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| TRAINING AND EMPLOYMENT NOTICE | NO. 26-18 |
| | DATE May 10, 2019 |

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
STATE WORKFORCE ADMINISTRATORS

FROM: MOLLY E. CONWAY 
Acting Assistant Secretary

SUBJECT: 2019 Monitor Advocate National Training

1. **Purpose.** To inform State Workforce Agencies (SWA) and Monitor Advocates (MA) of the 2019 Monitor Advocate National Training sponsored by the Employment and Training Administration (ETA). The training will be held at the Denver Federal Center (DFC) in Denver, Colorado, June 25-28, 2019. Some Regional Monitor Advocates (RMA) may request that the State Monitor Advocates (SMA) in their region stay until 12pm on Friday for pre-harvest discussions.
2. **Action Requested.** To comply with regulations set forth at 20 CFR 653.108(e), SWA Administrators are requested to allow SMAs and other staff involved with farmworker-related services to attend the 2019 Monitor Advocate National Training.
3. **Summary and Background.**
 - a. Summary – This TEN seeks the support of State Administrators for their SMA and relevant staff to attend the 2019 Monitor Advocate National Training. This training is important because it will: 1) Enhance SMAs knowledge, skills, and confidence to fulfill their responsibilities regarding services to migrant and seasonal farmworkers (MSFWs) and to employers who seek workers for agricultural job orders pursuant to 20 CFR 651, 653, 654, and 658; 2) Help SMAs address common challenges and learn best practices; and 3) Help SMAs gain a national perspective on the regulations and what ETA expects of them. Moreover, almost 20 percent of SMAs nationally are relatively new to their positions (meaning they have been in their position for less than two years) and have never attended a national training. This training will be an especially great opportunity for these newer SMAs to meet more experienced SMAs, learn from them, build professional relationships, and expand their network of resources.
 - b. Background – Wagner-Peyser Act regulations at 20 CFR 653.108(e) stipulate that all SMAs are required to attend training sessions conducted by ETA’s National and/or Regional Monitor Advocates. Further, ETA RMAs are required to meet with SMAs to discuss the states’ capabilities for providing services to Migrant and Seasonal

Farmworkers (MSFWs) during the upcoming harvest season, as outlined at regulations at 20 CFR 658.603(q).

4. **Details.**

- a. Where:
DFC
One Denver Federal Center
Building 41
Denver, Colorado 80225
- b. When: Tuesday, June 25 through Friday, June 28, 2019. The training will take place from approximately 8:30am to 5:30pm each day.
- c. Accommodations: See attachment I for a list of hotels in the surrounding area.

5. **Inquiries.** For further information, please contact the National Monitor Advocate Team at NMA@dol.gov.

6. **References.**

- 20 CFR 651
- 20 CFR 653
- 20 CFR 654
- 20 CFR 658

7. **Attachments.**

- Attachment I: Hotels near Denver Federal Center
- Attachment II: Draft Agenda

Attachment I: Hotels near the Denver Federal Center

The **Comfort Suites Denver West/Federal Center** is located in the foothills of the Rocky Mountains near the Denver Federal Center and minutes from Denver attractions and shopping. Many points of interest are near this hotel, including the Coors Brewing Company and the Colorado Mills Mall.

303.231.9929

11909 West 6th Ave, Golden, CO 80401

www.comfortsuites.com

The **Denver Marriott West** is conveniently located only minutes from Colorado Mills Mall, the Denver Federal Center, and Downtown Denver. The hotel features guest rooms with flexible work spaces. Convenient onsite amenities enrich your experience with a fitness center, indoor and seasonal outdoor pool. Allie's American Grill, Starbucks Coffee Café with complimentary wireless Internet, expanded business center, and Blue Mesa Sports Grill.

303.279.9100

1717 Denver West Boulevard, Golden, CO 80401

www.marriott.com

Across the street from the Denver Federal Center, the **Hampton Inn Denver West/Federal Center** is approximately 34 miles from the Denver International Airport. During limited hours, the hotel offers free shuttle service to the DFC and places within a five-mile radius; this would include to the Colorado Mills Mall. Hotel amenities include a swimming pool, hot tub, exercise room, free breakfast, and free local calls. Laundry service is also available. All rooms have wood furnishings, work areas, coffeemakers, refrigerators, microwaves, hairdryers, irons, and two phones with dataports.

303.969.9900

137 Union Boulevard, Lakewood, CO 80228

www.hamptoninn.com

Adjacent to the Denver Federal Center just off Highway 6, the **Sheraton Denver West Hotel** provides spectacular views of the Rocky Mountains on one side and a city-from-afar view from the other. The hotel features a variety of room choices and a Concierge floor offering guests a daily continental breakfast and snacks throughout the day. Just above the lobby is a health club featuring a heated lap-pool and a fitness room. Also available for guest use are a sauna, hot tub and locker rooms. The Sheraton Denver West also features a European spa offering a variety of stress-relieving treatments. The hotel offers free van transportation within a five-mile radius, 24-hour desk service and a state-of-the-art business center.

303.987.2000

360 Union Boulevard, Lakewood, Colorado, 80228

www.starwoodhotels.com

TownePlace Suites is Marriott's affordable solution for longer stay travelers, offering a variety of room options with amenities such as fully equipped kitchens, ample workspace with voice mail and separate voice and data phone lines, housekeeping on your schedule and friendly 24-hour staffing. The residential design of TownePlace Suites creates the feel of a townhouse community, assuring guests a relaxing stay with all the convenience of home. Our dedicated staff can help you settle in and discover the best local restaurants, shopping and attractions.

303.232.7790

800 Tabor Street, Golden, Colorado, 80401

www.marriott.com

Attachment II: Draft Agenda

Monitor Advocate National Training
June 25-28, 2019

Agenda

Denver Federal Center
One Denver Federal Center
Building 41
Denver, Colorado

Tuesday June 25: Training Day 1

| Time | Presentation/Activity | Details | Presenter(s) | Location |
|----------------------|-------------------------------|--|--|----------------------------|
| 8:00am-8:30am | Check in | | | Main Conference Room |
| 8:30am-8:45am | Opening Remarks | | Laura Ibañez, Chief Specialty National Programs; Juan Regalado, National Monitor Advocate | Main Conference Room |
| 8:45am-9:15am | Networking Activity | | Lianna Shannon, Workforce Analyst | Main Conference Room |
| 9:15am- 10:45am | SMA 101 | The Basics-Finding resources and citations, knowing the requirements. | Lianna Shannon | Main Conference Room |
| 9:15am- 10:45am | SMA Advanced Qs and As | Q and A session | Juan Regalado | Breakout Room |
| 10:45am- 11:00am | Break | | | |
| 11:00am - 12:30pm | SMA Best Practices | Connections, outreach, partnerships, monitoring | Michelle Abraham, SMA Virginia | Main Conference Room |
| 12:30pm- 2:00pm | Lunch | | | |
| 2:00pm-3:30pm | What are We Talking About? | Definitions at 651.10-including | Lianna Shannon and Juan | Main Conference |

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| | | addressing challenging areas (i.e. identifying MSFWs, reportable individual vs. participant) | Regalado | Room |
| 3:30-3:40pm | Break | | | |
| 3:40-4:40pm | Outreach Part I | Requirements (staffing, publicizing ES services, logs, AOP) + Best Practices | Belen Ledesma, NY SMA | Main Conference Room |
| 4:40pm-5:30pm | Outreach Part II | Best practices, useful tips, innovative ways to reach MSFWs and ELLs, tools for frontline staff. | Olga Ruiz, CO. SMA | Main Conference Room |

Wednesday June 26: Training Day 2

| Time | Presentation/Activity | Details | Presenter(s) | Location |
|-----------------|---|---|--|----------------------|
| 8:30am-9:00am | Opening Activity | | Lianna Shannon | Main Conference Room |
| 9:00am-9:30am | Covering our Ground | Finishing up any outstanding content from Day 1 | Juan Regalado, and Lianna Shannon | Main Conference Room |
| 9:30am-11:00am | Reporting | 653.109, 653.110, 653.111 and general reporting, including PIRL Data element 413 versus 808 | Laura Tramontana, R2 RMA | Main Conference Room |
| 11:00am-11:10am | Break | N/A | N/A | N/A |
| 11:10am-12:30pm | Combating Human Trafficking in your State | Human Trafficking Taskforces, connections between SWA, SMAs, and | Bernie Cutter, R4 RMA | Main Conference Room |

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| | | NFJP grantees | | |
| 12:30pm-2:00pm | Lunch | | | |
| 2:00-3:30pm | Agricultural Recruitment System for U.S. Workers (ARS) 653 Subpart F | Understanding ARS, logging intrastate and interstate clearance orders, publicizing ARS, Dos and Don'ts, and Best Practices | Juan Regalado | Main Conference Room |
| 3:30-3:40pm | Break | | | |
| 3:40pm-5:00pm | Complaint System | Understanding the process, logging, and monitoring, partners assisting | Rene Maldonado, SMA Washington | |
| 5:00pm | Closing Activity | | Lianna Shannon | |

Thursday June 27: Training Day 3

| Time | Presentation/Activity | Details | Presenter(s) | Location |
|-----------------|----------------------------|---|---|----------------------|
| 8:30am-9:00am | Opening Activity | | Lianna Shannon | Main Conference Room |
| 9:00am-9:30am | Covering our Ground | Finishing up any outstanding content from Day 2 | Juan Regalado and Lianna Shannon | Main Conference Room |
| 9:30am-10:30am | Connecting with MSFW Youth | Outreach, services, referrals | Trevor Capon, NFJP FPO | |
| 10:30am-10:40 | Break | N/A | N/A | N/A |
| 10:40am-11:40am | Monitoring Part I | Core Monitoring Guide (CMG) Supplement | Laura Tramontana, Region 2 Regional Monitor Advocate and Juan Regalado | Main Conference Room |

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| 11:40am-12:30pm | Monitoring Part II | Best Practices: Conducting Monitoring Reviews, Field Checks, Field Visits | Carlos Rodriguez, CA State Monitor Advocate | |
| 12:30pm-2:00pm | Lunch | | | |
| 2:00pm-3:30pm | Partnerships | MOUs, best practices, examples, and remaining challenges | Dunnia Aplicano, SMA Idaho; Fernando Gutierrez, SMA Oregon; and Ray Garcia, NFJP FPO and Regional Monitor Advocate | Main Conference Room |
| 3:30pm-3:40pm | Break | | | |
| 3:40pm-5:00pm | Open Q&A | Answer questions | National Monitor Advocate Team, Regional Monitor Advocates, and NFJP FPOs | |
| 4:50pm-5:00pm | Closing Activity | | Lianna Shannon | |

Friday June 28: Regional Breakouts

| Time | Presentation/Activity | Details | Presenter(s) | Location |
|----------------|-----------------------|---|--|----------------------|
| 9:00am-9:30am | Covering our Ground | Finishing up any outstanding content from Day 2 | Juan Regalado and Lianna Shannon | Main Conference Room |
| 9:30am-11:30am | Covering our regions | RMAs meet with their respective SMAs to discuss regional activities | All RMAs | Main Conference Room |
| 11:30 am | End training session | Final words | Laura Ibañez, Juan Regalado, Lianna Shannon | Main Conference Room |