

MEMORANDUM:

TO: MITE Employees

FROM: Debbie Whitmire, Chief Financial Officer

RE: Accounting Department Changes

I'd like to announce some exciting changes that we've made in the accounting department.

- Lou Ann Brinkley joined us on June 5<sup>th</sup> as Director of SEC Reporting & Technical Accounting. She will be working remotely, with occasional visits to our facilities as needed. She will oversee our public filings and provide guidance with related technical requirements.
- Elizabeth Cicci has been promoted to Corporate Accounting Staff and will now be overseeing the U.S. financial reporting for Boniface, as well as coordinating with the U.K.-based auditors for local reporting requirements.
- Robert Davis has returned to his role as Senior Internal Auditor. His extensive experience with the company provides a valuable perspective on the internal audit function. We look forward to his enhancements using advanced audit technology and software in this area.
- Effective September 1<sup>st</sup>, Josh Fredericks will be promoted to Business Process Optimization Specialist. Josh's new position is unique to the company and has been created to provide a specialized resource that will conduct research and analysis, as well as offer recommendations for enhancing our business processes. He will report to John Myers as he expands his knowledge of the LN system.
- Kateryna Kitar will join us on July 10<sup>th</sup> as Senior Financial Analyst, which is also a newly created position within our team. She will begin by assisting with our corporate budgeting process, review of our labor and overhead cost allocations, and acting as a liaison for Jige between the U.S. and French auditors. Kateryna will also assist with transitioning Southern Hydraulic Cylinder, Inc. into our financial landscape. She will relocate to Tennessee and work remotely until she has established a residence.
- Mike Macumber has recently been promoted to the position of HRIS Director. His experience with Kronos will help transition us into the new Infor system for human resources, timekeeping, and payroll. Mike will oversee the Payroll and HRIS departments and has added the following new employees:
  - Diana Wright joined us on June 19<sup>th</sup> as Payroll Manager. She will oversee the processing of U.S. payroll along with our current Payroll Administrator, Dee Miller.

- Megan Odum is an HRIS Analyst consultant who recently joined the team to assist the team with the transition to the new Infor system. She brings prior implementation experience with the software and is assisting Shannon Needham, our Senior HRIS Analyst, and Mike as we move toward our go-live scheduled for later this year.
- Brandon Miller has been promoted to North America Controller, effective June 19<sup>th</sup>, and will be overseeing the financial reporting for the domestic entities.
  - Adrian Carrillo will be joining Brandon's team on July 5<sup>th</sup> as Ooltewah's Accounting Manager.
    - Matthew Peay will join the Ooltewah AP team on June 26<sup>th</sup> as an Accounts Payable Clerk and work alongside Arianna Cousin, Katie Runcie, and Ashley Stratz.
  - Carrie Kaufman will return to her position of Accounting Manager, which will include both Pennsylvania and Greeneville, effective August 21<sup>st</sup>.
    - Her team will consist of Sara Babcock and Marilyn Scott in PA and Amy Emenaker supervising Angie Tate in GRN.

Please join me in welcoming our new team members and congratulating the others on their promotions.

Debbie Whitmire

Chief Financial Officer