

# The NETWORK

INTEGRATING

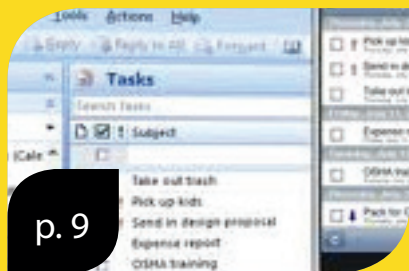
KNOWLEDGE

AND

CONNECTIONS

## Taking a Total Rewards Approach

To Meeting the Needs of Highly  
Compensated Talent



Microsoft Outlook for iOS



Online Safety



The True Cost of Recruiting

## THE NETWORK IS PUBLISHED QUARTERLY BY

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The Association of Legal  
Administrators

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## THE NETWORK

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## THE POWER OF YOU... IT'S UP TO YOU!

VICKI L. SMITH-BILT, SPHR, CLM  
*GREENBERG TRAURIG*

This is my final President's Message. It has been an honor and a privilege to serve as your President for a second time (my first term was 2001-2002). As I transition into my position as Director/Immediate Past President, and turn the reigns over to Judi Pawloski, your new President, I remind you that the Power of You...Is Up to You!

Our world is filled with countless resources. I'll focus on those provided by our powerful professional association, the South Florida Chapter of the Association of Legal Administrators (ALASOFLA). They are all meaningless, though, unless you take action.

- You are already a member; become an active member! Volunteer! We need you. Volunteer for a committee, or for one activity. Volunteer to sit at the registration table for one meeting – it's a great way to meet people, and you're already planning to be there!

- Take advantage of the many and varied educational opportunities.
  - ALA Webinars: We offer them at no cost to you in 4 distinct geographic locations.
  - Monthly luncheons: There is always an educational component. We have excellent speakers, on-point topics, and we brought back the annual roundtable discussions!
  - Educational conferences: By the time you receive this newsletter, we will have hosted our first Diversity & Inclusion Conference, on March 20. We look forward to the next one!
  - ALA Conferences: We offer generous scholarships to any ALA conference; you need only participate in ALASOFLA events. Check the website at [www.alasofla.org](http://www.alasofla.org) for rules and application form.
  - Community Service and Charitable Events: We offer many hands-on opportunities to give back. Please check our calendar of events and sign up!

- Make a commitment to yourself. You and your professional development are worth a luncheon one day per month, and an educational conference once a year.

- Commit to increasing your knowledge: We've brought back the book review in the newsletter (although not in this issue). You have so many channels for information – you can read or listen to a book, listen to a podcast, a TED talk... and although it can be about the business of law, it doesn't have to be. We have active CLM study groups – think about pursuing your certification.

- Have FUN! I can state with certainty that I have made friends, traveled, and enjoyed wonderful experiences with ALA. Where else could I have played golf in a tournament the first time I ever stepped onto a golf course? Where else could I have gone On The Edge of Toronto's CN Tower? Where else would I have had the opportunity to ride my bike at the very tippy top of the Homestead Speedway track?

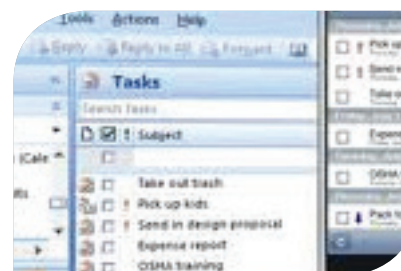
**The Power of You? It's up to you.**

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Contributed by [Gregg L. Fine](#), PRP, AIF,  
Area Vice President  
Retirement Plan Consulting  
Arthur J. Gallagher & Co.

# Taking a Total Rewards Approach To Meeting the Needs of Highly Compensated Talent

As many employers begin to contemplate a defined contribution healthcare world, it is important to understand the issues that the defined contribution plan has created from a retirement perspective. The paradigm shift to defined contribution plans occurred long ago in retirement, and the shift put stress on employees to properly save and invest over their working years. Most employees can save a significant portion of their incomes with the 401(k) plan option alone. For these employees, the education emphasis is around proper savings rates as it is important that employees manage their personal budget. However, for many highly compensated employees, their budget isn't as significant of an issue; their issue is the savings rate limitation in the 401(k) plan. These employees want to be able to save 10% to 15% of their compensation towards retirement, but they are restricted due to the annual deferral limit for the 401(k) plan. This is the primary dilemma of the defined contribution model for retirement.

By taking a total rewards approach to retirement, employers have more than just the qualified retirement plan option to choose from. Many organizations are beginning to use the non-qualified (NQ) retirement plan platform to provide additional savings capacity to their highly compensated workforce. This NQ platform provides highly compensated employees an opportunity to save pre-tax with tax-deferred earnings. Distributions from NQ plans are taxable as income in the year they are received, just like a 401(k) plan. The NQ plan complements the 401(k) plan and allows participants to use both plans to accomplish their savings goal. If this goal is met, then an employer should have improved turnover of its executives, positively impacting retirement preparedness and overall top talent engagement.

This is the perfect scenario for many employers; optimal turnover of the employee population creates opportunity for younger workers and gives everyone a clear idea of potential career paths. If employees delay retirement due to financial security concerns, then the next generation of leadership may not have the opportunity to be promoted. No one wants to train their competition, and this is exactly what

## NON-QUALIFIED PLAN FUNDAMENTALS

**Definition-** A non-qualified plan allows highly compensated individuals the opportunity to defer more of their pay on a tax deferred basis above what is allowed in a 401(k) plan. These plans are popular because they allow for contributions from both the employer and employee.

**Objectives-** These plans are often effective in providing a "golden handcuff" so that key talent is protected from leaving the organization

happens when mid-career executives leave to pursue other opportunities because they don't have a clear next step within your organization. Surveys have outlined that losing a manager costs the company 1.5 times their annual compensation and the loss of an executive is 2.5 times the cost.<sup>1</sup>

The limitations of the defined contribution retirement world have created issues within a small, but important segment of your employee population. When retirement is a core

component of your total rewards program, consider complementing your qualified plan with a non-qualified plan.

*Gregg L. Fine, PRP, AIF has over 25 years experience specializing in designing and implementing retirement plans for organizations across the country.*

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January Chapter Luncheon  
Jolie Balido, President of ROAR Media presented  
"Best Practices for Working with the Media"

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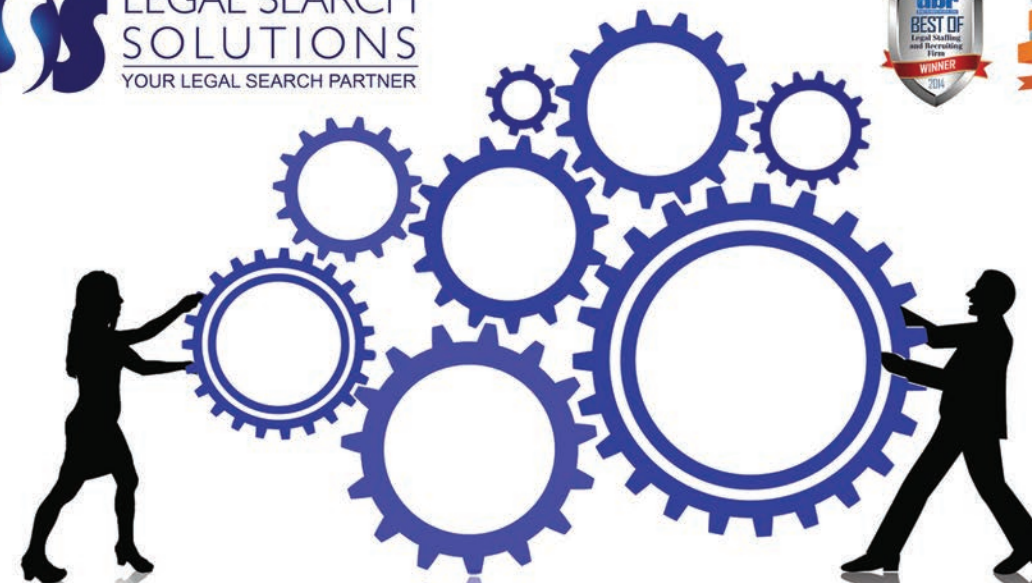
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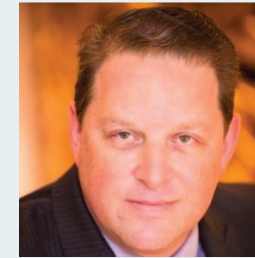
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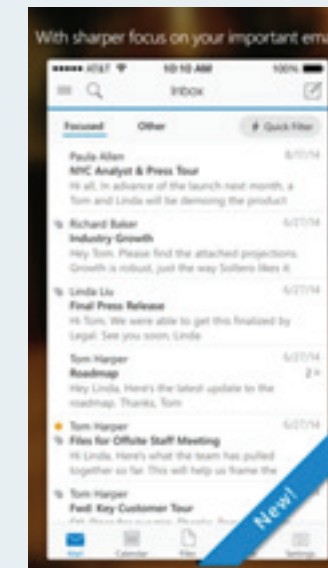
**Ilan Sredni**  
*[Palindrome Consulting, Inc.](#)*

## Review: Microsoft Outlook for iOS

Over the last few days, I have been testing the new Outlook App for the iOS. I wanted to share my findings. Outlook App is a new release piggy backing on one of Microsoft's latest buys. The Outlook app will allow you to connect to Microsoft Exchange, Outlook, Google, iCloud, and Yahoo mail accounts. For file storage, you can instantly hook into Google Drive, OneDrive, Dropbox, and Box. There are focus lists and scheduling options to help you get through your inbox faster, and your calendar is only a tap away.

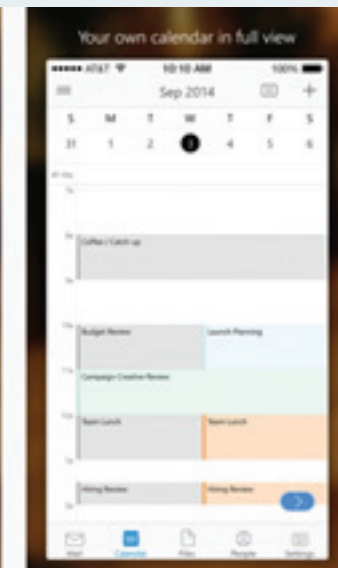
Not only does Outlook support all these services and perform all these tasks, but it does so exceptionally well. It also connects to all three versions of Microsoft Exchange (2013, 2010 and 2003).

When you launch Outlook on your iPhone or iPad you're asked to configure your accounts, both email and file storage. If you don't want to set them



all up right away, you can always add more through the Settings section.

One of my favorite things about the Outlook app is the navigation along the bottom. I can single-handedly tap between my inbox, calendar, files, and recent. In the mail tab, Microsoft has two main inbox views to help you get through your mail;



Focused and Other. The Focused list "smartly" moves things that Outlook thinks are important to you. All other messages are filtered into the "Other" folder. I'm still working to see how smart it really is.

At first I wasn't sure what the Focused list was actually doing. As time went on, however, I realized it was picking

up and filtering bulk emails, and other kinds of content that I really didn't need to address right away. All that was left on the focus box were important emails.

Speaking of scheduling emails, yes the Outlook app does that as well. The first time you attempt to schedule a message, you're asked if you want to set up a scheduled box. Outlook also lets you set up gestures (finger swipes). For example, in Mailbox I typically slide part way to the left to archive and all the way to delete.

Outlook dedicates an entire tab to Calendars. It's particularly convenient to be able to toggle to my calendar and see

if something conflicts without having to leave the app. I would, however, like to see Microsoft do more in terms of sharing and attaching events inside the Outlook. A month view would also be a welcome addition.

In terms of file integration, one tap and I have access to files in my inbox, whether it was a regular attachment, a Dropbox file, or a Google Drive document. I can even see stuff I have stored that isn't in my email by connecting to a Google Drive, Dropbox or One Drive.

#### THE GOOD

- The App is very fast and easy to use
- Completely allows to open and file within folders

by typing in a folder name

- Bulk mail management is better than most other clients
- Scheduling only adds one single folder to your email's file directory.
- File management is good
- Awesome landscape view for iPhone 6 Plus owners

#### THE BAD

- Draft emails support is terrible
- Missing connection to all your contacts, it only keeps the most recent contacts for quick access
- Calendar integration could use a month view and better share options

#### THE BOTTOM LINE

In my opinion, the app rocks and is a much better tool than the native Mail tool on the iOS.



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# ONLINE SAFETY - TIPS TO KEEP YOUR MONEY, REPUTATION & IDENTITY PROTECTED!



**MICHAEL A. GOLDSTEIN**  
President & CEO  
[Lan Infotech, LLC](#)

Working online provides us countless benefits – from easy communications with family and friends, seamless collaboration between employees, speed, easy management of tasks... the list goes on and on. But with all of those benefits come risks, and not knowing how to manage your online presence can be incredibly dangerous.

We type our information in so often that we can sometimes forget we're sharing sensitive data. Once something is put online it's there forever, so it's important to know the ways to stay protected. Microsoft is determined to keep users safe and volunteers

a number of tips to assist.

## Privacy

You may think you're keeping your privacy protected, but with all the sharing we do on social media, you might be putting more at risk than you imagine.

- Be wary of any websites that require you to fill out extensive personal data and always use discretion with what information you're providing.
- Always make use of privacy settings on any social media sites – take control over who can view your information and photos so they're not shared publicly.

- Take a look at any pictures you post before you share them... it may seem silly, but you could be exposing a lot of private information in your photos, from license plates, to student numbers, to addresses, and so on.

## Financial Security

- Always keep this in mind: businesses such as banks, retailers and credit card companies will never ask for your personal information and banking info through an email.
- Pay attention to every website you provide financial information to – some don't use proper security measures to block malware and other attacks, so

you need to use discretion and only work on trusted domains.

- Strong password protection is crucial! It can't be stated enough. Once a criminal has your username, all they need is a password to get full access to your information. If your password is easily discernable, your accounts are all at risk.

## Reputation

- Examine everything you post before you put it out there. Once something is online, it's forever. Rather than regretting posting an angry comment or an inappropriate photo later, take the time first to really think it through.

- A good indicator of whether the content you're posting is appropriate is to ask yourself whether you'd want your parents or boss to see it.

*[LAN Infotech](#) was established to make a difference in our South Florida community. We help our clients achieve success and grow their businesses. We do this by providing them just the right technology to make their jobs easier and to help their employees be more productive. We believe that technology should be seamless and second nature. As a Microsoft Certified Silver Partner, we provide technology consulting, services, and support for law firms.*

## MEMBER SPOTLIGHT - NURIA REINA

**Title:** *Director of Administration*

**Firm:** *Carlos F. Concepcion, PA – DBA  
Concepcion Martinez & Puente*

**Firm Size:** *25 members*

**Years in Field:** *14 years*

**What do you enjoy most about your job:** *The daily challenges, the diversity of it all and the people I work with.*

**What do you dislike most about your job:** *The petty complaints and how most people sweat the small stuff.*

**What impact has ALA had in your job**

**performance?:** *It's been a wealth of great information*

*The most difficult situation I have had to deal with was: A dishonest employee*

**In my role, I never thought I'd have to:** *Act like a babysitter..*

**In the office I try to set an example by:** *Treating everyone equally, with kindness and respect*

**If I weren't in my current position, I would like to be:** *A sole proprietor of a business*

**Favorite Musical Artist:** *Michael Bublé and Ed Sheeran*

**Favorite TV Program:** *House of Cards (Netflix), Homeland (Showtime)*

**Last Book Read:** *It's been awhile....*

**Hobbies:** *Traveling, exercising, and learning something new...*



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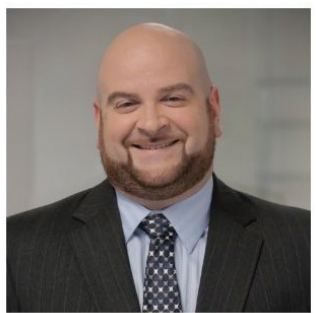


## ALASOFLA's 2015 ROOFTOP EXTRAVAGANZA



# THE TRUE COST OF RECRUITING...IS GOING IT ALONE MORE EXPENSIVE?

So you are looking to fill a spot at your company and you want the perfect person – but you really don't know where to find that perfect person. You can always put up an advertisement on Monster or CareerBuilder or any other of a number of websites and hope that good candidates actually apply for the position or you can tell your friends and colleagues and hope they



**Rudy Rodriguez-Chomat**  
Director of Attorney Recruitment  
[Solomon Search Group](#)

have a decent referral for you --- or, the best idea, you can contact a search consultant a/k/a recruiter to find you what you need.

So you say, why would I want to pay someone to find me a candidate that I am going to then pay to employ? It's simple.

Search consultants are experts in what they do.

Human Resource officers, managers and generalists are experts in HR, but they aren't experts in recruiting as recruiting is simply a part of their overall job which encompasses so many different things.

So you are the HR officer, Administrator, etc., and now you need to find the time to find the perfect candidate to plug a hole. Do you really

have hours upon hours to review hundreds of resumes that you get from CareerBuilder or Monster? Do you really then have the hours upon hours to narrow down the candidates to maybe five? Beyond that, do you have time to direct recruit excellent candidates out of competing firms or companies? Do you then have the time to call all these candidates and schedule interviews? Do you then have the time to thoroughly check references, check backgrounds and learn the ins and outs of the candidate you are looking to hire? Do you have a guarantee that the person will be the right person which will keep you from having to go through that search all over again in six months to a year? The answer

is a clear and concise NO. You don't have the time to do all of that "stuff" while trying to maintain all of your other normal duties.

Think about your day in HR. You deal with everyone's grief, everyone's issues,

the employee in replacing someone. You have to consider the true costs which include advertising, interviewing, screening, hiring, training, on-boarding, the time it takes to get the employee up to speed, the lost productivity, errors



*Think about it – do you really want to look at 400 resumes or look at five highly qualified resumes?*

problems, thoughts, ideas, questions etc., not to mention the benefits, payroll, disciplinary action, strategies and more. So really, do you have time to thoroughly RECRUIT? Unless you have a team of recruiters in your organization, the answer is not a chance. But even if you do have a team of recruiters, if you hire someone and the person fails in three months or less you have to start the process over. And while in-house corporate recruiters are an amazing tool to have in any company, outside search consultants take it to another level.

The costs are prohibitive when you think about replacing an employee. It generally costs up to double the annual salary of

made, cultural impact, etc.

A search consultant firm's entire purpose is to keep you from having to go through that process again for quite some time, if ever. A professional search firm will thoroughly screen candidates, thoroughly test candidates and thoroughly evaluate them. They learn the things about candidates you will never learn in an interviewing process because they can ask things you are prohibited from asking – things that could get a firm sued if they ask certain questions of a candidate. At our firm, we have found that this process gives us the ability to make an educated decision when submitting a candidate.. This leads to making sure

that you are getting an excellent candidate that will be there for a long time, someone who will grow with your company or firm, someone that will justify paying a premium fee to join your team.

Even then, the premium fee for an excellent candidate is far less than the cost a company goes through when doing all of these tasks on its own. Think about it – do you really want to look at 400 resumes or look at five highly qualified resumes? Logic says, five. Simply put, the expertise of a quality search consultant helps you to work smarter. And while smarter isn't always cheaper, it is always better.

*The Solomon Search Group is a female owned and operated legal search consulting firm located in Fort Lauderdale, Florida. Our counselors have over 75 years of legal recruitment experience in South Florida. We recruit primarily for the Miami, Boca Raton, Fort Lauderdale and West Palm Beach areas. However, we have evolved into North, Central and West Florida and have expanded nationwide with clients from California to New York. Since our professional recruiters have previously been employed by law firms in South Florida as well as New York City, we are able to offer you expert consultation and recruitment services in the South Florida legal market. We have the in-house experience that is critical in knowing what law firms want and who is a perfect match for our clients. [Contact us today!](#)*



## MEMBER SPOTLIGHT - TOM TERRELL

**Title:** Law Office Administrator

**Firm:** Loan Lawyers, LLC

**Firm Size:** 12 attorneys, 20 staff, 3 offices (Fort Lauderdale, Miami and Delray Beach)

**Years in Field:** 30

**What do you enjoy most about your job:** *Sharing with others what so many have shared with me during my career with law firms.*

**What do you dislike most about your job:** *Now that I am back in sunny Florida – nothing!*

**What impact has ALA had in your job performance? :** *The ALA – the dedicated folks at the organizational level along with so many caring and talented members have made my career possible and very rewarding.*

**The most difficult situation I have had to deal with was:** *Taking away the jobs of talented and hardworking people during the RIFs and downsizing of the recent past.*

**In my role, I never thought I'd have to:** *I never thought about being the most "mature" person in the office but it is what happens when you hang around for such a long time!*

**In the office I try to set an example by:** *Using good manners.*

**If I weren't in my current position, I would like to be:** *I have no idea.*

**Favorite Musical Artist:** *Right now – Coldplay – who would have guessed?*

**Favorite TV Program:** *Turner Classic Movies.*

**Last Book Read:** *Hire Slow, Fire Fast.*

**Hobbies:** *Travel and opera.*

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Sat., April 25, 2015

Volunteer Opportunity:  
PinoStrong & HeroBox

South Florida Chapter ALA  
Members and Business  
Partners are invited to join  
#PinoStrong Foundation on  
Saturday April 25th in honor  
of Danny Pino's birthday to  
prepare care packages for  
troops overseas.  
10 am - 2 pm  
Coral Reef High  
School Cafeteria

Wed., April 29, 2015

Legal Expo Debriefing  
Luncheon

We want your feedback!  
We would like to hear your  
thoughts on this year's expo  
and how we can make it a  
better experience for you and  
your company.  
12:00 - 2:00 pm  
Greenberg Traurig

Thurs., May 7, 2015

Webinar: OneNote and  
Sharepoint Collaborative  
Note-Taking Made Easy

FREE TO CHAPTER  
MEMBERS

3:00 - 4:00 pm  
Broward, Miami-Dade  
and South Miami

Thurs., May 7, 2015

Happy Hour - Miami Dade

5:30 - 7:30 pm -  
American Social - Brickell  
Brought to you by The  
Gourmet Coffee Co.

Tues., May 12, 2015

Broward Monthly Lunch

Self Care - How to Eat,  
Release Stress and Live a  
Healthier Lifestyle with Dax  
Dunn of RAD Wellness  
11:45 - 1:30 pm  
The Tower Club  
IN MIAMI-DADE ON MAY 13



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- Head to the Social Media Theater to leverage new communication channels
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  - o Fuel the dialogue at Ignite Talks
  - o Learn and share knowledge at *BOLD (Business of Law Discussion) Bites*
  - o Relax and recharge your device at the Recharge Lounge

## Featured Speakers:



**ALISON LEVINE**  
Captain of  
the First U.S.  
Women's Everest  
Expedition



**TOM FLICK**  
Leading People  
to Excellence



**DAVID MEADOR**  
Broken Eyes,  
Unbroken Spirit

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