Commercial Vehicle Group  
Layoff Transition Team Meeting

The first transition team meeting for CVG was held in the plant board room on Wednesday, April 9, 2014, at 1 p.m. The following people attended: Donna Cronin, CVG HRM; Vickie Burns, WSI Rapid Response Team Lead; Sem Hernandez, Worksource Portland Metro (ED) Tualatin; Marcos Miranda, Worksource Portland Metro (PCC) Tualatin, Ricque Smith and Athena Padilla, Trade Act (TAA); Vann Keo and Shelly Zander, Trade Act (TRA); Eryn Byram, Labor’s Community Service Agency.  
  
Introductions were made around the table, and business cards were exchanged. Donna shared basic dislocation information:

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| **Item** | **Data** | **Notes** |
| Number affected | 80 | 68 hourly, 12 salaried |
| Layoff date(s) | 12/31/14 | Ongoing, beginning in June and possibly extending in to Q1 2015 |
| Layoff reason | Trade Act affected | Moving processes to other locations including East Coast and Mexico. |
| Job titles affected |  | Machine operators (thermafore, CNC, injection molding press), assemblers, planners, customer service, data entry clerks, scheduler, shipping/receiving, material handlers, forklift operators, CDL drivers, grinder operator, quality control tech, maintenance tech, tooling tech, department leads, materials manager, process engineer, HRM, production manager, quality supervisor, buyer, controller, maintenance manager, maintenance supervisor CNC programmer |
| Benefits | Full | Medical, dental, vision, life insurance, disability insurance, flexible spending, 401(k) |
| Wage Range | Hourly Average: $13.43/hr  Salary Average:  $69,385 | Hourly ranges from $10.60 - $23/hour  Salaries range from $42,000 - $104,000 |
| Age Range | 45, average | Youngest: 22; Oldest: 75 |
| Length of Employment | 7 years, average | Range: 0 – 30 years |
| Education | Most with high school diploma | Several employees have not completed high school; 2 – 3 have college degrees |
| Residence |  | Salem, Woodburn, Vancouver, Aloha, Oregon Cty, Portland, Tigard, Beaverton |
| Limited English | 10 – 15 | All Spanish. Three very limited, 10 or more bilingual |
| Retiring | A few |  |
| Severance | (unknown for salaried workers) | Hourly: 1 week for every year of service; at least four weeks, but no more than 12 |

When asked about the company’s specific needs, Donna provided the following answers:

* Information – the corporate office has given limited information about the closure. Everyone is waiting for more specific info.
* Jobs for the CVG workers – Donna has been helping the employees create resumes, posting various job openings and opportunities, getting information from temporary employment services. (Note: the company currently has four temps hired through Arrow Tech Temp Services.)
* Help with resumes
* ESL classes
* A separate information session for Spanish speakers to ensure their comfort in asking questions and addressing concerns
* Packets with information

The Rapid Response team representatives provided an overview of services. Sem, Marcos, and Vickie discussed the menu of pre-layoff and layoff aversion options such as information sessions, on-site workshops, drop-by information kiosks for the workers to ask their questions, and job fairs. Sem explained the many employment services available through WorkSource offices, and Marcos discussed training opportunities. They talked about what would be covered in an information session, such as how to file for unemployment, using i-Match skills, the welcome process, free workshops, skill upgrades, OJT, the NCRC, etc.   
  
The Trade Act team representatives discussed opportunities for the workers if the company should become certified. Shelly announced that the federal website indicated on 4/9 that CVG’s petition appears to have been approved, although a formal determination has not yet been received. Ricque and Vann followed with clear and concise overviews of TAA and TRA benefits and services. They discussed the TAIS and program enrollment process, and they answered questions ranging from when and how workers are notified of their qualification, how long benefits last, and appropriate training programs. Athena and Shelly have been assigned as our Trade Act leads for CVG.

Donna is thinking of setting up a laptop in the board room for the employees to use for their job search during breaks. We noted that this might also be a good time to have our team members on hand to answer questions. Donna also told us the company plans to offer the workers positions in other locations. However, those jobs are on the East Coast or in Mexico. Sem and Donna discussed the Cabellas store opening in Tualatin, and Sem will send her the information about job openings for the store.

Although Donna is unsure of layoff dates, we discussed logistics for information sessions. There are two work shifts (6 a.m. – 2:30 p.m., 2:15 – 10:45 p.m.), and the plant has a large lunch area where we can hold sessions. A large screen and microphone are also available. We suggested at least two information sessions.

The group agreed that a second transition team meeting of HR, our team of RR and TA representatives, and one or two of the workers would be beneficial, especially since there are no firm layoff dates yet. Vickie will keep in touch with Donna and notify the team when Donna is ready for the next meeting.