To: Strategic Action Planning Group on Aging Executive Committee
From: Keystone Policy Center
Date: October 19, 2016
Subject: Revised SAPGA Strategic Plan Timeline

The Keystone Policy Center will combine the Strategic Action Planning Group on Aging's recommendations as well as the research it has commissioned into a strategic plan for delivery to the General Assembly and Governor's Office in November. Keystone will partner with SAPGA's contracted researchers and research organizations to complete these tasks.

In order to ensure the strategic plan is sufficiently vetted and to SAPGA's satisfaction, Keystone is proposing the following timeline:

Oct. 24   SAPGA agrees upon its core recommendations and prioritization
Oct. 27   Keystone produces the first draft of the strategic plan to the executive committee
Oct. 31   SAPGA provides edits to Keystone no later than noon MT
Nov. 2   Keystone provides revised strategic plan to executive committee
Nov. 7   SAPGA provides final revisions to Keystone
Nov. 9   Keystone submits the strategic plan to DRCOG for layout and design
Nov. 18   DRCOG submits designed strategic plan to Keystone/SAPGA for review
Nov. 21   SAPGA provides final edits to Keystone
Nov. 29   Strategic plan unveiled to the public and formally submitted to policymakers

This timeline assumes:
   (i.)   SAPGA will meet its statutory obligations to deliver a strategic plan to the Governor's Office and General Assembly in November 2016;
   (ii.)   SAPGA will only work through DRCOG for design services;
   (iii.) The SAPGA Executive Committee will be the vehicle for revisions; and,
   (iv.)   SAPGA receives research deliverables on time from contracted entities.

Other members of SAPGA and staff of their respective agencies are welcome to provide feedback through their representatives on the Executive Committee. This will ensure Keystone receives clear direction that is vetted by SAPGA's leadership. In the event of a dispute or conflicting edits, the Executive Committee or SAPGA's chairman will resolve these issues.