

July 1<sup>st</sup>, 2020

**Via Email:** [steven.gustafson@deo.myflorida.com](mailto:steven.gustafson@deo.myflorida.com)  
[WARNnotices@deo.myflorida.com](mailto:WARNnotices@deo.myflorida.com)

Mr. Steven K. Gustafson  
REACT Program  
MSC 229  
107 E Madison St  
Tallahassee, FL 32399-4137

Dear Mr. Gustafson:

As you know, the COVID-19 Virus recently reached pandemic proportions and the Federal government, the Governor of Florida, and the Miami Dade County Administrator have declared a State of Emergency and issued business closure and travel restriction orders. As a result, the cruise industry has essentially shut down. These sudden and unexpected circumstances have adversely affected Starboard's Distribution Center located at 9290 NW 112th Ave, Medley, FL 33178. As a result, the Company must implement further layoffs and furloughs at the Distribution Center. The Company intends to continue to maintain a small crew working on reduced hours, but most employees are being laid off or furloughed.

While we hope that this action is temporary, we are unable to predict when we can resume normal operations or when affected employees may be recalled. These furloughs are expected to be extended as of July 13<sup>th</sup>, 2020 and the layoffs will occur on July 1<sup>st</sup>, 2020. The affected positions have union representation and are covered by a Collective Bargaining Agreement.

This letter is intended to serve as your notice under the Worker Adjustment and Retraining Notification (WARN) Act, 29 U.S.C. §2101, et seq., or any other applicable laws, should such notice be required. The total number of affected employees at the Distribution Center is expected at this time to be 80 employees under six job categories.

Should you have any questions please contact: Raymond Bodden, Total Rewards Manager at (786) 838-1555 or [raymond.bodden@starboardcruise.com](mailto:raymond.bodden@starboardcruise.com).

Sincerely,



**Anya Varga**  
Head of Human Resources

CC: Mayor Roberto Martell via email: [rmartell@townofmedley.com](mailto:rmartell@townofmedley.com)  
Mayor Carlos Gimenez via email: [mayor@miamidade.gov](mailto:mayor@miamidade.gov)


Starboard Holdings, Ltd. Distribution Center - Medley

Job Title	Count of Employees
Warehouse Associate	48
Warehouse Driver	4
Inventory Control Worker	10
Warehouse Clerical	12
Facilities Maint. Wkr I	4
Facilities Maint. Wkr II	2

Kind Regards,

**Raymond Bodden**

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