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Rick Scott  
GOVERNOR

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Hunting F. Deutsch  
EXECUTIVE DIRECTOR

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**FLORIDA DEPARTMENT of  
ECONOMIC OPPORTUNITY**

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**MEMORANDUM**

**DATE:** November 28, 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 notification that the Department of Economic Opportunity's, State Veterans' Program regional veterans' staff training session for your region, originally scheduled to be conducted June 5-6, 2013, as per the October 1, 2012 Memorandum, has been changed.

The training session for your region is now scheduled for June 12-14, 2013. The training will still be conducted at the Tampa Bay One-Stop Career Center, 9215 North Florida Ave., Suite 103, Tampa, FL 33612. 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 14, 15, 18, 19 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 original 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

* Edward Peachey	Mary Helen Kress	Roger Hood
cc: Cliff Atkinson	Shawn Forehand	Paul Furbush
Craig Spry	Angela Mauldin	Erica Mott
Carolyn Cain		