

2023 NOV -9 AM 9:51

STATE OF OHIO

Executive Department

OFFICE OF THE GOVERNOR

Columbus

I, Mike DeWine, Governor of the State of Ohio, do hereby appoint Kimberly S. Smidt Poma, Republican, from Hilliard, Franklin County, Ohio, as a Member of the Ohio Commission on Service and Volunteerism for a term beginning October 27, 2023 and ending at the close of business April 21, 2026, replacing Ruth Milligan, who resigned.



IN WITNESS WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Ohio to be affixed, at Columbus, this 27th day of October in the year of our Lord, Two Thousand and Twenty Three.

Mike DeWine
Governor

Kimberly S. Poma

330-727-8990 ■ kimberly.poma@gmail.com

Organizational Leadership ■ Human Resources ■ Process Improvement ■ Business Management

Organizational Development

- ◆ Hiring / Performance Management
- ◆ Team-Focused Problem Resolution
- ◆ Employee Retention Programs
- ◆ In-House Training / Workshops
- ◆ Public Speaking / Consortiums

Human Resource Applications

- ◆ Benefits Selection / Administration
- ◆ OSHA / EEO / Affirmative Action
- ◆ Policy & Procedure Programs / Manuals
- ◆ Union Contracts / Avoidance Practices
- ◆ Strategic Partnerships / Collaborations

Business Management

- ◆ Total Quality Management
- ◆ Materials Management
- ◆ Budgeting / Cost Control
- ◆ Business Start-Up / Sale
- ◆ Profitable Turnarounds

"Produce best practices and establish relationships through integrity and collaboration to build fairness, productivity, and trust throughout any organization."

Career and Work Experiences and Accomplishments

Outreach and PR Assistant (*per-diem*)

Oct 2022 - Present

Ohio Harness Horsemen's Association, Grove City, Ohio

Event organization and management to create awareness of the harness horse racing industry in Ohio, including charity events in race-track communities, promotions, and giveaways at tracks, and establishing a presence at county fairs across the state. Plan annual conference for approx. 75 people and awards banquet for 350. Manage breeders' data and resultant awards as well as tracking for contributions to our PAC through auction bids. Other duties as requested.

Contractor

Oct 2022 - Present

Kompass Advisors, Miami, Florida

Assist business coach to tech start-ups by deploying anonymous self/leader/peer review surveys to teams as part of their professional development strategies. Direct communication to leadership teams with instructions of the process followed by behind-the-scenes data management and preparation of informational documents for coach to use individually with his clients.

Contractor

Oct 2022 - April 2023

Loop Returns, Columbus, Ohio

Support the team by providing valuable customer information through the creation of a historical agreement analysis calling out exceptions, renewal details, etc. Assist the finance team by providing access to information that periodically arises following my exit.

Finance/Operations Analyst/Office Manager

Nov 2021 - Oct 2022

Loop Returns, Columbus, Ohio

Develop systems to maintain operational organization, such as customer growth and retention data, monthly revenue, human resource hiring data, etc. for management reporting, investor compliance, due diligence through Series A and B rounds, month/year end financial and tax matters. Perform largely all financial processes and HR functions at early stage and define details for transition to incoming Controller. Oversee state reporting requirements for jobs training grant and job creation tax credit program. Reporting to and serving as admin support to CFO.

Executive Administrator to the CEO/Office Manager

Oct 2019 - Nov 2021

Loop Returns, Columbus, Ohio

Administrator for Chief Executive Officer in rapidly growing Columbus tech startup. Serve as loyal right hand, organizer, scheduler, confidant, planner, team-builder, office manager. Develop systems to maintain operational organization, such as customer growth and retention data, monthly revenue, hiring data, etc. for management reporting, investor compliance, due diligence through Series A and B rounds, month/year end financial and tax matters. Performed largely all financial processes and HR functions at early stage. Designed office space with architect and oversaw construction, move-in, Covid policy and safe return-to-work procedures, maintaining equipped and comfortable space. Oversee state reporting requirements for jobs training grant and job creation tax credit program. Role encompasses duties that will benefit the company, protect the Board, and serve the CEO.

Legal Assistant/Administrator

May 2019 - Oct 2019

Beam Technologies, Columbus, Ohio

Asst to VP of Legal & Compliance at highly regulated dental insurance start-up. Completed apps for state Depts of Insurance to conduct business as Dental/Vision TPA and/or Preferred Provider; further ensure timely and accurate reporting and renewals by keeping timelines, gathering data from sources within the organization or its partners. Orchestrated transfer of all state registrations to one registered agent; maintain good standing. Oversee state reporting requirements for jobs training grant and job creation tax credit program.

Racing Inspector

2014 - 2022

Ohio State Racing Commission, Mahoning Valley and Thistledown Racecourses, Youngstown and Cleveland, Ohio

Ensure appropriate licensure for horsemen and racing officials according to Ohio Revised Code and state Thoroughbred & Standardbred Racing Rules at Ohio racetracks and county fairs. Issue licenses and submit fingerprints to FBI/BCI as needed. Reconcile and balance fees. Assist judges, stewards, investigators with projects as needed. On call from 2019-2022

Research Coordinator; Technical Writer

2011 - 2015

Elizabeth A. Bernard, L.L.C., Canfield, Ohio - Personal Injury Attorney

Research and coordinate information pertaining to personal injury cases and write detailed demand letters in support of each client's position. Compile incident histories, insurance, and medical details, prepare for litigation with client, collaborate with attorneys.

Kimberly S. Poma ■ Resume Page Two

Co-Founder; HR/Business Manager; Transition Consultant

1986 - 2010

Joyce Windows, Boardman, Ohio: 2008 – 2010

Transition Manager/HR Consultant - Acquired Graef Windows

Graef Windows, Boardman, Ohio: 2005 – 2008

President/Owner - Vinyl Window Manufacturer

Lazart, Boardman, Ohio: 1998 – 2005

President/Owner - High-Tech Laser Engraving Company

Poma Glass, Youngstown, Ohio: 1986 – 1998

Co-Founder/HR Manager - Insulated Glass Manufacturer

Managed start-up operations of privately held businesses providing products to wholesale and retail customers throughout the Midwest and Eastern U.S. Oversaw organizational development, HR applications, policy and procedures management, banking, subsequent sale of business entities, and transition management. Introduced lean manufacturing concepts into industrial facilities employing up to 100 associates and generating \$6M+ in annual revenue.

- ♦ **Process Improvement:** Drove turnaround and revitalization efforts at Graef Windows reversing a 20% decline in annual profit margins. Returned company to profitable status in 18 mos. and leveraged the business' new fiscally-sound position to negotiate the company's sale. Results: retained to assist in HR/operational transition – 0% turnover; no disruption in production.
- ♦ **Human Resources:** Managed broad spectrum of HR initiatives for all four companies to include: staff selection, internal and external training, workshops, safety programs, policy & operating manuals, payroll, benefits administration, employee relations, union avoidance strategies. Results: retention near 100%; <5 OSHA incidents; and cross-functional training boosted production 25%.
- ♦ **Production Control:** Strengthened materials management and purchasing practices to control overhead costs. Results: expanded vendor base and bid process, automated systems, and reduced scrap by 7%.
- ♦ **Business Development:** Contracted with wholesale customers (Dodge, Baudville, US Bank, Football Hall of Fame) as owner of Lazart. Collaborated with graphic artist to enhance company's brand of quality-crafted laser products.

Board Associations and Community Service Activities 1991 – Present

Member, Board of Education: Boardman Local School District

2001 – 2018

Elected to four terms, serving four times as each President and Vice President. Active in local, regional, state, and national consortiums, programs, and workshops. Promote progressive decision-making practices, enhancements to the school system's infrastructure, and cost containment strategies while supporting and maximizing learning benefits for students. Set goals and targets to maintain excellent status in state ranking system. Strong succession planning and fiscal responsibility.

- ♦ **Fiscal Management:** Key contributor to development and implementation of enhanced budgeting and cost control practices that strengthened fiscal accountability to taxpayers, focused on long term positive year end fiscal status. Improved processes included: levy placement; student success standards; curriculum development; staff training programs; benefits administration, cost control and bid comparisons; facility utilization; and fair labor union contracts and negotiations.
- ♦ **Cost Containment:** Bids produced savings more than \$4.5M; teachers regularly accepted agreement that includes a significant premium contribution towards health-care costs.

Contributions:
Legislative Tactics
Cost Management
Labor Contracts
Bid Sourcing
Public Speaking
Workshops

Board of Directors/Member: Ohio PTA / Boardman PTA

1991 – 2018

Bylaws Commissioner – Ohio PTA Board of Directors (2000-2002); Boardman PTAs member (1991-2018); perpetual advocate. Involved in training, mentoring, and troubleshooting PTA groups across the state of Ohio. Collaborated with legislators on issues relevant to children and education. Facilitated and presented at annual state convention and regional conferences. **Workshops:** Organized and conducted local workshops involving teachers, parents, administrators, and legislators.

Education and Professional Development

Board Member: Youngstown Symphony Society

2014 – 2016

Community Advisory Committee Member: Akron Children's Hospital

2012 – 2018

Candidate: Ohio House of Representatives

2012

Executive/Advisory Board Member: Talk is Cheap, Inc.

2006 – present

Guest Speaker: Two-time lead-in speaker to US Vice Presidential Candidates

2012

4th grade graduation ceremonies selected by local school administration

2009

Baccalaureate Speaker selected by local high school Student Council

2007

Tutor: Inner city elementary students in reading and middle school students in mathematics

1999 – 2005

Youngstown State University, Youngstown, Ohio

Bachelor of Engineering – Industrial Engineering, 1980

Graduate Level Coursework in Technical Writing and Editing, 2002-2005

Penn State University, Harrisburg, Pennsylvania, MBA Curriculum, 1982-1984

Leadership Mahoning Valley, Graduate, 2010

Regional Chamber of Commerce Leadership in Government Academy, Graduate, 2009

Proficient in Microsoft Office Applications, typist of 90+, Adept at std office operations & equipment

GOVERNOR'S APPOINTMENTS TO BOARDS AND COMMISSIONS

Appointment Date: 10/27/2023

Name of Appointee: Kimberly S. Smidt Poma
Address: 4724 Trademark Trl
Hilliard, OH 43026
Franklin County
(H) – 3307278990
(W) –
(M) – 3307278990
(E) – kimberly.poma@gmail.com

Name of Commission: Ohio Commission on Service and Volunteerism
William Hall, Executive Director
(614) 728-2917
30 E. Broad St., Suite 2487
Columbus, OH 43215
(614) 728-2916
(614) 728-2916
william.hall@serveohio.gov

Term Begins: 4/22/2023
Term Ends: 4/21/2026
Party Affiliation: Republican
Senate Confirmation: Appointed by the Governor, confirmed by the Senate
Financial Disclosure: Confidential disclosure required
Vice: Ruth Milligan

