



Alutiiq Management Services, LLC

3909 Arctic Boulevard, Suite 500
Anchorage, Alaska 99503
Office: (907) 222-9500
Fax: (907) 222-9501

September 30, 2020

EMAIL: breevn.handberg@jfs.ohio.gov

Breevn Handberg
Rapid Response Program Manager
Office of Workforce Development
4020 E Fifth Ave
Columbus, OH 43219
breevn.handberg@jfs.ohio.gov

Re: Status of Employees Employed by Alutiiq Management Services, LLC Dayton JCC

Dear Ms. Handberg:

We are writing to you regarding the employment status of Alutiiq Management Services, LLC (“Alutiiq” or “the Company”) employees.

Alutiiq contracts with the federal government and currently provides certain services at the Dayton Job Corp Center, located at 3849 Germantown Pike, Dayton, Ohio. Alutiiq government contract is expected to end as of November 30, 2020. In the event that we do not receive a contract extension, Alutiiq will cease providing services at this location as directed by the government.

We therefore are writing to inform you that it will have no choice but to separate from employment employees who render services for it at this location. If this situation arises, employee separations are expected to commence effective November 30, 2020 and there will be no bumping rights.

Enclosed is a listing of the affected job titles and the number of employees in each job title, as well as the anticipated schedule for employee separations.

You may contact Tony Baker, Human Resource Manager at (937) 242-7790., if you require additional information.

Very truly yours,

Daniel Sheppard
Sr. Director of Operations

cc: Kim Addair, President AMS



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Enclosures: (list of job titles to be affected, number of affected employees in each job title, and anticipated separation dates)

Title	# of Positions	Separation Date
Academic Instructor	8	11/30/2020
Academic Manager	1	11/30/2020
Accounting Specialist	1	11/30/2020
Administrative Assistant	1	11/30/2020
Business Community Liaison WBL	1	11/30/2020
Buyer	1	11/30/2020
Career Preparation Instructor	1	11/30/2020
Career Preparation Specialist	2	11/30/2020
Career Services Manager	1	11/30/2020
Career Success Director	1	11/30/2020
Career Tech Training Manager	1	11/30/2020
Career Transition Ready Spec	2	11/30/2020
CDSS Director	1	11/30/2020
Center Director	1	11/30/2020
Center Standards Incentive Off	1	11/30/2020
Cook	2	11/30/2020
Cook Helper	2	11/30/2020
Cook Lead	1	11/30/2020
Counselor	4	11/30/2020
CTT Instructor	6	11/30/2020
Custodian	2	11/30/2020
Day RA	1	11/30/2020
Dental Assistant	1	11/30/2020
Director of Administration	1	11/30/2020
Driver	2	11/30/2020
Driver ED Instructor	1	11/30/2020
Executive Administrative Asst	1	11/30/2020
Facility Maintenance Manager	1	11/30/2020
Finance Manager	1	11/30/2020
Food Service Manager	1	11/30/2020
Groundskeeper	1	11/30/2020
HR Admin Assistant	1	11/30/2020
HSD Coordinator	1	11/30/2020
IT Systems Administrator	1	11/30/2020
Maintenance Technician	2	11/30/2020
Manager Human Resources	1	11/30/2020
Medical Clerk	1	11/30/2020
Nurse/LPN	2	11/30/2020
OA Supervisor	1	11/30/2020
Outreach/Admissions Counselor	1	11/30/2020
Property Clerk	1	11/30/2020
Property Control Manager	1	11/30/2020
Receptionist	1	11/30/2020
Records Clerk	2	11/30/2020
Recreation Manager	1	11/30/2020
Recreation Specialist	5	11/30/2020
Residential Advisor	21	11/30/2020
Residential Living Supervisor	3	11/30/2020
Safety Coordinator	1	11/30/2020
Security Manager	1	11/30/2020
Security Officer	9	11/30/2020
Security Supervisor I	3	11/30/2020
SGA Leadership Specialist	1	11/30/2020
Sr Residential Advisor	2	11/30/2020
Student Records Supervisor	1	11/30/2020
Substitute Instructor	2	11/30/2020
TEAP Specialist	1	11/30/2020
Testing Coordinator	1	11/30/2020
Wellness Manager	1	11/30/2020