

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: September 25, 2015

TO: Regional Workforce Board (RWB) Executive Directors

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

SUBJECT: Veterans' Program State-wide Training

The Florida Department of Economic Opportunity's State Veterans' Office and National Veterans' Training Institute (NVTI) will conduct three regional staff training sessions in October, November and December 2015. Each of the first two sessions will consist of separate training for Disabled Veterans Outreach Program Specialists (DVOP) and separate training for Local Veteran Employment Representatives (LVER). The DVOP training will include Advanced Intensive Services taught by NVTI and a session taught by the State Regional Veteran Program Coordinators. The LVER class will include Advanced Employer Outreach taught by NVTI and a class taught by the State Regional Veterans Program Coordinators. The last session will only have training for DVOPs, which will include Advanced Intensive Services and a class taught by the State Regional Veterans Program Coordinators.

The *Advanced Intensive Services* course provided by NVTI is designed to refresh DVOP specialists on key concepts learned in case management training. The areas of focus will be the comprehensive assessment, goal setting, and creating a plan that includes effective case notes.

The *Advanced Employment Outreach* course provided by NVTI is designed to enhance LVERs' skill sets in employment outreach by creating and maintaining business connections using a variety of techniques aimed at increasing veteran placements.

The State Regional Veterans Program class will include subjects listed in the attached training schedule.

The training session dates and times for each region are scheduled as follows:

SESSION ONE: October 27th, 1:30 PM to - October 30th, 12:00 PM, 2015

Location: CareerSource Northeast Florida (RWB 08)
Business Services, 215 N. Market Street, Suite 200
Jacksonville, FL 32202

Attendees: LVERs from RWB 01 through RWB 10, plus RWB 16

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DVOPs from RWB 01 through RWB 09

State Staff/Instructors: ASVPC RiveraAcosta, RVPC's Beckham, Anderson and O'Malley

SESSION TWO: November 17th, 1:30 PM - November 20th, 12:00 PM, 2015

Location: CareerSource Tampa Bay (RWB 15)
9215 N. Florida Ave. Suite 101
Tampa, FL 33612

Attendees: **LVERs** from RWB 11 through RWB 15 and RWB 18 through 24
DVOPs from RWB 09 through RWB 15, not including RWB 13

State Staff/Instructors: SVPC Forehand, ASVPC RiveraAcosta, RVPC's Beckham, Anderson and O'Malley

SESSION THREE: December 15th, 1:30 PM to – December 18th, 12:00 PM, 2015

Location: CareerSource, Palm Beach County (RWB 21)
3400 Belvedere Road
West Palm Beach, FL 33406, 561-340, 1060, Ext 2364

Attendees: **DVOPs** from RWB 13 and RWB 16 through RWB 24
LVERs: No LVERs will attend this session.

State Staff/Instructors: SVPC Forehand, ASVPC RiveraAcosta, RVPC's Beckham, Anderson and O'Malley

All DVOP and LVER specialists from the selected regions should plan to attend the applicable training session(s). Regional Workforce Board (RWB) Executive Directors, Career Center Managers, staff supervising veterans' staff, Military Family Employment Advocacy staff and Disability Navigator staff are also encouraged to attend on a first come, first accepted basis.

Registration for this training can be accomplished online by completing the form located at: "[Veterans' Program Training Registration Form](#)" or the attached Veterans' Program Training Registration Form and emailing the completed form to WFSTraining@deo.myflorida.com.

The Department will reimburse regional boards for the travel costs of local DVOPs and LVERs. Local veteran staff should initially charge these expenses to the applicable local grant numbers (either DVP15 or LVR15). 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. The Department, then, will issue NFAs 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 included several options for lodging in each of the areas holding training. There are no pre-set arrangements for room rates or rooms set-aside with these hotels. This list does not infer any endorsement of the named facilities.

Please contact either Shawn Forehand at shawn.forehand@deo.myflorida.com or (850) 717-0760; or Fred Beckham at fred.beckham@deo.myflorida.com or (850) 717-0726 with registration confirmations, questions about the training, or assistance if needed.

LAS/ftb

Attachments

[Training Schedule](#)

[List of potential Hotels for each location](#)

[Veterans Registration Form](#)

cc: Bernadette Walsh
Tom Clendenning
Michael Lynch
Trina Travis
Shawn Forehand
Carolyn Cain
Erica Liem