



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT BUREAU

110 PINE AVENUE, SUITE 1200 • LONG BEACH, CALIFORNIA 90802 • (562) 570-7730 • FAX (562) 570-7733 • TTY (562) 570-3780

INFORMATION MEMORANDUM: 9

DATE: 1/27/05

TO: City of Long Beach, Workforce Development Bureau Staff
Greater Long Beach Workforce Development Board Members
One-Stop Center Partners
One-Stop Center Service Providers

A handwritten signature in black ink, appearing to read "Ray O. Worden".

FROM: Ray O. Worden, Workforce Development Bureau Manager

SUBJECT: Content Manager – One-Stop Policies and Information

The purpose of this memorandum is to communicate revised methods of disseminating and accessing Greater Long Beach Workforce Development System One-Stop Policies and Information.

Each time a new Policy Memorandum or Information Memorandum is issued, an email notification will be sent to appropriate recipients notifying of updates. One-Stop Policies and Information Memoranda can be accessed from the Workforce Development Website at www.longbeachworkforce.org by clicking on "One-Stop Policies and Information" on the left-hand navigator bar. When prompted to login to the Virtual One-Stop System, users without a login name may type "**onestop**" for User ID and "**policies**" for Password. Click on "Staff Info" for a listing of all documents.

To view documents you will need a current version of Adobe Acrobat Software. If you do not have this software, or wish to upgrade to a higher version, it is available free online at <http://www.adobe.com/products/acrobat/readstep2.html>

Should you have any questions regarding this information memorandum, please contact Gary Flaxman at (562) 570-3732.