

**Rick Scott**  
GOVERNOR



**Jesse Panuccio**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** December 2, 2014

**TO:** Regional Workforce Board (RWB) Executive Directors

**FROM:** Lois A. Scott, Chief, Bureau of One-Stop and Program Support

**SUBJECT:** Veterans' Program Executive and Management Training

The purpose of this memorandum is to announce that the Florida Department of Economic Opportunity's (DEO) State Veterans' Program in conjunction with the Department of Labor's Director for Veterans Employment and Training Service (DVET), will be offering an in-state Executive Leadership and Veterans' Supervisory Staff training session in Orlando, Florida from January 6-9, 2015, (this training is not intended for DVOP/LVER staff).

Seating is available for every region to send two staff members. This may include the Regional Workforce Board (RWB) executive directors, senior management, career center managers and/or a combination one management staff, with Veterans' program supervisory responsibility and a senior management to this training session. It is recommended that you register early; any seats not confirmed by Tuesday, December 16, 2014, will be released to RWBs that desire to send more than two management staff.

The [management training sessions](#) are scheduled as follows:

### January 6-8, 2015:

**LEADERSHIP FOR THE IMPLEMENTATION OF VETERAN SERVICES (LIVS)** will begin at 8:30 am Tuesday, **January 6, 2014** and will conclude at 12:00 pm Thursday, **January 8, 2014**. The *Leadership for the Implementation of Veteran Services (LIVS)* course focuses on Gaining knowledge of Title 38 U.S.C. 41 requirements, incentives awards, specifically the roles of Jobs for Veterans' State Grants (JVSG) staff the roles of Local Veterans' Employment Representatives (LVER) and Disabled Veterans' Outreach Program (DVOP) staff based on refocusing efforts as well as understand the manager/leaders role in evaluating employee behavior and strategies for increased productivity. Key topics include priority of service, integration and program indicators and measurements tools. The training is aimed at those who supervise the Veterans Program Staff.

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This course is being offered to compliment the *Managing Employer Outreach for Veterans* course, which was provided to Regional Workforce Board (RWB) Executive Directors by NVTI in June of 2014.

**January 8-9, 2015:**

**VETERANS' PROGRAM TRAINING FOR RWB EXECUTIVES AND MANAGEMENT** will begin at 1:00 pm Thursday, **January 8, 2015** and will conclude at 12:00 pm on Friday, **January 9, 2015**. This training will be provided by Bernadette Walsh, the Department of Labor's Director for Veterans Employment and Training Service (DVET) in Florida.

The training will cover legislation, laws, Labor Exchange Reporting System (LERS) (ETA 9002/VETS 200) reporting, performance and measurements as well as funding and financial requirements pertaining to regional responsibilities for the Jobs for Veterans State Grant (JVSG).

Each of the 24 RWBs will receive a customized LERS (ETA 9002/VETS 200) report with regionally specific data that will be used during training to enhance comprehension of requirements, outcomes and expectations. This will also demonstrate how to improve services consistent with negotiated outcomes.

The training will be conducted at the Holiday Inn Lake Buena Vista Orlando, 1805 Hotel Plaza Blvd., Lake Buena Vista, FL 32830; (407) 828-8888. Rooms have been reserved for this training under the "Department of Economic Opportunity", please refer to this when making reservations.

Registration for these training sessions can be accomplished online by completing the attached [Veterans' Program Training Registration Form](#) and emailing the completed form to [valdrada.grissom@deo.myflorida.com](mailto:valdrada.grissom@deo.myflorida.com).

The RWB's will initially pay the travel and per diem expenses. After all the travel expenses are paid by the RWB, each RWB will provide the final dollar amount to Carolyn Cain via e-mail at [carolyn.cain@deo.myflorida.com](mailto:carolyn.cain@deo.myflorida.com). DEO will then 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.

Please contact Shawn Forehand at (850) 717-0760 or [shawn.forehand@deo.myflorida.com](mailto:shawn.forehand@deo.myflorida.com); or Jay RiveraAcosta at (850) 717-0763 or [jay.riveraacosta@deo.myflorida.com](mailto:jay.riveraacosta@deo.myflorida.com) with questions about the training or if assistance is needed in making travel arrangements.

LAS/jra

Attachments

cc: Michael Lynch    Shawn Forehand    Bernadette Walsh  
Erica Mott        Carolyn Cain