




Rick Scott
Governor
Cynthia R. Lorenzo
Director

MEMORANDUM

DATE: March 8, 2011

TO: Selected Regional Workforce Board Executive Directors*

FROM: Lois A. Scott, Program Manager, One-Stop and Program Support 

SUBJECT: Veterans' Program Grant Mandated Training

The purpose of this memorandum is to announce that the Agency for Workforce Innovation's State Veterans' Program is offering an in-state Case Management (CM) veterans' staff training session in Winter Haven. This training is required for all veterans' program staff. Normally veterans' program staff would travel to Denver to complete this training at the National Veterans Training Institute (NVTI). Due to the large number of new staff members hired for this program year, NVTI has agreed to provide the training in Florida.

The training session for your vet staff participation is scheduled for August 1-5, 2011, which is the only date that NVTI is available to provide this training. The training will be conducted at the Polk Works One-Stop Center, 500 East Lake Howard Drive, Winter Haven, FL. 33881. The training session will convene at 8:30 AM and adjourn at 4:30 PM each day. Veterans' program staff from workforce regions 1, 2, 4, 7-10, 12, 14-18, 20, and 21-24 have been scheduled to attend this training session. Please provide the registration form(s) (e-mail to michael.murphy@flaawi.com) for your AWI veterans' program staff no later than close of business on July 25, 2011. Only veteran program staff, who have not previously completed this training, may participate.

The purpose of the training sessions is to provide essential information to veterans' program staff so that they can effectively assist veterans in achieving their employment goals and employers meet their staffing needs. Before attending this on-site training, participants must complete the on-line Orientation to Veterans' Services (OVS) course located at <http://www.nvti.ucdenver.edu/training/orientation.htm>. Staff not able to attend this in-state training will need to be scheduled for out of state training as soon as possible.

Agency for Workforce Innovation

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The RWB's will initially pay the travel and per diem expenses. The Agency will reimburse the region by increasing the RWB's NFA. DVOP and LVER staff should charge these expenses to their local grant numbers for DVP11 and LVR11.

After all the travel expenses are paid by the RWB, each RWB will provide the final dollar amount, by grant program, to Usha Putcha via e-mail at usha.putcha@flaawi.com. The Agency will issue NFA's increasing each RWB's allocation to cover these expenditures. If needed, travel advances may be authorized by RWB's in accordance with state travel policies.

We have attached a synopsis of the training for your information. We have also attached a list of available hotels in the area of the training which participants may contact to make accommodation reservations. There are no preset arrangements for room rates or set-aside rooms with these hotels. The list also does not imply any endorsement of the facilities nor constitute an all inclusive list of available hotels in the area.

Please contact Shawn Forehand at (850) 245-7424 or shawn.forehand@flaawi.com; or Michael Murphy at (850) 921-3867 or michael.murphy@flaawi.com with registration confirmations, questions about the training or if assistance is needed in making travel arrangements.

LAS/mem

Attachments

*Susan Nelms, Mary Lou Reed, Kimberly L. Bodine, John Chastain, Bruce Ferguson, Angela Pate, Rusty Skinner, Gary J. Earl, Edward Peachey, Jerome Salatino, Stacy Campbell-Domineck, Mary Helen Kress, Richard Stetson, Kathryn Schmidt, Mason C. Jackson, Roderick Beasley, Joseph Paterno

cc: Cliff Atkinson
Sam Collins
Shawn Forehand
Michael Murphy
Usha Putcha
Ronnie Carter
Cecilia Coatney