



Membership and Board Operating Committee | Agenda

October 25, 2022 | 2:00-3:30pm

Via Zoom | Meeting ID: **977 0090 7017** | Password: 158371

1. **Call to Order** – *John Baines, Committee Chair* 2:00pm
2. **Welcome** – *John Baines*
3. **Roll Call of Members** (if necessary) – *Correy Eimer, NKWIB Director*
4. **Self-identification of members**- at this time, any member of the board having a potential conflict of interest regarding any issue on today's agenda should self-identify – *John Baines*
5. **Approve Minutes** from previous meeting – *John Baines* 2:05pm *action requested*
6. **New Member Nomination** – 2:10pm *action requested*
 - a. Lisa Blank, St. Elizabeth Healthcare
 - b. Heather McClanahan, Fives Machining Systems, Inc.
7. **Review of Meeting Attendance Grid** – 2:20pm
8. **Review of Membership Analysis Grid** – 2:30pm
9. **New Business** – 3:20pm
10. **Adjourn** – *John Baines* 3:30pm

Next meeting: December 13, 2022, at 2PM
NKADD, 22 Spiral Drive, Florence
Or via Zoom

Vision Statement

Every Northern Kentucky community thrives as a result of sustained economic prosperity.

Mission Statement

We drive innovative policy and direct funding for workforce investment through strong community partnerships to promote: engaged employers, skilled jobseekers and collective impact.



Diversity, Equity, Inclusion Statement

The Northern Kentucky Workforce Investment Board embraces the need for diversity, equity and inclusion to be a component of everything we do. We strive to create a network that meets business needs while it also supports the dignity of our clients. We respond to regional employment needs through the perspectives of local employers' demand for talent and economic empowerment. We are a catalyst for equity, inclusion and life-changing results for all our clients. These priorities are supported through the values below and outlined in our diversity, equity and inclusion action plan.

NKWIB Strategic Plan Elements

1. Employer Services

Engage employers in the design of services that support talent recruitment, incentivize workforce participation and remove employment barriers.

- Monitor and respond to employer feedback on Career Center business services.
- Serve as a trusted resource and collaborator for employer and workforce partners.
- Assess and deploy WIOA resources as available to support hiring and upskilling.

2. Jobseeker Services

Prepare individuals to enter and advance along the talent pipeline by aligning with P-12, adult and post-secondary education to provide lifelong opportunities for the rapidly shifting realities of work.

- Monitor and assess outcomes for individuals utilizing Career Center and WIOA services.
- Leverage partnerships and resources to effectively engage clients in work and training opportunities.
- Connect educational and training partners with employers to further align career pipeline preparation.

3. Board Governance

Maintain strong leadership and community connectivity by fostering board member recruitment, retention and education efforts with an emphasis on diversity, equity and inclusion.

- Create a Diversity, Equity and Inclusion Committee comprised of board and community members to report regularly to the board and oversee DEI Action Plan.
- Create and implement a Diversity, Equity and Inclusion Action Plan.
- Increase initiatives designed to engage current board members and attract new board members from all five in-demand industry sectors and all eight counties in our region.

4. Data-Driven Decision Making

Respond to changing employer and individual needs by effectively leveraging local, state and federal resources and benchmarking impact through data and metrics through an equity lens.

- Collaborate with regional workforce partners to assess and drive progress toward local and statewide goals.
- Update financial and programmatic key performance indicators and analyze regularly through the NKWIB and its committees.
- Establish innovative workforce policy and funding using regional labor market information and local Career Center performance data.

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Membership and Board Operating Committee | Minutes

August 23, 2022 | 2:00-3:30pm

Via Zoom | Meeting ID: **977 0090 7017** | Password: 158371

Attendance

Members Present	Members Absent
John Baines	Nick Birkenhauer
Kimberly Rossetti	Dana Dobbs
Ryan Henson (<i>Provisional MBO Member</i>)	
	Staff Present
DEI Members Present	Simon Boxall
Catrena Bowman-Thomas	
Ashleigh DuBois	

John Baines called the meeting to order at 2:57 pm. Ryan Henson was provisional appointed as an MBO committee member.

Self-Identification

No members self-identified as having a conflict of interest on today's agenda.

Approval of Minutes

Kimberly Rossetti motioned that the minutes from the previous meeting be approved, and John Baines seconded. All voted in favor and the motion carried. Ryan Henson abstained as a provisional member.

Board Changes

Nomination

- Matthew Turner, Superintendent of Boone County Schools
- Natasha Bowsher, Vice President of Abrapower inc

Kimberly Rossetti moved to recommend Natasha Bowsher and Matthew Turner as members to the NKWIB. Seconded by John Baines. All voted in favor, motion carried. Ryan Henson abstained as a provisional member.

DEI Joint Discussion

- Prior to meeting quorum, the DEI committee discussed different people who may be candidates for nomination and MBO & DEI committee members were tasked with reaching out to these potential nominations.

New Business

- No new business was discussed

The meeting was adjourned at 3:05pm.

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MEMBERSHIP NOMINATION FORM LOCAL WORKFORCE DEVELOPMENT BOARD

NEW NOMINATION ☒ x
or
TERM RENEWAL ☐
or
REPLACEMENT ☐

By: Name: Brent Cooper
Agency: NKY Chamber
Position: President & CEO
Address: 300 Buttermilk Pike, Suite 330, Ft. Thomas, KY 41017
Phone: 859.578.6380

x Initial Term: 11/8/2022 ☐ 2nd Term: _____ ☐ 3rd Term: _____
(Beginning & Ending Dates Required for All Terms When Applicable)

* If a **New Nominee** to represent (check one): ☒ Business CBO ☐ Education ☐ Economic Development ☐ Organized Labor ☐ One-Stop Partner
Workforce Sector (if representing Business): _____
*If a **Replacement** – Name of Former Member: _____
- Group Represented: _____
*If a **Term Renewal** - CLEO signature is required with all term renewals as well as new nominees & replacements.

Representing: (Check all that apply)
☐ Labor/Representative of Labor ☐ Employee Representative (Labor) ☐ Adult Education ☐ Vocational Rehabilitation
☒ Community Based Organization ☐ Youth Serving Organization ☐ Higher Education ☐ Local Education Agencies
☐ Joint Labor-Management Apprenticeship Program ☐ Other (Specify): _____
Category member represents:
☐ Business ☐ Workforce ☐ Education and Training
☐ Government and Economic Development ☒ Other (Specify): Healthcare
*Entity represented is primary employer of nominee.
Nominee is an individual with optimum policy and decision making authority for the organization.

Name of Nominee: ☐ Mr. or x Ms. Lisa Blank, MS BSN RN PHR SHRM CP Title: System Director
Organizational Development
& The Office of Workforce
Development
Business Address: Street: 1 Medical Village drive
City: Edgewood State: KY Zip: 41017 County: Kenton
Employer: St. Elizabeth Business Phone: 859-817-1746
Home Phone: 859-466-8825 Email Address: Gblank1@fioptics.com
Explain Basic Responsibilities: Direct the Office of Workforce Development at St. E

Organization Affiliations (Civic & Professional): National Society of HR Management, American College of Healthcare Execs,
Kentucky Education Television Board Member & vice chair, and Honorable Order of KY Colonels
Qualifying Experience: Over 20 years of experience in Human Resources
Background information that reflects experience in human resource activities or Workforce Development related programs

For use by Chief Local Elected Official-This box must be completed entirely to meet WIOA requirements.
Appointed By:
Cleo Signature: _____ Date: _____
Printed Name: _____, ☐ Judge Executive or ☐ Mayor County: _____

LISA BLANK MS BSN RN PHR SHRM CP

1185 Thistleridge Drive
Hebron, Kentucky 41048
(h) 859-817-1746
(c) 859-466-8825
Gblank1@fioptics.com

Human Resource Division Leader with over twenty years of experience in Human Resources with over 22 years of system wide leadership in employment, employee relations, engagement strategies and processes, education, and leadership training as well as succession management in a faith based not for profit healthcare organization in Northern Kentucky with 10,000+ associates. Strong collaborative skills including team building and process management. Strong leader seeking a position that encourages autonomy, creativity in an organization where culture and people are considered for every decision made in the organization while utilizing skills gained in another industry. Seeking new possibilities in HR management while utilizing strong skill set in leading others. Leads 68 person OD team with designing, aligning and integrational organizational development and training initiatives to support corporate strategies with annual budget of \$8 million. OD Team consists of clinical education, orientation and onboarding, leadership development, career promotion and system wide Engagement and recognition program. Recently, took on the Responsibilities of the Office of Workforce Development and looking for collaborative, innovative programs/strategies to align the future and current healthcare workforce. Reports to the Chief Human Resource Officer.

Skills

Strategic Planning	Contract Negotiations
Policy Development	Coaching/Counseling
Communication	Talent Acquisition & Management
Total Rewards Design & Management	Global Mobility
Employee/Labor Relations	Leadership Development
Engagement	Cost Containment Strategies
Clinical Education	Simulation
Program Development	Health Career promotions

Education

Master's degree Industrial/Organizational Psychology
Northern Kentucky University 2006

Bachelor's degree of Applied Sciences/Nursing BSN
Northern Kentucky University 2001

Associates Degree of Applied Sciences/Nursing
Northern Kentucky University 1982

1985 Professional Registered Nurse License (Kentucky) active
1982 Professional Registered Nurse License (Ohio) Currently inactive

Professional in Human Resources (PHR)
2002 Certified -present

Development Dimensions International
2000
Past certified Facilitator/Leadership/management trainer for all management and executive staff.

Affiliations

National Society of Human Resource Management
Member since 2002

Member, American College of Healthcare Executives

Northern Kentucky University
Alumni Board member 2015-2022

Kentucky Education Television
Vice Chair, Board Member January 2021-current

Kentucky Colonel since 2004

Professional Experience
St. Elizabeth Healthcare (1991- current)

System Director Organizational Development & The Office of Workplace Development August 2022-present

**System Director, Organizational Development and Engagement
Human Resources Division
March 2018-current**

Newly recreated position to make development multidisciplinary with multiple arms reporting. Developed and mentored high performing team of 3 Directors, 5 managers and staff.

Lead efforts in Covid support with Leader rounding and education, converting classroom and orientation to virtual efforts, live streaming simulation, and health career programs as well as Leadership academy efforts.

Lead efforts to support the organization's Journey to Excellence with Studer principles including Huddles, speaker selection, event management, program development and event strategy.

Position includes direct responsibility of education, simulation, orientation, engagement strategy and programming build, System wide Engagement strategy with associate recognition system, Leadership academy, AHA Training Center and Health Career promotion strategy.

Responsible for 14 room state of the art Simulation Center. Recently won Association Talent development Best in Practice international award for Simulation in Code Blue Training in 2021.

Built new engagement survey platform through Press Ganey and implemented in 2019. Developed strategy for low performing departments and pulled large portion of those depts from Tier III to Tier II or I department rankings.

Built new associate recognition platform with OC Tanner and implemented in 2019. Had the organization's highest level of participation since our value platform inception.

Built 4 tracks of Leadership development platform, the Leadership Academy team and implemented in March 2019.

Developed organizations first Administrative Fellowship program. Three rounds of fellows have been through this program and working on the 3rd for a July start. Both fellows of 18-month fellowship have secured positions within the organization. Built NAHL site to conduct a national search, interviews and selection process.

Works closely with recruitment team in the Human Resources Division to determine optimal orientation strategy while keeping organization in compliance.

Implemented new LMS for system, developed structure and compliance reporting.

Responsible for 58 FTEs in current position. Turnover of 2 in the last three years.

Restructured department and built positions to meet system's goals for development.

Transition to Practice for new graduates were accredited with distinction by the ANCC for new graduates, specialty divisions and fellowships in early 22.

Developed regions first apprenticeship program for High School students for the STNA program.

Started the regions first Apprenticeship program for Nursing assistants in 21.

Seasoned Health career program and initiatives for healthcare awareness including speaker's bureau, shadowing programs, virtual programs and teacher externships.

Developed new roles in 22 in workforce strategy development that will impact new care models in the future in a multidisciplinary collaborative process. Developed job description, advocated for aggressive pay strategy and retention plan.

Responsible for over 1200 student clinical experiences and contracts associated with area colleges and universities.

Maintained aggressive budget and stayed fiscally responsible during covid.

Developed aggressive covid response plan including collaborative building and staffing of systems community covid clinic.

System Director for Employment/Development

Human Resources

January 2005-March 2018

System Director for the largest healthcare system in Northern Kentucky with over 8500 associates. Responsible for all recruitment initiatives of all disciplines as well as the

Employee Relations functions of the Health System as well as staff education including orientation, performance management, succession planning and leadership development. 6HR Business Partners 2 Sr. HR Business Partners, 2 HR Recruiters. 1 orientation/Performance management coordinator and 6 specialists, staff development staff, 30.0 FTE's and 1 Staff Development Director and 3 Staff Development Managers reported to this position.
Responsible for acquisitions and workforce restructures during tenure in Human Resources department.

Responsibilities

Positive employee relations experience, grievance process and consistency in how employee relations issues are handled. Reported and tracked all employee relations issues and ensured consistency among various leaders and HRBP staff.
Investigated EEO and civil rights matters, employee grievances, discrimination charges, disputes and other sensitive issues maintaining confidentiality throughout.
House wide orientation/training program development for entire system including performance management system using success Factors.
Analysis of turnover and retention initiatives across organization.
Manage all daily Human Resource operations.
Provides guidance to business partners and managers on employee relations issues.
Monitor policies around Employee relations and make recommendations for change as needed with very little litigation for an organization of this size.
Developed house wide Dispute Resolution policy and trained staff for Dispute Committee.
Support Performance management program and make recommendation for system upgrades and change.
Responsible for HR budget for employment as well as Organizational Development and Staff Development.
Developed online recognition program with outside partner which has been in place over 6 years.
Developed Associate recognition yearbooks in 2015 with positive Associate response and perceptions.
Collaborated with team on best practices and initiatives for recruitment and retention.
Ensured consistent policy interpretation, implementation, and adherence. Educated management team on new initiatives or changes to policy.
Responsible for harassment investigations as well as legal consultations when necessary.

System Wide Recruitment Responsibility

Lead team of highly trained Business Partners and recruiters to hire over 1400 associates on average and facilitated over 900 transfers within the organization.
Developed recruitment strategies and initiatives with input from Hospital leadership.
Developed system wide education with consultant on unionization and building Leader's skills on communication.
Developed strategies around outside sources and recruitment as well as contracts with social media sources, recruitment third party firms
Monitored metrics and workflow around recruitment.
Worked with IS to determine Peoplesoft workflow. Makes recommendations and decision making for workflow improvement.

Worked with Agencies as needed for traveler opportunities with contract negotiation.
Worked closely with leave mgmt. /employee health on current FMLA, leave, ADA issues.
Monitored HR metrics and productivity and well as turnover and retention strategies.
Reported exit interview data to executive team.
Selected task force to develop vision and values and key indicators for success.
Developed document imaging program in 2015 for paperless Associate record retention system.
Responsible for associate recognition events such as holiday events, hospital week, annual associate picnic and associate tenure awards banquet.
Responsible for succession planning as well as tracking of leadership development activities across the system.
Developed and built hospital engagement survey with the advisory board with 81% participation rate. Developed communication plan and encouraged house wide participation. Hospital engagement and contentment went up 10% in 2015 at 83%.
Recognized as one of 5 hospital systems nationwide to have the dramatic increase in engagement.
Built Modern Healthcare's Best place to work Engagement survey.
Worked with outside educational partner to develop management training program.
Initiated system's first mentoring program.
Active member of senior leadership team decision making processes.
Member of system Compensation/Benefits committee.
Active member of HR Board for Human Resources.
Actively sought and determined Learning management program for system.
Active member and senior decision maker on upgrades to PeopleSoft.
Responsible for health career awareness programs including Nurse Camp, STEM initiatives, AHEC initiatives including Explorer program and simulation programs.
In 2016, opened areas' largest state of the art Education and Simulation Center.

Experience

Greater Cincinnati Healthcare Council

2002-2005

Director Healthcare Workforce Center

Developed and initiated Healthcare Workforce Center for entire tristate region for all area hospitals. Developed recruitment campaign and initiatives to attract students into the health profession.

Collaborated with area hospital to have regions first virtual open-heart surgery for over 300 students. This has been annually times since then.

Started and developed area's first Tristate job shadowing program which is still successful today.

Successfully took regional vacancy rate for nursing from 21% to 8% in the three years the workforce center was up and running.

Coordinated turnover/vacancy/demographic data for the region for all area participating hospitals and hospital systems.

Coordinated regional schools/universities/colleges of nursing in various regional initiatives to increase enrollment in nursing schools.

Advisor for strategic planning and development of Human Resources.

Served as advisor to the Executive/management staff on all Human Resources matters.

St. Elizabeth Medical Center

HR Advisor

Responsible for recruitment of all ancillary/nursing staff for the nursing division resulting in vacancy rate of nursing personnel of less than 2%.

Utilized nursing management background and direct care experience to council perspective students and employees on the profession of nursing.

Conducts job fairs, health fairs at both high schools and universities/colleges.

Developed resource information guide for high school students wishing to enter nursing as a career with college and financial aid assistance information through the Nursing Workforce Initiative.

Developed, initiated, and maintained high school nursing scholarships to high school seniors and children of employees who wish to pursue a career in nursing.

Reported turnover and advised first line managers on strategies to correct any outlying turnover percentages.

Conducted external and internal surveys of salaries and recommended changes when needed.

Investigated EEO and civil rights matters, employee grievances, discrimination charges, disputes and other sensitive issues maintaining confidentiality throughout.

Assisted and maintained internal environment including events, employee activities, recognition, and award programs.

Developed and implemented nursing loan assistance program.

Collaborated efforts to implement Nursing referral recognition program for employees.

Developed, implemented, and researched foreign nurse recruitment. Recruited 32

Philippine nurses and has full responsibility for Credentialing and immigration process.

Foreign recruitment advisor for all professionals/entry level perspective employees across the organization.

Effectively able to use professional search firms for executive or difficult to fill positions.

Facilitated new employee orientations.

Initiated and facilitated efforts to make a temporary employee orientation film.

Acted in role of advisor for marketing in radio and television efforts.

Facilitated Advertisements in publications and newspapers in ongoing recruitment efforts.

Hospital Coordinator for Project Employ: A partnership among St. Elizabeth Medical Center, New Perceptions and Kenton County School System, a collaborative effort to train and employ disabled workers. Resulted in awards for Best Collaborative Effort, employer of choice by Kentucky State Dept of Vocational Rehab, Top employer in area by Northern Kentucky Human Resources Association.

Assisted in grant preparation in collaboration with New Perceptions for Project Employ.

Utilized knowledge of employment law including but not limited to ADA, FMLA, EEO, ERISA and VIPER.

Created training on various subjects including: How to improve employee relations, how to handle difficult employees, how to effectively coach and/or discipline employees.

Created and presented program for CE credit on Mentoring through the Greater Cincinnati Health Council.

Utilized People Soft Human Resource Information System in daily operations of HR administration.

Facilitated DDI modules related to leadership and management training.

Registered Nurse Experience **Nurse Manager, MICU/SICU**

SICU/MICU: Four years in line management of clinical and operational revenue centers with P & L responsibility of more than 4 million dollars annually and 47 FTE's.

Responsibility included: strategic planning, capital budgeting, continuous quality improvement and staff development.

Past clinical experience includes Medical Surgical nursing, Emergency nursing, Cardiac Surgery Recovery, Critical Care nursing, and house supervision.

Northern Kentucky University

Part time Faculty

Advanced Nursing Studies

Graduate Program, NRP 621

Human Resources in Healthcare Management

2008-2018

Developed and facilitated course for graduate program in nursing.

Course Objective: Theoretical and practical knowledge needed to manage human resources in the health care setting; development and implementation of personnel policies and practices that assist staff to work effectively toward individual and organizational goals; leadership skills, employee motivation and evaluation strategies.

Additional knowledge of strategies to attract, recruit, motivate and retain the healthcare workforce will be reviewed while gaining a greater insight on selection systems, job analysis and evaluation strategies and understanding biases impacting those practices. Cultural strains and the impact of Value Based Purchasing as well as the Healthcare Reform act.

Work Experience

2018-current

System Director, Organizational Development and Engagement

2005-2018

St. Elizabeth Healthcare

System Director Employment/Development

Human Resources

1 Medical Village Drive

Suite105, Dolwick location

Edgewood, KY 41017

859-301-5149

2002-2005

Greater Cincinnati Health Council
Director, Healthcare Workforce Center
Cincinnati OH 45238
513-531-0200

1991-2002

St. Elizabeth Medical Center
20 Medical Village Drive
Suite 271
Edgewood KY 41017
859/344-2150

Human Resources Advisor, 1998-2002

Previous positions: Nurse Manager, MICU/SICU 1995-1999

Staff nurse: Cardiac Surgery Recovery/House Supervisor 1991-1995

1988-1991

University of Cincinnati
234 Goodman Avenue
Cincinnati OH 45230
513/585-6007

Previous Position: Staff Nurse/Charge Nurse, Emergency Dept

1985-1988

St. Elizabeth Medical Center
Suite 271
20 Medical Village Drive
Edgewood KY 41017
859/344-2150

Previous position: Staff Nurse/charge Nurse, Emergency Dept

1982-1985

Providence Hospital
Kipling Avenue
Cincinnati OH 45230
513/981-6154

Previous Position: Head Nurse/Emergency Dept

Northern Kentucky University

2008- 2018

Adjunct Instructor, NRP 621

Human Resources in Healthcare Management

References Available Upon Request

MEMBERSHIP NOMINATION FORM LOCAL WORKFORCE DEVELOPMENT BOARD

NEW NOMINATION ☒
or
TERM RENEWAL ☐
or
REPLACEMENT ☐

By: Name: Brent Cooper
Agency: NKY Chamber
Position: President & CEO
Address: 300 Buttermilk Pike, Suite 330
Phone: 859.578.6380

☒ Initial Term: 11/8/2022 ☐ 2nd Term: _____ ☐ 3rd Term: _____
(Beginning & Ending Dates Required for All Terms When Applicable)

* If a **New Nominee** to represent (check one): ☒ Business ☐ Education ☐ Organized Labor
☐ CBO ☐ Economic Development ☐ One-Stop Partner
Workforce Sector (if representing Business): Manufacturing
*If a **Replacement** – Name of Former Member: _____
- Group Represented: _____
*If a **Term Renewal** - CLEO signature is required with all term renewals as well as new nominees & replacements.

Representing: (Check all that apply)
☒ Labor/Representative of Labor ☐ Employee Representative (Labor) ☐ Adult Education ☐ Vocational Rehabilitation
☐ Community Based Organization ☐ Youth Serving Organization ☐ Higher Education ☐ Local Education Agencies
☒ Joint Labor-Management Apprenticeship Program ☐ Other (Specify): _____
Category member represents:
☒ Business ☐ Workforce ☐ Education and Training
☐ Government and Economic Development ☐ Other (Specify): _____
*Entity represented is primary employer of nominee.
Nominee is an individual with optimum policy and decision making authority for the organization.

Name of Nominee: ☐ Mr. or ☒ Ms. Heather McClanahan Title: Director of HR
Business Address: Street: 2200 Litton Lane
City: Hebron State: KY Zip: 41048 County: Boone
Employer: Fives Machining Systems, Inc. Business Phone: 859-818-4039
Home Phone: 859-818-4039 Email Address: Heather.mcclanahan@fivesgroup.com
Explain Basic Responsibilities: Oversee HR functions for multiple N. American and Canada locations and offices for strategic Workforce planning, training & development initiatives, employee attraction, retention and development
Organization Affiliations (Civic & Professional): NKyFAME, NaviGo Scholars, SHRM, Kentucky Chamber of Commerce Talent Pipeline Management (2020 cohort), GROW Pillar 4 (previously Pillars 2 & 3)
Qualifying Experience: HR professional with focused experience in work-based learning programs, workforce development, employee attraction and retention strategies, leveraging economic development resources for training and apprenticeship at both the higher education and employer sectors
Background information that reflects experience in human resource activities or Workforce Development related programs

For use by Chief Local Elected Official: This box must be completed entirely to meet WIOA requirements.
Appointed By:
Cleo Signature: _____ Date: _____
Printed Name: _____, ☐ Judge Executive or ☐ Mayor County: _____

Heather McClanahan Maxfield, SHRM-CP
1616 Poplar Ridge Court, Florence KY 41042
heathermcclanahan@icloud.com
859-818-4039

WORK EXPERIENCE

Director of Human Resources

Fives Machining Systems, Inc.
May 2022 to present

Senior Human Resources Manager

Fives Machining Systems, Inc.
June 2021 to May 2022

Manage all aspects of human resources department for 300+ employees across three facilities and remote in the U.S. and Canada. Implement change management strategies related to organizational culture, recruitment, succession planning, and training and development. Oversee administrative functions of human resources department including payroll, benefits, onboarding, performance plans and appraisals. Make recommendations to senior leadership regarding market compensation and benefits benchmarks. Collaborate with regional workforce organizations to implement strategies for talent attraction and retention. Currently designing and implementing Fives Machine Tool University, a state of the art training center, to aid development and set career pathways for employees at all levels of the organization.

Adjunct Instructor – Workforce Solutions

Gateway Community & Technical College
September 2022 to present

Apprenticeship Project Manager

Gateway Community & Technical College
November 2019 to present

Navigate registered and customized apprenticeship programs with regional employers, Department of Labor and Cabinet for Education and Workforce Development. Develop related technical instruction for apprenticeship programs. Manage compliance initiatives. Develop and deliver custom workforce training solutions for regional employers. Recruit students for work-based learning opportunities.

Additional roles & committees

Adjunct Instructor, Workforce Solutions
Apprentice Academic Advisor
Test proctoring

Apprenticeship Academy, Program Manager
NKyFAME, Program Coordinator
MAPS Apprenticeship Program Manager
SEM Strategic Engagement sub-committee, adult learners
KCTCS Apprenticeship Marketing committee

Human Resource Manager

Abrapower Inc,
March 2017 to November 2019

Manage all aspects of Human Resources Department through change management initiatives, including, but not limited to, payroll; benefits plan design, implementation and management; recruiting, onboarding, and training development; corrective action and investigations, EEOC, WOTC, workers' compensation; assist production manager with manufacturing operations and maintaining OSHA compliance; reporting; coaching; tax incentive research; 401k and IRA management and testing; create and maintain positive employee experience. Served as Shipping and Receiving Manager during extended employee absence.

Account Manager, Direct Hire Skilled Placement

Staffmark
May 2015 to May 2017

Develop and oversee 30+ manufacturing and skilled trades customers, recruiting for direct hire placements for highly skilled, technical manufacturing trades; assist with onboarding new employees.

EDUCATION

Morehead State University, Richmond, KY
Master of Arts, Communication, May 2022

Northern Kentucky University, Highland Heights KY
Bachelor of Arts, Communication 2001

Gateway Community & Technical College
Certificate: Society for Human Resource Managers, 2018

SKILLS

- Recruiting
- Change Management
- Manufacturing Operations
- Toyota Production Principles
- Basic MIG and TIG welding

- Technical training design and delivery
- Employee handbook design and implementation
- Employer policy design
- Forklift certified
- Blood borne pathogen & CPR/First Aid certifications
- Benefit plan design
- Microsoft and Google suites
- Basecamp, Peoplesoft, Access, HRIS,
- Payroll management
- Grant fund sourcing/braided funding
- WOTC & Federal Bonding programs
- Department of Labor RAPIDS management
- Design & implement customized & technical training
- WIOA

PROFESSIONAL AFFILIATIONS

NKyFAME (Federation for Advanced Manufacturing Education)
 Vice President & Secretary, 2018 to 2019
 Program Manager, December 2019 to present

Northern Kentucky Society for Human Resource Managers
 Member since 2018; recertification 2021

Kentucky Chamber of Commerce
 Talent Pipeline Management Champion, KCTCS Cohort, 2020

Navigo Scholars
 Business sponsor, 2018-2019
 College and Career Coach, 2019 to present
 Individual college and career coach, 2021 to present

Northern Kentucky Chamber of Commerce
 Pillar 2 (college & career readiness) member, 2019 to June 2021
 Pillar 3 (post-secondary & adult education) member, 2020 to June 2021
 Pillar 4 (talent attraction & retention) member, June 2021 to present