President-Elect of the regions and sections. There is no fee for the 1 ½ day Conference, and the Association pays the hotel expenses of the designated chapter, region and section leaders.

Chapter Rebates

An additional service that the Association provides chapters is the coordination of the chapter rebate program. The Association provides an annual rebate for each individual who is both a member of IPMA-HR and a member of the local chapter. Rebates are authorized after the chapter has submitted a written report and met criteria which demonstrate the chapter's viability.

Agency Member Rebate Program

The Association also has a program whereby funds are provided to the chapters for their role in soliciting new Agency members of the Association. The plan provides, for each new Agency member signed up through efforts of a chapter, a 50% rebate to the respective chapter of the new Agency dues in the first year of membership, 30% in the second year of membership, and 20% in the third year of membership provided the Agency member has not been a member of the Association for at least 2 years prior to its joining or rejoining the Association. The only requirement for proof of the chapter serving as the recruiting party is a written statement from the new Agency member indicating the party responsible for the recruitment.

Individual Member Rebate Program

The Association also has a program whereby funds are provided to the chapters for their role in soliciting new individual members of the Association. The plan provides, for each new individual member signed up through efforts of a chapter, a \$35 rebate to the respective chapter, provided that the individual member has not been a member of the Association for at least 2 years prior to joining or rejoining the Association.

Chapter News

One of the primary purposes of the *IPMA News*, the Association's monthly newsletter, is to provide information regarding chapter activities. Chapters are encouraged to forward to the director of Association Services, information together with photographs, as appropriate, on chapter activities that could be utilized in the monthly newsletter to the membership. It is a goal of the Association to highlight or feature a number of different chapters each month in *IPMA News*.

National Member Information

One of the primary ways the Association can help chapters is by providing information on Association members residing within the geographic boundaries of a chapter. The national headquarters can provide information on those individuals who are members of the national Association that might be interested in chapter membership. Additionally, on a regular basis, the national headquarters forwards the names and addresses of new IPMA-HR members to each chapter president so that the chapter may promote chapter membership. Chapters should be involved in promoting national Association membership as well. For information on cooperative membership recruitment efforts, such as direct mail or other methods of jointly promoting Association and chapter membership, contact the Senior Director of Association Services.

Web Updates

The Association provides a link from the IPMA-HR website to chapter homepages as available, and for chapters without their own website, IPMA-HR lists information pertaining to chapter membership, and chapter events on the IPMA-HR homepage. www.ipma-hr.org

Central Records Depository

The Association currently stores key historical documents and records that have been provided by the chapters in a central off-site facility. The central records depository includes important chapter materials such as annual reports, financial reports, minutes of business meetings and names and addresses of chapter officers.

IPMA-HR Speakers Bureau

IPMA-HR provides chapters with access to a compiled Speakers Bureau, which is maintained on the IPMA-HR website. The Speakers Bureau provides information on HR speakers and

consultants throughout the United States, and can be used by chapters in identifying local experts on HR topics.

Meeting Supplies

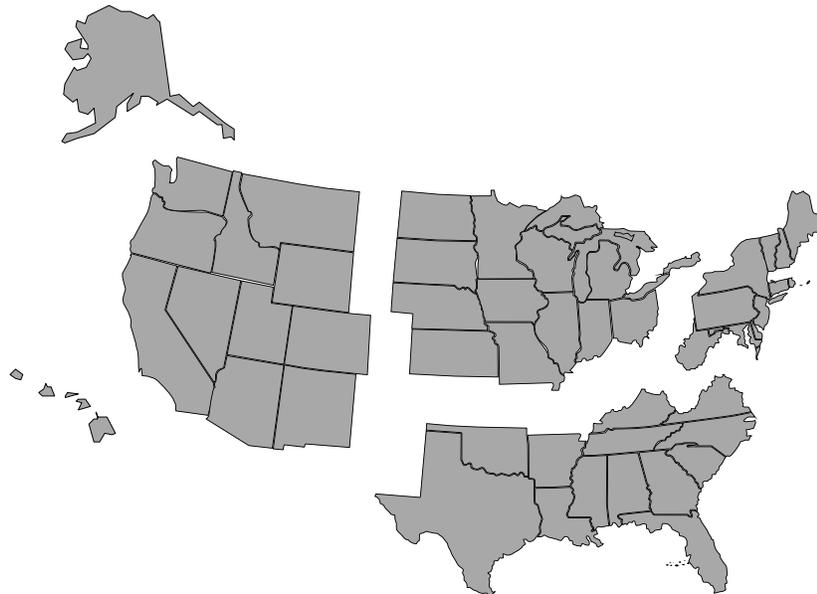
IPMA-HR also provides various meeting supplies at nominal cost to the chapters to enhance the professionalism of their meetings. Ribbons, indicating positions within the chapter are available, as are blank badges, badge holders and IPMA-HR pocket folders to hold meeting materials. In addition, the Association can provide recognition certificates for chapter officers, speakers, or award recipients.

REGIONAL STRUCTURE

The Association is divided into four regions. They include the Eastern Region, the Central Region, the Southern Region, and the Western Region. The following map of the United States shows the division of the country into the four regions.

All regions convene a regional conference each spring, which is devoted to educational programming of interest to chapter members. Chapter members are encouraged to participate in their regional conferences and the other activities of the region.

<u>Eastern Region</u>	<u>Southern Region</u>	<u>Central Region</u>	<u>Western Region</u>
ME, NH, VT, NJ	VA, NC, SC, GA,	OH, IN, MI, IL	WA, OR, CA, ID, HI,
MD, MA, NY, WV	FL, KY, TN, AL,	MO, IA, WI, MN	NV, UT, AZ, WY,
PA, RI, CT, DE	MS, AR, OK, LA	ND, SD, NE, KS	CO, NM, MT, AK,
PR, VI,	TX		



IPMA-HR HISTORY

The International Public Management Association for Human Resources commitment to improve public human resource management through merit system principles dates back to the presidency of Theodore Roosevelt in 1906. The International Public Management Association for Human Resources (IPMA-HR) is a non-profit, educational organization established for the purposes of fostering and developing sound policies and practices in public human resource administration. Primarily a membership organization, the Association provides a program of services to personnel agencies; encourages and coordinates research activities in personnel administration; and fosters the career growth of individuals engaged in the human resource field. IPMA-HR was established in January 1973 through the consolidation of the Public Personnel Association, founded in Chicago in 1906, and the Society for Personnel Administration, founded in Washington, DC in 1937.

The first meeting of IPMA-HR's original parent organization, the National Assembly of Civil Service Commissions, took place on May 16-17, 1906, in Washington, D.C. Sixty representatives from approximately 20 state and local civil service commissions responded to an invitation from the members of the U.S. Civil Service Commission "to discuss problems arising in the enforcement of the civil service laws, to devise methods to meet those problems, and to compare results and past experience." The highlight of the meeting came when the group was invited by President Roosevelt, a former member of the U.S. Civil Service Commission, to meet with him in his office. Roosevelt spoke to the group about the importance of a strong yet "flexible" civil service system to attain "effective business administration of the public service."

Since 1906, the Association has grown in size and stature throughout the world and today is recognized as the professional representative of public human resource managers from all levels of government. The members have significantly reshaped and improved the quality of public human resource management in the past, and with the professional commitment of its members, will continue to pioneer the innovative achievements of the profession in the future. In 2002, International Personnel Management Association members voted to change the organization's name to International Public Management Association for Human Resources (IPMA-HR).

Local IPMA-HR chapters have long played an important role in the growth and development of personnel administration and have been one of the most significant components of organizational strength in the International Public Management Association for Human Resources.