



Charlie Crist
Governor
Cynthia R. Lorenzo
Director

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 29-30, 2010. This training will be conducted at the Workforce Plus Center, Town South Plaza, 2525 South Monroe St., in Tallahassee, 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 1-7, and 9 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 June 25, 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.

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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

* Susan Nelms, Mary Lou Reed, Richard Williams, Kimberly L. Bodine, Kimberly A. Moore, Sheryl Rehberg, John Chastain, Angela Pate

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 29-30, 2010

Day, Date & Times	Agenda Topic	Speaker or Presenter
Tuesday, June 29 th at 8:30 AM	Welcome and Introductions	RWB Executive Director, AWI Managers, State Veterans' Program Coordinator
9:00 AM	Veterans' "Case Management Overview"	National Veterans Training Institute (NVTI) Staff
12:00 PM	Lunch Break	
1:30 PM	Resume Case Management Overview	NVTI Staff
4:30 PM	Questions & Answers and Wrap-up	NVTI Staff and AWI Vet Staff
Wednesday, June 30 th at 8:30 AM	Employee Florida Marketplace (EFM) Case Management	AWI One-Stop and Program Support Staff
10:00 AM	EFM Client Records Research	AWI One-Stop and Program Support Staff
11:00 AM	USDOL VETS Overview	USDOL/VETS
12:00 PM	Lunch Break	
1:30 PM	Veteran Staff breakout to discuss, brainstorm and identify options in supporting veterans seeking employment	Participants
2:00 PM	Convene for a facilitated discuss to capture issues and options from breakout session	Shawn Forehand Michael Murphy
2:30 PM	Florida's State Veterans' Program Overview	Shawn Forehand Michael Murphy
4:00 PM	Questions & Answers, Wrap-up and Closing Comments	Shawn Forehand Michael Murphy

TALLAHASSEE AREA HOTEL LISTING



The Tallahassee Center

Florida State Univ - 4 Blocks / Tallahassee Suite Info: 866-538-1349



Cabot Lodge North Monroe

Tallahassee Hotel Info: 866-538-6270



Four Points by Sheraton Tallahassee North

New Capitol Building - 4.5 Mi / Tallahassee Hotel Info: 866-538-9334



La Quinta Inn Tallahassee South

South/Fl State Univ 3.5 Miles / Tallahassee Hotel Info: 866-539-5072



Sleep Inn Tallahassee

Downtown / Tallahassee Hotel Info: 866-539-9262



Red Roof Inn Tallahassee

Near Florida State University / Tallahassee Hotel Info: 866-582-9492

TALLAHASSEE AREA HOTEL LISTING



Country Inn & Suites Tallahassee East

Imax Theatre - 6 Miles / Tallahassee Hotel Info: 866-712-4780



Comfort Suites Tallahassee Universities at the Capitol

Universities At The Capitol / Tallahassee Hotel Info: 866-925-0549



Ramada Conference Center

Downtown/City Center / Tallahassee Hotel Info: 866-925-7710



Days Inn Tallahassee

Florida State Capitol - 4 Miles / Tallahassee Hotel Info: 866-538-0184



Quality Inn & Suites

State Capitol 2 Miles / Tallahassee Hotel Info: 866-538-0210



Staybridge Suites Tallahassee

Tallahassee Hotel Info: 866-538-0306

TALLAHASSEE AREA HOTEL LISTING



La Quinta Inn Tallahassee North

North/Fl State Univ 3 Miles / Tallahassee Hotel Info: 866-538-0332



Holiday Inn Tallahassee-Capitol-East

Governor's Square Mall / Tallahassee Hotel Info: 866-538-2374



Super 8 Motel Tallahassee FL

Tallahassee / Tallahassee Hotel Info: 866-538-2377



Holiday Inn Htl Ste North I 10

State Capitol - 5.0 Miles / Tallahassee Hotel Info: 866-538-6240



Wingate by Wyndham - Tallahassee

Tallahassee / Tallahassee Hotel Info: 866-538-9295



Quality Inn Tallahassee

Civic Center 6 Miles / Tallahassee Hotel Info: 866-538-9377

TALLAHASSEE AREA HOTEL LISTING



Hotel Duval

State Capitol 0.5 Mile / Tallahassee Hotel Info: 866-539-4139



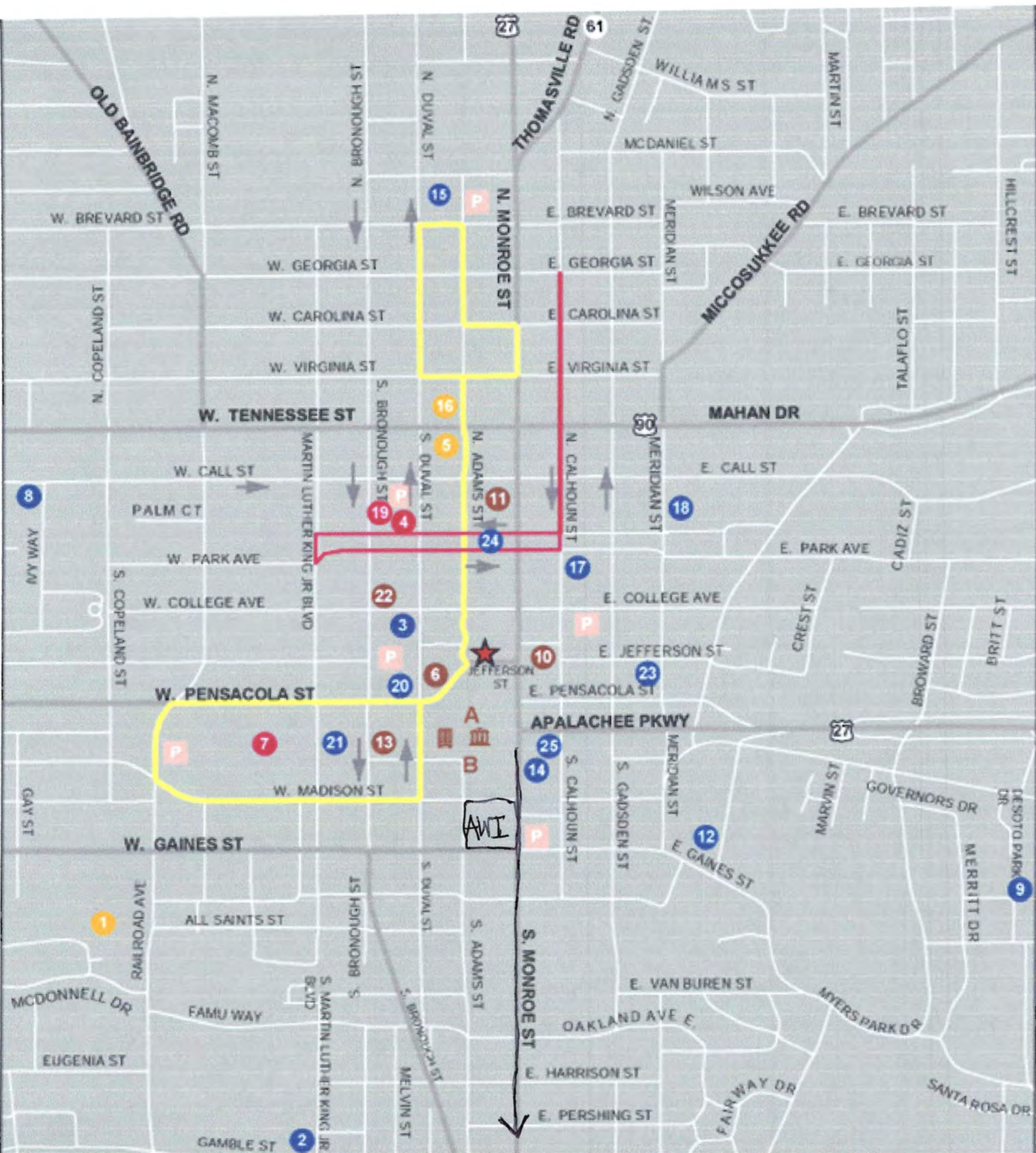
Studio Plus Tallahassee - Killearn

Tallahassee / Tallahassee Hotel Info: 866-539-7271



Econo Lodge Tallahassee

Downtown / Tallahassee Hotel Info: 866-539-7312



DOWNTOWN

<ul style="list-style-type: none"> The Capitol Old Capitol Museum A House Office B Senate Office One Way Streets Old Town Trolley Rt. Historic District 	<ul style="list-style-type: none"> Visitors Center / Gallery & Gift Shop (106 E. Jefferson St) Public Parking 	<ul style="list-style-type: none"> Amtrak Station Black Archives Research Center & Museum Challenger Learning C/LJ IMAX Theater Chamber of Commerce City Bus Terminal City Hall Civic Center Claude Pepper Center de Soto State Archaeological Site Leon County Courthouse Federal Courthouse FL Korean War Memorial FL Supreme Court FL Vietnam Veterans Memorial Governor's Mansion Greyhound Bus Station Knott House Museum LeMoyné Art Foundation Library Mary Brogan Museum of Art & Science Museum of Florida History Post Office Riley Hesse Museum Saturday Downtown Marketplace Union Bank Museum
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Scale: 0 0.05 0.1 0.2 Miles
1 inch equals 0.20 Miles

MAP PREPARED BY TALLAHASSEE LEON COUNTY GIS