DATE: September 16, 2016

TO: LA’s Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director, Workforce Development Division

SUBJECT: WDS INFORMATION BULLETIN NO. 17-05
METHODS OF ADMINISTRATION TRAINING, OCTOBER 6, 2016

EFFECTIVE DATE
This bulletin is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to announce the EO Compliance training sessions, “Methods of Administration,” scheduled for Thursday, October 6, 2016.

BACKGROUND
The Nondiscrimination and Equal Opportunity Regulations of the Workforce Investment and Opportunity Act contain a blueprint of what steps each Local Workforce Development Area must take to ensure that all programs are delivered in a non-discriminatory manner. This training will review those nine elements of the Method of Administration, to ensure all services are delivered in a non-discriminatory manner.

This training is required for all designated EO Complaints Officers, Disability Coordinators, and LEP Coordinators to complete once. [See Performance Evaluation Administrative Capability Question 9.]

There will be two sessions of the training offered:

DATE: Thursday, October 6, 2016

TIME: Session One - 9:00 a.m. to 12:00 p.m.
       Session Two – 1:00 a.m. to 4:00 p.m.

LOCATION: Economic and Workforce Development Department
           1200 W 7th Street, 6th Floor Main Conference Room
           Los Angeles, CA 90017

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Please note: **Parking will not be validated.** Please plan to use public transportation, carpool, or park in one of the nearby surface parking lots.

**RESERVATION DEADLINE**
Reservation deadline for both session is Monday, October 3, 2016. RSVP to Mary Estrada at Mary.Estrada@lacity.org and include the following information:

- The name of the individual(s) attending.
- The e-mail address of each person.
- The session they plan to attend.

**WDS CONTACT**
If you have questions regarding this bulletin, please contact Maureen Brown, EO Compliance Officer, at Maureen.Brown@lacity.org or (213) 744-7272, TTY (213) 744-7290.

JHP:MB:me