


**MEMORANDUM**

**DATE:** April 15, 2019

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

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

**SUBJECT:** Military Family Employment Advocacy Program Statewide Training

The Florida Department of Economic Opportunity is pleased to announce statewide Military Family Employment Advocacy Program training is scheduled on May 14, 2019, beginning at 8:30 a.m. and will end on May 15, 2019, at noon. The training will be held at CareerSource Capital Region located at 2601 Blair Stone Road, Build C – Suite 200, Tallahassee, Florida 32301. Training topics include but are not limited to:

- Bureau of One-Stop and Program Support Overview
- Military Family Employment Advocate Expectations
- Employ Florida Service Codes
- Program Outreach and Networking
- Florida Defense Support Task Force Update
- Veterans Program
- Local Workforce Development Board (LWDB) Best Practices

All Military Family Employment Advocates should plan to attend this training. LWDB Executive Directors, career center managers and staff supervising local Advocates are encouraged to attend. Participants must register in advance for the training [here](#).

DEO will reimburse LWDBs for travel cost incurred by staff who attend this training. To receive instructions for submitting request for reimbursements, LWDBs should contact Carolyn Bishop at (850) 245-7489 or via email at [Carolyn.Bishop@deo.myflorida.com](mailto:Carolyn.Bishop@deo.myflorida.com).

If you have questions, please contact Paige Reid at (850) 245-7408 or via email at [Paige.Reid@deo.myflorida.com](mailto:Paige.Reid@deo.myflorida.com). You can also contact Kym Holcomb at (850) 245-7478 or via email at [Kym.Holcomb@deo.myflorida.com](mailto:Kym.Holcomb@deo.myflorida.com).

SAS/opr

cc: Ruth Dillard  
Tisha Womack  
Kym Holcomb  
Carolyn Bishop