

March 13, 2009

VIA EMAIL AND U.S. MAIL

Wendy Patton  
Rapid Response Administrator  
Ohio Department of Job and Family Services  
4020 E. 5th Avenue  
Columbus, OH 43219  
[Wendy.patton@jfs.ohio.gov](mailto:Wendy.patton@jfs.ohio.gov)

RECEIVED  
OHIO DEPARTMENT  
JOB & FAMILY SERVICES  
2009 MAR 17 A 8:27  
OFFICE OF  
WORKFORCE DEVELOPMENT

Dear Ms. Patton:

This letter is to give you formal notification under the Worker Adjustment and Retraining Notification Act ("WARN") that Executive Building Limited Partnership intends to permanently close its facility, The Vernon Manor Hotel, 400 Oak Street, Cincinnati, OH 45219.

Executive Building Limited Partnership presently plans to cease operations on March 31, 2009. However, each affected employee will continue to be scheduled to work with pay or will be paid for at least sixty days from the date the employee receives formal notification. The closure will affect 99 employees. A list of job classifications and the number of employees affected in each job classification, as well as an estimated schedule of the separations is attached.

Thirty-eight of the affected employees are represented by UNITE-HERE and its Local No. 12. The President of UNITE HERE is Bruce Raynor, and the Trustee of Local 12 is Vann Seawell. The State Director of the Ohio State Council of the Chicago and Midwest Regional Board is Dallas Sells. The Service Representative is Kathy Hanshew. Contact information for these individuals is included in Attachment A.:

Please be advised that bumping rights do not exist.

If you need further information, please contact Matthew Coffey, General Manager, The Vernon Manor Hotel at (513) 281-3300.

Sincerely,

  
Matthew Coffey  
General Manager

Enclosure

## **Attachment A**

Bruce Raynor,  
President, UNITE-HERE  
275 7<sup>th</sup> Avenue  
New York, NY 10001-6708

Dallas Sells, State Director  
Chicago and Midwest Regional Joint Board  
9100 Valley View Road  
Macedonia, Ohio 44056

Van Seawell, Trustee  
Chicago and Midwest Regional Joint Board,  
Local 12  
35 East 7<sup>th</sup> Street, Suite 308  
Cincinnati, OH 45202

Kathy Hanshew  
Service Representative - Special Projects Coordinator  
UNITE-HERE  
35 E. 7th Street, Suite 500  
Cincinnati, OH 45202

<b><u>Job Classification</u></b>	<b><u>Total Number of Affected Employees</u></b>	<b><u>Anticipated Separation</u></b>
Front Desk Clerk	5	March 31, 2009
Front Desk Manager	3	March 31, 2009
Auditor	2	March 31, 2009
Bellperson	3	March 31, 2009
Room Attendant	12	March 31, 2009
Housekeeping Supervisor	2	March 31, 2009
Houseperson	4	March 31, 2009
Executive Housekeeper	1	March 31, 2009
Housekeeping Inspector	1	March 31, 2009
Shuttle Driver	4	March 31, 2009
Reservation Manager	1	March 31, 2009
Lobby Attendant	1	March 31, 2009
Night Attendant	1	March 31, 2009
Dining Room Manager	1	March 31, 2009
Asst. Dining Room Manager	1	March 31, 2009
Server	7	March 31, 2009
Busser	4	March 31, 2009
Executive Chef	1	March 31, 2009
Restaurant Supervisor	1	March 31, 2009
AM Pantry	1	March 31, 2009
PM Line Cook	1	March 31, 2009

Sous Chef	3	March 31, 2009
AM Culinary	1	March 31, 2009
PM Culinary	1	March 31, 2009
PM Pantry	1	March 31, 2009
Dishwashers	4	March 31, 2009
Banquet Chef	2	March 31, 2009
Banquet Captain	1	March 31, 2009
Catering Manager	2	March 31, 2009
Banquet Servers	8	March 31, 2009
Banquet Manager	1	March 31, 2009
Bartenders	4	March 31, 2009
General Manager	1	March 31, 2009
Executive Secretary	1	March 31, 2009
Sales Staff	2	March 31, 2009
Maintenance Supervisor	1	March 31, 2009
Maintenance Staff	5	March 31, 2009
Laundry	4	March 31, 2009