

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: September 11, 2013

TO: Regional Workforce Board Executive Directors

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

SUBJECT: Migrant and Seasonal Farmworker (MSFW) Outreach Program Training

The Department of Economic Opportunity (DEO), in collaboration with the Florida Department of Education's Farmworker Jobs and Education Program (FJEP), is hosting the Annual Staff Development Conference for the MSFW Outreach Program. The theme of this year's training is "Building Effective Partnerships." The training will be held October 8, 2013 through October 10, 2013 at the School District of Palm Beach County's Safe Schools Training Institute in Boca Raton. Hotel arrangements have been made at the Embassy Suites Boca Raton at a group rate of \$116 per night. Attached you will find information on the training site and hotel.

Staff may register to attend by completing the attached MSFW Training Registration Form and returning it to Nikki.Brown@deo.myflorida.com. Once registered, staff will receive instructions for online registration for the FJEP training. 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 that come in contact with MSFWs. Training is focused on MSFW significant RWBs, however any RWB is welcome to send staff, especially those that have a local FJEP provider within their region. The draft training agenda is attached.

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.

LAS/omg

Attachments: [Training Site and Hotel Information](#)
[2013 MSFW Training Registration Form](#)
[Draft Agenda](#)

cc: Tom Clendenning
Anita Richardson

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