

**WORKFORCE SYSTEMS LETTER NO.: 07-02****DATE:** March 12, 2007**EFFECT:** **ACTION** **INFO** **WITH ATTCHMENTS**
 [x] [x] SWA's [x]**SUBJECT:** Region 1 Monitor Advocate Technical Assistance Training Workshop
and Midwest Association of Farmworker Organizations (MAFO) Year
2007 National Farmworker Conference

1. Purpose. To advise State Workforce Administrators (SWAs) of the Monitor Advocate Technical Assistance Training Workshop to be held in San Antonio, Texas, April 4-5, 2007 in conjunction with the Midwest Association of Farmworker Organizations (MAFO) 2007 National Farmworker Conference (which will be held from April 2-4, 2007).

REFERENCE: 20 CFR 653.108 (e) and (k).

2. Background. The Employment and Training Administration will hold a training and professional development workshop for all Monitor Advocates (MAs), Assistant Monitor Advocates, NFJP Federal Project Officers (FPOs) and other staff who are involved with Migrant and Seasonal Farmworker (MSFW) issues in conjunction with the MAFO 2007 National Farmworker Conference. To ensure continued collaboration with our farmworker organization partners and to provide timely training on changes which impact MSFW services, participation in the Monitor Advocate training and the MAFO conference is encouraged

3. Information. The objectives of the training are to (1) better integrate the services to MSFWs and agricultural employers in the Workforce System; (2) facilitate the exchange of information among farmworker service providers; and (3) enhance communication and cooperation between farmworker groups and State and Federal officials.

The Monitor Advocate training agenda will include discussion of the Agricultural Forums findings, Workforce Innovation in Regional Economic Development (WIRED), Integrating Services to MSFWs and Agricultural employers in the workforce system and discussions on effective recruitment and referral in an integrated system. A draft agenda is attached.

4. Arrangements. The Monitor Advocate training sessions will begin at 10:00 a.m. on April 4, 2007 and continue until 3:00 p.m. on April 5, 2007. The MAFO 2007 National Farmworker Conference will begin at 1:00 p.m. on April 1, 2007 with early registration, and end at 10:00 a.m., April 4, 2007.

The Monitor Advocate training and MAFO conference will be held at the Omni San Antonio Hotel, 9821 Colonnade Boulevard, San Antonio, Texas 78230. The special rate for the Omni San Antonio Hotel during the training/conference will be \$103.00 per night. For reservations, participants should contact the hotel directly by phone at (210) 691-8888. Hotel reservations should be made and confirmed by March 16, 2007 to receive the special conference rate.

The registration fee for the MAFO 2007 National Farmworker Conference is \$250 for Monitor Advocates and Outreach Workers. Additional information is available at the the MAFO website at www.mafofarmworker.com

5. Action Required. State Administrators are requested to encourage State Monitor Advocates, outreach workers, and others involved with MSFW issues to attend the MAFO conference based on available resources; and (b) regardless of your State Monitor Advocate's level of experience, we urge you to encourage your State Monitor Advocate to attend the Monitor Advocate technical assistance training session.

6. Inquiries. Questions concerning the Monitor Advocate training should be directed to Region I RMA, George Kincannon at (617) 788-0135, kincannon.george.j@dol.gov.

Grace A. Kilbane
Regional Administrator

Enclosure

Employment & Training Administration Monitor Advocate Training Agenda

Wednesday, April 4, 2007

- 10:00-10:15 Welcome by the Texas Workforce Commission and Region IV
- 10:15-11:15 Presentation on Workforce Innovation in Regional Economic Development (WIRED) presentation and Agricultural Services. WIRED is the driving force to integrate economic and workforce development activities and demonstrate that talent development can drive economic transformation and how it can be incorporated into rural areas to benefit rural communities and its residents.
- 11:15-12:00 Agricultural Forum Findings and Recommendations
- Farmworker Skills and Support
 - Employer Engagement
 - Public Workforce System Optimizations
 - Policies and Partnerships
- 12:00-1:30 Lunch
- 1:30-2:30 Continuation of Agricultural Forum Findings and Recommendations
- 2:30-3:30 Plenary Session with Effective Partnership Panel. Panel will provide an overview of the services that each group plays in the provision of agricultural services (employment, training) to agricultural employers and all members of the farm worker community (farm workers, migrants, seasonal farm workers) in an effort to better integrate these services in the One-Stop Workforce System. We want to look at where integration is working well, and where we can improve. Panel would include 2 One-Stops and two NFJP grantees that work effectively together.
- 3:30-3:45 Break
- 3:45-4:45 Effective Recruitment and Referral in an Integrated System

Thursday, April 5, 2007

- 8:00-8:30 Coffee and Drinks
- 8:30-10:30 Annual Plan/Summary Report Preparation
- Labor Exchange Agricultural Reporting System - State Agency's electronic submission requirement of the Services to Migrant and Seasonal Farm workers ETA Form 5148 quarterly report
 - Reporting Outreach Contacts
 - Complaints Taken
 - Equity Indicators
 - Minimum Service Level Indicators
- 10:30-10:45 Break
- 10:45-12:00 Integrating Services to MSFWs in the One-Stop System - A review of how required services can be provided to MSFWs.
- Integration of the full range of Employment and Training Services (Self-Services, Staff Assisted Services, and Intensive Services)
 - Job Information
 - Outreach Services
 - Complaint Processing
- 12:00-1:30 Lunch
- 1:30-3:00 Developing a WIRED Workplan- Group working session around next steps, what's needed and action plans.
- 3:00 Adjournment