

# Mid-Year Update



Niles Industrial Coatings, LLC  
August 2020 - 3<sup>rd</sup> Quarter  
Newsletter

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**“Tough times  
never last, but  
tough people  
do.”**

**– Robert H. Schuller**

## Letter from the CEO

Team,

With so much going on the past couple of months, we have done our best to keep everyone updated on the latest happenings within the company as well as our strategies amidst all of it.

I am so proud of how much our team accomplished in such a short time, especially during a pandemic. It is so crazy to see where we were 60 days ago compared to now. While many companies were fighting to stay alive, we doubled down and built an even stronger foundation.

Thank you to everyone who helped and was hands-on with the renovation, who kept the field and payroll running, and lastly to everyone who supported our field and office team during a very unusual time. I cannot tell you enough how proud I am of our team for sticking together and of everyone's hard work and dedication.

Thank you to everyone for continuing to unlock our potential!

Please be sure to watch our most recent State of the Company Video by clicking the following link:

<https://vimeo.com/449857477/bcf06ba4a8>

-Ryan Niles

## COVID-19 Updates

After working remotely for nearly four months, we are officially back in the office and all members are working full time. Our team has done a great job adapting to the situation and working hard to ensure everyone's safety.

Although we are back in the offices, the Coronavirus is still spreading. To ensure your safety as well as others', our COVID-19 Response Team has put together the Niles Phases. Currently, we are in Phase 3-Return/Reinvent. Movement between the phases is possible so please take the time to read each one to understand any changes in procedures that could occur. The link to these phases is listed below.

There are also two other PDF's linked, the Niles Host Guide and the Visitor's Guide. Most of you in the office have already received these. Please read through these to understand the safest ways to host your visitor or if you are a visitor at the Fenton office, this will inform you of what to expect.

You are strongly encouraged to wear a face covering until able to social distance and continue to wash your hands frequently. There is also a link to a great video regarding the importance of masks below. Please be sure you are filling out the Fit for Work form daily BEFORE your workday begins.

Please click to following links for important information:

[Niles Phases](#)

[Niles Host Guide](#)

[Niles Visitor Guide](#)

[Face Mask Importance](#)



## HR Highlights

### *Letter from Janie Thayer*

Hello everyone,

I wanted to introduce myself since I became a Niles Team Member shortly before COVID-19 sent us home so some of you may not know me yet. A little background about myself is that I was born in Traverse City but lived in Birch Run most of my adult life. I used to commute to Brighton from Birch Run for 10 years so I moved to Fenton and have fallen in love with it. I have three kids, Zach -29, and 22-year-old boy/girl twins, McKenzie and Mikayla. I also am a Mimi to my three-year-old grandson, Braylon. I have worked in the HR field for over thirty years and although it is sometimes hectic, I enjoy helping people whether it was early on placing candidates with the right company, or assisting employees grow in their positions. I look forward to helping you in any way I can to be successful. I feel privileged to be a part of such a great team and thank you for welcoming me.

With our time gone from the office, we have had some updates that I wanted to share with you all:

As many of you are already aware, Angella Latsch has moved on to a new role outside of Niles. Angella assisted with multiple projects within operations during her five years with us. We want to thank her for her multiple years of service and wish her the best in her future endeavors!

Eric Hotchkiss has been transitioning into an Operations Role. We are looking forward to his assistance in establishing some consistent processes that will assist field employees as well as office staff in allowing us to work for efficiently.

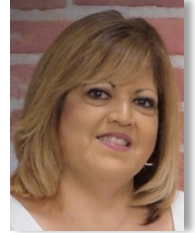
With that being said, we have hired a new CFO - Phil Bradley. He will be relocating to Michigan within the next month and is originally from the Saginaw area and has family in Bloomfield Hills. He and his wife are excited to be moving back home to be close to family. They have three boys together ranging from 5 years old to 5 months old.

Sheryl Albensi is our new Payroll Administrator. She grew up in Fenton and raised her kids in Lake Orion. She then moved to Arizona for three years where she did missions with the Yavapai County Search and Rescue Team! She loves hiking, swimming, boating, camping, making jewelry, reading, photography, exercising and volunteering. She has also volunteered and had work opportunities for the Detroit Grand Prix races. Her favorite sports are hockey (Go Wings!) and college football (Go Blue!).

Holly Marshall is our new Executive Assistant to CEO. She brings over 12 years of administrative experience to the table with expertise in scheduling, correspondence, and calendar planning. She has worked at senior level supporting CEO's and EVP's from an automotive side and has proven to be well-organized, while providing excellent attention to detail. Holly is originally from Farmington Hills and has relocated to the Flint area with her husband, John. She has three beautiful daughters, two granddaughters, and one grandson. Her interests include auto racing, boating, working out, and being with her family. She graduated from Oakland CC with her Associate Degree and plans on continuing her education further at Baker College this fall.

Before coming to Niles, Brennen Brinker was a computer and network technician for Genesee Intermediate School District and Michigan School for the Deaf. He has been in the IT field for about 5 years now. He lives with his girlfriend, Autumn, and 2 dogs. In his free time, he enjoys car-related events and working outside at home. Brennen started at Niles with Spencer during the renovation and is glad he can be here to help!

Be sure to welcome everyone to the Niles Family!



*Janie Thayer,  
Director of Human Resources*



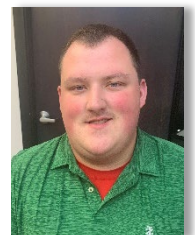
*Phil Bradley,  
Chief Financial Officer*



*Sheryl Albensi,  
Payroll Administrator*



*Holly Marshall,  
Executive Assistant*



*Brennen Brinker,  
IT Systems Admin*



## Fenton Office Renovation

Over the course of the past three months, we have had crews working diligently on the Fenton Office Renovation.

A project that normally would have been completed in 9 to 10 months was completed in about 9 week thanks to everyone's hard work and flexibility.



Main Lobby / Kitchen  
*"Sherwin Williams Café"*



Main Lobby Conference Room  
*"The Garage"*



Upstairs Conference Room  
*"The Mackinac"*



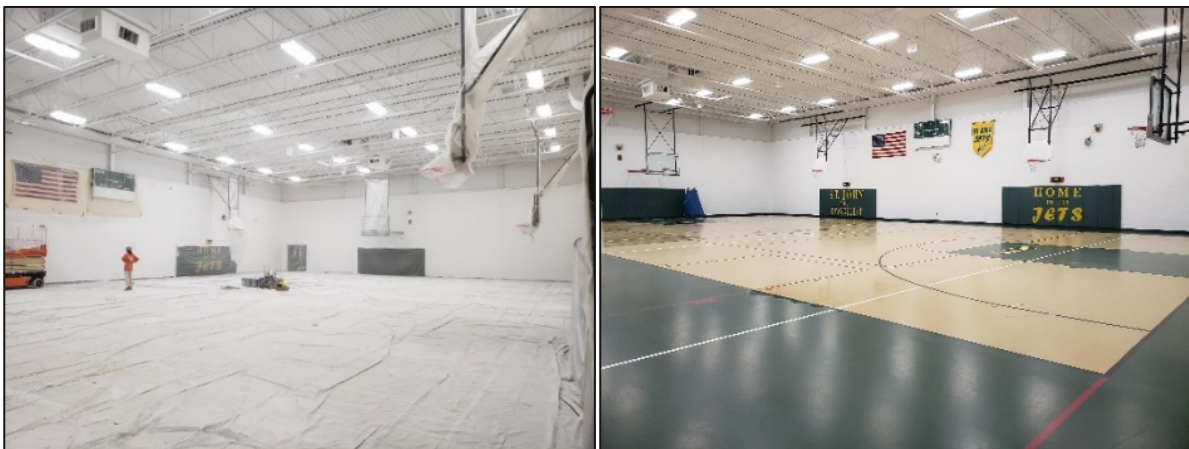
Upstairs Kitchen  
*"The Canteen"*

Video Links:  
[Early Walkthrough with Spencer](#)  
[COVID-19 / Renovation Video](#)

## Recent Projects

### **St. John Catholic Elementary School in Fenton, MI**

Our team completed this large gymnasium in just five days. This project consisted of a complete blow-down of the ceiling system, dry-fall application and wall painting. We love getting to do projects in our community and are happy we were able to do this for our local St. John's Gym.



### **Automotive Plant- Pontiac, MI**

Our roofing team completed this roofing project at an automotive plant in Pontiac, MI. We applied 1,200 linear feet hi-vis yellow as designation paths to various equipment such as, HVAC units or penthouses. We began by power-washing the roof deck and applying two coats of Sherwin Williams Loxon XP. The customer has also been discussing a new industry standard for them to apply a designated yellow line 10' back from any roof edge for safety.

