



MEMORANDUM

January 12, 2017

To: Quality Assurance Task Force Committee Members
Fr: Virginia L. Whittington, MetroPlan Orlando Staff
Re: QATF Meeting Notice

The next QATF meeting will be held on **Tuesday, January 24, 2017 at 10:00 a.m.** The meeting will take place in MetroPlan Orlando's Live Oak Conference Room located at **250 S. Orange Avenue, Suite 200, Orlando, FL 32801.**

The following items will be discussed:

1. Election of 2017 QATF Officers
2. Review and Recommendation of New TDLCB Members (TAB 1)
3. FY 2015-16 CTC Evaluation Review (TAB 2)
4. TDLCB Bylaws Review (TAB 3)
5. Grievance Procedures Review (TAB 4)
6. CTC Report
7. Member Comments/Discussion

If you have any questions or additions, please feel free to contact me at (407) 481-5672 ext. 314 or by email at vlwhittington@metroplanorlando.com.

cc: Commissioner Pete Clarke