



June 3, 2025

Via Email

Maureen Persons
Director
Dislocated Worker Services Unit
1900 Kanawha Blvd E
Bldg. 3, Room 312
Charleston, WV 25305
Maureen.M.Persons@wv.gov

Mayor Amy Shuler Goodwin
501 Virginia Street East
Charleston, WV 25301
mayorsoffice@cityofcharleston.org

500 N. Marketplace Dr.
P.O. Box 10
Centerville, UT 84014
Direct: 801.693.2603
Fax: 801.693.2900

RECEIVED

JUN 04 2025

ES DIVISION

414

Re. Layoff – WARN Notice

On May 29, 2025, Management & Training Corporation (“MTC”), contract operator of the **Charleston Job Corps Center, 1000 Curtis Price Way, Charleston, WV 25311** (the “Center”), was notified by the U.S. Department of Labor (“DOL”) that its contract for the operation of the Center is being terminated for convenience effective June 30, 2025. No new operator is being contracted to operate the Center.

As a result of this unanticipated government-initiated contract termination, MTC is required to close the Center and terminate all Center staff. This unforeseen business circumstance prevents MTC from being able to provide a full 60 days’ notice of termination to employees. This notice was prepared as expeditiously as possible.

All Center staff employment will end by June 30, 2025, though portions of staff will transition out each week. Below is the current anticipated schedule:

- June 6 – Substitute staff and student workers, excluding security and residential;
- June 13 – Residential substitutes;
- June 20 – Most departments except those listed on later dates (safety officer, drivers, mental health consultant, secretaries, buyers, and TEAP are included in this round);

- June 27 – Health & Wellness (Manager, nurses, secretary), Center Director and Finance & Administration secretaries, Records Department; and
- June 30 – Center Director Position and the following departments: Maintenance, Security (except those listed above), Finance & Administration, Accounting, Property.

MTC's determination to lay off its staff is expected to be a permanent action; employees do not have bumping rights. Attached please find the job titles affected and the number of employees in each category.

You may contact Jody Trujillo, Director, Human Resources for additional information:

Management & Training Corporation

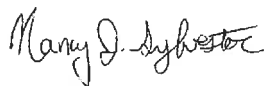
P.O. Box 10

Centerville, UT 84014

(801) 693-2625

Jody.Trujillo@mtctrains.com

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy D. Sylvester". The signature is fluid and cursive, with a stylized "N" and "S".

Nancy Sylvester
Labor & Employment Counsel

Enclosure

Affected Positions:

ACT/OTP Coordinator	1
Admissions Counselor	5
Admissions Counselor (Raleigh)	1
BCL/WBL Coordinator	1
Cafeteria Attendant	3
Center Director	1
Clerk, Accounting	2
Clerk, Property	1
Clerk, Records	2
Cook	2
Counselor	4
CTS Specialist	2
Custodian	2
Day Residential Advisor	1
Director, Finance & Administration	1
Director, OA/CTS	1
Director, Programs	1
Driver, CDL	2
Driver, No CDL	1
Instructor, Academic HSD	1
Instructor, Academic HSE	1
Instructor, Academic Math	2
Instructor, Academic Reading	1
Instructor, Academic Reading/ESL	1
Instructor, Academic Substitute	1
Instructor, Career Preparation	3
Instructor, CTT Facilities Maintenance	2
Instructor, CTT HVAC	1
Instructor, CTT Medical Admin Assistant	1
Instructor, CTT Network Cable	1
Instructor, CTT Office Administration	1

Instructor, Driver's Education	1
Instructor, Foundations	1
LPN	1
Maintenance Worker	3
Maintenance Worker	1
Manager, Academics	1
Manager, Career Technical Training	1
Manager, Counseling/Career Preparation	1
Manager, Health & Wellness	1
Manager, Residential Living	1
Manager, Safety & Security/Transportation	1
Property Specialist	1
Recreation Aide	4
Residential Advisor	11
Residential Advisor, Substitute	4
RN	1
Safety Officer	1
Scheduling/Testing Coordinator	1
Secretary, Career Technical Training/Academics	1
Secretary, Executive	1
Secretary, Health & Wellness	1
Secretary, Quality Assurance Clerk	1
Security Officer	7
Security Officer, Substitute	1
Senior Cook	1
Senior Residential Advisor	3
Senior Secretary, Programs	1
Senior Security Officer	4

Student Personnel Assistant	1
Student Personnel Officer	1
Supervisor, Accounting	1
Supervisor, Facility Maintenance	1

Supervisor, Food Services	1
Supervisor, Records	1
Supervisor, Recreation	1
Systems Administrator	1