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Rick Scott  
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EXECUTIVE DIRECTOR

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**FLORIDA DEPARTMENT of  
ECONOMIC OPPORTUNITY**

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**MEMORANDUM**

**DATE:** October 2, 2012

**TO:** Selected Regional Workforce Board Executive Directors\*

**FROM:** Lois A. Scott, Program Manager, Workforce Program Support

**SUBJECT:** Veterans' Program State-wide Training

The purpose of this memorandum is to announce that the Department of Economic Opportunity's, State Veterans' Program will conduct five regional veterans' staff training sessions. Regional sessions have been scheduled in order to reduce the travel time and costs for regional attendees.

The training session for your region is scheduled for April 10-11, 2013. The training will be conducted at the Downtown Jacksonville One-Stop Career Center, 215 North Market Street, Jacksonville, FL 32202. The training session will convene at 8:30 AM and adjourn at 4:30 PM both days. All Disabled Veteran Outreach Program (DVOP) and Local Veterans Employment Representatives (LVER) staff from workforce regions 8-11 should plan to attend this training. Regional Workforce Board (RWB) Executive Directors, One-Stop Career Center Managers, staff supervising veterans' staff, Military Family Employment Advocacy staff and Disability Navigator staff are encouraged to attend.

Registration for this training can be accomplished online through the DEO Training Calendar at: <http://www.floridajobs.org/workforce-board-resources/professional-development-and-training/program-training-calendar> OR by completing the attached Veterans' Program Training Registration Form.

The purpose of the training sessions is to provide an educational forum on Veterans' Program services in the One-Stop Career Center delivery system. To accomplish this, National Veterans' Training Institute (NVTI) has agreed to conduct their "Job Coaching for Offender Populations" training on the first day of training.

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This course will assist staff to work effectively with previously incarcerated veterans that are re-entering the workforce and provide valuable information which will focus on helping them find employment. Additional veterans' programmatic training will be provided by DEO staff on the second day of training.

RWB's will initially pay the travel and per diem expenses and the Department will reimburse the region by increasing the RWB's NFA after the staff attends these training sessions. DVOP and LVER staff should charge these expenses to their local grant numbers for DVP12 and LVR12 and other staff should charge their travel as appropriate.

After all the travel expenses are paid by the RWB, each RWB will provide the final dollar amount, by grant program, to Carolyn Cain via e-mail at [carolyn.cain@deo.myflorida.com](mailto:carolyn.cain@deo.myflorida.com). The Department 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 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 infer any endorsement of the facilities nor constitute an all inclusive list of available hotels in the area.

Please contact either Shawn Forehand at (850) 245-7424 or [shawn.forehand@deo.myflorida.com](mailto:shawn.forehand@deo.myflorida.com); or Paul Furbush at (850) 921-3867 or [paul.furbush@deo.myflorida.com](mailto:paul.furbush@deo.myflorida.com) with registration confirmations, questions about the training or if assistance is needed in making travel arrangements.

LAS/ssf

Attachments

\* Bruce Ferguson                      Kim Tesch-Vaught                      Rusty Skinner                      Rick Fraser

cc:      Cliff Atkinson                      Shawn Forehand                      Paul Furbush  
            Carolyn Cain                              Richard Bate                              Erica Mott