



CDG Management L.L.C.

December 28, 2009

Mayor Jim Kalb
Municipal Building
728 Second Street, Room 1
Portsmouth, OH 43062

Fax # 740-354-8809

Ohio Department of Job and Family Services
Bureau of WIA
Attn Kathy Maybriar
4020 East Fifth Avenue
Columbus, OH 43216-1618

Fax # 614-728-5933

Fax # 866-733-0025

Dear Mayor Kalb and Ohio Dept of Job and Family Services:

This is to formally notify you that due to continuing losses CDG Management, LLC and Civic Development Group, LLC; (collectively the "Company") will be permanently closing all fundraising call centers including the Portsmouth, OH Call Center.

The effective date of this closure will be December 31, 2009. We will provide, via letter, notification to all employees on December 22, 2009. There are no bumping rights.

While we do not believe that this invokes the federal Worker Adjustment and Retraining Notification Act, we are giving you notice of this event out of an abundance of caution.

We hope that your agency will coordinate the services that will be required by the affected employees. All will be eligible for unemployment insurance benefits and many will need other social services as well.

We appreciate your assistance in making this a smooth transition for the affected employees. Should you have any questions or concerns, please do not hesitate to contact me at (732) 512-9800, ext. 1149.

* Note: It is our intention to operate the center thru the notice period. However, telemarketing operations are based on factors such as meeting minimum client goals; individual employee performance; hours worked per policy; and total number of callers working at one time allowing for the proper operation of the predictive dialers. In the event any one or all of the above circumstances occur, we will have no choice but to cease operations sooner than planned. At that time all remaining employees will be eligible immediately for UI.

Very truly yours,

Katherine DiGregorio
Director- Human Resources

CDG Management, L.L.C.
425 Raritan Center Parkway • Edison, NJ 08837

RECEIVED
OHIO DEPARTMENT
OF JOB AND FAMILY
SERVICES
2009 DEC 30 P 2:30
WORKFORCE DEVELOPMENT



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Portsmouth – Call Center
1619 Chillicothe Street
Portsmouth, OH 45662

Listing of Job Titles

<u>Job Titles</u>	<u>Total Number of Employees</u>
Full Time Employee	3
Part Time Employee	33
Total Number of Employees	36

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