

When you need help with  
Human Resources, we're  
a perfect fit.



*Our HR professionals work one-on-one with  
your management team, providing effective  
training and solutions for your staff.*



# Essential HR tools for your business.



## Comprehensive HR Audits

*We create a full report with recommendations and any forms or documents needed.*



## FMLA Administration

*Assistance from certification through return-to-work.*



## Unlimited Consultation

*Made available to your HR administrator and managers.*



## Trainings

*We provide on-site or web-based trainings for employees/supervisors on a host of HR-related subjects.*



## Labor Relations & Benefits

*We provide expertise in the areas of contract negotiation, compliance with CBAS, representation at grievance and arbitration hearings, compliance with ACA, ERISA, HIPAA, COBRA and GINA*



## Recruiting Services

*We will source and screen top candidates and schedule interviews.*



## Employee Handbooks

*We will review and revise your current employee handbook or develop a new one.*



## Job Descriptions and Classifications

*We create job descriptions and classify positions as exempt or non-exempt from overtime pay.*



## Performance Mgt.

*We develop performance management processes and evaluation tools.*



## One-on-one coaching

*Made available to frontline managers.*



## Disciplinary Issues

*We will provide guidance through discipline/terminations.*



## EEOC Charges

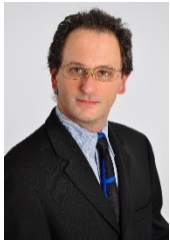
*We will help guide your responses.*

# We're putting the *resources* back in HR.



**Renee Mielnicki, Esq.,  
General Counsel & Director**

Renee grew up in Erie, PA and earned her Juris Doctor degree from Duquesne University School of Law in Pittsburgh. In addition to serving as General Counsel and consulting clients on all HR issues, Renee regularly helps clients with every kind of employment-related legal document including a broad range of agreements.



**Benjamin Orsatti, Associate General Counsel, Senior Consultant**

A graduate of the University of Pennsylvania as well as the Duquesne University School of Law and admitted to the Bar in 2004; Ben has practiced in state and federal court and has represented both labor and management in interest and grievance arbitration and proceedings before the NLRB, PLRB, EEOC, and OSHA. Ben's expertise extends to all areas of labor and employment law, including contract negotiation, compliance review (including OFCCP), employee benefits (including ERISA-related issues), and human resources.



**Nancy Owen, PHR**

Originally from Connecticut, Nancy lives in North Carolina, bringing years of HR experience (and the occasional home-baked treat) to our southern clients. In addition to general consulting with all clients and FMLA administration, Nancy works one-on-one with mid-level managers to improve time management skills and coach them through the performance management process.



**Laura Pokrzywa**

Laura's background combines a bachelor's degree in journalism from Iowa State University with HR experience making her right at home creating employee handbooks for our clients. In addition to general consulting, Laura works closely with clients to update their policies and ensure they have an effective, legally-compliant handbook.



**Derek Ross**

A native of western Pennsylvania, Derek earned his bachelor's degree in Business Management from La Roche College. He brings years of experience as a recruiter and HR administrator to our HR team, including prior work with the Department of Defense and intelligence community. In addition to helping clients recruit, Derek provides full, on-site HR support.



**Jennifer Price, PHR, SHRM-CP**

A native of western Pennsylvania, Jennifer earned her bachelor's degree in HR Management from California University of Pennsylvania. Additionally, she is a Certified Professional in Human Resources with over 17 years of experience. Throughout her career Jennifer has functioned as a generalist, and has also specialized in the areas of Recruitment, Employee Relations, Engagement, and Benefits. Jennifer has worked to help companies minimize organization risk, reduce employee turnover, and to develop organizational leaders.



# Our tools take the burden off you.



## **Toll-free HR Helpline 855.873.0374**

*Speak directly to one of our HR experts. After hours? Your call is returned the next business day.*



## **Ongoing education for supervisors/administrators**

*Gain access to live webinars and our bi-weekly HR blog.*



## **Essential training**

*Whether on-site or online; stay updated on topics such as: FMLA, Drug and Alcohol training, Discipline/Termination, Workplace Violence, and Performance Management.*

## What our clients have to say:

"USSE2 is a small business that moved to the Pittsburgh/Morgantown market in 2015 in support of a government support contract. As a small business with large business needs, we teamed with East Coast Risk Management to provide us with a broad spectrum of support to include Human Resources, Legal, Case Management and Training. Our relationship with this team has been outstanding. Their customer focus has allowed us to tailor their expertise around our needs in a very professional, cost effective manner. The partnership we enjoy has played a large role in the success of our company."

**Dane Anderson, Program Manager**  
**USSE2 O&M Services**

"East Coast Risk Management gives me the confidence to make HR decisions that are fair to both the employee and to my company. Prior to establishing a partnership, I handled HR issues like most companies- hoping I did it right. Now, with the help of qualified HR professionals, I know I do it right, and am compliant with the law while being fair to my employees."

**John Yurconic, President**  
**JOHN YURCONIC AGENCY**

"East Coast Risk Management has been extremely helpful in all aspects of HR. From everyday questions to HR law, they have been key in helping our company become successful. HR is complex, so having them to bounce ideas off is great. They are always there to answer even the simplest of questions! We are truly grateful for the support this team has provided us. We enjoy working as a team with them."

**Renee Lane, Human Resources**  
**HOLBEIN INC.**

"We have gained a lot from our professional arrangement with East Coast Risk Management. They helped us step by step with our new employee handbook and great ideas to help our company and our over 400 employees. They keep us abreast of issues pertaining to HR and helping reduce our risk and liability. It is fantastic to have such support. It helps us tremendously and lets us focus on growing our business."

**Nimita Kapoor-Atiyeh**  
**WHITEHALL MANOR, INC.**

**CONTACT US:** *East Coast Risk Management*

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