



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT BUREAU
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INFORMATION MEMORADUM: 13

Date: October 31, 2005
To: WIA Youth Sub-Contractors
City of Long Beach, Workforce Development Bureau Staff
From: Bryan Rogers, Workforce Development Officer
Subject: 2005-2006 In-Service Training Sessions

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The purpose of this Bulletin is to remind Workforce Investment Act (WIA)-funded youth sub-contractors of upcoming mandatory training sessions scheduled. Please share this information with appropriate staff.

Case Management Training

Facilitator: LaDell White
Date/Time: Thursday, November 3, 2005; 8:30 – 11:00 a.m.
Location: Large Conference Room/Youth Opportunity Center, 350 Long Beach Boulevard (Corner of Long Beach Blvd. and 4th St.)
Attendance: All contractor staff involved in the contractor's WIA project, including program management, case management and other staff responsible for case managing youth participants, maintaining youth case files, and documenting and tracking youth customer data and outcomes should plan to attend.

Fiscal Invoicing and Reporting

Facilitator: Arleen Ward
Date/Time: Thursday, November 10, 2005; 8:30 – 11:00 a.m.
Location: Large Conference Room/Youth Opportunity Center, 350 Long Beach Boulevard
Attendance: Contractor staff responsible for the invoicing and reporting of WIA program expenditures is required to attend, this includes contractor's fiscal and program management staff. Contractor's case management staff is encouraged to attend as well.

Should you have any questions, please contact Rick Gonzalez at (562) 570-4716.