

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: April 29, 2016
TO: Local Workforce Development Board (LWDB) Executive Directors
FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support
SUBJECT: Migrant and Seasonal Farmworker (MSFW) Training

The Department of Economic Opportunity (DEO), in collaboration with the Florida Department of Education's Farmworker Career Development Program (FCDP) is hosting the Annual Staff Development Conference for the MSFW Outreach Program. The theme of this year's training is "Strategies Linking Florida Farmworkers to Education, Training and Employment: Becoming Self-Sufficient." The training will be held August 3, 2016 through August 5, 2016 at the Sheraton Lake Buena Vista Resort in Orlando, FL. Hotel arrangements have been made with the resort at a group rate of \$99 per night. Attached you will find more information on the hotel.

Staff may register to attend by completing the [MSFW Training Registration Form](#) online. Staff must obtain supervisor approval to attend prior to registering. The training activities and materials are geared towards outreach workers, managers and front-line staff who come in contact with MSFWs. In addition, this year's conference will provide workshops focused on addressing common monitoring issues and topics on developing working partnerships between Workforce Innovation and Opportunity Act (WIOA) programs and the FCDP. All LWDBs are welcome to send staff, but those that have an MSFW significant career center or a local FCDP provider within their region are strongly encouraged to attend. Day one of training will be most relevant for those LWDBs that do not operate an MSFW outreach program but would like to send Wagner-Peyser and/or WIOA staff for only one day of training. The draft training agenda is attached.

This year's conference will also include a vendor exhibit fair. Please share the attached vendor information with any partner agencies that may be interested in participating.

If you have any questions regarding this memorandum, please contact Marisela Garcia at (850) 921-3207 or via e-mail at Marisela.Garcia@deo.myflorida.com.

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Attachments: [Save the Date Flyer](#)
[Draft Agenda](#)
[Hotel Information](#)
[Call for Proposals](#)
[Proposal Form](#)
[Vendor Information](#)

cc: Tom Clendenning

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