



# MEMORANDUM

January 17, 2020

To: Quality Assurance Task Force Committee Members

Fr: Virginia L. Whittington, MetroPlan Orlando

Re: QATF Meeting Notice & Agenda

The next QATF meeting will be held on **Tuesday, January 28, 2020 at 9:00 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.**

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## Agenda

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**1. Call to Order**

**2. Introductions**

**3. Public Comments (Action Items)**

Comments from the public will be heard pertaining to GENERAL ITEMS on the agenda for this meeting. People wishing to speak must complete a "Speakers Introduction Card" at the reception desk. Each speaker is limited to two minutes.

**4. TDLCB Member Recommendations**

**Tab 1**

Staff recommends reappointment of Ms. Marilyn Baldwin (representing the Disabled) and Mr. Robert "Bob" Melia (Citizen Advocate System User) through December 31, 2022. Interest statements from both members, along with a copy of the notice of open positions, advertised on the MetroPlan Orlando website December 30, 2019 through January 15, 2020, are provided.

**5. 2020 QATF Member Recommendations**

**Tab 2**

**6. Election of 2020 QATF Officers**

**7. Review of TDLCB Grievance Procedures**

**Tab 3**

**8. Review of CTC Evaluation Process and Instrument**

**9. CTC Update**

**10. Member Comments/Discussion**

**11. Public Comments (General)**

**12. Adjournment**

*In accordance with the **Americans with Disabilities Act (ADA)**, if any person with a disability as defined by the ADA needs special accommodations to participate in this proceeding, he or she should contact **Ms. Lisa Smith, MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, Florida, 32801** or by telephone at **(407) 481-5672 x307** at least three business days prior to the event. Persons who require translation services, which are provided at no cost, should contact **MetroPlan Orlando at (407) 481-5672 x315** or by email at [lsmith@metroplanorlando.org](mailto:lsmith@metroplanorlando.org) at least three business days prior to the event.*

*As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.*