



March 20, 2020

Brian Marcotte  
WIOA Dislocated Services Section Manager  
Workforce Development – Targeted Services Division  
201 N. Washing Square, 5<sup>th</sup> Floor  
Lansing, MI 48913

**Re: NOTICE OF FURLOUGH**

To Whom It May Concern:

This letter is to notify you that the YMCA of Metropolitan Detroit locations have stopped operations and furloughed or reduced the hours of the majority of their employees due to Governor Whitmer's Executive Order 2020-9 (COVID-19).

These locations include: 400 E. Lincoln Street, Birmingham, MI 48009; 1401 Broadway, Suite 3A, Detroit, MI 48226; 300 Family Drive, Milford, MI 48381; 16777 Northline Road, Southgate, MI 48195; 28100 Farmington Road, Farmington Hills, MI 48334; 23401 East Jefferson, St. Clair Shores, MI 48080; 14255 Stark Road, Livonia, MI 48154; 10 North River Rd, Mount Clemens, MI 48043; 3378 E. Walton Boulevard, Auburn Hills, MI 48326; 1016 W. 11 Mile Rd, Royal Oak, MI 48067; 650 Church Street, Room 111, Plymouth, MI 48170; 6836 F-41, Oscoda, MI 48750; and 7300 Hickory Ridge Road, Holly, MI 48442. Effective March 21, 2020 the total number of employees affected by the furlough and reduction of hours is 1,318. We plan to begin recalls when Executive Order 2020-9 (COVID-19) is removed.

The YMCA of Metropolitan Detroit submits this notice to you to satisfy any obligation that may exist under the federal Worker Adjustment and Retraining Notification Act (the "WARN Act"). If no obligations exist, this notice is voluntary.

Please contact our Chief Human Resources Officer Darcie West should you have any questions (313) 223-2535.

Sincerely,

Helene Weir  
Chief Executive Officer  
YMCA of Metropolitan Detroit