



JEB BUSH  
GOVERNOR

CAROLE GREEN  
SECRETARY

# MEMO

To: Area Agencies on Aging Directors and Planning and Outcome Measures Specialists **Notice #: 102705-1-I-PE**

From: Carole Green, Secretary

Date: October 24, 2005

Re: Notice of Instruction: Planning and Outcome Measures Retreat

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This notice is being sent to provide information about the DOEA Planning and Outcome Measures Retreat scheduled for **November 17-18, 2005** in Tampa. The department requests that AAAs respond by November 1, 2005 with information about their respective attendees. The purpose of the planning retreat is to strengthen the planning process from the national, state, regional and local levels, to bring all the plans into concurrence and to work on refining DOEA performance measures. The retreat will include discussion of the recent award of two AoA grants, the 2005 Planning Grant Project and the 2005 Performance Outcome Measures Project 7 (POMP 7), and AoA expectations.

The first day of the retreat will be devoted to planning issues and the second day to performance measures. Please see the attached agenda for further details on the meeting topics.

A block of rooms has been reserved at the Sailport Resort for meeting participants. The hotel information is as follows:

Sailport Resort  
2506 North Rocky Point Drive  
Tampa, FL 33607  
Reservations: 1-800-255-9599  
Group Rate: \$84 per night  
Group Name: Florida Department of Elder Affairs

Funding is available to reimburse travel expenses for one person from each AAA. However, each AAA is welcome to send as many additional representatives as deemed necessary at its own expense.

Please respond by **November 1, 2005** indicating who will be attending from your AAA to Sherilyn Toro at (850) 414-2379 or Laurie Koburger at (850) 414-2095, or via e-mail at [toros@elderaffairs.org](mailto:toros@elderaffairs.org) or [koburgerl@elderaffairs.org](mailto:koburgerl@elderaffairs.org).

Attachment: Meeting Agenda

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