



April 6, 2020

**Via Certified Mail and Email**

Breeyn Handberg  
Rapid Response Program Manager  
Office of Workforce Development  
4020 E Fifth Ave  
Columbus, OH 43219  
breeyn.handberg@jfs.ohio.gov and  
rapdresp@jfs.ohio.gov

Nan Whaley

Mayor

101 W 3rd Street

Dayton, Ohio

nan.whaley@daytonohio.gov

*Re: CBCS*

Dear Mr. Handberg and Mayor Whaley:

I write on behalf of the CBCS (the "Company"), to give you notice that there will be a layoff impacting less than 50 employees of the Company located at 6450 Poe Ave, Suite 301, Dayton, OH 45414 on April 1, 2020. The facility will remain open and most layoffs are expected to be temporary and will affect at least 11 employees.

While we believe most layoffs to be temporary and may not trigger state or federal WARN Act notice requirements, we do not know what the future will hold at this juncture and are providing the following information to ensure you are fully informed and in an abundance of caution. Should any notice be required, notice was given as soon as possible given the unforeseen circumstances of a loss in business due to the unprecedented COVID-19 pandemic, the National Emergency declared by the President of the United States, the State of Emergency declared by the Governor of Ohio and orders restricting business operations. The COVID-19 pandemic has



crippled the Company's business and businesses around the country causing notice to not be foreseeable at the time that notice would have been required to be given.

All affected employees have been notified of their layoff dates and whether their layoff is temporary or permanent. The Company terminated 6 employees beginning and ending on March 23, 2020. Temporary layoffs affecting 11 employees will occur on April 1, 2020. The Company does not plan any additional layoffs but given the uncertainty of COVID-19, it is unsure what the future will hold. The information provided represents the best information available to the Company at the time this notice was issued.

Attached is a list of the job positions and number of individuals who are being affected.

There are no bumping rights for employees.

All questions, concerns, and contact regarding this notice and associated layoffs or Company operations should be directed to Hannah Reese at [hreese@prorecoveryinc.com](mailto:hreese@prorecoveryinc.com) and (919) 281-8336.

Sincerely,

A handwritten signature in black ink that reads "Geoff Miller". The signature is written in a cursive style.

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Geoff Miller, CEO

*cc: Dayton City Commission via email at [anita.johnson@daytonohio.gov](mailto:anita.johnson@daytonohio.gov)*

Attachment



Attachment:

<b>Job Position</b>	<b>Affected Terminations</b>	<b>Affected Temporary Layoff</b>
Customer Service Agent	3	8
Client Service Representative	3	1
Legal Liaison	0	1
Clicker	0	1