



**VIA EMAIL AND U.S. MAIL**

September 23, 2024

Wisconsin Department of Workforce Development  
201 E. Washington Ave  
P.O. Box 7946  
Madison, WI 53707  
Email: [WIOATitlel@dwd.wisconsin.gov](mailto:WIOATitlel@dwd.wisconsin.gov)

Re: WARN Act Notice

To Whom It May Concern:

This letter is to advise you that Cygnus Home Service, LLC, d/b/a Yelloh is undergoing layoffs nationwide. These layoffs are permanent. The following positions are being eliminated in Wisconsin as a result, including the total number of layoffs:

<b>Fennimore, WI</b>	<b>6</b>
Route Sales Representative	3
Route Sales Rep Trainee	1
Service Ops Specialist	1
Sr Material Handler DOT	1
<b>Fond Du Lac, WI</b>	<b>5</b>
Route Sales Representative	4
Senior Material Handler DOT	1
<b>Franklin, WI</b>	<b>13</b>
Area Manager	1
Material Handler DOT	1
Route Sales Representative	9
Service Ops Specialist	1
Senior Material Handler DOT	1
<b>Green Bay, WI</b>	<b>11</b>
Area Manager	1
Material Handler	1
Route Sales Representative	7
Service Ops Specialist	1



Senior Material Handler DOT	1
<b>Prairie Du Sac</b>	<b>13</b>
Route Sales Representative	7
Route Sales Rep DTS	1
Route Sales Rep Trainee	3
Service Ops Specialist	1
Senior Material Handler DOT	1
<b>River Falls, WI</b>	<b>8</b>
Area Manager	1
Route Sales Representative	4
Route Sales Rep Trainee	1
Service Ops Specialist	1
Senior Material Handler DOT	1
<b>Sun Prairie, WI</b>	<b>11</b>
Route Sales Representative	7
Route Sales Rep DTS	1
Route Sales Rep Trainee	1
Service Ops Specialist	1
Senior Material Handler DOT	1
<b>West Salem, WI</b>	<b>11</b>
Area Manager	1
Material Handler DOT	1
Route Sales Representative	6
Route Sales Rep DTS	1
Service Ops Specialist	1
Senior Material Handler DOT	1
<b>Remote Employees</b>	<b>1</b>
Regional Vice President	1
<b>TOTAL</b>	<b>79</b>



Below are the addresses of the facilities that are closing:

400 Industrial Drive  
Fennimore, WI 53809

1336 Capital Drive  
Fond Du Lac, WI 54937

9740 South 58<sup>th</sup> Street  
Franklin, WI 53132

2782 Packerland Drive  
Green Bay, WI 54313

1625 North Street  
Prairie Du Sac, WI 53578

1050 Benson Street  
River Falls, WI 54022

730 Craftsman Way  
Sun Prairie, WI 53590

W. 3213 County Road B  
West Salem, WI 54669

These are non-union positions and there are no applicable bumping rights. The employees will be paid through November 22, 2024, and will remain on the company's benefits plan, consistent with the WARN Act requirements. Please contact me if you have any questions.

Sincerely,

Dana Panucci  
Senior Director Human Resources  
[Dana.Panucci@cygnusdelivers.com](mailto:Dana.Panucci@cygnusdelivers.com)  
412-276-5505

CC (via U.S. Mail):

Ryan Boebel, Mayor  
850 Lincoln Ave  
Fennimore, WI 53809

Tiffany Brault, City Council President  
160 South Macy Street  
Fond Du Lac, WI 54935



John Nelson, Mayor  
9229 W. Loomis Road  
Franklin, WI 53132

Eric Genrich, Mayor  
100 N. Jefferson Street  
Green Bay City Hall  
Green Bay, WI 54301

Andrew Strathman, Village President  
335 Galena Street  
Prairie Du Sac, WI 53578

Don Toland, Mayor  
222 Lewis Street  
River Falls, WI 54022

Paul Esser, Mayor  
300 E. Main Street  
2<sup>nd</sup> Floor  
Sun Prairie, WI 53590

Scott Schumacher, Village President  
175 Leonard Street South  
West Salem, WI 54669

Tony Bibeau, Village President  
455 Davis Street – Upper Level  
PO Box 337  
Hammond, WI 54015

**From:** [Daniel R. Olson](#)  
**To:** [DWD MB DET WIOA Title I](#); [Betty Substad](#)  
**Cc:** [dana.panucci@cygnusdelivers.com](#); [Cintia Andrietta](#); [Danielle W. Fitzsimmons](#)  
**Subject:** RE: WARN Notice by Cygnus Home Service, LLC  
**Date:** Tuesday, September 24, 2024 10:58:11 AM  
**Attachments:** [image006.png](#)  
[image007.png](#)  
[image008.png](#)

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Good morning. In response to your email yesterday, the regional vice president remote position is headquartered in Marshall, Minnesota.



**DANIEL R. OLSON**  
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If you have received this communication in error, please notify us immediately at [dolson@bassford.com](mailto:dolson@bassford.com) or by telephone at 612.746.1095.

Thank you.

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**From:** DWD MB DET WIOA Title I <[WIOATitleI@dwd.wisconsin.gov](mailto:WIOATitleI@dwd.wisconsin.gov)>  
**Sent:** Monday, September 23, 2024 2:29 PM  
**To:** Betty Substad <[bsubstad@bassford.com](mailto:bsubstad@bassford.com)>  
**Cc:** [dana.panucci@cygnusdelivers.com](mailto:dana.panucci@cygnusdelivers.com); [Cintia Andrietta <cintia@4x4capital.com>](mailto:cintia@4x4capital.com); Daniel R. Olson <[dolson@bassford.com](mailto:dolson@bassford.com)>; [Danielle W. Fitzsimmons <DFitzsimmons@bassford.com>](mailto:DFitzsimmons@bassford.com); DWD MB DET WIOA Title I <[WIOATitleI@dwd.wisconsin.gov](mailto:WIOATitleI@dwd.wisconsin.gov)>  
**Subject:** [EXTERNAL] RE: WARN Notice by Cygnus Home Service, LLC

Greetings Betty,

We are confirming receipt of the layoff notice for Cygnus Home Service, LLC, d/b/a Yelloh. Is the single remote employee listed affiliated with any of the facilities on the notice? If not, are you able to provide the city and state of that employee's headquarter location (even though we understand it is a remote position)?

Since there are fewer than 25 employees affected at the sites identified in your letter, it is unlikely the local rapid response teams serving the impacted areas will have the capacity to reach out. If you wish to learn more about rapid response, please visit <https://jobcenterofwisconsin.com/jobloss/>. We do, however, ask that you pass along the aforementioned website to all of the affected employees residing in Wisconsin, so they can learn about the resources available to help them transition to new, suitable employment. That website contains informational videos about a variety of topics that are relevant to individuals who are faced with job loss.

If you have questions, please feel free to reach out. Thank you.

**The WIOA Title I Team (mf)**

[WIOATitleI@dwd.wisconsin.gov](mailto:WIOATitleI@dwd.wisconsin.gov)

608-405-4070 or Dial 7-1-1 for Wisconsin Relay Service

The [Wisconsin Department of Workforce Development](#) is an equal opportunity employer and service provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need to access this information in an alternate format or language, please contact the Division of Employment and Training at 888-258-9966 and press 6 or dial 7-1-1 for Wisconsin Relay Service.



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**From:** Betty Substad <[bsubstad@bassford.com](mailto:bsubstad@bassford.com)>

**Sent:** Monday, September 23, 2024 9:45 AM

**To:** DWD MB DET WIOA Title I <[WIOATitleI@dwd.wisconsin.gov](mailto:WIOATitleI@dwd.wisconsin.gov)>

**Cc:** [dana.panucci@cygnusdelivers.com](mailto:dana.panucci@cygnusdelivers.com); Cintia Andrietta <[cintia@4x4capital.com](mailto:cintia@4x4capital.com)>; Daniel R. Olson <[dolson@bassford.com](mailto:dolson@bassford.com)>; Danielle W. Fitzsimmons <[DFitzsimmons@bassford.com](mailto:DFitzsimmons@bassford.com)>

**Subject:** WARN Notice by Cygnus Home Service, LLC



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Good Morning,

Attached and sent on behalf of Dana Panucci, please find a WARN Act Notice by Cygnus Home Service, LLC.

Please contact us with any questions.

Thank you.



**BETTY SUBSTAD**

LEGAL ADMINISTRATIVE ASSISTANT  
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Thank you.