

METRO COUNCIL VACANCY APPLICATION FORM

KRS 67C.103(6) provides that a person must satisfy the following criteria) to serve as a member of Metro Council:

No person shall be eligible to serve as a member of a consolidated local government council unless he or she is at least eighteen (18) years old, a qualified voter, and a resident within the territory of the consolidated local government and the district that he or she seeks to represent for at least one (1) year immediately prior to the person's election. A council member shall continue to reside within the district from which he or she was elected throughout the term of office.

Please provide the following information:


Full Legal Name: Trashaun C. Spencer a/k/a Shaun Spencer
(First, middle and last names)

Date of birth: [REDACTED]

Current residential address: 1905 Nelson Ave., Shively, KY 40216

Length of residence at current address: 22 years and 6 months

By submitting this form, I hereby certify that the above information is true and correct, and I meet all the statutory and constitutional qualifications for the vacant office for which I am applying.



(Applicant signature and date)

01/13/2023
4:15pm EST

From: [REDACTED]
To: [MetroCouncilClerk](#)
Cc: [REDACTED]
Subject: Error Code/Metro Council Application
Date: Friday, January 13, 2023 2:13:37 PM
Attachments: [Shaun Spencer 2023 Metro Council application resume.pdf](#)
[MC Vacancy Application Form Trashaun Spencer 2023.pdf](#)

CAUTION: This email came from outside of Louisville Metro. Do not click links or open attachments unless you recognize the sender and know the content is safe

Good afternoon,

I received an error code with the 1st on-line submitted. I did resubmit, but the cover letter was attached, so I wanted to ensure it receipt of application, resume, and now cover letter as of 3:10pm. Thank you,

DATE: January 13, 2023
TO: Metro County Clerk
FROM: Trashaun "Shaun" Spencer

RE: Metro Council District 3 Vacancy Application

Please accept my attached completed application and résumé for consideration of filling the vacant District 3 Metro Council seat.

In addition to the qualifications and experience outlined on my résumé and upon interview you will find as a long term D3 resident and community volunteer I have a vested interest in our districts current and future successes.

I grew up off Berry Boulevard attending Jacob Elementary, Southern Middle and Butler High School, and now live off Dixie Highway between Millers Lane and Ralph Avenue.

In my professional and community service capacities I have worked with people from various backgrounds to create solutions and make positive contributions. I believe these experiences and knowledge will be added assets for working with Metro Council members from both political parties, my D3 neighbors, business owners and visitors, and Louisville Metro community-at-large.

If there are additional questions about my professional or volunteer experience, education, or community contributions you may contact me directly at [REDACTED] or via cell phone at [REDACTED]

Respectfully submitted,
Trashaun "Shaun" Spencer, CSP, SHRM-SCP, SPHR
District 3 resident

Trashaun “Shaun” Spencer, CSP, SHRM-CSP, SPHR
1905 Nelson Ave., Shively, 40216

[REDACTED]

[REDACTED]

Summary of Purpose

To be selected to serve as representative for Metro Louisville District 3—my neighborhood for over 30 years. My business and personal experiences complimented by my skill as a human resources business partner will allow me to work with all Councilmembers from diverse political, social, and personal backgrounds. This attribute paired with my entrepreneurship, volunteerism and passion of community service will service as a positive contribution to my neighbors and fellow council members.

Related Skill Highlights

<ul style="list-style-type: none">▪ Labor and employment law Compliance	<ul style="list-style-type: none">▪ Compliance and best practice auditing
<ul style="list-style-type: none">▪ Founding member of the West Louisville Dream Team (WLDLT)	<ul style="list-style-type: none">▪ Investigations, research, and discovery
<ul style="list-style-type: none">▪ Process and procedure creation and implementation	<ul style="list-style-type: none">▪ Training and development; and Performance management
<ul style="list-style-type: none">▪ Workforce planning	<ul style="list-style-type: none">▪ Training and development
<ul style="list-style-type: none">▪ Leading by actions and good personal character	<ul style="list-style-type: none">▪ Character based corrective actions and development
<ul style="list-style-type: none">▪ Created the PerfectPath program, a 3-pillar work, housing, and personal growth program for young adults 18-24 years of age	<ul style="list-style-type: none">▪ Skilled user of numerous computer software programs and social media platforms; and ability to quickly learn new platforms.

Career Highlights

- Served as a Human Resources Business Partner to companies in various industries with diverse populations and at different stages of development
- Managed a diverse workforce from 2 to 300 reports across multiple states and countries
- Created “On-Boarding” hiring process for major fast food franchise organization, including application, interviewing techniques and new hire orientation
- Developed and documented processes and procedures for FSA, Benefit plans, HIPAA and COBRA administration used by company insurance coordinators serving 9,500 union and non-union participants in 23 states
- Developed & documented internal processes and procedures for multiple organizations (for-profit, non-profit, and religious)
- HRIS research, recommendations, selections, and migrations
- Created and implemented EEO policy for 5 companies in multiple industries
- Produced dozens of employee handbooks and hundreds of job descriptions for new & existing entities

- Developed and managed successful working relationships with external vendors and partners for recruitment and benefit plan administration outsourced services
- Exceptional supervisory and coaching skills, including managing employees in multiple locations
- Efficient at conducting initial and quarterly on-site safety and HR audits
- Ability to answer and research unemployment and litigation/legal inquiries
- Investigation of employee, management and customer complaints and allegations

Human Resources Business Partner, 33 states and India, March 2008-present
Trimen Solutions, LLC, d/b/a Trimen Career Placement Solutions, The NIA Center, 40211

- Serve as human resources support for organizations without in-house Human Resource departments
- Provide supplemental recruiting assistance and labor for workforce needs
- Create and conduct continuing education workshops and training programs for business owners, managers, front-line supervisors, and employees

Regional Human Resources Manager, KY/PA/West FL
Guardian Healthcare Providers Inc, Louisville, KY

- Provide daily human resources support to almost 400 medical administration, medical care, and physician associates in 3 states, including expatriates.
- Streamlined recruiting and on-boarding process
- Developing Regional Emergency Response Plan
- Revamped employee file storage system

Employment Solutions Manager

York Companies (formerly Paula York Inc.) Louisville, KY, and Jeffersonville, IN

- Developed annual budget and marketing plan for Office Support Division
- Reduced unemployment claims by over 80%, resulting in management overall claims management and development of an internal training program for other department managers.
- Created and conducted new hire/placement orientation for client
- Created continuing education workshops and presentation for internal personnel.

Human Resources Specialist

R.M.D. Corp., (Hooter's franchisee) Louisville, KY

- Generalist position providing general Human Resources support and advisement to over 2,000 employees in Kentucky, Indiana, Ohio, Tennessee, and Florida
- Conducted Restaurant safety, alcohol sales, human resources, and operations audits
- Updated and trained employees on Hazard Communication and Bloodborne Pathogen programs
- Managed unemployment insurance benefit claims and hearings
- Assisted internal and external legal counsel with investigations and research

Part-time Human Resources Administrator

FedEx Ground, Clarksville, IN

- Recruited and interviewed non-union hourly employees and contract drivers

- Upgrade employee file and maintenance system
- Fostered a non-union environment through excellent employee relations

Benefit Technician

SHPS, Inc., Louisville, KY

- Performed Account Management duties operations / counterpart of Systems Technician
- Created, documented, and implemented processes, procedures, and forms for benefit plans in accordance with federal health and welfare regulations for a client with 26,000 union and non-union employees spread across several states.
- Generated and processed benefit election/change forms, affidavits, and certificates
- Developed, generated, scheduled, and processed system maintenance reports
- Trained customer service representatives on client specific policies & procedures
- Served on the testing team for software and system development

Restaurant General Manager, May 1995-July 2000

Taco Bell, Inc., Louisville and Lexington, KY

- Established and executed on-boarding process for Lexington franchise group
- Recruited, interviewed, hired, and completed performance reviews and evaluation
- Processed and maintained employment records
- Monitored and complied with all state and federal wage and hour laws
- Reviewed and maintained current and year over year financial margins, daily, weekly, and quarterly reports and profit loss statements.
- Reviewed, monitored, and adjusted operations based on food, labor, and overhead costs
- Executed marketing and promotion plans

Additional Experience

- Researched, created, and presented seminars, workshops, and webinars for managers, employees, business owners and military Human Resources personnel
- Participated in Human Resources, Business and Community Development panels and workgroups
- Experience in the field of Social Services for vulnerable populations (domestic violence intake counselor, childcare financial assistance counselor for teenage parents, job placement coaching for formerly incarcerated individuals)
- Legal
 - Bonded Notary Public
 - Guardianship and Conservator for senior citizen

Education

- Bachelor of Arts, Psychology
University of Kentucky
- Business Management Courses, Continuing Education
Kentucky Community and Technical College System, various Kentucky campuses
- Certified Staffing Professional (CSP) by the American Staffing Association
- Certified Senior Professional (SPHR-SCP) by the Society of Human Resources Management (SHRM)

- Certified Senior Professional in Human Resources (SPHR) by the Human Resources Certification Institution
- Certified Adult Peer Support Specialist by KY Cabinet for Health & Family Services
- Small Business Administration THRIVE Emerging Leaders Reimagined graduate

Local Community Involvement Snapshot

- Member; former Committee Chair & Director of Administration, Louisville Society for HR Management (LSHRM)
- Member, National Society for Human Resources Management (SHRM)
- Member, Kentucky Industry Liaison Group (KYILG)
- Delegate, Kentucky Partnership for Families and Children
- Founder and Executive Director, Wibby's Foundation, Inc.
- Founder and Immediate Past President, West Louisville Dream Team, Inc. (WLDT)
- Initial member Southwest Dream Team (SWDT)
- Member; Advocacy and LIBA West committee member; and former Board of Directors member, Louisville Independent Business Alliance (LIBA)
- Committee member, ECHO Annual Pancake & Pinwheels Awards Breakfast and Fundraiser
- Certified City Champ, Greater Louisville Inc./Live in Lou
- Volunteer Instructor, Metro Louisville Forward/Community Ventures-KY collaborative Restaurant-prenuar class
- Guest presenter for Dress for Success, Louisville Urban League Annual Career Expo, Small Business Development Council, Small Business Administration/Fayette County Public Schools, CVC-Kentucky Women's Conference, and numerous others

Local Recognitions

- 10-year Volunteer pin Recipient, American Red Cross-Louisville Chapter
- Louisville Defender Business Achievement Award
- Tri-State Minority Supplier Diversity Award finalist
- Zeta Phi Beta Sorority, Inc Beta Alpha Xi Zeta Chapter Community Service Leader Award