



Archway & Mother's Cookie Company

## Facsimile transmittal

To: *Ms. Forac*

Fax: *517-373-4648*

From: Jennifer Marquette

Date: *10/3/08*

Re:

Pages: *5*

CC:

☐ Urgent    ☐ For Review    ☐ Please Comment    ☐ Please Reply

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OCT 03 2008

RAPID RESPONSE  
WORKFORCE PROGRAMS



Archway &amp; Mother's Cookie Company



October 3, 2008

FAX/E-MAIL/US MAIL

Ms. Chong-Anna Canfora  
Department of Labor & Economic Growth  
Rapid Response Section  
611 West Ottawa Street  
P.O. Box 30004  
Ottawa Bldg., 4<sup>th</sup> Floor  
Lansing, Michigan 48909  
(Phone: (517) 373-6234)

Dear Ms. Canfora:

Archway & Mother's Cookie Company ("The Company") will close its facility located at 67 West Michigan Avenue, Suite 200, Battle Creek, Michigan. To the extent that this closure may fall within the scope of the provisions of the Worker Adjustment Retraining and Notification Act (hereinafter "WARN"), the purpose of this letter is to provide the appropriate notification of the closing of the facility as required under the law. Archway & Mother's Cookie Company is providing as much notice of the closure as is practicable. Archway & Mother's Cookie Company was unable to provide greater notice due to certain unforeseeable business circumstances.

Archway & Mother's Cookie Company plans to begin to cease operations and terminate the employment of its employees at the Battle Creek facility permanently and completely on October 6, 2008. The Battle Creek offices will be permanently closed and the employment of employees will be terminated on October 6, 2008.

It is expected that 59 employees will be affected by this closure. There are no bumping rights for these employees. Attached to this letter is a list of the job titles of the positions that will be affected by this closing, along with the numbers of the affected employees currently working in each affected position. There are no unions involved in this closure.

Should you need further information regarding our plan to close the Battle Creek facility, please feel free to contact me, Jennifer Marquette. I may be reached by telephone at 419-207-7768

Sincerely,

A handwritten signature in cursive script that reads "Jennifer L. Marquette".

Jennifer Marquette  
Human Resources

Archway &amp; Mother's Cookie Company

## Affected Battle Creek Michigan Employees

Clock #	Name	Hire Date	Adj Hire Dt	Title	Location	total Class
A 40224	HANNA, JULIE E	11/26/2001	11/26/2001	A/R ADMIN COORDINATOR	BC	1
A 40219	SMITH, STEPHANIE A	11/5/2001	11/5/2001	A/R CASH APPLICATION COORD	BC	1
A 40076	MOORE, KATHY D	9/9/1996	11/5/2003	A/R COLLECTIONS COORDINATOR	BC	
A 40254	HUGHES, NORA E	4/1/2002	4/1/2002	A/R COLLECTIONS COORDINATOR	BC	
A 40346	BARNES, JUDITH L	5/16/2005	5/16/2005	A/R COLLECTIONS COORDINATOR	BC	
A 40347	MARTIN, MICHELLE E	5/9/2005	5/9/2005	A/R COLLECTIONS COORDINATOR	BC	4
A 40119	BROCKWAY, CHRISTINE A	12/23/1986	12/23/1986	ACCOUNTS PAYABLE CLERK MECH	BC	
A 40228	MILLER, STEPHANIE L	12/3/2001	12/3/2001	ACCOUNTS PAYABLE CLERK MECH	BC	
A 40260	VANSICKLER, TERRI A	4/8/2002	4/8/2002	ACCOUNTS PAYABLE CLERK MECH	BC	
A 40262	SIEFKER, JODY L	4/22/2002	10/22/2007	ACCOUNTS PAYABLE CLERK MECH	BC	
A 40316	REIGNER, SELMA K	11/10/2003	11/10/2003	ACCOUNTS PAYABLE CLERK MECH	BC	
A 40361	BUSH, KAREN A	8/7/2006	8/7/2006	ACCOUNTS PAYABLE CLERK MECH	BC	
A 40387	STEVENS, KELLY K	7/23/2007	7/23/2007	ACCOUNTS PAYABLE CLERK MECH	BC	7
A 40102	FUCILE, JERI L	7/12/1999	7/12/1999	ACCOUNTS PAYABLE TEAM LEADER	BC	1
A 40065	BLACK, CARLA M	3/9/1987	3/9/1987	ACCTS RECEIVABLE TEAM LEADER	BC	1
A 40135	RICHARDS, MICHELE L	8/10/1987	8/10/1987	BENEFITS ADMINISTRATOR	BC	1
A 40008	SMITH, JENNIFER E	6/12/2008	6/12/2008	BUSINESS DEVELOPMENT ANALYST	BC	1
A 40450	DAVIS, GEOK L	9/22/2008	9/22/2008	BUSINESS SYSTEMS ANALYST	BC	
A 9000065	CLAFLIN, KIMBERLY S	5/17/1999	5/17/1999	BUSINESS SYSTEMS ANALYST	BC	2
A 9000045	WOLF, KRISTEN	8/29/1994	8/29/1994	CEA ADMINISTRATOR	BC	1
A 40242	PARKINSON, CYNTHIA G	2/4/2002	2/4/2002	CONSUMER RESPONSE REP	BC	1
A 40424	IVY, DEVON	3/17/2008	3/17/2008	CONTROLLER	BC	1
A 40288	CAMPBELL, JOHN H	11/25/2002	11/25/2002	CREDIT COLLECTIONS MANAGER	BC	1
A 40273	BOGREN, DIANE E	7/22/2002	7/22/2002	CUSTOMER SERVICE REP	BC	
A 40345	DAVIS, CHRISTINA M	5/2/2005	5/2/2005	CUSTOMER SERVICE REP	BC	
A 40353	AYERS, MICHELLE R	8/29/2005	8/29/2005	CUSTOMER SERVICE REP	BC	
A 40355	ORCHEL, ZOE P	10/3/2005	10/3/2005	CUSTOMER SERVICE REP	BC	4
A 40313	SPELLIMAN, NICOLE R	10/27/2003	10/27/2003	CUSTOMER SERVICE SPEC I	BC	1
A 40079	VAHS, TERESA A	6/9/1997	6/9/1997	CUSTOMER SERVICE TEAM LEADER	BC	1
a 40325	HOLM, LYNN M	5/10/2004	5/10/2004	DISTR SERVICES TEAM LEADER	BC	1
A 9000074	SZEKELY, CATHY R	1/31/2000	1/31/2000	DISTRIBUTOR SERVICES MANAGER	BC	1
A 40383	PRUETT, MARITA M	7/2/2007	7/2/2007	DISTRIBUTOR SERVICES REP	BC	
A 40428	GWYNNE, MELLISSA M	3/31/2008	3/31/2008	DISTRIBUTOR SERVICES REP	BC	
A 40444	FREY, JAMIE M	7/14/2008	7/14/2008	DISTRIBUTOR SERVICES REP	BC	3





Jennifer  
Marquette/Ashland/ArchwayM  
others

10/03/2008 04:34 PM

To canforac@michigan.gov

cc

bcc

Subject WARN NOTICE FOR ARCHWAY & MOTHER'S COOKIE  
COMPANY

Dear Ms. Forac,

Attached is the WARN notice for Archway & Mother's Cookie Company



Battle Creek Affected Employees.xls Letter to Michigan Dislocated workers.doc

Jennifer L. Marquette  
Vice President of Human Resources  
Archway & Mother's Cookie Company  
Phone 419-289-0787, ext. 7768  
Fax 419-281-6702  
Cell 419-651-6481  
e-mail: jmarquette@archwaymothers.com

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