



Jeb Bush
Governor
Susan Pareigis
Director

MEMORANDUM

DATE: July 18, 2005
TO: Regional Workforce Board (RWB) Executive Directors
FROM: Lois A. Scott, Program Manager, One-Stop and Program Support
SUBJECT: Communication Distribution

In response to comments over the volume of memorandums and other documents received from the Agency for Workforce Innovation (AWI) by some of the Executive Directors in attendance at the Partner's meeting held May 18, 2005, the AWI has identified areas for which communications are generally sent, and will be restructuring and updating the email distribution lists for each area based on information provided in response to this request. Major initiatives will continue to be sent to the Executive Directors however, unless the Executive Director is included in the distribution list for a particular area, the communication will not be directed to them. Please identify on the attached survey, by email address, the individuals you would like to receive communication in the following areas:

Fiscal (ex. NFAs, fiscal policies, audits, etc.)
Information Technology/OSMIS/EFM/OSST (ex. System updates, other system related information)
Programmatic/Guidance (ex. Program guidance, Training and Employment Guidance Letters (TEGLs), Resource Guides, etc.)
Performance (Red and Green, Monthly Management Report, Common Core, updates or changes to reports, etc.)
Labor Market Information
General Administrative (Human Resources, Facilities, Legal, Inspector General, etc.)

The AWI would like to implement this process as soon as possible. Please provide this information to AWI.Communication@awi.state.fl.us by August 1, 2005.

LAS/dfm

Attachment

cc: Mike Switzer
Susan Simpler

Agency for Workforce Innovation

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For more information go to www.myflorida.com



The Agency for Workforce Innovation Document Distribution Survey

The Agency for Workforce Innovation (AWI) is surveying each Regional Workforce Board (RWB) to gather information regarding distribution of memorandums and other documents for each region.

Please have **ONE** representative from the RWB complete the survey below by **COB August 1, 2005** so that the AWI may use this information in the preparation of future distributions. Please type in answers or an "x" in the gray boxes (). Please return the completed survey to AWI.Communication@awi.state.fl.us .

Please identify the RWB number.

Fiscal: Executive Director

Others: Please provide an email address

Information Technology: Executive Director

Others: Please provide an email address

Programmatic/Guidance: Executive Director

Others: Please provide an email address

Performance: Executive Director

Others: Please provide an email address

Labor Market Information: Executive Director

Others: Please provide an email address

General Administrative: Executive Director

Others: Please provide an email address