

**Upcoming Events****New Employee Orientation**

Hosted by The Center for Competency Development

September 19, 2023  
8:00 a.m. - 9:30 a.m.  
Presentations are scheduled for 90 minutes, and can be attended live or virtually.

Cost to attend is \$40 per person.

Registration is required.

Contact Tom Berriman  
Tom.Berriman@kabu.net.

**Equipped Live**

The next Equipped Live is scheduled for September 18, 2023 at 6:00 p.m. Additional details will be emailed in advance of the event.

Equipped Live topic suggestions are always welcome and can be submitted to Jackie Krawczak  
jackie.krawczak@kabu.net

**this issue**

**New Space in Building 711 pg.1**

**Employment Paperwork pg.2**

**The Center for Competency Development pg.3**

**Immunizations pg.4**

**Office Space Available at Building 711**

Employees of IFMC members now have access to additional office space that can be utilized as needed, through short-term or long-term arrangements.

I2P, LLC has leased an 18,000 square foot building at 711 West Chisholm Street in Alpena and is sponsoring utilization opportunities through memberships. The building can accommodate 80 people, and even with

many spaces claimed for long-term memberships, there are still desks available. The space is a mix of limited private offices and spacious cubicles. There is also a conference room that can accommodate 20 or more people, depending on the arrangement requested. Utilization of the space includes access to printers, copiers, internet, and all general office supplies.

Most spaces can be booked online through Microsoft Outlook by searching for .711 and then the desks of interest to view availability. Questions can be directed to Leslie Davis.



# Employment Paperwork - A Refresher

When you were first hired by a member of the IFMC, do you recall the paperwork you completed with a representative of ESI? The first days are a blur and the information can be overwhelming. Following is a reminder of the paperwork completed by new hires, type of employment it applies to, and some additional reminders.

All new hires complete the following:

- W4 information for federal and state taxes (did you know you can make changes to those anytime?)
- Direct Deposit form (you can make changes to this at anytime - designating up to three payroll deductions)
- 401(k) paperwork (a packet is mailed to employees after 30 days of employment, 401(k) enrollment forms can be completed at that time)
- Health insurance - paperwork is completed at the time of hire for full-time employees; the benefit takes effect after 30 days

Employees also sign the following, stating they received, reviewed, and agree to the guidelines:

- Communication Tool Form: guidelines that dictate the appropriate use of all company communication tools
- Employee Safety Indoctrination: requirements regarding general safety and safe behavior expectations

Everyone also receives the following policies for awareness:

- Unlawful Harassment
- Unpaid Family and Medical Leave
- Workplace Violence
- Weapons
- The Use of Social Security Numbers

Additional documents based on needs/position of the employee:

- Remote Access
- Education Reimbursement Guidelines
- Full-time Benefits Summary

ESI would also like to remind you that if you have changes to personal information such as address or phone number, to please inform ESI. See the last page of this publication for ESI contact information.

## Leadership Brags

The following brag was submitted to ESI for publication.

Brad Kash of NorthAm Mfg., LLC would like to show appreciation to NML employee Ryan Darga for his excellent work in reacting quickly to handle an on-site design review. One of NML/NACL’s customers sent an email confirming Ryan’s value. The email stated, “Just wanted to thank you for sending Ryan. It was a pleasure working with him. We found him extremely knowledgeable and hard working.” Congratulations, Ryan and thank you for adding great value to your employer!

Dave Haselhuhn wishes to share that team member Liz Dean was recognized by an OMC customer for going above and beyond. The note from the customer was combined with a certificate and stated:

*“Erietec, a division of Purvis Industries would like to extend our ‘Above And Beyond’ Certificate of Appreciation to Liz Dean for being an invaluable resource helping [team member name], our Material Handling Product Specialist, navigate through the Omni Metalcraft organization. Your patience helping [team member name] was critical to securing an order and working through the approval process with multiple revisions for our St. Mary’s branch. Your professionalism, ability to communicate, and empathy really sets you apart from others in our industries. Omni Metalcraft is lucky to have such a dedicated employee as yourself.”*

Way to go, Liz, and thank you for your dedication to the team!

Leaders may submit brags for future editions (new hires/promotions/retirements/completed trainings, etc.) to [jackie.krawczak@kabu.net](mailto:jackie.krawczak@kabu.net).

## The Center for Competency Development - Consistently Increasing Value

The Center for Competency Development, which has a mission of offering people the opportunity to increase their ability to get results with local, growth-oriented employers who offer rewarding careers, has been increasingly active in their offerings of learning and growth opportunities. Below is a breakdown of some of the current offerings and recent successes.



Center for  
Competency Development

### Problem-Solving Training

Knowing that leaders within the IFMC have cited lack of effective problem-solving as one of the competencies they struggle the most with on their teams, the leads for The Center went about finding a solution to that struggle. The Center connected with Michigan Manufacturing Technology Center to bring A3 problem-solving workshops to their clients. A3 problem-solving is a structured problem-solving and continuous improvement approach. Participants learn the A3 model, explore real examples of the A3 process in action, and then use what they learn to solve problems they identify at their place of employment. After the initial six-hour workshop, participants are assigned homework to implement a developed solution to a real problem they identified. They then meet virtually for two hours to discuss the homework.

### SolidWorks Training

You don't always need a degree to work in CAD (Computer-Aided Design) and understanding CAD can assist in understanding, and being successful in, various manufacturing careers. The Center utilized SolidWorks (a CAD software program used extensively by IFMC members) training modules through a Career and Technical Education lab at Alpena High School to train employees of IFMC businesses. Of those who participated in the self-paced program, some have moved into entry-level engineering roles and others found the program to be beneficial to their current role.

### More About The Center

The Center has had success in the two main areas in which they operate. One area is developing competency in those new to manufacturing (visit The Center website at [thecompetencycenter.org](http://thecompetencycenter.org)) and the other area is assisting current employees in development of competencies. Topics to-date have included problem-solving and SolidWorks (see above), team-building, leadership development, new hire orientation, an upcoming Artificial Intelligence training opportunity, and more.

Tom Berriman, Executive Director for The Center, has been thoroughly enjoying his role. He said he came in with no manufacturing experience, but has learned a lot in a few months and is impressed and fascinated with the equipment the IFMC businesses build. He said, "I have a passion of helping others learn and grow and I have found a way to carry out my passion in the realm of manufacturing."

**Center for Competency Development**

### Introduction to Artificial Intelligence (AI)

Learn at home. On your schedule. At your pace.

**About the Course**  
In this course you will learn what Artificial Intelligence (AI) is, explore use cases and applications of AI, understand AI concepts and terms like machine learning, deep learning and neural networks. You will be exposed to various issues and concerns surrounding AI such as ethics and bias, and jobs, and get advice from experts about how to start successfully using AI at work and in your personal life.

**Why take this course?**  
AI is rapidly changing the world and impacting your life. Those who understand how to successfully add value using AI will be at a significant advantage, leading to many opportunities. Those who don't understand AI will likely experience others passing them by. Learn now and start using this incredible innovation!

**COURSE IS FREE IF COMPLETED DURING THE 7-DAY FREE TRIAL**

**TAKES APPROXIMATELY 9 HOURS TO COMPLETE**

Contact Tom Berriman to get access and start learning TODAY!  
[tom.berriman@kabu.net](mailto:tom.berriman@kabu.net)  
989-354-1360

## The Center for Competency Development: Testimonials

"Typically I do struggle staying focused sitting in a meeting type environment this long, but this truly did keep me interested and I was able to take a lot out of this."

- Logan Beyer, Sur-Tech Mfg., LLC, Leadership Workshop Attendee

"Thank you so much for this! It has already improved and will continue to improve my personal and professional life."

- Robbie Robertson, Triad Industrial Corp., Leadership Workshop Attendee

"Everyone worked with me throughout the program. Doing the online testing helped me to learn what I needed before going into the actual facilities. I learned everything I needed to learn at each Center stop throughout the program."

- Kayla Hunt, NorthAm Mfg., LLC, The Center Training Participant

Interested in learning more about any of these programs, The Center, want to sign someone up for training or have ideas for training topics? Contact Tom Berriman at [tom.berriman@kabu.net](mailto:tom.berriman@kabu.net) or 989.354.1360.





## Contact ESI

### Newsletter:

Jackie Krawczak

989.358.6175

jackie.krawczak@kabu.net

### Benefits:

Leslie Davis

989.358.7181

leslied@kabu.net

### Career Opportunities:

Ashley DeFisher

989.358.6289

Ashley.defisher@kabu.net

### Misc. HR Questions:

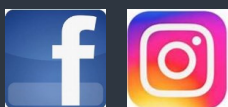
info@358-jobs.com

### Misc. Opportunities / Competencies / Career Questions

989.358.JOBS (5627)

jobs@358-jobs.com

Find ESI on



# Your Health Matters

A message from USI, ESI's health insurance broker.



## Putting "U" in Immunization

**Immunization.** It's a big word for getting a vaccine to protect against a disease.

When you make the choice to get immunized, you protect the greatest asset you have: you.

It's easy to check immunization off your to-do list. Just ask which vaccines are appropriate for you at your annual physical and let your physician's office take care of the rest.

### Defense Against Disease

Each year, thousands of adults in the U.S. get sick from diseases that could be prevented by vaccines. You're probably familiar with the common influenza (flu) vaccine. But your physician may recommend other vaccines based on your age, gender, job or overall health.

### Key Benefits of Immunization

- ✦ When you get vaccinated, you protect yourself and those around you from diseases
- ✦ Your health plan pays for the vaccines that your doctor recommends for you
- ✦ Vaccines prevent illness, enabling you to use your time off for more fun and meaningful activities

### Facts from experts

- ✦ Immunizations aren't just for children. The Centers for Disease Control and Prevention (CDC) recommends vaccinations throughout your life to help protect against various diseases
- ✦ Immunization currently prevents 2-3 million deaths each year
- ✦ Between 3,000-49,000 people in the U.S. die from influenza each year

*Talk with your doctor about what immunizations are right for you!*



To learn more about immunization, visit: <https://www.cdc.gov/vaccines/adults/index.html>

To get ready for your appointment, visit: [https://www.vaccines.gov/getting/for\\_adults/index.html](https://www.vaccines.gov/getting/for_adults/index.html)

Sources: <https://www.cdc.gov/vaccines/schedules/easy-to-read/adult-easy-read.html> , <https://www.cdc.gov/features/vaccinechronicconditions/> , <http://www.who.int/features/infocus/immunization/en/> , <http://www.rfid.org/publications/factsheets/facts.htm>

Treatment Disclaimer: This poster is for education purposes, not for use in the treatment of medical conditions. It is based on skilled medical opinion as of the date of publication. However, medical science advances and changes rapidly. Furthermore, diagnosis and treatment are often complex and involve more than one disease process or medical issue to determine proper care. If you believe you may have a medical condition described in the poster, consult your doctor.