

February 16, 2007

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 06-19
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
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 April 25–27, 2007, at the Renaissance Denver Hotel in Denver, Colorado.
2. Background. The National Office of Job Corps is sponsoring a National Health and Wellness Conference with the theme, “Health, Wellness, and Work in Job Corps: Promoting Positive Outcomes for Students.” Participants will have an opportunity to discuss health and safety topics related to the Job Corps program, including new initiatives, policy changes, and program changes; share center and regional information such as promising practices; and discuss issues specific to each participating health discipline. Participants can earn approximately 12 contact hours of Continuing Education Units (CEUs).
3. Conference Participants. Participation in the conference is limited to health and wellness managers (HWMs), center mental health consultants (CMHCs), Trainee Employee Assistance Program (TEAP) specialists, Center Directors, and Regional Office representatives.
4. Conference Objectives. Objectives are for participants to:
 - a. Become more aware of how good health habits and self-management skills contribute to our students establishing and building viable careers.

- b. Become more knowledgeable about a wide range of medical, mental health, and safety issues affecting Job Corps, including risk factors and trends.
 - c. Gain practical experience in prevention and intervention strategies.
 - d. Learn about the latest Job Corps Health and Wellness Program initiatives, developments, and 2007 goals, including medical, mental health, disability, TEAP, and oral health programs.
 - e. Network with other health and wellness staff to identify center and regional issues of concern and develop plans for resolutions during regional breakout sessions.
5. Conference Logistics. The conference is 2½ days long.

Dates/Times: Wednesday, April 25 (8:00 a.m.–5:30 p.m.)
Thursday, April 26 (8:00 a.m.–5:30 p.m.)
Friday, April 27 (8:00 a.m.–11:00 a.m.)

April 24 pre-conference activities:

- Orientation for HWMs, CMHCs, and TEAP specialists who have been with Job Corps less than 2 years (4:00 p.m.–6:00 p.m.)
- Disability-related question and answer session, open to all participants (6:00 p.m.–7:00 p.m.)

Location: Renaissance Denver Hotel
3801 Quebec Street
Denver, Colorado 80207
(303) 399-7500

Room Rate: \$127.00 per night plus tax (14.85 percent) for a single or double sleeping room
(Room and tax rates are subject to change if the federal per diem or Colorado state tax increases)

Airport: Denver International Airport (nearest to the hotel)

6. Hotel and Travel Arrangements. Participants are responsible for making their own travel and hotel arrangements. When making airline reservations, note that participants are expected to attend the entire conference and are reminded to schedule travel arrangements accordingly. Job Corps centers (or Regional Offices/agencies, as appropriate) are responsible for all authorized expenses incurred.

To obtain the reduced room rate, identify yourself to the hotel reservationist as a participant in the Job Corps Health and Wellness Conference. **Reservations must be made by March 30, 2007.** Reservations made after 5:00 p.m. Eastern Standard Time 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 the 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.

7. Conference Registration. Participants must register online at <http://jchealth.jobcorps.gov/>. The online registration form must be completed **no later than March 30, 2007**. Due to limited meeting space, registration forms received after that date may not be accepted. **Registration is on a first-come, first-served basis and is limited to 350 participants.**

8. Registration Fee. A registration fee of \$75 per person 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.**

Mail check or money order to:

Humanitas, Inc.
1100 Wayne Avenue, Suite 650
Silver Spring, MD 20910
Attention: Jill Joseph

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.

9. Action. Addressees are to ensure that this Information Notice is distributed to all staff who will be attending the conference in time to meet the registration deadlines.

10. Expiration Date. April 27, 2007.

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