MEMORANDUM

DATE: March 30, 2010

TO: Selected Regional Workforce Board Executive Directors*

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

SUBJECT: Veterans' Program State-wide Training

The purpose of this memorandum is to announce that the Agency for Workforce Innovation’s, State Veterans’ Program will conduct four veterans’ staff training sessions. In accordance with our Federal Grant and the Florida State Veterans’ Plan, four regional sessions have been scheduled statewide in order to reduce the travel time and costs for regional attendees.

The training session for your region is scheduled for June 2-3, 2010. This training will be conducted at the Osceola County One-Stop Career Center at 1932 East Vine Street, in Kissimmee, FL. The training session will convene at 8:30 AM and adjourn at 4:30 PM both days. All DVOP and LVER staff, including half-time and temporary veteran staff, from workforce regions 8, and 11-13 should plan on attending this training. The Agency will reimburse the Regional Workforce Boards (RWBs) for the travel costs for the DVOP and LVER staff.

RWB Executive Directors, One-Stop Career Center Managers, veterans’ staff supervisors, Military Family Employment Advocacy staff and Disability Navigator staff are also encouraged to attend. The travel costs for these staff members will be paid by the RWB. Please provide registration confirmations to AWI veterans’ program staff no later than close of business on May 28, 2010.

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 “Case Management Overview” training on the first day of training. This course will provide valuable information on the purpose, need and benefits of effective case management in supporting veteran client’s employment goals. Additional case management related training will be provided by Agency staff on the second day of training.
The RWB’s will review and approve the authorization to incur travel, and pay the travel and per diem expenses. DVOP and LVER staff should charge these expenses to their local grant numbers for DVP10 and LVR10 and other staff should charge their travel as applicable. After all the RWB DVOP and LVER travel expenses are reimbursed, each RWB will provide the final dollar amount of the veterans’ staff travel, 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. 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 businesses. Further, this list does not infer an endorsement of the facilities or constitute an all inclusive list of available hotels in the area.

Please contact either 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

Attachment

* Bruce Ferguson, Rick Fraser, Gary Earl, Lisa Rice

cc: Cliff Atkinson
    Barbara Walker
    Shawn Forehand
    Michael Murphy
    Usha Putcha
**FLORIDA STATE’S VETERANS’ PROGRAM**  
**TECHNICAL ASSISTANCE AND TRAINING**  
Workforce One Regional Workforce Board: June 2-3, 2010

<table>
<thead>
<tr>
<th>Day, Date &amp; Times</th>
<th>Agenda Topic</th>
<th>Speaker or Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday,</strong> June 2nd at 8:30 AM</td>
<td>Welcome and Introductions</td>
<td>RWB Executive Director, AWI Managers, State Veterans’ Program Coordinator</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Veterans’ “Case Management Overview”</td>
<td>National Veterans Training Institute (NVTI) Staff</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>Lunch Break</td>
<td></td>
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<tr>
<td>1:30 PM</td>
<td>Resume Case Management Overview</td>
<td>NVTI Staff</td>
</tr>
<tr>
<td>4:30 PM</td>
<td>Questions &amp; Answers and Wrap-up</td>
<td>NVTI Staff and AWI Vet Staff</td>
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</tbody>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday,</strong> June 3rd at 8:30 AM</td>
<td>Employee Florida Marketplace (EFM) Case Management</td>
<td>AWI One-Stop and Program Support Staff</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>EFM Client Records Research</td>
<td>AWI One-Stop and Program Support Staff</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>USDOL VETS Overview</td>
<td>USDOL/VETS</td>
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<tr>
<td>12:00 PM</td>
<td>Lunch Break</td>
<td></td>
</tr>
<tr>
<td>1:30 PM</td>
<td>Veteran Staff breakout to discuss, brainstorm and identify options in supporting veterans seeking employment</td>
<td>Participants</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>Convene for a facilitated discuss to capture issues and options from breakout session</td>
<td>Shawn Forehand Michael Murphy</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>Florida’s State Veterans’ Program Overview</td>
<td>Shawn Forehand Michael Murphy</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>Questions &amp; Answers, Wrap-up and Closing Comments</td>
<td>Shawn Forehand Michael Murphy</td>
</tr>
</tbody>
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KISSIMMEE, FL, UNITED STATES
1 Adult, 1 Room Edit

Hotel
Room and Rate
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Holiday Inn Express Hotel & Suites: ORLANDO-LAKE BUENA VISTA EAST
3484 POLYNESIAN ISLE BLVD, KISSIMMEE, FL 34746, UNITED STATES
Hotel Front Desk: 1-407-997-1700
7.79 mi (12.46 Km) from destination

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• Kids Eat Free

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Holiday Inn Express: LAKE BUENA VISTA
8666 PALM PKWY., ORLANDO, FL 32836, UNITED STATES
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Amenities:
• Pets Allowed
• Outdoor Pool
• Complimentary Breakfast
• Business Center
• High-speed Internet Access
• Health/Fitness Center On-Site

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Holiday Inn Express Hotel & Suites: ORLANDO INTERNATIONAL AIRPORT
7900 CONWAY ROAD, ORLANDO, FL 32812, UNITED STATES
Hotel Front Desk: 1-407-5817900
13.98 mi (22.37 Km) from destination

Holiday Inn Express Hotel & Suites: ORLANDO - APOPKA
238 S. LINE DRIVE, APOPKA, FL 32703, UNITED STATES
Hotel Front Desk: 1-407-8807866
29.68 mi (47.77 Km) from destination

Amenities:
- Business Center
- Complimentary Breakfast

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Holiday Inn: MAIN GATE EAST
5711 W. IRLO BRONSON MEMORIAL HWY., KISSIMMEE, FL 34746, UNITED STATES
Hotel Front Desk: 407-3964222
8.66 mi (13.96 Km) from destination

Amenities:
- Outdoor Pool
- High-speed Internet Access
- On-site Guest Self-Laundry Facilities (washer/dryer)
- Business Center
- Health/Fitness Center On-Site
- Kids Eat Free

Add to Favorites

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