



# CIPMA-HR

CHANNEL ISLANDS PUBLIC MANAGEMENT ASSOCIATION – HUMAN RESOURCES

**FALL 2011**

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## MESSAGE FROM THE PRESIDENT

On behalf of the CIPMA-HR Board Members, welcome to another year of wonderful programs and events! With stringent economic times, everyone seems to be finding it more difficult to attend development opportunities. This year, I urge each and every one of you to take the time to invest in your own personal development and participate in our programs for the upcoming year. Our goal is to provide our membership and colleagues working in public HR with the most up-to-date happenings at the most effective cost possible. In fact, I doubt that you will be able to find high quality programs at such a reasonable cost elsewhere!

I am honored to have been elected as the new President of CIPMA-HR. Having served in the capacity of Treasurer for the last three years, I have worked very closely with Dee Emami and have been able to observe at first hand the commitment and energy she brought to the position. On behalf of all members and the Board of Officers, I extend our grateful thanks for her efforts as President and trust she will continue to be a valuable asset to us in the future.

My vision of the next year is to bring CIPMA-HR actively forward at a time when there are continuing changes happening in our working environment. CIPMA-HR is an organization which offers and enjoys real value from the networking opportunities and educational platforms it provides and we intend to strengthen these aspects in the future. I can assure everyone of my own commitment and enthusiasm for the tasks ahead, but I cannot do it alone. I call for openness, contributions, support and commitment from all members, to assist in driving us forward to confront and overcome future challenges.

Thank you for being a member of CIPMA-HR. I look forward to seeing you at the meetings and please don't hesitate to bring a guest as we strive to build our chapter membership.

Donna Smith, President



## CERTIFIED CORNER

Join us in congratulating the newest CIPMA-HR members on obtaining their IPMA-Certified Professional Certifications:

- Deanna Weik, IPMA-CP  
Senior Administrative Officer, HR, County of Ventura, Human Services Agency
- Donna Smith, IPMA-CP  
Personnel Analyst III, County of Ventura, Sheriff's Office
- Laura Carlson, IPMA-CP  
Personnel Analyst III, County of Ventura, CEO
- Patty Booker, IPMA-CP  
Personnel Analyst III, County of Ventura, CEO

All completed the Developing Competencies for HR Success in the fall of 2010 and passed the exam after completing the 4-day course.

We would like to encourage all of our members to receive their certification. The IPMA-CP certification is for human resources generalists who have had experience in multiple areas of human resource management.

### REQUIREMENTS

To be eligible for certification, your experience must be considered at the professional/managerial level and be considered exempt under the Fair Labor Standards Act (FLSA). You must meet one of the following education/experience requirements:

- A Graduate level degree, and 2 years of HR experience, 1 year of public-sector HR experience
- A Bachelor's degree, and 4 years of HR experience, including 1 year in public sector HR
- An Associate's degree and 6 years of HR experience, including 1 year in public sector HR
- No degree and 8 years of HR experience, including 1 year in public sector HR

If you are the HR director or its equivalent for your organization and have at least 10 years of HR managerial experience, including 3 years of HR managerial experience in the public sector, you may be eligible to receive the **IPMA-CP Executive Level**. While the certification is the same as the IPMA-CP, if your

experience is at the managerial level and considered exempt under the Fair Labor Standards Act (FLSA), your IPMA-CP examination will be waived.

"Developing Competencies for HR Success" is a 4-day program, which can transform your organization by encouraging and implementing the [20 competencies](#) contained in the IPMA-HR Competency Model.

Through discussion, exercises and assessments using the IPMA-HR model as a vehicle for dialogue about changes happening within and around HR, the program contributes an increased value to your organization and helps your staff gain expertise on the roles of the Business Partner, HR Leader, and the Change Agent.

The first step towards advancing your career is to **apply** for the IPMA-CP certification program.

### APPLICATION

The application is a multi-part form, requiring detailed information. Please make sure you have this information available:

- Contact information
- IPMA-HR member ID, if applicable
- Educational background information - details of higher education (university names and locations) as well as continuing education and certificate programs you have completed
- Employment history, including dates
- Current position description
- Professional membership
- Certifications received

An application fee is due at the time of submission. The application fee varies – some discounts are available:

	IPMA-HR Member	Non-Member
Regular Fee	\$250	\$300
Executive Level Discount	\$200	\$250
IPMA-HR Human Resources Competency Model Program - Successful Completion Discount	\$150	\$200

Go to [www.ipma-hr.org/professional-development/certification/certification-application](http://www.ipma-hr.org/professional-development/certification/certification-application) to download the application.

## Exam

To complete the certification process, you must demonstrate an understanding of the 20 HR competencies by successfully completing an 85-question, multiple-choice written examination. The exam is provided online. It is an 85 question multiple-choice exam that is used to assess understanding of the importance of HR competencies to the success of HR professionals. It has a 2-hour time limit.

For more information contact  
Debbie Tankersely-Snook, [dtankersely@ipma-hr.org](mailto:dtankersely@ipma-hr.org) or  
Neil Reichenberg, [nreichenberg@ipma-hr.org](mailto:nreichenberg@ipma-hr.org)  
Phone Number – 703-549-7100.

## CIPMA-HR Certified Members List:

Joan Archer, IPMA-CP  
Dee Emami, IPMA-CP  
Patty Booker, IPMA-CP  
Laura Carlson, IPMA-CP  
Stephanie Gallegher, IPMA-CP  
Connie Hickman, IPMA-CP  
Cheryl Johnson, IPMA-CP  
Elena Keenan, IPMA-CP  
Monique Nowlin, IPMA-CP  
Nancy Rasmussen, IPMA-CP  
Kelly Shirk, IPMA-CP  
Donna Smith, IPMA-CP  
Deborah Traffenstedt, IPMA-CP  
Deanna Weik, IPMA-CP  
Rebecca Willhite, IPMA-CP



## MEMBERSHIP

### BECOME A CIPMA - HR MEMBER

CIPMA-HR members are key executives, managers, supervisors, and related professionals responsible for a variety of human resources functions for federal, state, and local governments in the Tri-County area: San Luis Obispo, Santa Barbara and Ventura Counties.

Annual dues are \$50 if you are a current IPMA-HR National Member or \$85 for non-IPMA-HR Members. A \$5 discount is offered to those who pay before March 15<sup>th</sup> of each year.

If you are interested, please complete the membership application attached to this newsletter and mail it along with a check made out to Channel Islands Public Management Association - Human Resources (CIPMA-HR), to:

Jo Anna Kiel, CIPMA-HR Membership Officer  
c/o Ventura County Probation Agency  
800 South Victoria Avenue, L-3200  
Ventura, CA 93009.

Or bring your completed form and check to our next luncheon meeting!

For more information about membership, contact Jo Anna Kiel by e-mail: [joanna.kiel@ventura.org](mailto:joanna.kiel@ventura.org)

Members should also join the International Public Management Association for Human Resources (IPMA-HR). The application is available on the IPMA-HR website.

[http://www.ipma-hr.org/sites/default/files/pdf/mem\\_app.pdf](http://www.ipma-hr.org/sites/default/files/pdf/mem_app.pdf)

## CIPMA-HR BOARD MEMBERS

President –	Donna Smith Ventura County Sheriff's Office <a href="mailto:Donna.Smith@ventura.org">Donna.Smith@ventura.org</a>
Vice President -	Deanna Weik County of Ventura Human Services Agency <a href="mailto:Deanna.weik@ventura.org">Deanna.weik@ventura.org</a>
Secretary -	Shelly Howell Conejo Recreation & Parks District <a href="mailto:showell@crpd.org">showell@crpd.org</a>
Treasurer -	Mary Jo Spencer County of Ventura Fire Protection District <a href="mailto:Maryjo.Spencer@ventura.org">Maryjo.Spencer@ventura.org</a>
Communications -	Patty Booker County of Ventura County Executive Office <a href="mailto:Patty.Booker@ventura.org">Patty.Booker@ventura.org</a>
Membership -	Jo Anna Kiel Ventura County Probation Agency <a href="mailto:Joanna.kiel@ventura.org">Joanna.kiel@ventura.org</a>
Members-at-Large -	Lynn Hutton City of Oxnard <a href="mailto:lynn.hutton@ci.oxnard.ca.us">lynn.hutton@ci.oxnard.ca.us</a>  Joan Archer City of Moorpark <a href="mailto:jarcher@ci.moorpark.ca.us">jarcher@ci.moorpark.ca.us</a>
Past President -	Dee Emami County of Ventura County Executive Office <a href="mailto:dee.emami@ventura.org">dee.emami@ventura.org</a>



## SAVE THE DATES

CIPMA-HR luncheon meetings are generally scheduled for the second Wednesday of every other month.

November 16, 2011 – “Preparing for Arbitration”  
Presented by Michael Wolfram, Mediator/Arbitrator,  
Investigator and Attorney with Wolfram Workplace  
Law

January 11, 2012

March 14, 2012

May 9, 2012

July 11, 2012

September 12, 2012

November 14, 2012

Please email Deanna Weik if you have presentation or topic ideas, or know of any good speakers.



## MEMBER ANNOUNCEMENTS

If you have anything you would like to include in the CIPMA-HR newsletter, please send an email to:

[Patty.Booker@ventura.org](mailto:Patty.Booker@ventura.org).

## Mila Cosgrove to Take Reins as IPMA-HR's 2012 President-Elect



Mila Cosgrove, IPMA-CP, SPHR, the human resources and risk management director for the city and borough of Juneau, Alaska, has been elected to serve as IPMA-HR's 2012 president-elect. Cosgrove, who has worked in the human resources field for more than 27 years, the last 20 of which have been in the public sector, has served on IPMA-HR's Executive Council for the last three years, and for the last two years has also served as a member of the Finance Committee. She sat on the Program Planning Committee for the IPMA-HR International Training Conferences in Nashville and Seattle and is the chair of the Conference Planning Committee for the 2011 conference held this year in Chicago. She also sits on the Marketing Committee for the Western Region. In past years, Cosgrove has been active in the National Association of State Personnel Executives (NASPE), including sitting on the Executive Board and chairing the Workforce Planning Committee.

In her professional career, Cosgrove has served in a leadership capacity at both the local and state levels, in large and small organizations, and in union and nonunion environments. "I am very pleased and honored to be elected president-elect of IPMA-HR," said Cosgrove. "I look forward to serving my colleagues and the organization in my new role over the next three years. During this time I hope to work with elected and appointed leaders of the organization to build on the successful track record that IPMA-HR has. In addition, I think that helping to create additional opportunities for the IPMA-HR membership to connect with each other individually and in groups is important. We are our own best resource and we can all grow by exploring what has worked well for other organizations and what we could do better to enhance our individual and organizational success." —N

## Dee Emami to Serve as WRIPMA-HR's 2012 Second Vice President



Our very own Past President, Dee Emami, has been elected to serve as WRIPMA-HR's 2nd Vice President for 2012. Dee has more than 25 years of Human Resources experience. She began her public sector career in Human Resources at the City of Shreveport in Louisiana where she worked for Joe Lunt, a previous President of IPMA-HR. Dee moved to Ventura, California in 1990 with Ben, her husband, and Armaun, her baby son. Dee subsequently obtained her Master of Public Administration from California State University, Northridge while she worked for the County of Santa Barbara. Upon completion of her degree Dee began working for Simi Valley Unified School District as a Personnel Analyst. She also held the position of Classified Personnel Director for Ojai Unified School District, Pasadena Unified School District and Oxnard School District. Dee currently works for the County of Ventura in Human Resources as a Personnel Management Analyst and is assigned to Special Projects and supervision of the VCHRP unit. Dee helped create and present a Human Resources Academy to train HR professionals at the County of Ventura. She is also an IPMA-CP and has conducted training for others who wish to be certified. In addition to her role of 2<sup>nd</sup> Vice-President for WRIPMA, Dee is also serving as Past President for the Channel Islands Chapter.



# CIPMA-HR

CHANNEL ISLANDS PUBLIC MANAGEMENT ASSOCIATION - HUMAN RESOURCES

## MEMBERSHIP FORM

### Calendar Year Dues:

FOR IPMA-HR NATIONAL MEMBERS <b>Discounted Rates: (Select one option)</b>	FOR NON- IPMA-HR NATIONAL MEMBERS <b>(Select one option)</b>
<input type="checkbox"/> \$45.00 - 2011 (If payment received by March 15, 2011)	<input type="checkbox"/> \$80.00 - 2011 (If payment received by March 15, 2011)
<input type="checkbox"/> \$50.00 - 2011 (If payment received after March 15, 2011)	<input type="checkbox"/> \$85.00 - 2011 (If payment received after March 15, 2011)
<input type="checkbox"/> \$85.00 - 2011 and 2012 (\$5.00 discount)	<input type="checkbox"/> \$155.00 - 2011 and 2012 (\$5.00 discount) <input type="checkbox"/> I wish to receive IPMA-HR membership Info.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Last) (First) (MI)

Mailing Address \_\_\_\_\_  
(Your mailing address will be used for all correspondence, etc. from CIPMA)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Agency Name: \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ FAX \_\_\_\_\_

IPMA-HR Membership Number \_\_\_\_\_ (Required for CIPMA-HR Discounted Membership Rate)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To assist the Board in selecting topics of interest, please check areas of your greatest interest:

- |   |   |   |                                   |
|---|---|---|-----------------------------------|
| <input type="checkbox"/> Classification/Compensation  | <input type="checkbox"/> Affirmative Action | <input type="checkbox"/> Grievance Administration | <input type="checkbox"/> Other    |
| <input type="checkbox"/> Recruitment/Selection  | <input type="checkbox"/> Labor Relations    | <input type="checkbox"/> Benefits Administration  | <input type="checkbox"/> Training |
| <input type="checkbox"/> Please check here if you are interested in participating in a professional mentorship program. |   |   |                                   |

Please check the Chapter activity in which you would be willing to participate:

- |  |                                   |   |
|--|-----------------------------------|---|
| <input type="checkbox"/> Annual Workshop | <input type="checkbox"/> Audit    | <input type="checkbox"/> Awards/Reception   |
| <input type="checkbox"/> Board           | <input type="checkbox"/> By-Laws  | <input type="checkbox"/> Legislative Review |
| <input type="checkbox"/> Membership      | <input type="checkbox"/> Programs | <input type="checkbox"/> Training           |

Do you hold the IPMA Certification?  Yes  No

Please indicate the Certification held: CP (Certified Professional), CP-Executive or, CS (Specialist) certification? \_\_\_\_\_

Please provide name and address of anyone you would recommend for membership in CIPMA-HR:  
\_\_\_\_\_

Return this form and your check made payable to CIPMA-HR to:

Jo Anna Kiel, CIPMA-HR Membership Officer  
c/o Ventura County Probation Agency  
800 S. Victoria Avenue, L-3200, Ventura, CA 93009  
(805) 654-5094; joanna.kiel@ventura.org