



MEMORANDUM

February 1, 2019

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 **Thursday, February 14, 2019 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.**

The following items will be discussed:

1. Election of 2019 QATF Officers
2. Recommendation of TDLCB Vice Chair
3. Review of Grievance Procedures (TAB 1)
4. 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: Mayor Jose Alvarez