



Management
& Training
Corporation

WARN #9259

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

June 4, 2025

Via Email

Michael Welter
Oregon Rapid Response Coordinator
Higher Education Coordinating Commission
Office of Workforce Investments
3225 25th Street SE
Salem, OR 97302
michael.welter@hecc.oregon.gov

Mayor Sean Fitzpatrick
1095 Duane St
Astoria, Oregon 97103
sfitzpatrick@astoria.gov

Re. Layoff – WARN Notice

On May 29, 2025, Management & Training Corporation (“MTC”), contract operator of the **Tongue Point Job Corps Center, 37573 US-30, Astoria, OR 97103** (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 the first name "Nancy" being more prominent.

Nancy Sylvester
Labor & Employment Counsel

Enclosure

Affected Positions:

Accountant	1
Administrative Specialist, Maritime	1
Admissions Counselor	1
Admissions Counselor (Beaverton)	2
Admissions Counselor (McMinnville)	1
Admissions Counselor (St. Helens)	1
Buyer	1
Cafeteria Attendant	3
Center Director	1
Certification Trainer	1
Clerk, Accounting	1
Clerk, Laundry	1
Clerk, Property	2
Clerk, Records	2
Clerk, Records III	1
Clerk, Scheduling/Attendance	1
Cook	2
Counselor	8
CTS Specialist	2
CTS Specialist (Beaverton)	1
CTS Specialist (McMinnville)	1
CTS Specialist (St. Helens)	1
Custodian	3
Director, Deputy	1
Director, Finance & Administration	1
Disability Coordinator	1
Executive Assistant	1
Instructor, Academic	5
Instructor, Academic Substitute	4
Instructor, Career Preparation	2
Instructor, Career Preparation Substitute	2

Instructor, CTT Computer Technician A+	1
Instructor, CTT Dental Assistant	1
Instructor, CTT Galley Cook	1
Instructor, CTT Substitute	7
Instructor, CTT Welding	1
Instructor, Driver's Education	2
Maintenance Worker	8
Manager, Academic Programs	1
Manager, Accounting	1
Manager, Employability Services	1
Manager, Facility Maintenance	1
Manager, Food Services	1
Manager, Group Life	1
Manager, Health & Wellness	1
Manager, OA/CTS	1
Manager, Safety & Security	1
Nurse Practitioner	1
Project Coordinator	1
Quality Assurance Specialist	1
Recreation Advisor	4
Residential Advisor	21
Residential Advisor, Substitute	3
RN	4
Secretary, Career Technical Training	1
Secretary, Group Life	1
Secretary, Student Personnel	1
Security Officer	5
Senior Cook	2
Senior Security Officer	2

SGA Specialist	1
Student Intern, Food Services	12
Student Personnel Officer	1
Student Personnel Specialist	1
Supervisor, Career Preparation	1
Supervisor, Construction Trades	1
Supervisor, Property	1
Supervisor, Records	1
Supervisor, Recreation	1
Supervisor, Residential Living	3

Supervisor, Safety & Security	1
Systems Administrator	1
Systems Technician	1
TABE Administrator	1
TEAP Specialist	2
Vehicle Maintenance Worker	1
Vehicle Operator, CDL	4
WBL/ACT Specialist	1
WBL/BCL Specialist	1