



DATE: January 21, 2004

SWA ISSUANCE NO.: 04-05

SUBJECT: Region 1 Integrity Meeting – June 29-30, 2004

1. Purpose: To announce the Region I Integrity Meeting for supervisors and key staff in the areas of Benefit Payment Control and Internal Security on June 29-30, 2004 in Portland, Maine. The meeting will begin at 10:00am on June 29th and end at 12:00pm on June 30th. We are extending invitations to representatives from the National Office. Participants should be prepared to discuss changes, problem areas, and improvements they have made to their BPC and Internal Security programs.

2. Objectives: The Administration has increased emphasis on preventing payment errors and reducing overpayments in the UI program. In an effort to build upon this focus, this meeting is being held to:

- Promote and share effective practices that are designed to improve the integrity of the UI program;
- Provide training and staff development to keep staff abreast of the on-going BPC and Internal Security efforts; and
- Facilitate communication amongst supervisors and key staff in the areas of Benefit Payment Control, Internal Security, and representatives from the US Department of Labor's regional and nation offices.

3. Agenda and Presenters: The agenda is currently being developed. The final agenda will be distributed when finalized.

4. Time and Accommodations: The regional meeting will be held at the Holiday Inn by the Bay, 88 Spring Street, Portland, Maine 04101-3924 from June 29-30, 2004. For travel directions, please visit the hotel's web site at www.innbythebay.com. Dress is business casual.

5. Action requested:

- a. SESA Administrators are requested to advise appropriate staff of this meeting.
- b. Please provide the names and job titles of each participant to Tim Martin at martin.timothy@dol.gov or 617/788-0121 or Kesha Rodriguez at rodriguez.kesha@dol.gov or 212 /337-2160 no later than COB May 28, 2004.

- c. Please submit agenda topics to Tim Martin or Kesha Rodriguez no later than May 28, 2004. Please note, we are also requesting volunteers to participate as presenters/discussion leads.
- d. Please make room reservations by calling the Holiday Inn by the Bay at 800/345-5070 or 207/775-2311. Rooms will be held until May 28, 2004 and are reserved under the name "US Department of Labor." Hotel room rates are \$79 (single or double), plus 7% tax per night. It is suggested that room reservations be made pending travel authorization. Reservations accepted after the cut-off date is subject to room availability and room charges at regular room rates.

6. Inquiries: For additional information, contact Tim Martin at martin.timothy@dol.gov or 617/788-0121 or Kesha Rodriguez at rodriguez.kesha@dol.gov or 212 /337-2160.

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