

**NEW Manufacturing Alliance**  
**TALENT RISK MANAGEMENT MEETING MINUTES**  
**WebEx**  
**Tuesday, April 14, 2020 - 8:30 AM**

**ATTENDEES:** Jennifer Brown-Fox Cities Regional Partnership, Pam De Leest-The H.S. Group, Wayne Emmes-BPM Inc., Michelle Froehlke-R&R Insurance, Jim Hartnett-InitiativeOne, Beth Kleinke-BPM Inc., Denise Knutson-The H.S. Group, Chris Linn-A-Tech, Mike Masar-Georgia-Pacific (retired), Chad Messner-R&R Insurance, Lisa Pichotta-Nicolet Plastics, Will Robinson-Forsite Benefit Partners, Wyatt Smet-InitiativeOne, Dean Stewart-SNC, Pam Blazei-NEWMA, Ann Franz-NEWMA, Debbie Thompson-NWTC

**RETIREMENT READINESS SEMINAR**

**Saturday, September 12, 2020** – Presenters need to confirm with Ann by 5/14/2020 that the new date will work for them.

**FVTC's Bordini Center – Appleton, WI**

**Check-In Begins: 7:30 AM, Program: 8:00 AM to 12:00 PM**

100 attendees (age 56+) will have the opportunity to take the retirement readiness assessment prior to attending the seminar. Individual results will be shared with attendees at check-in by The HS Group. Participation in the assessment is not a requirement to attend.

**AGENDA**

**ALL ATTENDEES:**

- Opening Remarks (Chris Linn, Emcee) 8:00 to 8:05 AM
- Retirement Assessment Results (The HS Group) 8:05 to 8:35 AM
- Social Security (Tim Gierke, SSA) Presenter may do a video address, depending on COVID. 8:35 to 9:20 AM
- Medicare (R&R Insurance Services) 9:20 to 9:50 AM

**BREAK 9:50 to 10:00 AM**

**BREAKOUT SESSIONS:**

Track 1 - 10:00 to 10:30 AM

Track 2 - 10:35 to 11:05 AM

Attendees will be able to attend two of the three breakout sessions.

- Health & Staying Active (Overview by Advocate Aurora)
  - *(Ann will check with ADRC to possibly present.)*
- Employment During Retirement
  - Contract Employee (von Briesen & Roper, s.c.)
  - Starting a Business (FVTC)
- Estate Planning (von Briesen & Roper, s.c.)
- Event Follow-up for The HS Group Assessment Participants **(HR Reps Only)**
- Wellness Industry Trends (Forsite Benefit Partners) – **(HR Reps Only)**

**BREAK 11:05 to 11:15 AM**

**ALL ATTENDEES:**

- Mental Health
  - The Reality of Change (InitiativeOne) 11:15 to 11:30 AM
  - The Emotional Impact of Retiring (ERC) 11:30 to 11:45 AM
- Closing Remarks & Post Evaluation – Chris Linn

**INFORMATIONAL BINDER**

Pam Blazei, NEWMA's marketing coordinator, will be creating the informational binder that will be given to each attendee. **The deadline date for presenter submissions is 7/12/2020.** Contents:

- Agenda

- Table of Contents
- Event Map
- Each Presentation (One Page):
  - Brief Overview
  - Resources
  - Action Items
- Blank Space for Notes
- UWGB's Lifelong Learning Institute
- Volunteer Organizations Overview
- [NewRetirement](#)
- [Road Scholar](#)

Retirement planning and readiness will be added and updated on the NEWMA website. For presenters who are willing to share their PowerPoint presentation, their PPT will be linked on the website.

### REGISTRATION FORM

- A dropdown to indicate their status:
  - Company HR Representative (*Indicate unless age 56 or older they will not be taking the assessment.*)
  - Employee (*Indicate they must be age 56 or older to attend.*)
  - Significant Other
- Company
- First & Last Name (*for Each Attendee*)
- Are you age 56 or older?
- Email (*for Each Attendee*)
- **The assessment completion deadline is 8/12/2020.** *Indicate attendees are not required to complete the assessment to attend.*
- *Indicate Shelly Paul, spaul@thehsgroup.com, will be contacting registrants who are taking the assessment to provide sign-on information and directions.*
- An Eventbrite 'ticket type' will be done so registrants receive a follow-up email based on their indicated status.
- If an HR leader is attending, organizers would like for at least one of their age 56+ employees to attend as well. If they don't have an employee attending, the HR leader will be put on a waiting list.
- At the time of registration, include a brief summary of materials attendees will receive at the event.
- Inform attendees they will receive post-event information via Eventbrite and their HR leader.

### KICK-OFF

The Retirement Readiness Seminar will be announced at NEWMA's June 10 quarterly membership meeting, tentatively scheduled at Acuity. If the 6/10 meeting can't be held in-person, the event will be conducted virtually. By the first week in May, Ann will confirm if the 6/10 membership meeting (8:30 to 10:30 a.m.) will be held at Acuity or virtually. The HS Group reps can discuss the survey. This will allow two months for recruitment.

### COVID-19

Attendees discussed how their organization is responding to the pandemic.

- **BPM, Inc.** employees are working from home if possible. On the floor, they split employees into two groups to limit time and interaction together. They are working to keep employees safe by increasing basic hygiene; handwashing, cleaning work areas before and after each shift.
- **Forsite Benefit Partners** has been focusing on how to communicate and work with a remote workforce. They are trying to be a conduit for communicating the rapidly changing information. They recently launched their free, communication app that is currently being tested. The free app will be available for NEWMA members. Forsite is hosting a webinar featuring FAQs, with a legal perspective, on Thursday, 4/16.

- **InitiativeOne** is offering a 4-week 'Crisis Leadership Series', beginning Friday, April 17, 11:00 a.m. to 12:30 p.m. The series helps leaders develop a new mindset and skills to create a sense of empowerment during these challenging times.
- **Nicolet Plastics** is having their employees (that can) work from home. Weekend shifts lighten staff during the week. Employees are offered thermometers and masks. Lots of additional cleaning is being done. At minimum, weekly communications take place. They are still hiring due to increased demand for PPE products produced at both of their plants. The hiring process is constantly changing.
- **R&R Insurance Services** has a task force dedicated to deciphering the changes due to CARES and FFCRA. They participate in Zoom meetings and calls with carriers, TPAs and vendors. They can guide customers and share with organizations like NEWMA, Progress Lakeshore, and *Insight Magazine*. Their goal is to provide value to the community during this troubling time, in addition to hosting a webpage dedicated to COVID-19. R&R Insurance is living up to their tagline 'The Knowledge Brokers'. The organization is reaching out directly to clients to share information that is pertinent to them specifically. This is a critical time for organizations to expand and capitalize on technological advancements.
- **St. Norbert College** has repositioned their programing online until the beginning of August. They have found people are getting inundated with COVID information. SNC is trying to determine the right measure of response so not to be intrusive. Every organization is at a different point. Some are struggling to make payroll, while others are dealing well with the current crisis. SNC is trying to meet people where they are at. What can they continue to do even better in a virtual environment? They have offered some additional programs. What happens at the end of this is very important, as circumstances are very different compared to the 2008 recession.
- **The HS Group** has made complimentary resources available on their website and Facebook pages. Through Career Partners International, they are offering; Skillsoft and e-learning - crisis leadership webinars, managing remote teams, keeping employees engaged. They are conducting a survey on hiring practices in Wisconsin. The HS Group also works with the unemployed. Candidates are interviewing remotely and getting jobs. Some start remote, while others are onsite immediately. Later start dates have also been initiated.

#### NEWMA RESPONSE

- Sending weekly emails to the membership with government links and COVID-19 information. Members have found the information to be valuable, as the data is changing rapidly. Receiving the information from multiple sources helps confirm their company is on-track and compliant.
- Sent members a survey, on behalf of the WEDC, regarding manufactures' current and potential capabilities for manufacturing PPE. As a result, connections were made that were not previously in place.
- Ann met with hospital directors of procurement to assist them with PPE, connecting them to new resources.
- Created a program to connect Alliance members who are dislocated due to COVID-19 with members that are hiring short-term workers.
- Partnered with the Greater Green Bay Chamber on a joint recruitment effort of short-term workers.
- Created a best practices forum with Alliance members regarding what they are doing related to COVID-19.
- Sending a weekly email featuring online training opportunities related to COVID 19.

Ann encouraged members to share any ideas for further NEWMA response to the pandemic. COVID risks will continue to be discussed, in addition to how to be better prepared if a similar crisis would happen again.

#### NEXT MEETING DATE/TIME/LOCATION/AGENDA

The next Talent RISK Management meeting will be on Tuesday, May 26, 2020, 8:30 to 10:00 a.m., location or WebEx TBD. Agenda:

- ✓ Retirement Readiness Seminar Planning
- ✓ COVID Risks
- ✓ Next Meeting Date/Time/Location/Agenda