



**Meeting Notice**



**MEMORANDUM**

**TO:** ACCESS Subcommittee  
**FROM:** Marian Banks-Nickleberry & Earlene Traylor Neal, Co-Chairs  
**DATE:** October 22, 2008  
**RE:** Notification of First Subcommittee Meeting

The first meeting of the Detroit Long Term Care System Change Task Force – Access Subcommittee meeting will take place as follows:

**DATE:** FRIDAY, OCTOBER 31, 2008  
**TIME:** 10:00 A.M. – 12:00 P.M.  
**PLACE:** Detroit Senior Citizens Department – Conference Room  
18100 Meyers Road, Suite 105  
Detroit, MI 48235

The Access Subcommittee Round Table Discussion meeting minutes of October 13, 2008 and the agenda for the upcoming meeting are attached for your review. Please remember to bring:

- (1) A brochure or fact sheet that briefly describes the various programs or services that your agency provides
- (2) Your calendars/planners (for finalizing subcommittees’ meeting dates)
- (3) Your Detroit Long Term Care System Change Task Force Resource Manual

Please contact Leah Pippin at (313) 446-4444 ext. 5321 by Noon, Wednesday, October 29, 2008 to communicate your intent to attend. Light refreshments will be served.

cc: Paul Bridgewater, Gloria Hicks Long, Cheryl Dozier Forte, Anne Holmes Davis, Marian Banks-Nickleberry, Earlene Traylor Neal, Theresa Harrison, Cynthia Bolling, Arthur Caldwell, Leah Pippin, Reception Desk

Enclosures

MBN/ETN/lp

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*Moving Towards Enhancing the Quality of Care*