

# U.S. Department of Labor

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



October 14, 2004

REGION 3 WIA & SWA ISSUANCE NO. 05-02

SUBJECT: Region 3 Administrative Directors' and Fiscal Officers' Meeting

1. Purpose. To announce the upcoming Administrative Directors' and Fiscal Officers' Meeting.
2. Scope. This meeting is applicable to the Financial and Administrative Directors and Managers of State Workforce Investment Act Agencies and State Workforce Agencies.
3. Discussion. The Mississippi Department of Employment Security will host the Annual Region 3 State Administrative Directors' and Fiscal Officers' Meeting on December 8 -10, 2004. The meeting will begin at 1:00 p.m. on December 8, 2004, and will be held at the Grand Casino Bayview Hotel in Biloxi, Mississippi. The Web site is [www.grandcasinos.com](http://www.grandcasinos.com). The room rate for the meeting is \$79.00, plus taxes. Hotel reservations may be made by calling 1-800-354-2450. Room availability cannot be guaranteed after November 12, 2004.

We are preparing a draft agenda and will transmit it to you in the near future. In the meantime, please submit suggested agenda items to Jim Schlottman at [schlottman.jim@dol.gov](mailto:schlottman.jim@dol.gov) or Richard Clark at [clark.richard@dol.gov](mailto:clark.richard@dol.gov). Attendees should register via email by providing the information requested on the attached registration form to Bessie Glass at [bglass@mesc.state.ms.us](mailto:bglass@mesc.state.ms.us) by November 19, 2004, so that an accurate number may be obtained for space and food needs. Forms may also be mailed to Ms. Glass at the address on the attached registration form. You may contact Bessie Glass at 601/961-7677 (after Oct. 31, 2004, at 601/321-6122) or Jackie Turner at 601/961-7637 (after Oct. 31, 2004, at 601/321-6110).

4. Flight Information. The closest airport is the Gulfport-Biloxi International Airport which is approximately 22 miles from the hotel. The casino airport shuttle service is available. The Web site for the shuttle service is [www.casinoairportshuttle.com](http://www.casinoairportshuttle.com) or you may call 228/396-3636. All conference attendees are responsible for making their own travel arrangements.
5. Contact. For additional information, please call Bessie Glass or Jackie Turner at the phone numbers listed above or contact Jim Schlottman or Richard Clark at 404/562-2095.
6. Expiration Date. December 31, 2004.

*Helen N. Parker*  
HELEN N. PARKER  
Regional Administrator

Attachments