



**M E M O R A N D U M**

**TO:** Recipients of Agency Meeting Mailing

**FROM:** Mark E. Sengenberger, Acting Executive Director

**DATE:** December 31, 2008

**RE:** January Agency Meeting

In consultation with Chairman Stiles, Jim Connolly and senior managers, we have decided to cancel the January Agency Meeting. The absence of agenda items requiring Agency action, combined with the allocation of state resources in a fiscally responsible manner, led to our decision.

The normal monthly reports will be mailed and posted to the Agency website early next week.

We will resume our regularly scheduled meetings on February 12 and 13. In the meantime, please call if you have any questions.

Best wishes to you for the New Year.

MES:dal