



RICK SCOTT
GOVERNOR

CHARLES T. CORLEY
SECRETARY

MEMORANDUM

Notice #: 101111-1-I-SWCBS

TO: Area Agency on Aging Executive Directors

FROM: Charles T. Corley, Secretary

DATE: 10/10/11

SUBJECT: Notice of Instruction: Public Notice Requirement for Aging Resource Center Local Coalition Workgroup

The purpose of this notice is to advise the Area Agencies on Aging (AAAs) on the public notice requirements for meetings of the Aging Resource Center (ARC) Local Coalition Workgroup. According to s. 430.2053(5)(f), Florida Statutes, each ARC is required to convene a work group to advise in the planning, implementation, and evaluation of the Aging Resource Center.

Based on guidance from the Department's General Counsel's Office, the meetings of these statutorily required workgroups must comply with the state's reasonable notice requirements in s. 286.011, F.S. The Florida Attorney General's Office has clarified that "reasonable notice" should contain the time and place of the meeting, and an agenda if available, and should be prominently displayed in the area in the agency's offices set aside for that purpose. In addition, the meeting notice could be posted on the agency's website.

The Department appreciates your compliance with this requirement and encourages you to contact your contract manager if you have any questions. Thank you for your ongoing efforts to promote public access to ARC activities.

CTC/sls

**4040 ESPLANADE WAY
TALLAHASSEE, FLORIDA
32399-7000**

phone **850-414-2000**
fax **850-414-2004**
TDD **850-414-2001**

<http://elderaffairs.state.fl.us>