



## **FEBRUARY MEETING - WEDNESDAY, FEBRUARY 21, 2018**

**Hurstbourne Country Club – 9000 Hurstbourne Club Lane; Louisville, KY 40222**

Please note that we will be meeting at Hurstbourne Country Club which is located off Shelbyville Road between the Watterson Expressway and Hurstbourne Parkway. The link above provides detailed driving directions from different locations throughout Louisville. It is also available at [www.lckmgma.com](http://www.lckmgma.com) on the Forms page. For questions on the day of the meeting, please call 502-553-9300.

Registration begins at 11:30 A.M.  
Luncheon & Announcements begin at 11:45 A.M.  
Program will begin at Noon

### **“HR Essentials: What Every Business Professional Needs to Know”**

Amy Letke, SPHR, GPHR

*Founder*

[Integrity HR](#)

Amy Letke, SPHR, GPHR is a workforce visionary and Founder of Integrity HR ([www.integrityhr.com](http://www.integrityhr.com)), a human resources outsourcing and consulting firm located in Louisville, KY.

She has published three books, started & operated three successful businesses, and is a certified human resources professional with 20 years of HR and entrepreneurial expertise.

Her company, Integrity HR has been on the Inc. 5000 fastest growing companies list three times, was named one of Inc. Magazine’s best places to work in 2016, and also ranked #20 in the small business category for Kentucky Best Places to Work in 2017.

Overview: Although no one can become an expert in all areas of employment laws overnight, it’s important for leaders to have a basic understanding of HR best practices. This presentation will define key terms in a way you can understand. From interviewing best practices to employment law compliance, you will learn how to make your HR processes compliant, effective and productive.

The sponsor for this month’s meeting is **Medical Society Staffing Services**.



The Medical Society Staffing Service is a wholly owned subsidiary of the Greater Louisville Medical Society. The GLMS Board of Governors oversees the business aspect and fiduciary responsibility of the staffing service. The GLMS Staffing Service offers direct hire, temporary to direct hire and temporary staffing services for physician practices, hospitals, nursing homes, dentistry offices and other related health care organizations.

The GLMS Staffing Service provides the search for employees for your staff which also includes the interview process, criminal, careful screening and background checks. Skill set testing is also part of the service. OSHA training is also provided as requested.

For more information, contact [Ludmilla Plenty](#) or visit [Medical Society Staffing Services](#).

**RSVP AND PAYMENT MUST BE RECEIVED BY WEDNESDAY, FEBRUARY 14, 2018**

RSVPs are not honored unless payment is received.  
Lunch may not be served after 12:00pm. Payments are non-refundable.  
We reserve the right to turn away anyone who does not RSVP.

Mail your check made payable to  
**LOUISVILLE CHAPTER KMGMA**  
P.O. Box 365  
Buckner, KY 40010-0365

Member Fee \$25.00  
Non-Member Fee \$35.00

*Pre-paid Members: Please send your RSVP via email to [larahuff@bellsouth.net](mailto:larahuff@bellsouth.net).*

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**“HR Essentials: What Every Business Professional Needs to Know”**

Wednesday, February 21, 2018 11:45 A.M. – 1:00 P.M.

Please make your check payable to **Louisville Chapter KMGMA** and mail **with this form** to:

P.O. Box 365  
Buckner, KY 40010

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**PERSON OR PERSONS ATTENDING**

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**PRACTICE/COMPANY NAME**

**PLEASE CIRCLE TYPE OF MEAL:**

**REGULAR** or **VEGETARIAN**

**PLEASE CIRCLE TYPE OF MEMBER:**

**ACTIVE** or **ASSOCIATE** or **NON-MEMBER**



**Continuing Education Credit Submission Guide:**  
Calculation Worksheet

Title of Conference or Seminar:	Louisville Chapter KMGMA February Meeting
Number of credit hours:	_____
End date of Program:	02/21/2018
Location:	Louisville, Kentucky

Wednesday, February 21

Time	Session	Hours Earned
12:00pm-1:00pm	"HR Essentials: What Every Business Professional Needs to Know"	1.0
	TOTAL	<u>1.0</u>

Please submit hours online at the [MGMA Website](#).  
Keep this worksheet for your records  
DO NOT FAX OR MAIL.