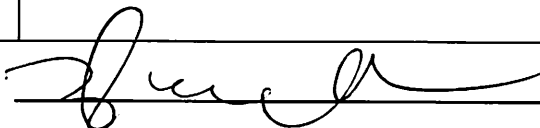


**Mayor's Office: Council Agenda Item Request Form**  
*This form and supporting documents (if applicable) are due the Wednesday  
before the COW meeting by noon.*

<b>Date Received</b> (office use)	
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<b>Date of Request</b>	7/18/2017
<b>Requesting Staff Member</b>	Kendra Kahlow
<b>Requested Council Date</b>	August 1, 2017
<b>Topic/Discussion Title</b>	Board Appointment to the Career Services Council
<b>Description</b>	Appointment of <u>Jami McCake</u> to the Career Services Council for a three year term beginning August 2, 2017 and ending June 30, 2020.
<b>Requested Action<sup>1</sup></b>	Council Approval, Consent Items
<b>Presenter(s)</b>	
<b>Time Needed<sup>2</sup></b>	Consent Items
<b>Time Sensitive<sup>3</sup></b>	
<b>Specific Time(s)<sup>4</sup></b>	
<b>Contact Name &amp; Phone</b>	Kendra Kahlow x.7031
<b>Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.</b>	

**Mayor or Designee approval:**



<sup>1</sup> What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

<sup>2</sup> Assumed to be 10 minutes unless otherwise specified.

<sup>3</sup> Urgency that the topic to scheduled on the requested date.

<sup>4</sup> If important to schedule at a specific time, list a few preferred times.



**Human Resource Professional**

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An accomplished professional with over 20 years of experience in administration, human resources, financial and operational management. Core competencies include proficiency with budgets, compensation, employee relations, analytical research, communication and project management.

**Employment History**

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**Tooele County, Human Resource Director, 2013 – Current**

Serve as Human Resource Director and administrative coordinator overseeing employee relations, establishing the payroll budget, developing sound and ethical solutions to the most complex employee relations with the community and our constituents.

- Administer the County Personnel Management Act and prepare policy implementation including all legal components.
- Provide leadership tools, communication advice and training to officials and progressing leadership within the organization.
- Plan, develop and implement total compensation including implementation of an automated benefit system.
- Update systems and protocols. Automated payroll, W-2 and paystub systems. Research, analyze and produce a compensation study. Implementation of results of the study with a fiscally sound plan.

**GFI Enterprises, a subsidiary of YUM! Brands, Inc., Human Resource Manager, 2009 – 2013**

Served as Chief Administrative Officer including directing all Human resources, facilities design, P&L construction and accountability, strategic succession development, recruitment selection and onboarding, implementation of technical resources, directing of computer based training systems, benefits, health care and retirement administration and coordination of risk management procedures. Specific achievements include:

- Managed six direct reports. Coordinated a human resource budget of 4.5% plus payroll. Steady turnover under 100% for team and 20% in upper management. Implemented extensive communication network for company including benefits, policy, training and development and risk management. Designed policy to uphold company standards and encourage productive behaviors. Follow up at all levels in employee discipline and employee support services.
- Established bonus structure and salary and benefits compensation at all levels for the company.
- Supported selection process for management level employees and onboarding of all employees.
- Trained division employees in all aspects of OSHA, State, County and Federal compliance.
- Served on national committee lead by Liberty Mutual for best demonstrated practice in WC claims.
- Directed technical team to organize a complete computer systems upgrade around operational needs.
- Engaged in Facilities research to promote new location sites and design structures.
- Trained management team members following succession demands and created retention programs to support individual job structures.



## **Jami McCart, SPHR, SHRM-SCP**

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1192 East 1300 South Salt Lake City, UT 84105 (801) 520-5220 jmccart@tooeleco.org

### **Employment History Continued**

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#### **GFI Enterprises, *Region Coach*, 2003-2009**

Responsible for all regional director activities including recruiting, training and developing team, sales growth, customer service initiatives, implementing marketing and production standards, facilities management, controlling costs and health and safety coordination.

- Generated over 4 million dollars of sales annually, organize local and national sales and marketing budget.
- Oversaw operations costs, maintenance of facilities, safety audits and health inspections.
- Developed a succession plan to build a strong bench and developed an employee handbook.
- Created team environment reflective of below average turnover rates – 20% at management level and 114% at team member level.
- Averaged profit margins over 7% in managing years.

### **Board and Committee Membership**

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- National and Local Society of Human Resource Management (SHRM) chapter
- Wasatch Compensation Advisory Group
- Employer Connection Advisory Board
- Utah Association of Counties

### **Academic Credentials and Education**

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- Old Dominion University, MS
- Virginia Polytechnic and State University (Virginia Tech), BS
- Senior Professional Human Resource, Certification, 2011
- SHRM Senior Certified Professional, Certification, 2015





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**APP00003568**

**Application #** APP00003568  
**Board** Career Service Council  
**All Open Positions**   
**Date** 7/10/2017  
**Nominated by** Mike Ongikiko  
**Nominee** Jami McCart  
**Status** Submitted

**Personal Information**

<b>Home Street</b>	1	<b>Work Street</b>	1000 S Main Street
<b>Home City</b>	SLC	<b>Work City</b>	Town
<b>Home State</b>	Utah	<b>Work State</b>	
<b>Home ZIP/Postal Code</b>		<b>Work ZIP/Postal Code</b>	84101
<b>Home Phone</b>		<b>Work Phone</b>	4
<b>Email</b>			
<b>Preferred method of contact</b>	Work		

**Additional Information**

<b>SLCO Council District</b>	1	<b>Current Member of Another County Board?</b>	No
<b>Prefer Contact Info Be Private</b>	Yes	<b>Current Board</b>	
<b>Unique qualifications/perspectives</b>	I have vast experience with Employee Relations and Career Service Councils. Please see attached resume.		
<b>Gender</b>	Female	<b>Has Been Member of Another Board</b>	No
<b>Age Range</b>	40-54	<b>Previous Board</b>	
<b>Race/Ethnicity</b>	White/Caucasian; White/Caucasian		
<b>Other Race/Ethnicity</b>		<b>Immediate Family is County Employee?</b>	No
		<b>Explanation</b>	



<b>Convicted of Felony</b>	<b>No</b>
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<b>Explanation</b>
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<b>Represents Special Community?</b>	<b>No</b>
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<b>Explanation</b>
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<b>Additional Comments</b>	I am pleased to be considered and look forward to serving my community.
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