



Charlie Crist
Governor
Monesia T. Brown
Director

MEMORANDUM

TO: Regional Workforce Board Executive Directors

FROM: Peter de Haan
Equal Opportunity Officer

DATE: November 6, 2007

SUBJECT: Training for Equal Opportunity Officers, One-Stop Disability-Services Coordinators, and Disability Program Navigators

I have scheduled training for your equal opportunity officers, one-stop disabilities-services coordinators and the Disability Program Navigators, as required by federal nondiscrimination regulations applicable to our programs. **Other staff members are welcome to attend also.** In order to minimize travel for your staff, I will be presenting the training in seven locations, as shown on the attached schedules.

Please provide the following information at least one week prior to the training sessions:

1. The number of staff from your region projected to attend at that location.
2. Any requirements for special accommodations to enable your staff to participate.

Also attached are tentative agendas for the training.

Please don't hesitate to contact me with any questions. My e-mail address is: Peter.deHaan@flaawi.com. Thanks.

/pdeh

Attachments

cc: Regional Workforce Board Equal Opportunity Officers
Disability Program Navigators
Lois Scott
Mable Hicks

**Agency for Workforce Innovation
Office for Civil Rights**

The Caldwell Building, MSC 150 • 107 East Madison Street • Tallahassee • Florida 32399-4129
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For more information, go to www.floridajobs.org.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.