

Elsner Communication Newsletter

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ELSNER™

— PURPOSE BUILT PRECISION —



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Safety Talk

COVID
CORONAVIRUS
DISEASE 19

10 things you can do to manage your health at home

If you have possible or confirmed COVID-19:

1. **Stay home** from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



3. **Get rest and stay hydrated.**



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



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6. **Cover your cough and sneezes.**



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



For more information: www.cdc.gov/COVID19

Quality Talk

Joe Despines

All of the O.D. mics will now be located in the blue drawers next to the MSC cabinets within the next couple of business days. Employees will be required to sign them out through the MSC screen just as we do with regular tooling.

We have purchased a new set of standards: 1"-23". They will be stored in the blue cabinets. We also have a new set of gauge pins: .251-.500. Both sets will also be stored in the blue cabinets. Replacement pins for those that are missing will be ordered shortly. All of these items will need to be checked out before use and signed back in after you are finished using them.

I will be coming around in the near future to start checking your personal tools. Our overall quality is improving. Thank you all for your attention to detail. I appreciate everyone's patience and help in getting me accustomed to my new role.

Together we can be assured the BEST product leaves this building!



SHOP News

Derek Roth

Employee Updates:

Tim Kaehler is training on the Clousing Mill while the Boring Mill 27 is down for repair.

Shop:

63500 SRD: The ECN jobs that we had to have ready for Assembly by March 2, were completed on time! Thanks for all the help to make this happen!

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We are looking to have all manufactured parts for the 83000 and 83500 builds ready for assembly on March 27.

We also have a large sales order job for Hydronautics that we need to ship Friday, March 20. These were all "ORANGE" folder jobs. Please keep moving forward if you still have any. We would like to have these done by end of day Thursday, March 19.

Machines:

The new Doosan and Clausing Mills are now installed and running.

The Boring Mill #27 is down for repairs and will remain down for 4 to 6 weeks.

ASSEMBLY News

Ed Kline

Assembly Floor Changes:

The MPR-42 is completed, and we are running materials. The customer FAT is March 24. One of the two over-wrappers have been moved to the ETC. We will complete the other as time permits.

The wiring and guarding are being completed on the first set of APB and EMF machines. The Robots are due in on Thursday, April 19. We hope to start downloading programs and begin the machines around the second week of April.

We continue to support the ISI machine #1 debugging process. We also continue to work on the 2nd ISI machine but at a slow pace because of some changes being made.

We continue to work on the 2nd machine builds of the APB and EMF's.

Shipments:

We shipped the ENR-G3 to Paycon. Startup of this will take place the first week of April.

CONTINUOUS IMPROVEMENT News

Andy Trostle

The continuous improvement team has been steadily documenting processes in an effort to create standardized work. The current documented processes can be found here: <O:\Processes-Procedures\Standard Operating Procedures>.

We are in the final steps of a digital filing system for packing slips that will eliminate wasted steps and motion with filing manually. The new system will file the packing slip in Epicor and will be viewable by everyone through receipt tracker. There will be a step-by-step process for everyone to view shortly.

All GSD boards should now be updated. Moving forward, these boards will be used to share ideas on how to make your job easier. This could be a new tool need, layout change, and everything in between. Please don't hesitate to write your idea on these boards.

SALES News

Jay Roth

We have sold the AFR-18 that has been in stock for some time to DURABLE. DURABLE continues to be a good ELSNER customer with this being their 23rd AFR series machine with the potential to add more in the future.

It was a tough decision, but we have decided to sell the ENR-1000 currently at the Tech Center. With the current demand for cleaning wipes, we feel that this was the right decision. The machine will go to REBEL Converting in Wisconsin and will be their 5th ENR-1000. Shipment of the machine will be timed with the re-location of REBEL to a bigger facility that we are told has room for 10 ENR's in total.

REBEL is a company that is very involved in their community. They regularly provide 'backpacks for the homeless', support a 'shop with a cop' program for inner-city youth and have re-furbished and given away thousands of bicycles to local youth in the

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greater Milwaukee area. We are proud to be a part of their continued growth.

The downside to the sale is the loss of that asset at the ETC. We will be working 3 shifts of production until the machine has to leave. REBEL is sending us 5 truckloads of canisters to fill. The same day we took the order to sell the machine, we filled all possible production while it is here. We are working on filling that void, but you can imagine the demand for ENRs, and it may be a challenge for the near term.

None the less, the ETC is busy with kraft paper converting. As you saw on the TV displays, we have shipped over ½ a million rolls off the V-4 line. Kyle and team are working on efficiency and procedures to make us a world class facility.

Our upcoming trade shows have been pushed to the fall. Sales travel will be limited, but we expect continued demand for ENRs and other equipment. Our machines produce essential products, so we will remain busy and just need to work smart.

The recent FILTRATION expo was not well attended, but we did get a few good leads. We have high hopes for conducting in-house demonstrations of the FILTRATION lines later this year and the business that will bring us long term.



March 2020 *Employment* **Anniversaries**

Andy Sheely – 25 years

Deb Utz – 9 years

John Mathy – 6 years

Travis Walker – 5 years

Mike Lynch – 4 years

Alex Baxter – 2 years

Jack Brown – 2 years

Paul Kyle – 2 years

Doug Latimer – 2 years

Todd Anthony – 1 year

Matt Fetzer – 1 year

You did it!
Congratulations

HR CORNER

Lynneah Smith

Employee Updates:

Charlie Slayton, Plant Manager: Started 2/24/2020

Recruiting Updates:

- 1 – Senior Process Controls Engineer
- 1 – Field Service Technician
- 1 – Assembler
- 1 – CNC Mill Machinist



Don't forget you could earn up to \$1,750 for a REFERRAL BONUS! Know someone who might be a good fit? Encourage them to apply at www.elsnercareers.com!

Workforce Development Updates:

Our pre-apprentice, Mark Zier, will not be with us while school is not in session.

COVID-19 and Your Financial Wellness:

A message from A.P. Lubrano & Co., Inc. (Elsner's 401(k) financial advisors):

With the extreme volatility in the markets currently, we are tempted to make financial decisions based on emotions and panic. We want to remind you of the importance of fully understanding your financial position, setting long-term financial objectives, and measuring progress against those objectives.

We refer to this as **comprehensive financial planning**, and its value cannot be overstated during times of market (and emotional) stress.

Planning allows you to focus on those things that you can control and to understand the influence of those things that are not fully controllable, such as stock market returns. Remember to focus on your long-term financial goals and to not make decisions based on short-term events that will negatively impact those goals.

In all market environments, we want to serve as a trusted resource to you. Therefore, we encourage you to reach out to us if you have any questions or concerns about the current environment and how it might affect your financial goals. Our phone number is 1-866-342-5275, ext. 401 (M-F 8:00 am-5:00 pm EST) or you can email us at 401k@apladvisors.com.

Organizational Updates:

Effective March 16:

The Stock Room Team is reporting to Stacy Blades, Purchasing Manager. The Shipping and Receiving Team is permanently reporting to Ed Kline, Assembly Supervisor.

Procedure Updates:

We have created a new training document for both manager/supervisor and employee use. If an employee would like to request an onsite or offsite training, they should use the form located by the shop bulletin board and turn it into their supervisor for approval. Managers/Supervisors will also use this form for employees to sign-off anytime a person receives training (i.e. safety training, skill training, etc.)

Benefit Updates:

In the next few days, all full-time employees will be receiving a USB device and accompanying form containing important 2019-2020 benefit documents, which maintain compliance with the Affordable Care Act. You must return the signed, bottom portion of the form to Lynneah, acknowledging your receipt of the USB, by March 31.

Break Room Changes:

Per employee request, we have updated vending machine companies and options. In early April, we will transition to Canteen vending services with an open market concept. Stay tuned!



THIS MONTH IN THE QUESTION BOX

Q1: Can we get the PA System in the new addition fixed?

A1: The Electrical and IT teams will be working together on a solution to get this improved as soon as possible.

Q2: Are employees eligible for profit sharing?

A2: We currently engage in profit sharing in the form of annual bonuses. The bonus pool is determined based on the year-end financial performance of Elsner. The last two years have been good ones historically, so we have been able to share some of those proceeds with the team but with market and other business uncertainty, there are no guarantees in any year of a payout. Bear in mind that in profitable years we reinvest the vast majority of those proceeds back into the business in the form of hiring, new machines, plant expansion, R&D, etc.

Questions regarding the information in this newsletter?

Contact Lynneah for assistance.

