

Barrett Business Services Inc.

BBSI Southern Oregon Interchange Q1, Newsletter 2017

YOUR TEAM

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AREA MANAGER CORNER

The Intersection of Vision and Strategy

Happy New Year from our BBSI Southern Oregon Team to yours – here's wishing you a happy, healthy, and prosperous 2017 !!

And, speaking of 2017, it's already off to a flying start, with 12 new business partners (see our list below) – WELCOME to our family !!

I am pleased to announce our first-annual BBSI Business Owner Symposium that is scheduled for Tuesday, February 21st, from 7:30am to 12noon @ The Rogue Valley Country Club (Oaks Rooms). A complimentary breakfast and networking will be followed by a brief introduction to our enhanced BBSI business partnership acumen, "Migrating the Plateau". Then, guest speaker Scott Shumway, President of Cropper Medical Inc, will present on **The Theory of Constraints**. Scott's wide ranging manufacturing and leadership experiences have brought specific success to three different companies in the printing, real estate, and orthopedic brace industries, and he has spent his career developing the ability to see and detect factors that limit throughput. Scott is a leader and teacher who will help you to "see the unseen", create focus and order, and get the most out of your business systems.

Don't miss this very special half-day event ! Attendance is free to one Business Owners/Principle, and seating is limited - so hurry and register via EventBrite @ <https://www.eventbrite.com/e/medford-business-owner-symposium-tickets-30502967196>.

Our newest BBSI business partners— Northern Lights Electrical Contractor, Alegres Sonrisas LLC, Cascade Automotive Inc., Medford Oregon Real Estate Inc., Silver Rockets, Tekmanagement Inc., Bio-Med Diagnostics Inc., Park Place Mortgage, Gates Home Furnishings, AmCom Tax & Accounting, Southern Oregon Realty & Mgmt LLC, and Core Physical Therapy LLC.

Salute !!

Joe Rossi
BBSI Area Manager, Southern Oregon

HUMAN RESOURCE CORNER

The Intersection of Human Capital and Professional Development

We will be distributing your complimentary 2017 Labor Law Posters the end of January.

By posting this Oregon Complete State and Federal Labor Law Poster you will meet the compliance requirement required by law that any business must comply with.

- ⇒ Oregon State Labor Law Posters included
- ⇒ Federal Minimum Wage Included
- ⇒ Equal Employment Opportunity/EEOC/GINA included
- ⇒ Family and Medical Leave Act/FMLA included
- ⇒ USERRA included
- ⇒ Polygraph Protection Act included
- ⇒ OSHA poster included

About Oregon Labor Law Poster

You might be wondering if you need multiple labor law posters to cover all of the necessary employment labor laws. The good news is you don't! The Oregon State and Federal Complete Labor Law Poster covers all of the necessary state and federal workplace postings to be in legal compliance. And it's important to note that the most current Federal Minimum Wage Poster along with the current Oregon State Minimum Wage Poster are both included in the Oregon Labor Law Poster.

HR Consultation—Available to Your Business

- Employee Handbook & Policy Manual
- Job Description
- Position Review
 - Core Competencies
 - Essential Functions
- Performance Management
- Employee Training
- Wage Analysis
- Hiring and Firing
- Compliance Review
- HR Audit Checklist

Contact Suz Montemayor in the Medford Branch at 541-772-5469

PAYROLL CORNER

The Intersection of Precise Timing and Accuracy

W-2 Season is Upon Us!

In order for your employees to receive an expedited, electronic copy of their W-2 for the year 2016, please encourage them to sign up online at www.mytaxform.com, utilizing Employer Code 51637. Anyone who signs up prior to January 18th, 2017, will be able to opt out of paper copies of W-2's entirely. Individuals who signed up last January for their 2015 W-2's need not sign up again for the service – they will receive an automated notification to download their 2016 tax documents as soon as they are available. Individuals who do not opt for electronic delivery should expect a paper W-2 within the first week of February, as the paper copies will be issued via bulk mail the last week of January. **Please encourage your employees to update their addresses as soon as possible in order to minimize late or inaccurate deliveries.**

To that end, in order to allow your employees the ability to update their own addresses online with BBSI, inquire about their PTO balances, or reprint their check stubs, look for information soon regarding our ***Employee Self-Serve portal***, which we hope to have rolled out to our co-employment customers by the end of the first quarter. We look forward to providing this opportunity for your team!

Best wishes for a safe start to the New Year, particularly with road conditions and chilly temperatures! Thank you for all you do.

David Mathieu 541-772-5469 david.mathieu@bbsihq.com
Scott Kasiah 541-471-7828 scott.kasiah@bbsihq.com

RISK & SAFETY CORNER

The Intersection of Prevention and Education

The Employer at Injury Program

When an employee has a job related injury, all parties benefit when a worker returns to work as quickly as possible. The State of Oregon provides a special fund to help injured workers that are released for work, but with restrictions that prevent the worker from doing full-duty regular work. Here are some of the benefits that are available under the program:

- A wage subsidy of 45% of the gross wages paid for up to 66 days.
- Work site modification and purchase of tools and equipment to a combined maximum of \$5,000.00. Some of the items purchased for BBSI partners include a powered pallet jack and a computer system. Anything that assists the employee to return to modified work can be considered.
- Up to \$1,000.00 for tuition, books and fees for training that increases the workers skills.
- Up to \$400.00 for clothing required for the transitional work. For example, if you take someone from production to the front office, they could buy some dress cloths so they are dressed appropriately to meet your customers.

How do you access all these benefits? As with any on the job injury, take care of the injured worker first, then call Dan Sweeney at BBSI. He will work with you to identify a modified job based upon the Doctors recommendations. Having a properly documented modified job is essential. The employer then identifies the tools, equipment or training that the employee might need. BBSI will prepare the paperwork for the State requesting reimbursement. Work site modifications can be purchased up front, and wage reimbursement requested after the employee returns to regular work.

Dan Sweeney can be reached at 541-772-5469 during business hours or 24 hours a day 503-816-0628.

RECRUITMENT AND STAFFING CORNER

The Intersection of Quality and Efficiency

Please review what the BBSI Staffing POD can do for you. Below illustrates various strategies, methods, and processes used to fill your open positions. If you have any questions, suggestions, and/or recommendations, please let us know.

RECRUITMENT

- Visit Customer/Partner and meet with owners, managers, supervisors, and staff
- Review job descriptions, develop job postings/ads, and review candidate resumes
- BBSI staff want to know what type of candidate will be the ideal fit for your business.
- Perform pre-screen interviews and refer quality appropriate candidates
- Perform drug screens and criminal background checks

JOB POSTINGS

- Develop attractive, targeted, and complete job ads
- Review with Customer/Partner for final approval
- Conduct local, regional, state, and/or national searches
- Utilize an array of job posting platforms
 - Craigslist, Indeed, Monster, Oregon Employment Department, etc.
 - Social Media—Facebook, LinkedIn, etc
 - Other BBSI branches
 - Targeted networking within specific industries and occupations

PRE SCREEN INTERVIEWS

- Review resumes, schedule and conduct pre-screen interviews
- Conduct panel interviews with customers/partners, if necessary
- Reference checks
- Refer quality appropriate referrals to business customers

DRUG SCREEN AND CRIMINAL BACKGROUND CHECKS

- Perform 5 panel drug screen at BBSI office and obtain instant results
- Conduct criminal background check and Motor Vehicle Report (MVR), if necessary

For more information or if you have recruitment/staffing needs, please contact the BBSI Staffing POD at 541-772-5469 for Medford, and 541-471-7828 for Grants Pass. Connie, Amber, Lesa, and Rob are ready to help!!

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Customer Highlight Corner

KELLY'S AUTOMOTIVE SERVICES

PARTNERSHIP = VALUE

BBSI has been a blessing to our business in many ways. We first signed up with them for the Workers Compensation benefits. However, we have found so much value in the payroll service and Human Resources help. It is so nice not to have to be an expert at everything! As with many small business owners, our time is at a premium. By partnering with BBSI we have saved time, money and stress. We consistently recommend BBSI to our fellow business owners.

“We believe we are here to be a blessing to our communities and we do that mostly through auto repair. This is God’s business and we will continue to follow his direction in giving back to the communities where we do business “



HUNGER FOOD DRIVE

Kelly's Automotive Service is having their 5th annual "Wipe Out Hunger Food Drive". From Monday January 16th until Friday February 10th bring in 36 ounces or more of peanut butter to either their Grants Pass location 1661 N.E 6th St or in Medford at 2990 Biddle Rd and they will put on one pair of wind shield wipers valued up to \$35.00 on your car. Over 30% of the hungry in Jackson and Josephine Counties are children. Peanut butter is a great source of protein and in most cases is easily stored. Kelly's also encourages donations of almond, soy and sun butter for those that have peanut allergies. For more information, you can call the shop in Grants Pass at 541 476-6964 or in Medford at 541 830-4005.

Kelly's Automotive Business Facts

- In business for 13 years in Grants Pass and 11 years in Medford
- Won "Best Auto Repair Shop in the Rogue Valley" from the Medford Mail Tribunes Readers' Choice Awards 6 years and been in the top 3 for 8 years
- Voted "Small Business of the Year" from the Grants Pass Chamber of Commerce and "Retailer of the Year" from the Medford Chamber of Commerce



COMPANY PROFILE

BBSI is a leading provider of business management solutions, combining the knowledge base typically associated with the management consulting industry with best practices and tools of the human resources outsourcing model. By aligning our efforts with the mission of business owners, we bring the resources of a large company to small companies. Locally based BBSI business teams partner with each client, taking a systemic view of each client's business. Through discipline and a proactive approach, we help organizations to be more effective through a focus on best practices, process improvement and organizational development.

2015 FACT SHEET

Official Name:	Barrett Business Services, Inc.
Preferred Brand Name:	BBSI
Year Founded:	1951
Type of Business:	Publicly traded, NASDAQ Stock Market under symbol "BBSI"
Corporate Headquarters:	Vancouver, WA
2015 Gross Revenues:	\$3.4 billion (\$3,357,062,000)
Medford Area Customer Retention Rate:	+ 97%

BRANCH INFORMATION

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