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TO: Ooltewah Employees
FROM: Julie Hoover, Vice President of Human Resources
RE: Organizational Changes in the HR Department

Our HR department is committed to fostering a positive work environment that supports a culture of growth and learning. To attract, develop, and retain top talent, we uphold our organization's policies and implement necessary changes to stay current with the industry. As we continue to grow, we are making important decisions about the HR department's structure to set up Miller Industries for future success. With this goal in mind, I want to inform you about the changes in the HR Department structure.

I am pleased to announce that we have appointed Maggie Carrington as an interim HR leader. Maggie served as Vice President of People & Culture at CBL Associates for 24 years. Before that, she had over 15 years of HR experience in manufacturing. She has recently established a consulting firm named HR Habitude. Maggie will be available from Monday to Friday, between 8 AM and 12 PM, to provide HR assistance and guidance. Her role will be to help supervisors and managers lead their teams effectively, communicate new HR initiatives, address employee relations issues, and assist with departmental reorganizations.

Additionally, Maggie will work with us to conduct an organizational assessment to identify areas that require improvement, develop a recruitment process for hiring permanent HR leadership, and prepare the organization for a successful strategic planning process in 2024. This interim HR leader role will provide us with the opportunity to evaluate the current state of our HR department and develop a more efficient and sustainable HR department structure for the future. Please join me in extending a warm welcome to Maggie.

I also wanted to provide guidance on each team member's current roles and responsibilities within the Ooltewah HR department:

- Lacey Clark will assist with recruiting by finding new candidates and managing the interview process. She will also create job descriptions, perform salary benchmarking, extend job offers, attend career fairs, manage headcount reporting, and internal and external job postings.
- Colton Smith recently joined our team to assist Lacey with resume reviews and scheduling interviews. If you are a hiring manager, Colton may contact you to schedule interviews and provide resumes for review.
- Kelley Thompson will manage the front reception area and be the primary contact for new hire onboarding. This includes coordinating start dates, pre-employment screenings, and entering employee information into Kronos. She will also be responsible for issuing respiratory equipment and managing employee and vendor badges.
- Sandy Campbell is the primary contact for plant floor performance reviews, pay changes, terminations, benefits/ 401k administration, and timekeeping/ attendance management. Sandy should also be CC'd on any corrective actions for logging purposes.
- Dawn Cross is the main point of contact for transfers, leave management, worker's compensation, and the uniform program sign-up/return process.
- James Fulks will continue to be the primary for all training, including new hire orientation, safety training, leadership development, and Infor HCM/ WFM training.
- Russell Decker oversees the Weld School and handles forklift training and PAPR issuance.

As we navigate these changes, I want to reassure you that the HR department remains fully committed to providing excellent service to all employees. Please feel free to contact me or any other member of the HR team if you have any questions or concerns. We appreciate your understanding and cooperation during this period of transition. We are excited to enter this new chapter and will keep you updated on any changes that may occur.