Sept Officer Board Meeting

Sept 4, 2020

12:30PM to 130PM

Zoom Meeting: <https://premisehealth.zoom.us/j/91820769053?pwd=L0ozQkJMRk9QMUR1NDU3b2trNXM3dz09>

Or iPhone one-tap:  13126266799,,,91820769053# or 16468769923,,,91820769053#

Or Telephone:

    Dial: +1 312 626 6799 (US Toll) or +1 646 876 9923 (US Toll)

    Meeting ID: 918 2076 9053

    Password: @ld7JD1

Machine generated alternative text:
AMERICAN 
PAYROLL 
ASSOCIATION

Officers in Attendance:

 President: Patsy Campbell, CPP

Membership: Robert Buck, CPP

Public Relations: Lisa Wachter, CPP

APA Liaison: Debbie Rule, CPP

Government Liaison: Darlene Greer, CPP

Community Service: John Kenney, CPP

Past-President: Bonetta Bond, FPC

Officers not in Attendance:

President Elect: Charla Dailey, FPC

Secretary: Valerie Phillips, CPP

Treasurer**:** Melinda Stewart, CPP

Education: Vicki Hill, CPP

Director of NPW: Tara Martin, CPA

**Welcome and call to order:**

Patsy Campbell was on the phone at work with a vendor so Lisa Wachter, CPP called the meeting to order at 12:38 pm and led the meeting with Patsy only available to listen.

**Old Business**

**Approval of minutes** – Debbie Rule 1st; Bonetta Bond 2nd

**Melinda Stewart, CPP**: Treasury Update and review of expenses - Lisa Wachter was going to ask Melinda to send out an update to the officers, but since we haven’t met in person she indicated she is not aware of any expenses that have incurred or any monies that have been received.

**Robert Buck, CPP**: Membership Update - 81 APA members with 70% participation; 62 CPPs; 3 FPC, 1 CPA, 3 PHR/SPHR, and 78 companies represented. (unfortunately I missed the last two categories of members and the counts)

**Speaker Update for July Meeting** - Lisa Wachter will reach out to Vicki Hill to get the speaker information and the zoom link to send out the meeting invitation and to get the website updated. Patsy was not able to provide an update at this time and Vicki Hill was not on the call.

**Debbie Rule, CPP:** APA updates - most of the information from APA was directed toward the Social Security tax deferral. Uber and Lyft must treat the gig workers as employees. There is a payroll benchmark survey available, and there are online CPP exam classes available from APA National.

**Darlene Greer, CPP:** Government Updates - Employee Deferral of SS Tax - The IRS issued guidance that allows employers to defer the withholding and depositing of the employee share of the social security tax on applicable wages paid between September 1, 2020, and December 31, 2020.

There is lots to consider before implementing this process. Read more….

[IRS Guidance on the Payroll Tax Executive Order (US)](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Femploymentlawworldview.us6.list-manage.com%2Ftrack%2Fclick%3Fu%3D1684e2d964bfa9b5d101ab1dc%26id%3Df27b36906a%26e%3D168ba09b7c&data=01%7C01%7Cdgreer%40vaco.com%7C2baf06cb65e344ee78f908d85097e273%7C120aeae9286f438abbf3de3ab96fcf5d%7C1&sdata=rmJ84IZgAzsfVnREIn0bVBaG3u9LlXlMs%2BVTU8dXKXM%3D&reserved=0)

Remote Workers: FLSA Compliance Update

Employers should establish a timekeeping procedure that requires all non-exempt workers to maintain and submit an accurate record of all hours worked, regardless of where or when the work was performed. Employers should also consider drafting the policy to prohibit any “off-the-clock” work and require written authorization from the employer before incurring any overtime. The policy should provide that by submitting time records to the employer, the employee is affirming that such records are accurate and reflect all hours worked. It is particularly difficult for employers to monitor remote workers; employers should also consider implementing a written policy prohibiting employees from doing personal and/or non-company work during the employee’s regularly scheduled hours. Read more….

FLSA Compliance Update: Employers Must Exercise Reasonable Diligence In Tracking Hours Worked By Remote Workers (US)

**John Kenney, CPP:** Community Service updates - is trying to reach out to Safe Haven; however, they are still closed due to the COVID-19 virus and subsequent shut downs.

**Patsy Campbell, CPP:** Chapter Member/Friend for July

**Patsy Campbell, CPP**:

* + Hotel will be notified that we will not be hosting an event in September
  + Study Group- For the Spring testing window (2021)-start planning - Lisa led a group discussion about a spring 2021 CPP/FPC study group and having the classes virtual. Vicki or Patsy will moderate the zoom classes; however, we need to start reaching out to the officers and membership to locate teachers to lead each zoom meeting. We need to determine the schedule as well as publish information to the chapter members to determine who wants to participate and approve any fees we plan to charge to attend the sessions.
  + I haven’t had time to update the website with our latest meeting information on the blog-will do that this weekend

**Vendor Sponsorships-Tiered approach**

Vendor sponsorships continue to be on hold; however, it was briefly discussed that a vendor sponsorship could be used to offset the cost of the chapter purchasing zoom tools.

**New Business**

**Patsy Campbell, CPP**:

NPW - The NPW proclamations received have been forwarded to Patsy Campbell, CPP. Debbie Rule, CPP has agreed to assist with heading up NPW and entering the chapter contests. Patsy Campbell, CPP and Charla Dailey, CPP had previously indicated they would assist as well. Lisa Wachter, CPP asked to be copied on the contest submissions so that information would be available for the COTY entries at year end. Lisa also volunteered to assist with getting the contest entries uploaded to APA if there were any issues. The submission steps and the questions can be located on the APA National website under the NPW section for chapters.

It was discussed to use a random number generator at the NPW meeting to determine who would win the door prizes (aka $500 worth of gift cards in various denominations). Lisa Wachter, CPP made a motion to approve the random number generator and the motion was approved 1st by Bonetta Bond, FPC, and 2nd by Debbie Rule, CPP

**Other New Business**

It was discussed that we need to have a special membership drive meeting within the next 2 weeks to finalize any special pricing and/or the benefits of being a member since we are virtual and have not been charging for any of the virtual meetings. It was discussed that Robert Buck, CPP should go ahead and start sending out communication about the membership drive using the 2020 price structure which was $45 for early bird (before October 1) and $65 for regular membership.

Officer nominations need to occur during October; therefore, we need to get the membership going because you have to be a member to be nominated.

Also, officer elections should take place in November and the new officers are announced at the December meeting. New officers take over March 1, 2021. All information discussed related to the nominations and elections is included in the by-laws. We will need to discuss this more at the special 2nd board meeting in Sept.

We also discussed that we may need to begin charging a small fee to attend the zoom meetings and that price structure could be different for members vs. non-members. It was also mentioned about the possibility of tying CPP credits into those who are Chapter members only; however, that discussion was tabled. Not all attendees are seeking CPP/FPC credit so that does not necessarily promote membership.

The board was asked to think of other benefits that would apply to members and help come up with some ideas to promote membership before the special meeting. The special meeting should occur within 2 weeks which would be on or prior to Friday Sept 18th.

The next chapter meeting is scheduled for Thurs, Sept 17th but the membership discussion did not necessarily need to take place before the chapter zoom meeting since all communication to the membership is taking place virtual due to the COVID-19 restrictions for in-person meetings.

As there was no other old or new business, the meeting was adjourned at approximately 1:15 pm.

Next Meeting August 7, 2020