

April 13, 2022

Idaho State Board of Education
650 W. State Street, Room 307
Boise, ID 83702

Re: Zone 5 North Idaho College Trustee Seat

I ask that you consider me for the open Zone 5 Trustee position on the North Idaho College Board of Trustees. I feel that North Idaho College is an asset to the area, and I want to serve as a Trustee to help guide this great institution through the turbulent times it is facing.

By way of a brief introduction, I am the Director of Human Resources for Empire Airlines. Prior to Empire Airlines, I held senior level Human Resources positions for several local companies. Throughout my professional experience, I routinely work with the same significant business matters that the Board of Trustees face daily. I am a graduate of Eastern Washington University with a Bachelor of Business Administration, Human Resource Management.

My practical, no-nonsense approach to business and risk management, will assist North Idaho College with the issues that they are facing. Throughout my career, I have learned to consider all sides of an issue before forming an opinion and making non-biased decisions that is best for the organization.

I have lived in the Hauser Lake area (Zone 5) since 2015. I am looking to serve as a Trustee not only for the short term, but for as many terms as the community will re-elect me.

Sincerely,

Pete M. Broschet

Pete M. Broschet

[Redacted]

[Redacted]

An accomplished Human Resource professional with proven experience in policy and procedure, recruiting and hiring practices, personnel development, retention approaches, legal compliance issues, managerial support, employee supervision, labor relations and negotiations.

- ◆ Benefit Programs
- ◆ Policy Development
- ◆ Policy Administration
- ◆ Employee Relations
- ◆ Workers Compensation
- ◆ Complaint Resolution

Related Experience:

Director of Human Resources

Empire Airlines, Hayden, ID.

8/2016 – Current

- Leading the development and execution of the Human Resources strategic plan and shortterm plans and initiatives to support the business strategies and promote a unified company culture.
- Translate the business needs into Human Resource strategic and operational plans establishing key metrics and performance tracking processes.
- Lead Workforce Planning and Talent Management processes to identify and address competency, knowledge and talent gaps Areas of activities to include staffing, talent development and succession planning programs.
- Develop, provide, and oversee human factors training programs that meet the needs of the organization, management, and employees.
- Ensure compliance by maintaining a thorough knowledge in such areas as EEO, Fair Labor Standards, Wage and Hour, FMLA, and other regulatory requirements.
- Advises management in appropriate resolution of employee relations issues.
- Contact person for employee benefits programs such as 401k retirement plan, medical, dental, short and long-term disability, and Life insurance; I also work with various vendors/brokers for COBRA and Section 125 plan administration.
- Develop, administer, and maintain company policies and procedures.
- Represent the organization at all personnel related hearings and investigations.
- Work with various insurance brokers for business insurance: EPL, General Liability, Company Vehicle, and Building.
- Participate in and conduct both exempt and nonexempt salary surveys to ensure compensation objectives are achieved.

Vice President of Human Resources, Americas

International Aerospace Coatings, Spokane, WA.

2/2015 – 8/2016

- Managed the processes and day-to-day operations of the Human Resources department, including both corporate Human Resources functions and deployed Human Resources support at other locations throughout the US.
- Administers performance review & salary administration programs to ensure effectiveness, compliance, and equity within organization.
- Administer and oversee recruitment and selection processes (requisition approval, tracking applicants, interviews, assessments, reference checks, extending offers)

PETE M. BROSCHE, PHR

Cell Phone:
[REDACTED]

International Aerospace Coatings – continued:

- Provide leadership and supply organizational capability and effectiveness while ensuring a strong focus on internal and external customer satisfaction.
- Advises management in appropriate resolution of employee relations issues.
- Ensure compliance by maintaining a thorough knowledge in such areas as EEO, Fair Labor Standards, Wage and Hour, FMLA, and other regulatory requirements.
- Plans and conducts new employee orientation to foster positive attitude toward company goals.

Vice President of Human Resources / Safety Manager

Jensen Distribution Services, Spokane, WA.

4/2005 – 2/2015

- Provide all company Human Resource and safety functions for ten states including California and Hawaii.
 - Plan Administrator for Self-Funded medical plan.
 - Contact person for employee benefits programs such as 401k retirement plan, medical, dental, short and long-term disability, and Life insurance; I also work with various vendors/brokers for COBRA and Section 125 plan administration.
 - Develop, administer, and maintain company policies and procedures.
 - Represent the organization at all personnel related hearings and investigations.
 - Participate in the strategic planning and development of the organizational “roadmap” of needs.
 - Prepare and submit all Human Resource related federal requirements, i.e. AA and EEO.
 - Participate in and conduct both exempt and nonexempt salary surveys to ensure compensation objectives are achieved.
 - Develop and present human resource related training, i.e. civil rights, sexual harassment, interviewing techniques, diversity, FMLA, and Washington St. Family Care laws.
 - Investigate and recommend appropriate solutions for employee relation problems.
 - Work with local and national media agencies to recruit a diverse workforce.
 - Keep apprised of federal, state, and local laws and regulations in order to ensure Company Compliance.
 - Review and respond to workers compensation and unemployment claims.
 - Reduced workers compensation costs by lowering the company’s experience rating from 1.81 to under 1.0.
 - Conduct safety inspections, equipment safety inspections, and general property safety inspections.
 - Contact person for various outside vendors relating to building maintenance and employee safety/protection.
 - Work with various insurance brokers for business insurance: EPL, General Liability, Company Vehicle, and Building.
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PETE M. BROSCHE, PHR

Cell Phone:

E-Mail:

Human Resources Consultant

Various Companies, Spokane, WA.

4/2005 – 2/2015

- Worked with Human Resource Director, Board of Directors, CEO's, CFO's, and program Directors on a variety of projects including budgeting of new program personnel, analysis of current personnel, and administering an Reduction in Force.
- Established benchmarks for comparing and implementing compensation programs.
- Develop total rewards program: employee rewards, incentive programs, and talent acquisition.
- Employee communications including surveying employee attitudes, satisfaction, engagement, and other employee behaviors
- Power person for HRIS systems.
- Conducted needs assessments for various areas including training, safety, and general employment practices.

Compensation/Assessment Specialist

Spokane Mental Health, Spokane, WA.

11/2002 – 4/2005

- Power person for HRIS system with Employee Self Service and ADP payroll link.
- Work with local and national media agencies to recruit a diverse workforce.
- Coordinate annual Benefits Fair for open enrollment periods.
- Review and amend job descriptions for current and new positions.
- Work with CFO and service area Directors on a variety of projects including budgeting of new program personnel, analysis of current personnel, and tracking of center wide FTE.
- Prepare, distribute and monitor quarterly performance evaluations.
- Maintain personal records for all staff in accordance with Licensing Standards, WACs and EEO requirements and JCAHO and CARF accrediting standards, including overseeing audits and licensure.
- Answer phone and written inquiries regarding the status of current and past employees.
- Conduct Criminal Background checks, State License and Degree verifications.
- Participate in and conduct both exempt and nonexempt salary surveys to ensure compensation objectives are achieved.
- Conduct screening interviews and reference checks on qualified applicants.

Education:

Professional in Human Resource Management (PHR), May 2003

Society for Human Resource Management (SHRM)
