

- Mark Your Calendar
- Harrisburg Update
- Workforce Shortage

## 2015 General Meeting Dates

### Mark your Calendar!

#### November 12, 2015

"So, what is my business worth?"

Brian Vensel / John Marks  
2016 ACCWPA Officers Election  
DoubleTree – Meadowlands

#### December 2015

No meetings.

#### January 14, 2016

TBA

#### February 11, 2016

TBA



Adopt the belief that "I'd rather be happy than perfect." Only if that's your intention, of course.

Forgive yourself for not being perfect. Forgive others for not being perfect. What you focus on grows. Focus on what you like about yourself and others; ignore what you don't like. Forgive yourself *immediately* and *every time* for not being perfect and let it go. Stay in the present moment.

- david humes

## Don't Let Your Business Go UP in Smoke

According to the National Fire Protection Association, U.S. municipal fire departments responded to an estimated 1,240,000 fires in 2013, which resulted in more than \$11.5 billion in financial loss, injured more than 16,000 people, and killed more than 3,000.

We at Federated Insurance have seen the results of this kind of devastation first-hand. And, what we find most alarming is that the vast majority of fires are avoidable. An in-depth study of Federated clients' fire-related losses shows the leading causes to be:

- Spontaneous combustion of improperly stored, oil-soaked rags and other combustible materials
- Over-loaded electrical circuits and improper use of electrical cords and surge protection
- Careless smoking
- Improper storage of flammable liquids

Each of these fire risks can be avoided by following proper prevention steps.

In recognition of Fire Prevention Week, October 4-10, 2015, we are encouraging all business owners to create a fire prevention plan that includes inspecting their facilities for major fire hazards. In early October, all Federated clients will receive an updated **Fire Safety Checklist**, which is intended to help evaluate their fire risk. This updated checklist, and many additional fire prevention resources, including an employee training video, are available from your Federated marketing representative, Federated's Shield Network®, and our Risk Management Resource Center.

(© 2015 Federated Mutual Insurance Company. All rights reserved. This article is intended to provide general recommendations regarding risk prevention. It is not intended to include all steps or processes necessary to adequately protect you, your business, or your customers. You should always consult your personal attorney and insurance professional for advice unique to you and your business. For more information on ACCWPA's Federated Insurance program contact Matt Johnson, Account Executive ACCWPA's Federated representative at 606-923-6350 (mdjohnson@fedins.com); be sure to tell him you are a member of ACCWPA)

## 2016 Executive Officers Elections

### 2016 ACCWPA Proposed Officers

#### Executive Officers:

Steve Woodring, President, Wade Htg & Clg  
Rege Dumm, Vice President, A-Air Inc.  
Chuck Rauch, Treasurer, Valley Htg & Clg  
Rob Champe, Secretary, Shearer Htg & Clg

### Addressing the HVACR Workforce Shortage

The HVACR industry is facing a workforce shortage unlike anything it has seen in the past.

- The Bureau of Labor Statistics (BLS) estimates 34% industry growth in next decade, creating new jobs
- 31% of the HVACR workforce is expected to retire and need to be replaced in next decade
- 65% of HVACR workforce in ten years will be people not in the industry today
- 56% of the seats in HVACR programs remain empty
- 50% of the HVACR instructors surveyed stated they will retire within seven years
- HVACR instructors need professional development
- The majority of HVACR programs are not accredited and follow no national standards

This information comes to us courtesy of the Bureau of Labor Statistics and several reports from the HVACR Workforce Development Foundation showing the Workforce Shortage is Worse Than We Thought.

To fix the problem we must all be part of the solution by Uniting the Industry Around Education in helping instructors grow their programs. Regardless of one's role in the HVACR industry, everyone's success is tied to the success of HVACR educational and apprenticeship programs. Everyone can get involved by attending the program advisory meeting of a local program.

We hope everyone will join us in uniting around education for future of the industry depends on it.

## EDUCATION EVENTS



*"Go for it now.  
The future is  
promised to  
no one."*

— Dr. Wayne Dyer

#### SmartWords You Must Remember..

"Do the best you can and don't beat yourself up when you fall short of your goal. We're all fallible human beings. Hold yourself accountable and forgive yourself and others as often as is necessary for not being perfect."

— David Humes

#### Inspiration

*Be*LIEVE  
IN  
*You*RSELF

## ***An employee recently changed her name, when should I update her personnel records?***

**Question:** An employee recently finalized her divorce and has provided the court record with her new name. Can I change her name on her personnel records before she provides the updated social security card and other ID?

**Response:** As an initial matter and from an employment law perspective, an employer is not required to have an employee redo employment documents when the employee's last name changes, but there are certain changes that the employer may want to make as a best practice. With regard to payroll, we are not aware of any wage/hour or other employment law that would require an employer to change the employee's name so long as she is properly paid for all hours worked. That said, if the employee changes her name with the Social Security Administration, there is less chance of confusion if the employer changes the employee's name on payroll documents so that the employee's name and Social Security number will match (primarily for tax purposes).

If the employee has provided you with court documentary evidence that her name has been lawfully changed, and it is just a matter of waiting for new documentation to arrive, then we do not see any reason not to make changes internally, at least to her company email address, name plate, etc. If you need an updated Social Security card to change the W-4, then of course you must wait for that (see below for more on this).

Note that when an employee changes his or her name, the employer is not required to have the employee update the Form I-9. The USCIS addresses this on its webpage as follows: "When an employee changes his or her name (for example, when an employee marries), an employer may but generally does not need to note the name change on Form I-9. However, if the employer is completing Section 3 for reverification purposes or because the employee was rehired within three years, then the employer should: Note the name change in Section 3 of Form I-9; note the reason for the name change on the form, if the employee offers a reason for the change; and store any proof of the name change the employee may voluntarily give you with the form. There is no requirement that employees show proof of a name change for the Form I-9. When reviewing List A or List C documents in the reverification process, the employer should make sure that any document presented with a new name reasonably appears to be genuine and relates to the person presenting it." See <http://www.uscis.gov/i-9-central/complete-correct-form-i-9/complete-section-3-updating-and-reverification/completing-section-3-reverification-and-rehires> for more information.

Thus, while updating the Form I-9 is not, per se, statutorily required (nor is there is any specific time frame required), Section 3 of the Form I-9 provides a place where the employer can update and designate the employee's new name (in block A), and we recommend that the employer do so if it learns an employee has changed her name. The employer need only attach a note or copy of official documentation (i.e., marriage license or divorce decree, etc.) to support the new name that is being designated. For additional information and particularly in regards to properly reporting income and withholding taxes and other requisite deductions, you may wish to consult with a local tax professional relative to this and any other applicable tax forms (including W-4 and any state tax documents) and/or reporting obligations you may have as to an employee who experiences a legal change in name.

In addition, you may want to contact any benefit plan carriers for additional obligations to change the employee's name on related documents. The personnel file should reflect the employee's former and new name to avoid any confusion prospectively (i.e., if there are managerial changes in the future, etc., the file should make clear that the former and new name refer to one and the same person).

© 2014 Advisors Law Group, All Rights Reserved

(©2015 Federated Mutual Insurance Company. All rights reserved. This article is intended to provide general recommendations regarding risk prevention. It is not intended to include all steps or processes necessary to adequately protect you, your business, or your customers. You should always consult your personal attorney and insurance professional for advice unique to you and your business. For more information on ACCWPA's Federated Insurance program contact Matt Johnson, Account Executive ACCWPA's Federated representative at 606-923-6350 (mdjohnson@fedins.com); be sure to tell him you are a member of ACCWPA)

## **GUEST SPEAKERS BIO**

### **Brian Vensel**

Making use of my background as a CPA, primarily with Price Waterhouse and as a founder and VP of Acquisitions with Comfort Systems USA, I started an M&A firm 15 years ago, M&A Associates. The firm spends nearly all of its efforts serving clients performing merger/acquisition consulting services. Although we've represented buyers, performed expert-witness testimony in buy/sell situations, our prototypical-client situation is working with privately-owned companies.

In these circumstances, we specialize in selling the operations to publicly-traded companies where possible to maximize value.

You will note that my firm has no web site, and we don't market on LinkedIn, Facebook or any social media.

While I spent the first 2+ decades of my professional career in Houston, Texas, I have been in SW PA since 2001. As a result, it hasn't been until the past 6 - 8 years that we've done more business in the local area.

More prominently before recent years and continuing to a slightly lesser extent, we have been and are currently involved with clients in many states including Texas, Missouri, Florida, Colorado and Virginia to name some.



522 East Vanderbilt Drive  
Mars, PA 16046-2370

FIRST-CLASS MAIL  
U. S. POSTAGE  
**PAID**  
PITTSBURGH, PA  
PERMIT NO. 1732

**FIRST CLASS**

## Indoor Environmental & Energy Professionals



### ACC-WPA Upcoming Events

#### November 12, 2015

"So, what is my business worth?"

Brian Vensel / John Marks

2016 ACCWPA Officers Election

DoubleTree – Meadowlands

#### December, 2015

No Board or General Meeting

#### January 14, 2016

TBA

#### February 11, 2016

TBA



### 2015 Officers and Directors

**President:**

Dave Williams, A-Air Company

412-728-5148

**Vice President:**

Steve Woodring, Wade Heating & Cooling

412-787-1341

**Treasurer:**

Chuck Rauch, Valley Heating and A/C

724-941-9793

**Secretary:**

Rob Champe, Shearer Heating & Cooling

724-222-1830

**CONTRACTOR DIRECTORS:**

Bob Boyle, J. A. Sauer

412-600-6191

Ron Doebler, Premier Heating

412-928-8277

**ASSOCIATE DIRECTORS:**

Steve Bichey, Johnstone Supply

724-561-3345

Colleen Karnes, Standard Air & Lite

412-920-6505

Mike Marhefky, Carrier Enterprise

724-989-9555

**SPECIAL ADVISOR:**

Rege Dumm, A-Air

412-741-9420

John Matthews, A-Air Company

412-741-9420

Bob Champe, Shearer Heating & Cooling

724-222-1830

**Executive Director:**

Pat Forker

accwpa@zoominternet.net

Office/Fax 724-779-1860

Cell 412-760-5792