

U.S. Department of Labor

Employment and Training Administration
Sam Nunn Atlanta Federal Center
Room 6M12 - 61 Forsyth Street, S.W.
Atlanta, Georgia 30303



December 13, 2002

WIA AND SWA ISSUANCE NO. 03-01

SUBJECT: 2003 SETA-USDOL ETA Region 3 Financial and Administrative Conference

1. Purpose. To announce the upcoming 2003 SETA-USDOL Region 3 Financial and Administrative Conference planned for March 16-19, 2003. The conference will be held at the Westin Peachtree Plaza Hotel in Atlanta, Georgia.
2. Background. Starting in 1999, the DOL-ETA has held four annual conferences for State and local financial and administrative professionals in the Southeast Region. This effort has been successful in providing up-to-date information and training on DOL-related administrative and financial matters. However, in an effort to consolidate regionwide conferences and to provide a wide range of technical assistance opportunities, DOL-ETA has joined with SETA to hold a regionwide Financial and Administrative Conference sponsored by both organizations.
3. Discussion. The main focus of the spring conference will be financial and administrative topics. Additionally, workshops will be available on traditional SETA tracks involving relevant workforce development issues and personal development.

Conference attendees will have ten (10) workshop tracks to select from. A total of seven (7) workshops will be offered under each of the following tracks: 1) Financial Management, 2) Grants Management, 3) Oversight, 4) Information Technology, 5) Reporting, 6) Procurement & Contracting, 7) Cash Management, 8) One-Stop Career Centers, 9) Workforce Development Boards Staff/Staff Development, and 10) Youth Activities.

4. Applicability. This conference is intended to bring together financial, administrative, and program staff professionals from State Workforce Agencies, State Workforce Development offices, Local Workforce Investment Boards (LWIBs), service providers, WtW grantees, Education partners, and National Reserve Account grantees. Traditionally, the audience for this conference has consisted mostly of the following position types: accountants, fiscal officers, auditors, budget analysts, grant management specialists, contract and procurement specialists, property officers, reporting specialists, management information systems specialists, computer specialists, financial monitors, Information Technology specialists, and other financial and administrative professionals. While the Atlanta Regional Office periodically conducts training on programmatic as well as financial and administrative matters, this conference is intended to be a regional forum that 1) serves the specific reoccurring training needs of all workforce development professionals in this region, thus serving the capacity building requirement of grantee staff; 2) provides new grantee staff a basic understanding of DOL rules, regulations, practices, and policy; and 3) focuses on the financial and administrative requirements of new and emerging DOL initiatives and programs.

5. Coordination and Support. The conference is being hosted by the Georgia Workforce Development System. The conference is jointly sponsored by the Southeastern Employment and Training Association and the U. S. Department of Labor – ETA, Atlanta Regional Office.

6. Conference Workshops, Registration, and Accommodations. Beginning immediately, conference attendees will be able to register for the conference and workshops over the Internet at <http://www.seta.org/seta/>.

In order to take advantage of early registration, payments must be postmarked by February 12, 2003. Early member registration is \$275.00. Early NON-MEMBER registration is \$300.00. Late member registration is \$300.00, and late NON-MEMBER registration is \$325.00. The SETA annual membership fee is \$20.00. Please refer to the web page above for additional details on membership and registration.

Please make checks payable to:

Kennesaw State University Continuing Education
SETA Conference Registration
Project Ideas
1000 Chastain Rd.
Kennesaw, Georgia 30144

A block of rooms has been reserved at the Westin Peachtree Plaza Hotel at a rate of \$93.00 per night (single or double) or \$103 per night (triple or quad occupancy). Please make your reservations prior to February 12, 2003. Reservations can be made by calling the Westin Peachtree Plaza Hotel at (404) 659-1400 and tell them you are with the SETA/F&A Conference. For attendees flying to Atlanta, consider using MARTA (Metro Atlanta Rapid Transit Authority) rapid rail from the Airport Station directly to Peachtree Center Station on the North/South line. The Westin Peachtree Plaza Hotel is located about 1 block from the Peachtree Center Station. MARTA is quick and the fare is \$1.75.

7. Continuing Education. To facilitate the needs of certain professionals in the workforce development system, the conference will provide documentation for contact hours that can be used for continuing educational purposes.

8. Scholarships to Local Grantees. In keeping with the our philosophy of offering a high quality training product to the support staff who often are unable to attend conferences, the SETA-USDOL Region 3 Financial and Administrative Conference is offering scholarships to the support staff of local grantees to promote their attendance at the conference. Change 1 to this issuance will have more details about the scholarships, which will be distributed immediately after this issuance.

9. Action. Recipients of this issuance should make it available to appropriate staff. Administrators, Liaisons, and Directors are asked to encourage staff participation in the conference.

10. Inquiries. Questions regarding this issuance may be directed to Wendell L. Summerville, Office of Financial and Administrative Services, at (404) 562-2095, or via E-Mail at wsville@doleta.gov.

11. Expiration. September 30, 2003.

Anna W. Goddard
ANNA W. GODDARD
Regional Administrator