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To: All Ooltewah Employees
From: Rachel Slikker, Human Resources Manager
Re: Organizational Changes in the Ooltewah HR Department
Date: November 13, 2024

It has been a pleasure connecting with the Miller team at all the Ooltewah locations. The team has been very welcoming, and I look forward to working with more of our employees in the days ahead.

Our HR Team's roles and responsibilities have evolved over the year. I am sharing the updated outline of the team members scope of responsibility to ensure employees are directed to the appropriate person for their HR need.

- **Rachel Slikker** - I will continue to take the lead on all employee relations matters at the Ooltewah location, encompassing disciplinary issues, pay concerns, investigations, and terminations. Additionally, I will offer guidance to supervisors and managers on effective team leadership and collaborate on the implementation of new HR initiatives aligned with our company objectives.

- **Kelley Thompson** - I am pleased to announce that we have promoted Kelley Thompson to Talent Acquisition Recruiter. Kelley has over 12 years of HR experience and will lead the recruiting efforts by creating job descriptions, performing salary benchmarking, create internal and external job postings, extending job offers, attending career fairs, managing headcount reporting, and processing all transfers. She will also outline processes and lay out selection guidelines for hiring supervisors and managers, while ensuring compliance with laws and regulations, finding the most qualified candidates, and managing the interview process.

- **Melanie Womack** - Melanie has been helping with recruiting and will transition those duties to Kelley. She will now focus on providing expert advice and guidance on HR process and procedure improvements by determining areas of opportunity for growth and by identifying enhanced tools to optimize our processes. This may include special projects and other various human resource functions.

- **Sandy Campbell** – Sandy remains the primary contact for plant floor performance reviews, benefits and 401k administration, timekeeping, and attendance management.

- **Dawn Cross** – Dawn is the liaison for short-term disability, long term disability, FMLA, worker's compensation, and other leave management. Dawn will also manage the uniform program.

As we navigate through these changes, I want to reassure you 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.