

Rick Scott  
GOVERNOR

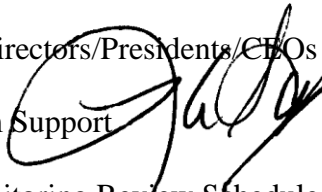


Cissy Proctor  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** August 18, 2016

**TO:** Regional Workforce Development Board Executive Directors/Presidents/CEOs

**FROM:** Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

**SUBJECT:** Draft of Program Year (PY) 2016-2017 Proposed Monitoring Review Schedule

The Department of Economic Opportunity (DEO), Bureau of One-Stop and Program Support, is preparing to start the Program Year (PY) 2016-2017 programmatic monitoring reviews of workforce programs and special projects administered by the Local Workforce Development Boards (LWDBs). Attached is a preliminary schedule of proposed monitoring review dates for PY 2016-2017. Please review the proposed dates for your respective LWDB and contact us by August 31, 2016 with alternate dates if the proposed dates present a conflict.

Please note that some PY 2016-17 reviews will be conducted onsite while others will continue to be conducted remotely. Additionally, we are working with other DEO program units to streamline informational requests and other management processes. More information on the PY 2016-2017 programmatic monitoring review process, including the review tools, will follow under separate cover.

Please send any proposed changes, questions, or comments regarding the schedule to Ken Williams via email at [Kenneth.Williams@deo.myflorida.com](mailto:Kenneth.Williams@deo.myflorida.com) or you can contact him by phone at (850) 245-7457. As always, your cooperation and assistance is greatly appreciated. We look forward to a cooperative and successful monitoring review process for PY 2016-17.

LAS/okw

Attachment

cc: Scott Fennell  
James Finch  
Ken Williams

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**Proposed Programmatic Monitoring Review Schedule  
Program Year 2016-2017**

LWDB	Location	Review Dates
<b>2016</b>		
11	Daytona Beach	10/10 - 10/14/2016
14	Clearwater	10/17 - 10/21/2016
15	Tampa	10/24 - 10/28/2016
24	Ft. Myers	10/31 - 11/04/2016
23	Miami	11/14 - 11/18/2016
16	Brooksville	11/28 - 12/02/2016
18	Sarasota	12/05 - 12/09/2016
<b>2017</b>		
19	Sebring	01/09 - 01/13/2017
2	Shalimar	01/23 - 01/27/2017
9	Gainesville	01/30 - 02/03/2017
7	Lake City	02/06 - 02/10/2017
20	Port St. Lucie	02/20 - 02/24/2017
21	W. Palm Beach	02/27 - 03/03/2017
6	Madison	03/06 - 03/10/2017
22	Ft. Lauderdale	03/20 - 03/24/2017
17	Bartow	03/27 - 03/31/2017
3	Marianna	04/10 - 04/14/2017
13	Rockledge	04/17 - 04/21/2017
4	Panama City	05/01 - 05/05/2017
12	Orlando	05/08 - 05/12/2017
5	Tallahassee	05/22 - 05/26/2017
8	Orange Park	06/05 - 06/09/2017
1	Pensacola	06/12 - 06/16/2017
10	Ocala	06/19 - 06/23/2017