



March 27, 2020

VIA EMAIL DELIVERY ONLY (rapdresp@jfs.ohio.gov)

Department of Job and Family Services
Dislocated Worker Unit (Rapid Response)
Office of Workforce Development
4020 East 5th Avenue
Columbus, Ohio 43219
rapdresp@jfs.ohio.gov

RE: NOTICE OF LAYOFF

Dear Rapid Response Team:

This notice is being provided to you on March 27, 2020, pursuant to the Worker Adjustment and Retraining Notification Act of 1988 (although we do not concede that this notice is required by the Act in regard to this particular matter). As you are aware, this Act requires employers in certain circumstances to give official notice to the state dislocated worker unit for the state within which a pending plant closing or mass layoff will occur. Our understanding is that the Ohio Department of Job and Family Services is the appropriate body to which this notice should be directed. Please notify me if this understanding is incorrect.

As a result of the unforeseeable business circumstances related to the COVID-19 pandemic, Manley Deas Kochalski LLC, including Flatiron Services LLC, and Allodial Title LLC (all of our entities collectively called throughout "Manley Deas") is laying off a significant amount of the workforce in order to sustain our business. This is effective immediately. Manley Deas is providing as much notice as practicable given the circumstances.

Manley Deas does not have a seniority system that involves bumping or seniority rights to allow a transfer into an existing position.

A list of the job classifications with the number of potentially affected employees in each job classification is attached as Exhibit A.

No employees are represented by a union.

The following is based on the best information currently available as of this date:

(1) **Statement of planned action:**

Manley Deas will be permanently laying off approximately 172 employees immediately effective March 27, 2020. As of the date of this notice, it is unclear when or if full operations will resume and if there will be any employees recalled; therefore at this time the layoff is permanent.

(2) **Statement as to whether planned action is expected to be permanent or temporary:**

The planned action will be permanent. As of the date of this notice, it is unclear when or if full operations will resume and if there will be any employees recalled; therefore at this time the layoff is permanent.

(3) **Name and address of the employment site where the plant closing or mass layoff will occur:**

Manley Deas
1555 Lake Shore Drive
Columbus, Ohio 43204

And

Manley Deas
2323 West 5th Avenue
Suite 100
Columbus, Ohio 43204

(4) **Name and telephone number of a company official to contact for further information:**

If you have any questions concerning this matter, please contact:

Amy Vallance
Director of Human Resources
Manley Deas
1555 Lake Shore Drive
Columbus, Ohio 43204
614.754.2817 | aevallance@manleydeas.com

(5) **Expected date of separation/layoff:**

The separation attributable to this action will take place immediately, on March 27, 2020.

(6) **No bumping rights:**

Company policies do not contain any provisions for transfer, bumping or reassignment of personnel in this circumstance.

(7) **Unforeseeable business circumstances:**

Manley Deas' layoffs described herein are unforeseeable business circumstances as a result of the COVID-19 pandemic. Due to the sudden and unexpected nature of the virus outbreak and its adverse effect on our business operations, we were prevented from providing notice sooner and are providing this notice to affected employees as soon as practicable.

Very truly yours,



Amy Vallance
Director of Human Resources
Manley Deas

EXHIBIT A
WARN NOTICE LIST

<u>Job Title</u>	<u>Number of Affected Employees in Each Job Title</u>
Accounting Assistant	4
Accounting Legal Assistant	4
Accounting Legal Specialist	1
Accounting Specialist	1
Assistant Manager	2
Attorney	1
Audit Coordinator	1
Chronology Specialist	1
Client and Vendor Coordinator	1
Client Communication Liaison	1
Client Systems Specialist	1
Compliance Procedures Specialist	1
Desktop Support Technician	2
Document Assembly Assistant	1

Document Automation Specialist	1
Escrow Assistant	3
Evictions Coordinator	2
Executive Assistant	1
Field Service Representative	2
Foreclosure Defense Paralegal	1
Foreclosure Direct Source Specialist	1
Intern	18
Law Clerk	2
Legal Administrative Assistant	2
Legal Assistant	35
Legal Specialist	4
Notary	2
Paralegal	17
Process Workflow Specialist	2
REO Customer Service Representative	1
Reporting Analyst	1
Senior Accounting Assistant	2
Senior Accounting Legal Assistant	2
Senior Chronology Specialist	1
Senior Client and Vendor Coordinator	1
Senior Client Systems Specialist	1
Senior Document Custodian	1
Senior Document Specialist	2
Senior Evictions Coordinator	1
Senior Field Service Representative	4
Senior File Audit Coordinator	1
Senior Foreclosure Direct Source Specialist	1
Senior Legal Assistant	15
Senior Paralegal	4
Senior Project Manager	1
Senior Title Examiner	1
Senior Title Preparer	1
Title Compliance Attorney	1
Title Curative Specialist	2
Title Preparer	13
GRAND TOTAL:	172