

MEMORANDUM

DATE: December 12, 2011

TO: Regional Workforce Board (RWB) Executive Directors

FROM: Lois A. Scott, Program Manager, One-Stop and Program Support 

SUBJECT: Veterans' Program Management Training

The purpose of this memorandum is to announce that the Department of Economic Opportunity's State Veterans' Program is offering an in-state *Leadership for the Implementation of Veterans Services (LIVS)* veterans' management staff training session in Orlando (this training is not designed for DVOP/LVER staff). Normally region's management staff would travel to Denver to complete this training at the National Veterans Training Institute (NVTI). Due to the large number of new management staff in the regions, NVTI has agreed to provide the training in Florida.

The training session is scheduled for February 8-10, 2012, which is the only date that NVTI is available to provide this training. The training will be conducted at the Workforce Central Florida's board office, 707 Mendham Blvd., Suite 250, Orlando, FL 32825. The training session will convene at 8:30 AM and adjourn at 4:30 PM each day. It is strongly encouraged that at least two management staff, where feasible, with veterans' program supervisory responsibility, from each region attends this training session. Only regional veterans' program management staff may participate in this training.

This training session will focus on the principles of leadership and the legislation surrounding veterans' programs. In addition, topics include an orientation to Veterans' Employment and Training Service and the National Veterans' Training Institute, priority of service and measurement tools.

The RWB's will initially pay the travel and per diem expenses. The Department will reimburse the region by increasing the RWB's NFA.



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After all the travel expenses are paid by the RWB, each RWB will provide the final dollar amount to Usha Putcha via e-mail at usha.putcha@deo.myflorida.com. The Department will issue NFA's increasing each RWB's allocation to cover these expenditures. If needed, travel advances may be authorized by RWB's in accordance with state travel policies.

We have attached a list of available hotels in the area of the training which participants may contact to make accommodation reservations. There are no preset arrangements for room rates or set-aside rooms with these hotels. The list also does not imply any endorsement of the facilities nor constitute an all inclusive list of available hotels in the area.

Please contact Shawn Forehand at (850) 245-7424 or shawn.forehand@flaawi.com; or Paul Furbush at (850) 921-3867 or paul.furbush@deo.myflorida.com with questions about the training or if assistance is needed in making travel arrangements.

LAS/ssf

Attachments

cc: James Finch
Shawn Forehand
Paul Furbush
Usha Putcha
Ronnie Carter
Cecilia Coatney

