

WORKFORCE INVESTMENT BOARD

SAN LUIS OBISPO COUNTY

Workforce Investment Board Application Form

Name of organization who is nominating applicant: Morris and Garritano - Louise Matheny

Applicant Information:

Name: Verena Latona-Tahlman

Address: _____ County: SLO Co.

Telephone: (Office) _____ (Cell): _____

Fax #: _____

Company/Organization: Cannon No. of Employees: 105

Industry Cluster Represented: consulting engineering
(ie, building design, knowledge & innovation, specialty manufacturing, healthcare, agriculture, tourism)

What is your official title and what skills and talents do you bring to your job? _____

- Human Resources Director
- Skills: Strategic thinking, knowledge of current workforce needs in the private sector, strong collaboration and organizing skills, and success on integrating people resources with business objectives.

Do you live in the County where you work? Yes

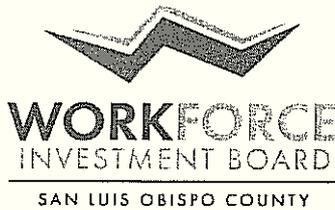
If not, in what County do you reside? _____

How many years have you worked in the County region? 11 years and 3 months

How many years have you worked for your current employer? 8

List any affiliations and offices held with other associations/organizations: _____

- Volunteer Center (Charleston, South Carolina)
- Human Resources Association of the Central Coast - SLO, CA
- Juvenile Diabetes Foundation
- Society for Human Resources Management
- Women's Network of San Luis Obispo



Please list any areas in which you are currently involved in workforce development such as being an advisory member on a WIB committee, part of the Youth Council or a participant in an Industry cluster initiative?

Does your organization utilize the One-Stop? Not currently.

If not why? _____

If so, what do you like most about the One-Stop system and what would you like to see be done differently?

Does your organization participate in an industry cluster initiative?

If not, why? _____

- American Public Works Assn
- Homebuilders Association
- American Society of Civil Engineers
- SLO Children's Museum

If so, what do you like most about participating in industry cluster initiative and what would you like to see be done differently?

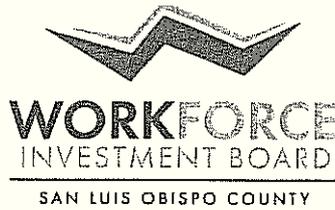
I like working with others towards solutions of problems.

What do you think are the critical workforce issues in our region?

- Finding experienced technical employees.
- Housing costs / cost of living
- Jobs

What will you bring to the Workforce Investment Board of San Luis Obispo County (i.e., network, resources, experience, etc.)?

My experience in multiple high growth industries gives me the ability to provide input and feedback on how to coordinate programs that can contribute to workforce development. I am a good collaborator and bring a solutions oriented mindset.



What do you hope to get out of your participation on the Workforce Investment Board of San Luis Obispo County?

- ① Opportunity to network with business leaders and work together on addressing workforce needs in the SLO area.
- ② Connecting with other industries and learning "new" best practices and perhaps applying to my current employers' workforce.

I formally request that consideration be given to my nomination for appointment to the Workforce Investment Board of San Luis Obispo County.

Signature: Verena Jaturu Tehena Date: 12-10-12

VERENA LATONA-TAHLMAN, SPHR

HUMAN RESOURCES PROFESSIONAL

A strategic business partner with progressive human resource experience in multiple, high-growth industries. Successfully integrated full range of human resource practices to align with field and corporate business objectives. Guided business leaders through company-wide change.

- Strategic Planning
- Compensation and Benefits
- Organizational Change and Development
- Leadership Coaching and Training Development
- Recruitment and Retention
- Performance Management and Counseling

PROFESSIONAL EXPERIENCE

CANNON

2004 – Present

San Luis Obispo, California

Human Resource Director (November 2004 – Present)

Responsible for organization development; performance management and improvement systems; employment compliance to regulatory requirements; conflict resolution; employee orientation, development, and training; recruiting and staffing; policy development and documentation; performance coaching; managing employee relations; company employee communication; compensation and benefits management and administration; employee safety, welfare, wellness, and health; and employee services and counseling.

ZOO MED LABORATORIES, INC.

2004

San Luis Obispo, California

Human Resource Manager (April 2004 – August 2004)

Set-up the human resources function for a manufacturer of pet products with an employee base of 80. In charge of complaint resolution, implementing employment compliance practices, standardizing company policies and procedures, initiating and facilitating organizational development, training managers on managing principles, and advising management on Federal/State regulatory compliance issues.

JIPC MANAGEMENT

2002 – 2004

San Luis Obispo, California

Human Resource Manager (January 2002 – February 2004)

Established the human resources function for a multi-unit restaurant/entertainment business supporting an employee base of 800. Responsible for people strategy, program development, employee relations, safety, and organizational development. Accountable for legal compliance and successful complaint resolution.

- Reduced organization's legal exposure by establishing people-management standards and company-wide operating policies and procedures for all HR functions.
- Decreased store opening turnover by 83%; implemented aggressive staffing selection standards and coached hiring managers on behavioral interviewing techniques and retention strategies.
- Increased new manager performance by developing and facilitating core management training modules.
- Maximized leadership utilization and bench strength by identifying management competencies and creating standard job descriptions for all company positions.
- Successfully led 2 new store openings with an aggressive recruiting program that generated 300 new hires in a 14-day period.
- Created an employee *Referral Bonus Program* to encourage employees to seek out quality candidates, resulting in reduced recruiting fees because outside recruiters were not used as frequently.
- Set-up a *Safety Initiative Program* to target reduction of the most frequently occurring injury: slips and falls. Reduced slips and falls by 55%.
- Instrumentally involved in selection and implementation of an HRIS System.
- Successfully negotiated an improved employee health benefits program resulting in a 13% cost savings and lower employee contribution rates.

LA VERNE UNIVERSITY

2003

*San Luis Obispo, California***Adjunct Instructor** (Intermittently throughout 2003)

Taught HR courses in the university's undergraduate program. Instructional areas include:

- The Environment and Legal Aspects of HR Management
- Staffing and HR Development
- Employee and Labor Relations
- Compensation and Benefits
- Safety and Health
- Operating in a Global Environment

HILL-ROM COMPANY, INC.

1997 – 2001

*Charleston, South Carolina***Human Resource Generalist** (August 1999 – August 2001)

Partnered with management of sales, manufacturing, and corporate to provide support to achieve company and strategic business unit objectives. Supported an expanding base of 700 employees for a world-leading designer, manufacturer, and marketer of medical equipment and services for the health care industry.

- Reduced HR transactions by 50% by developing and implementing a streamlined new hire process and orientation program.
- Decreased absenteeism rates by 75% by developing and implementing an aggressive attendance management program.
- Reduced HR headcount, cycle time, and rework by streamlining and automating HR functions.
- Served as interim Human Resources Manager for four months for Hill-Rom's communication systems business unit until a new Human Resources Manager was hired.
- Managed recruitment and selection, including sourcing candidates, interviewing, and orientation.
- Ensured compliance with fair employment practices, Affirmative Action, and all labor laws.
- Evaluated compensation practices and provided direction to managers to ensure internal equity.

Human Resource Assistant (February 1997 – July 1999)

Assisted Human Resources Director with all daily HR functions for 700 employees.

- Created a turnover analysis tool to identify retention issues that established a platform for improvement.
- Developed a standardized process for tracking FMLA and worker's compensation case history.
- Set-up a tracking process to identify workplace injuries and developed upgraded safety practices.
- Conducted research using HRIS and other databases to support management decision-making.

ASSE (AMERICAN SWEDISH STUDENT EXCHANGE PROGRAM)

1996 – 2000

*Charleston, South Carolina***Area Representative** (January 1996 – May 2000)

Managed foreign student exchange placement for the Tri-County Area. Served as a liaison between students, host parents, and high schools. Facilitated parent/student workshops on success strategies for foreign students' transition and integration into American culture.

EDUCATION AND CERTIFICATIONS

- Masters of Arts, Management and Human Resources Development - Webster University
- Bachelors of Arts, International Relations and German - California State University, Chico
- Senior Professional in Human Resources Certification (SPHR) - Society for Human Resource Management

PROFESSIONAL AFFILIATIONS

- Co-Chair Committee, Annual Conference for Human Resources Association of the Central Coast (2010)
- Board of Directors, Human Resources Association of the Central Coast (2002 – 2005)
- Human Resources Association of the Central Coast (2001 – Present)
- Women's Network of San Luis Obispo (2001 – 2002)
- Society for Human Resources Management (1999 – Present)
- Board of Directors, Volunteer Center of Charleston, South Carolina (2000 – 2001)
- Juvenile Diabetes Foundation (1997 – 2000)