

October 17, 2022

Via Email and Certified Return Receipt Mail

Ms. Breeyn Handberg
 Rapid Response & WIOA Adult and Dislocated Worker Program Administrator
 Office of Workforce Development
 P.O. Box 182105
 Columbus, OH 43218-2105
breeyn.handberg@jfs.ohio.gov
rapdresp@jfs.ohio.gov

Re: Notice to State Dislocated Worker Unit of Planned Action Pursuant to the Worker Adjustment and Retraining Notification Act

Ms. Handberg:

I am writing on behalf of Supply Source Enterprises (“SSE”) to inform you that there will be a reduction in force that will result in a mass layoff at SSE’s Toledo Distribution Center, located at 2840 Centennial Road, Toledo, OH 43617. This notice is provided to you as the Rapid Response & WIOA Adult and Dislocated Worker Program Administrator for the Ohio Department of Job and Family Services’ Office of Workforce Development pursuant to the Worker Adjustment and Retraining Notification Act, 29 U.S.C. § 2102(a); 20 C.F.R. § 639.6. This reduction in force is expected to be permanent.

The first employee separation associated with this reduction in force is expected to occur within the 14-day period beginning on December 26, 2022. The following is a list of the job titles and the number of individuals per job title who will be affected by the mass layoff, along with the anticipated dates and schedule of job losses:

Anticipated Dates and Schedule of Job Losses	Job Titles Affected and Number of Individuals Per Job Title
The 14-day period beginning on December 26, 2022.	Production Associate (7) Material Handler – OF (6) Order Filler (3) Team Leader – Warehouse (1)
The 14-day period beginning on February 27, 2023.	Production Associate (16) Material Handler – OF (4) Material Handler (15) Order Filler (4) Team Leader – Warehouse (3) QA Production (3) Shipping Clerk (1) Supervisor – Receiving (1)

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	Supervisor – Shipping (2) General Maintenance (1) Production Control Clerk (3)
The 14-day period beginning on March 27, 2023.	Production Associate (2) QA Production (1)
The 14-day period beginning on April 24, 2023.	Production Associate (3) Material Handler (2) Team Leader – Warehouse (2) Supervisor – Manufacturing (2) Supervisor – Receiving (1) General Maintenance (1)

SSE does not have a job bumping system, that is, employees will not be permitted to “bump” or displace any other SSE employee.

SSE has also notified all affected employees, Hon. Neal Mahoney as Township Trustee of the Sylvania Township Board of Trustees, and the Ohio Department of Job and Family Services’ Office of Workforce Development of the mass layoff noted above.

If you have any questions or want additional information concerning this matter, please contact Tracey Sampson, Human Resources Manager, at (419) 463-9982.

Sincerely,

Sharling Grummon
Chief Human Resources Officer
sgrummon@supplysourceglobal.com