

July/August 2010



**Greater Cincinnati**  
Chapter



## ***GCCALA Social Outing***



vs.



***Join us for a fun evening of baseball and camaraderie!***

**Tuesday, July 20, 2010 7:10 p.m.**

**Triple Play Party Suite 24**

**(Take the Terrace Level elevators next to Crosley Terrace behind home plate to the 3rd Floor Club Level and turn left)**

Menu

Montgomery Inn BBQ Pulled Pork  
Ballpark Hot Dogs  
Big Red Smokies  
Sauerkraut, Peppers and Onions  
Vegetable Pasta Salad  
Cole Slaw  
Potato Salad  
Vegetable Tray  
Popcorn and Peanuts  
Assorted Gourmet Cookies  
Unlimited Soda and Two Beers Per Person

**Gates open at 5:40 p.m. and food/beverages will be available beginning at that time.**

***TICKETS ARE STILL***

***AVAILABLE FOR THIS OUTING. PLEASE CONTACT **Kim Nickolas** at [knickolas@bakerlaw.com](mailto:knickolas@bakerlaw.com).***

Chapter website: [www.alacincinnati.org](http://www.alacincinnati.org)

## Wellness Benefits Everyone

By [Mary Lynn Wagner](#), Director of Information Services, Keating, Muething & Klekamp,  
Member of the Greater Cincinnati Chapter Association of Legal Administrators

This article was published in the July 2010 *CBA Report*.

I recently saw an episode of *Undercover Boss* which featured Dave Rife, owner of White Castle. Part of the episode focused on Rife's meeting with a White Castle employee who had suffered a heart attack and was very worried about her health. After meeting this employee and knowing the importance of good health himself, Rife was inspired to implement a wellness program for all White Castle employees. This struck a chord because it demonstrates how important wellness is for everyone and that even small changes can provide huge benefits.

Despite the downturn in the economy, employers remain committed to programs aimed at improving the health and productivity of their workers. According to a recent Towers Watson study, more than two-thirds of companies have added or enhanced their existing wellness programs or plan to do so in the next year. The Towers study also indicated that "the most critical issue for employers over the next few years will be keeping their workforces healthy, productive and engaged."

This article will discuss some of the most important elements of a wellness program, the benefits derived from a program, as well as ideas for assisting you in creating a healthier workplace.

Whether you start small or develop a comprehensive wellness program, your program should include the following elements:

### **Obtain the Necessary Support**

In order to ensure success, the organization's leadership must visibly support and communicate the importance of a healthy lifestyle.

### **Conduct an Assessment:**

Understand the health risks of your target population and if they are ready to participate in a wellness program. Check to see if your insurance provider offers health risk assessment reports. This will enable you to design a program that will meet the needs of a majority of your population.

### **Create a Culture of Health**

Companies can help individuals be healthy in the workplace by offering flu shots, health seminars, screenings, workout classes and exercise programs.

### **Decide How to Define Success**

Successful wellness programs encourage positive behavior changes. It will be up to you and your organization to determine your idea of success. Factors to measure may include: level of participation, number of pounds lost, decreased sick days, etc.

### **Communication is Key**

Effective communication will create awareness, generate interest and motivate your employees. When developing your communication strategy, determine who your target group(s) will be and use a variety of communication methods to reach those individuals. Suggested formats for communication include: mailings, electronic newsletters, reminder emails, Intranet posts, etc. Communication pieces should be distributed on a regular basis in order to keep health and wellness issues at the forefront of employees minds.

### **Incentives**

Let's face it, incentives coax people into doing things they might not otherwise do. Incentives can be tangible or intangible and can be used to promote learning, encourage participation and facilitate accomplishment of specific health related objectives.

Cont'd on next page . . .

. . . Cont'd from previous page

A recent Cincinnati.com article entitled *Diet for Dollars? More Workers Try It* stated that at "least a third of U.S. companies offer financial incentives, or are planning to introduce them, to get their employees to lose weight or get healthier in other ways." OhioHealth, a regional healthcare system, recently implemented a program that pays employees to wear pedometers and walk. The more their employees walk, the more money they can earn.

Tangible incentive rewards may include gift cards, vacation days, t-shirts, pedometers, health club memberships, reimbursement for Weight Watchers classes, spa days, special parking privileges, etc. All of these incentives are very low in cost and can be great employee motivators. The money and prizes will catch people's attention, but it will always be up to the individual person to incorporate and stick with the new learned behaviors.

The intangible rewards obtained from wellness programs are often even greater than the tangible rewards and consist of a sense of belonging, making a difference, accomplishing personal goals and recognition for achievements. By participating in wellness events, employees feel part of a group working towards a common goal. Friendships are often developed among members of the group and this, in turn, can boost employee morale.

Wellness program participants also feel that they are able to make a difference and express their creativity by sharing their knowledge and participating in group events such as biggest loser contests, recipe swaps and small group discussions. Most importantly, wellness programs can help individuals achieve a sense of accomplishment in reaching personal goals that might not have otherwise been achieved.

---

## TIPS FOR WELLNESS AT WORK

The Wellness Council of America is dedicated to helping people lead healthier lives. Its "101 Ways to Wellness" contains numerous tips for building and maintaining wellness programs. Below are just a few tips:

1. Eat breakfast.  
People who eat breakfast can raise their metabolism by as much as 10 percent and this helps to increase employee performance.
2. Visit healthy restaurants.  
Compile a list of local restaurant menus that have healthy food choices.
3. Learn about ergonomics.  
Teaching employees how to adjust their work environment to fit them can prevent repetitive strain injuries and alleviate unnecessary pain and discomfort while working behind a desk.
4. Financial planning and budgeting seminars can help ease stress.  
Since a majority of Americans live from paycheck to paycheck, it's important to help educate your employees about understanding credit reports, saving money, investing, and living debt free.
5. Time management is important.  
The average person receives numerous interruptions throughout the day. Employees who manage time well increase productivity and job satisfaction.

Towers Watson, "2009/2010 North American Staying@Work Report: The Health and Productivity Advantage"  
<http://www.towerswatson.com/research/648>. See supra note 1.

Stobbe, Mike. "Diet for Dollars; More Workers Try It" Cincinnati.com June 1, 2010.

Wellness Council of America, "101 Ways to Wellness",  
[http://www.welcoa.org/wwp/pdf/101\\_Ways\\_To\\_Wellness.pdf](http://www.welcoa.org/wwp/pdf/101_Ways_To_Wellness.pdf)



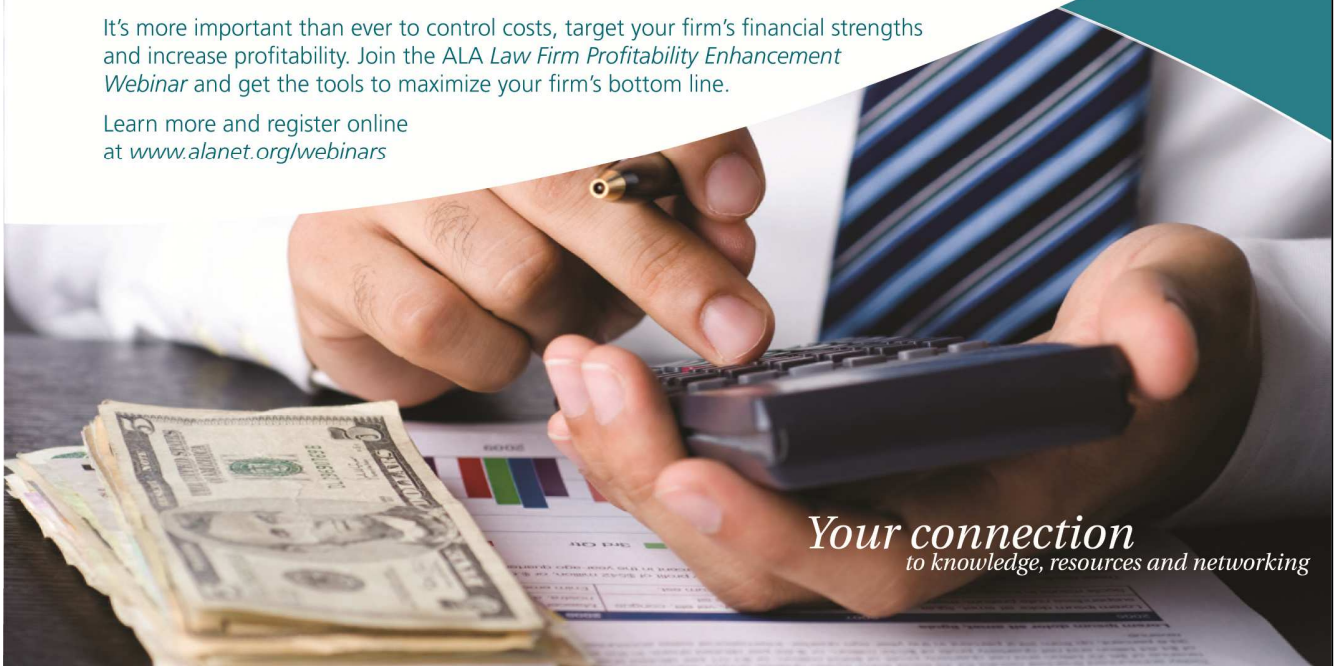
## 2010 Law Firm Profitability Enhancement Webinar

Wednesday, August 18, 2010

Noon (ET) • 11:00 a.m. (CT) • 10:00 a.m. (MT) • 9:00 a.m. (PT) (3.5 hours)

It's more important than ever to control costs, target your firm's financial strengths and increase profitability. Join the *ALA Law Firm Profitability Enhancement Webinar* and get the tools to maximize your firm's bottom line.

Learn more and register online at [www.alanet.org/webinars](http://www.alanet.org/webinars)



*Your connection*  
to knowledge, resources and networking

## May 11, 2010 Chapter Membership Meeting Minutes

Minutes By: [Tom Freeman](#)

- The May 11<sup>th</sup> meeting was held at The Cincinnati Netherland Hilton and commenced at approximately noon.
- Kim Nickolas, Chapter President, welcomed everyone to the meeting and introduced two guests: Pam Bentley of Bentley Consulting and Jean Ruehlmann of White, Getgey & Meyer.
- Kim asked for a motion to approve the March and April Chapter Meeting Minutes as posted in the newsletter. The motion was made to accept the minutes, seconded and unanimously approved.
- Kim noted that May was the first meeting for the new Board and committee chairs and welcomed them.
- The Chapter's upgraded web-site is now located at [www.alacincinnati.com](http://www.alacincinnati.com)
- The ALA National Education Conference was held in Boston May 3-6. The Greater Cincinnati Chapter won the Gold President's Award for Excellence and an honorary mention for Educational Excellence for the financial management seminar. Kim further shared that Tom Freeman was awarded an honorary mention Quest Award out of a pool of over 800 eligible candidates. Upcoming annual conferences are in Orlando for 2011 and Hawaii in 2012.
- The annual summer event is planned for July. Anyone interested in participating on the planning committee should contact Kim.
- This year will be the 30<sup>th</sup> Anniversary of ALA Greater Cincinnati as it was chartered on December 8, 1980. Anyone interested in being on the Anniversary Planning Committee should contact Janet Sullivan or Jeff Middendorf.
- Janet provided an updated on the annual survey which will be on-line this year making it more user friendly. Kim encouraged all firms to participate to allow for an even more valuable survey.
- Dan Hirsch of All-State Legal provided a brief vendor presentation. A few items of note about All-State include: been in business for 65 years, employee owned, largest exhibit tab and stationary supplier in the country.
- Our featured speaker, Julia Pile provided a thoughtful presentation about LinkedIn. Julie provided a hands on overview including how to set up a profile, suggestions and insights on how to select settings, as well as general LinkedIn protocol. The presentation was well received.
- There being no further business, the meet adjourned at approximately 1:30 pm.



## June 8, 2010 Chapter Membership Meeting Minutes

Minutes By: [Tom Freeman](#)

- The June 8<sup>th</sup> meeting was held at The Cincinnati Netherland Hilton and commenced at approximately noon.
- Kim Nickolas, Chapter President, welcomed everyone to the meeting and noted our new member, Barbara Hopewell of Graydon Head & Ritchey. Guests introduced included: Ana Ausman (Finney Stagnaro Saba & Paterson) and Nan Miller (Rendigs, Fry, Keily & Dennis).
- Kim introduced Janet Sullivan who updated the membership on the annual salary survey that will be done electronically and should be more convenient and easier to complete. Both Kim and Janet encouraged all firms to participate. The survey is expected to be out the week of June 14<sup>th</sup>.
- Peggy Gruenke provided a general overview of the vendor partner program and provided literature for such. Peggy encouraged members to suggest vendors who may benefit from this program which has been very successful for both members and vendors alike. She thanked our lunch sponsor, Equitrac and introduced Chanah Winter of Precision Staffing Products for a vendor promotional presentation.
- Judy Groene rolled out the new ALA Greater Cincinnati Chapter website, [www.alacincinnati.com](http://www.alacincinnati.com) sharing some of the new highlights and features. There is a plethora of information presented in an appealing format. Any suggestions, comments or accolades can be shared with Judy.
- Kim noted the summer chapter event will be in July at a Reds game; date is being determined. Also, the chapter will be celebrating its 30<sup>th</sup> anniversary this year; chartered on December 8, 1980. Volunteers interested in serving on the 30<sup>th</sup> Anniversary Planning Committee should contact Kim.
- Jeff Middendorf introduced our speaker, Kim Jehn, Marketing Strategist with Prism Consulting. Kim shared some insights on time management and prioritization focusing on taking control of your day. The presentation was well received. Further in depth content can be found in the book, "Work Smart, Not Hard" which Kim based part of her presentation.

The meeting adjourned at approximately 1:30 pm.

## **ALA Region 3 Conference & Expo**

October 15-16, 2010  
Chicago, Illinois



*Save the Dates!*

# **My Kind of Connection ... ALA is**

*Connect with ALA at Region 3 in Chicago — It's your best investment this year!  
A cost-effective, two-day Conference close to your home with professional  
legal industry speakers and more than 20 educational sessions.*

[www.alanet.org/region3](http://www.alanet.org/region3)

*Your connection  
to knowledge, resources and networking*

***Save the Date:***

**Thursday, September 16<sup>th</sup>**

Please plan to join us for our 2<sup>nd</sup> Bi-Annual  
**Vendor Fair & Luncheon**

**@ The Phoenix**

(details to follow)

Transitioning Discussions to GCCALA LinkedIn Group  
Julia D. Pile, CPA, MBA  
Operations Manager – The Drew Law Firm Co., LPA

The Greater Cincinnati Chapter of the Association of Legal Administrators has formed a group on LinkedIn for members to hold discussions, post interesting news articles, distribute event information and post job openings. The premise of forming this group is that it would replace the number of e-mails in our member's inboxes and allow for the following of threads of discussions. This group is closed to only members of our local chapter and discussions cannot be viewed by those outside of our group.

To join our group on LinkedIn, you must first join this on-line professional community. Go to the internet and go to the site [www.linkedin.com](http://www.linkedin.com). If you do not see Join LinkedIn Today box on the right hand side of your screen, click on Join Today at the top. All you need to get started is your first name, last name, e-mail and a password. You DO NOT need to fully complete the profile to join our LinkedIn group, but I will explain why at our May monthly lunch meeting why and how you would do so.

There are two ways you can become of a member of the Group.

1. Search for me, Julia D. Pile and ask to add me to your network. When prompted for how you know me, click on Other and enter my e-mail address of [jpile@drewlaw.com](mailto:jpile@drewlaw.com). Once we have connected, I will then send you a group invitation.
2. You may also search for the group by using the search box in the upper right hand corner of the screen. The search box defaults to a People search. Click on the down arrow and change this to Group. Enter: Cincinnati and Legal and press enter. Three groups should appear, one of which being ours. Click on the group link. Click on the Join Group box. A notification will then be sent to the managers of the group and we will accept your request to join.

There will be default settings saved for this (and most any) group, but you can change these at anytime by going to the group, clicking on More and My Settings. The two important settings are the display of our group logo on your profile and the frequency which you receive the group digests. Group digests are a listing of the activities in our group with hyperlinks to the conversations. These digests can either be received daily or weekly.

The discussion area of the group is where most of our activity will take place. Rather than someone sending an e-mail message to our group and everyone sending responses, a person can start or post to a discussion on LinkedIn. Other members can then reply to the posting. By using this technology, we can cut down on the number of e-mail messages we receive and have an organized storage area for our questions and responses. We will also be posting meeting announcements in the Discussion area.

If you have trouble getting started on LinkedIn or would like me to walk through getting you set-up over the phone, please feel free to contact me at 513-619-1637 or [jpile@drewlaw.com](mailto:jpile@drewlaw.com)  
Now let's all get Linked!

## Association of Legal Administrators Master Calendar

### JULY 2010

- July 21 \* ALA Webinar – Legal Risks to Assessing Candidates by Social Networking Sites
- July 22 National Association for Court Management Annual Conference, Sheraton Hotel, New Orleans, LA. ALA will be exhibiting.

### AUGUST 2010

- August 13 – 14 ALA– Board of Directors Meeting, Marriott Portland Downtown Waterfront, Portland, OR
- August 18 \* ALA Webinar – Law Firm Profitability Enhancement
- August 22 –26 International Legal Technology Association Annual Conference, Gaylord Opryland Resort and Convention Center, Nashville, TN. ALA will be exhibiting.



## *Greater Cincinnati* Chapter

### Association of Legal Administrators Greater Cincinnati Chapter 2010-2011 Board of Directors and Committee Chairs

Past President	Janet Sullivan	Statman, Harris & Eyrich	513-621-2666	<a href="mailto:jsullivan@statmanharris.com">jsullivan@statmanharris.com</a>
President	Kim Nickolas	Baker & Hostetler	513-929-3480	<a href="mailto:knickolas@bakerlaw.com">knickolas@bakerlaw.com</a>
President Elect	Jeff Middendorf	Katz, Teller, Brant & Hild	513-721-4532	<a href="mailto:jmiddendorf@katzteller.com">jmiddendorf@katzteller.com</a>
Secretary	Tom Freeman	Peck, Shaffer & Williams	513-639-9225	<a href="mailto:tfreeman@peckshaffer.com">tfreeman@peckshaffer.com</a>
Treasurer	Julie Pile	The Drew Law Firm	513-619-1637	<a href="mailto:jpile@drewlaw.com">jpile@drewlaw.com</a>
Membership	Lori Moser	Keating, Muething & Klekamp	513-579-6556	<a href="mailto:lmoser@kmklaw.com">lmoser@kmklaw.com</a>
Programs	Beverly Hutchinson Erin Miller	Denlinger, Rosenthal & Greenberg Katz, Teller, Brant & Hild	513-621-3440 513-721-4532	<a href="mailto:beverly@drfirm.com">beverly@drfirm.com</a> <a href="mailto:emiller@katzteller.com">emiller@katzteller.com</a>
Vendors	Peggy Gruenke	Finney, Stagnaro, Saba & Patterson	513-533-2732	<a href="mailto:pgruenke@fssp-law.com">pgruenke@fssp-law.com</a>
Newsletter	Roxanne Benjamin	Wood & Lamping	513-852-6038	<a href="mailto:rmbenjamin@woodlamping.com">rmbenjamin@woodlamping.com</a>
Public Relations	Mary Lynn Wagner	Keating, Muething & Klekamp	513-579-6902	<a href="mailto:mwagner@kmklaw.com">mwagner@kmklaw.com</a>
Surveys	Janet Sullivan	Statman, Harris & Eyrich	513-621-2666	<a href="mailto:jsullivan@statmanharris.com">jsullivan@statmanharris.com</a>
Website	Judy Groene	Katz, Teller, Brant & Hild	513-721-4532	<a href="mailto:jgroene@katzteller.com">jgroene@katzteller.com</a>
CCW	Andrea Griffith Glenda Raley	Wood & Lamping Ulmer & Berne	513-852-6006 513-698-5040	<a href="mailto:amgriffith@woodlamping.com">amgriffith@woodlamping.com</a> <a href="mailto:graley@ulmer.com">graley@ulmer.com</a>

## Chapter Event Dates

Meetings are normally held on the 2<sup>nd</sup> Tuesday of each month

Tuesday, July 20, 2010 @ :00  
Social Event – Reds Game

Tuesday, August 10, 2010 @ 12:00 noon  
“Healthcare Reform” presented by Horan & Associates  
Luncheon – Netherland Plaza Hotel

Thursday, September 16, 2010  
Vendor Fair & Luncheon  
The Phoenix – Details to be Announced



## Webinars

07/21/2010

[Legal Risks to Assessing Candidates by Social Network Sites](#)

08/18/2010

[Law Firm Profitability Enhancement](#)

09/15/2010

[Electronic Records Management: How to Manage your ESI in the 21<sup>st</sup> Century](#)

This Greater Cincinnati Chapter of the Association of Legal Administrators newsletter is published bi-monthly for the education and benefit of legal administrators. It is not published for the purpose of rendering legal, accounting, or other professional services or advice. Nothing contained in this newsletter should be construed as legal, accounting, or other professional services or advice.