

BOB RILEY
GOVERNOR



STATE OF ALABAMA

DR. MATTHEW HUGHES
DIRECTOR

MEMORANDUM #2009-FLDSVC-018

DATE: March 27, 2009

TO: Kathy Evans, Sonny Guy, Cathy Hulsey, Sydney Raine, Opal Smith,
and Val Vann,

FROM: Mrs. Susan Norman
Associate Director of Field Services

SUBJECT: Mobile Career Center Bus (MCCB)

The Alabama Career Center System, Mobile Career Center Bus (MCCB) is a valuable tool for career center activities. In order to utilize its tools and resources and to schedule and operate the MCCB in a more efficient manner, we have developed a Mobile Career Center Bus Operations Guide. The Guide provides detailed information in regards to scheduling, operating, and setting up the MCCB for utilization. Elaine Webster and Richard Williams will manage the operation of the MCCB. As indicated in the operations guide, please contact Elaine Webster to schedule the MCCB.

Attached, you will find the MCCB Operations Guide and Request Form. In the next few days, you will be able to access this information on the Governor's Office of Workforce Development (GOWD) and Alabama Department of Economic and Community Affairs (ADECA) websites. Please consider utilizing the MCCB to bring assistance and support to area communities during this trying time in our State. As always, thank you for your continued efforts to make the career centers more efficient, effective, and responsive!

SN/mew

Attachments

c: Robert Brantley
Linda Bryan
Ray Clenney
Allen Friday
Matthew Hughes
Mickey Hutto
Ricky Jordan
Scott Randolph
Steve Walkley
Richard Williams