

April 12, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04-27
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: National Health and Wellness Conference

1. Purpose. To provide information on the National Health and Wellness Conference to be held June 6–8, 2005, at the Wyndham Palace in Lake Buena Vista, Florida.
2. Background. The National Office of Job Corps is sponsoring a National Health and Wellness Conference for health and wellness managers (HWMs), Job Corps center physicians, dentists, Center Directors and Regional Office representatives. Participation is limited to these staff members.

Continuing Education Units (CEUs): The U.S. Department of Labor (DOL) is designated as an approved sponsor by the California Board of Registered Nursing, Provider Number 4347. This conference offers approximately 12 contact hours. The CEU certificates will be sent to HWMs/nurses after the conference. Job Corps center physicians and dentists also will be sent certificates for approximately 12 contact hours.

This conference, with its theme “Health and Wellness in Job Corps: Impact on Employability,” will:

- Provide an opportunity for participants to discuss health and safety topics related to the Job Corps program (new initiatives, policy changes, program changes, etc.)

- Share Job Corps center and regional information (promising practices), and discuss issues specific to each health discipline participating.

3. Conference Objectives. Participants will:

- Become more aware of how good health habits and self-management skills contribute to our students establishing and building viable careers. Health staff will become more knowledgeable of medical, oral health, behavioral health and safety issues affecting Job Corps students (e.g., suicide, asthma, newer drugs of abuse, tobacco prevention/cessation, chronic illness, immunizations, oral disease, etc.) including risk factors and trends, and will receive effective information for in prevention and intervention strategies.
- Learn about the latest Job Corps Health and Wellness Program initiatives, developments, and 2005 goals (to include medical, mental health, disability, and oral health programs).
- Develop and implement a Job Corps center-based case management program to address chronic medical, mental health, substance abuse, and oral health conditions potentially affecting student employability.
- Network with other health and wellness staff to identify center and regional issues of concern and develop plans for resolutions during regional breakout sessions.

The conference will run Monday, June 6, from 1:00 p.m. to 5:00 p.m., and Tuesday and Wednesday, June 7–8, from 8:00 a.m. to 5:00 p.m. for 2.5 days total. An orientation session for HWMs, Job Corps center physicians, and center dentists who have been with Job Corps less than 2 years will be held Monday evening, June 6, from 5:30 p.m. to 7:00 p.m. There will also be a disability-related Question and Answer session (open to all participants) immediately following the orientation sessions from 7:00 p.m. to 8:00 p.m.

4. Conference Registration. Participants must register online at www.jobcorpshealth.com. The online registration form must be completed **no later than May 7, 2005**. Because of limited meeting space, registration forms received after that date may not be accepted. ***Registration is on a first-come, first-serve basis and is limited to 300 participants.***

5. Conference Registration Fee. There is a registration fee of \$50 per person or participant that must be paid in advance. The fee can be paid by check or money order made payable to Humanitas, Inc. **Do not mail cash or purchase order.**

Please mail check or money order to:

Humanitas, Inc.
8630 Fenton Street, Suite 820
Silver Spring, Maryland 20910
Attention: Yvonne Heffernan

Please make sure to include the name of the Job Corps center and the full name of the participant (or participants) on the check or money order.

6. Conference Hotel and Travel Information. Participants are responsible for making their own travel and hotel arrangements. Job Corps centers (or Regional Offices/Agencies, as appropriate) are responsible for all authorized expenses incurred.

The conference will be held at the Wyndham Palace, 1900 Buena Vista Drive, Lake Buena Vista, Florida 32830, (407) 827-3333. The sleeping room rate is \$98.00 per night plus tax (11.5 percent) for a single or double room. Note that the room and tax rates listed for the hotel are subject to change if the federal per diem or Florida state tax increases.

To obtain the reduced room rate, identify yourself to the hotel reservationist as a participant in the Department of Labor National Health and Wellness Conference. **Reservations must be made by May 7, 2005.** Reservations made after 5:00 p.m. Eastern Standard Time (EST) on that date are subject to availability, as is the reduced rate. Note that a fee will be charged for early departures. At check in, be sure to review the scheduled departure date to ensure accuracy.

The hotel requires that rooms be guaranteed with a valid credit card number to cover the room and tax charges for one night. Note that if participants do not check in at the hotel on your scheduled day of arrival, the first night will be charged to the credit card on file. Humanitas is not responsible for any charges incurred by attendees.

Orlando International Airport is the nearest airport to the hotel. When making airline reservations, please note that participants are expected to attend the entire conference and are reminded to schedule travel arrangements accordingly.

7. Action. Center Directors should bring this Notice to the attention of center staff that will be attending the conference in time to meet the registration deadlines. This Notice supersedes Information Notice No. 03-01.

8. Expiration Date. June 8, 2005.

9. Inquiries. Inquiries should be directed to Barbara Grove at (202) 693-3116, or emailed to grove.barbara@dol.gov.