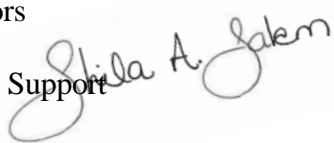


## MEMORANDUM

**DATE:** December 13, 2018

**TO:** Local Workforce Development Board Executive Directors

**FROM:** Shila A. Salem, Chief, Bureau of One-Stop and Program Support 

**SUBJECT:** Veterans' Program Statewide Training

The purpose of this memorandum is to announce upcoming statewide training opportunities. The Florida Department of Economic Opportunity's State Veterans' Program will conduct three regional staff training sessions in January and February 2019. We have coordinated these training sessions to be held at local career centers in Tallahassee, Kissimmee, and West Palm Beach. All Disabled Veterans' Outreach Program Specialists (DVOP) and Local Veterans' Employment Representatives (LVER) should plan to attend this training. Local Workforce Development Board (LWDB) Executive Directors, career center managers and staff supervising veterans' staff are encouraged to attend the regional training session with their local team. Each session will be lead by Regional Veterans' Program Coordinators (RVPCs). Please see training the schedule below:

**Session One:** January 14th – 18th, 2019

**Location:** CareerSource Capital Region (LWDB 5)  
2601 Blair Stone Road, Building C, Suite 200  
Tallahassee, FL 32301

**Attendees:** LWDBs 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10

**State Staff/Instructors:** VPC Anderson, RVPC's O'Malley, Sanchez, and Smith

**Session Two:** February 4th – 8th, 2019

**Location:** CareerSource Central Florida (LWDB 12)  
1392 E Vine Street  
Kissimmee, FL 34744

**Attendees:** LWDBs 11, 12, 14, 15, 16, 17 and 18

**State Staff/Instructors:** VPC Anderson, RVPC's O'Malley, Sanchez, and Smith

**Session Three:** February 25th – March 1st, 2019

**Location:** CareerSource Palm Beach (LWDB 21)  
3400 Belvedere Road  
West Palm Beach, FL 33406

**Attendees:** LWDBs 13, 19, 20, 21, 22, 23 and 24

**State Staff/Instructors:** VPC Anderson, RVPC's O'Malley, Sanchez, and Smith

Participants must register at the following link: [Veterans' Program Training Registration](#).

DEO will reimburse LWDBs for travel costs incurred by the local DVOPs and LVERs. Local veteran staff should initially charge these expenses to the applicable local grant numbers (either DVP18 or LVR18). After all the travel expenses are paid by the LWDB, each LWDB should provide the final dollar amount to Grayson Dunn via e-mail at [Grayson.Dunn@deo.myflorida.com](mailto:Grayson.Dunn@deo.myflorida.com). DEO will issue NFAs increasing each LWDB's allocation to cover these expenditures. If needed, travel advances may be authorized by LWDBs in accordance with state travel policies.

If you have any questions, please contact André D. Anderson at (850) 245-7411 or via email at [Andre.Anderson@deo.myflorida.com](mailto:Andre.Anderson@deo.myflorida.com).

SAS/ada

Attachments

[Training Agenda](#)  
[Veterans' Program Training Registration](#)

cc: Ms. Taylor Hatch  
Ms. Katie Crofoot  
Ms. Caroline Womack  
Mr. Daniel Ppool  
Mr. Grayson Dunn