



Rick Scott
Governor
Cynthia R. Lorenzo
Director

MEMORANDUM

DATE: August 22, 2011
TO: Selected Regional Workforce Board Executive Directors*
FROM: Lois A. Scott, Program Manager, One-Stop and Program Support
SUBJECT: Veterans' Program State-wide Training

Due to the projected track of hurricane Irene, the agency feels it would be prudent to cancel the regional staff training, currently scheduled to be held at the West Palm Beach One-Stop Career Center on August 25th, 2011.

Please let your local management and veterans' staff know as soon as possible as they will need to ensure all hotel reservations and/or rental vehicles are also cancelled.

If you have any questions, please do not hesitate to contact Shawn Forehand at (850) 245-7424 or shawn.forehand@flaawi.com.

LAS/ssf

*Kathryn Schmidt, Mason Jackson, Roderick Beasley, Joseph Paterno

cc: Cliff Atkinson
Sam Collins
Shawn Forehand
Paul Furbush
Usha Putcha
Ronnie Carter
Cecilia Coatney

Agency for Workforce Innovation

The Caldwell Building, Suite 100•107 East Madison Street•Tallahassee, Florida•32399-4120
Telephone (850) 245-7105•Fax (850) 921-3223•TTY/TDD 1-800-955-8771-Voice1-800-955-8770
www.floridajobs.org

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