




FAAST Quarterly Board of Directors and Assistive Technology Advisory Council Meeting Agenda

 **DAY 1:** Feb 20th, 2020 9:00 am - 5:00 pm
DAY 2: Feb 21st, 2020 9:00 am - 1:00 pm

 Homewood Suites, 2987 Apalachee Parkway Tallahassee, FL 32301, US

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/233034349>

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United States (Toll Free): [1 877 309 2073](tel:18773092073)

Access Code: 233-034-349

- | | | | |
|------|---|---------------|--------|
| I. | Opening for Board of Directors Meeting | LIZ LOHT | 5 mins |
| a. | Verbal Authorization to Begin Recording | LIZ LOHT | |
| b. | Call to Order | LIZ LOHT | |
| c. | Roll Call | MEGAN GERMAIN | |
| d. | Establishment of Quorum | MEGAN GERMAIN | |
| II. | Approval of Agenda | LIZ LOHT | |
| a. | Category: Standing Item | | |
| b. | Attachments: February 2020 Board of Directors Agenda | | |
| c. | Public Comment on any Agenda Item | LIZ LOHT | |
| d. | Modifications to Agenda | LIZ LOHT | |
| 1. | The Committee will hear any modifications to the agenda under Agenda Item XII a. | | |
| e. | ACTION NEEDED | LIZ LOHT | |
| III. | Approval of Minutes | LIZ LOHT | |
| a. | Category: Standing Item | | |

b. **Attachments: October 2019 Minutes and 2020 Financial Statement Orientation**

- 📄 October 2019 BOD Minutes
- 📄 2019 Financial Statements Orientation Minutes

c. **ACTION NEEDED**

LIZ LOHT

IV. **Co-Chairs Report (Executive Committee Report)**

LIZ LOHT 10 mins

a. **Category: Standing Item**

b. **Attachments**

- 📄 2020 01 30 Minutes
- 📄 2020 01 07 Minutes

c. **Purpose/Statement**

LIZ LOHT

1. **This agenda items is for the Co-Chairs to report on the activities of the Executive Committee since the last Board of Directors Meeting in October 2019.**
2. **A new recurring Executive Committee meeting time and date needs to be decided by the Executive Committee.**

d. **No Action Needed**

V. **Executive Director's Report (Acting ED's Report)**

ERIC REED

a. **Category: Standing Item**

b. **Attachments (Eric to add)**

c. **Purpose/Statement**

ERIC REED

1. **This agenda item is for the Acting Executive Director to report on any FAAST updates since the last Board of Directors Meeting in October 2019.**

d. **No Action Needed**

VI. **Treasurer's Report**

PAUL TOBIN

a. **Category: Standing Item**

b. **January 2020 Financial Statements**

PAUL TOBIN

1. **This agenda item is to review and approve the January 2020 Financial Statements.**
2. **Attachments: January 2020 Financial Statements**
 - 📄 January 2020 Balance Sheet
 - 📄 January 2020 Financial Statements
 - 📄 January 2020 Accounts Receivable
 - 📄 January 2020 Profit and Loss Detail

📄 January 2020 Profit and Loss Summary

c. **FY 19-20 Budget Amendment**

PAUL TOBIN

1. **This agenda item is to review and approve the 2019-2020 Proposed Annual Budget Amendment.**
2. **Attachments: FY 19-20 Proposed Budget Amendment**

📄 FY 19-20 Proposed Budget Amendment

d. **ACTION NEEDED**

PAUL TOBIN

VII. **Bylaws Amendment**

LIZ LOHT

a. **Category: New Business**

b. **Attachments: BOD Bylaws**

📄 BOD Bylaws with Draft Amendment

📄 Changed Segment of BOD Bylaws

c. **Purpose/Statement**

ERIC REED

1. **The Executive Committee has proposed a change to the Board of Directors Bylaws. This change is to combine the position of Secretary and Treasurer into one position.**

d. **ACTION NEEDED**

LIZ LOHT

VIII. **BOD/ATAC Demographics and Skills**

LIZ LOHT

a. **Category: New Business**

b. **Presentation on BOD/ATAC Demographics and Skills Survey**

WHITNEY HARRIS

1. **Attachments:**

📄 Current ATAC Member Roster

📄 Current ATAC Member Term Dates

📄 Current BOD/ATAC Demographics and Skills

2. **This agenda item is to present the Board of Directors with the current board demographics and skills identified by each member.**

c. **New Member Nominations**

WHITNEY HARRIS

1. **Attachments:**

📄 Eddie Hall Application

📄 Kailey Creech Application

📄 Brande Shelton Application

📄 Renee Proctor Application

📄 Brian Nerland Application

📄 Shavaughn "Chevy" Barnes Application

📄 New Member Applicants' Demographics and Skills

📄 ATAC Member Roster with New Applicants

2. **This agenda item is to present the Board of Directors with six new applicants for the board. This individuals were presented to the Executive Committee in November 2019. A demographics and skills assessment was completed for these applicants and is included in the attachments.**

d. **ACTION NEEDED** LIZ LOHT

IX. **Personnel Recruitment Strategy for Executive Director Position** LIZ LOHT

a. **Category: New Business**

b. **Attachments: (Eric to add)**

c. **Purpose/Statement** ERIC REED

1. **This agenda item is for the Board of Directors to agree to a course of action for recruiting a new Executive Director, if needed before the next full board meeting.**

d. **ACTION NEEDED** LIZ LOHT

X. **Attorney General Letter Update** LIZ LOHT

a. **Category: Old Business**

b. **Attachments: (Eric to add)**

c. **Purpose/Statement** ERIC REED

1. **The Attorney General has responded back to FFAST to say that they are not authorized to answer FFAST's question. Mr. Eric Reed has been working with FFAST counsel and an attorney from the Department of Education to establish an answer from the questions in the original letter.**

d. **Actions Assigned as Needed**

XI. **Task Report** LIZ LOHT 5 mins

a. **Category: Standing Item**

b. **Purpose/Statement** LIZ LOHT

1. **This agenda item is to inform the Board of Directors of actions taken to complete items on the Task Report. All actions have been completed since the last board meeting in October 2020.**

c. **No Action Needed**

XII. **Agenda Modifications** LIZ LOHT

a. **From Agenda II d.**

XIII. **Closing of Board of Directors Meeting** LIZ LOHT

a. **Last Call for Public Comment** LIZ LOHT

b. **Next Meeting** LIZ LOHT

1. **Date and Time**

Thursday, June 4, 2020 | 9:00-11:30 AM

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/468580813>

3. **Toll-free number and Access Code**

United States (Toll Free): 1 877 309 2073

Access Code: 468-580-813

c. **Adjourn** LIZ LOHT

XIV. **Opening for Assistive Technology Advisory Council Meeting** LIZ LOHT

a. **Verbal Authorization to Begin Recording** LIZ LOHT

b. **Call to Order** LIZ LOHT

c. **Roll Call** MEGAN GERMAIN

d. **Establishment of Quorum** MEGAN GERMAIN

XV. **Approval of Agenda** LIZ LOHT

a. **Category: Standing Item**

b. **Attachments: February 2020 Assistive Technology Advisory Council Agenda**

c. **Public Comment on Any Agenda Item** LIZ LOHT

d. **Modifications to Agenda** LIZ LOHT

1. **The Committee will hear any modifications to the agenda under Agenda Item XXV a.**

e. **ACTION NEEDED** LIZ LOHT

XVI. **Approval of Minutes** LIZ LOHT

a. **Category: Standing Item**

b. **Attachments: October 2019 Minutes**

 October 2019 ATAC Minutes

c. **ACTION NEEDED** LIZ LOHT

◁VII. **Confirm New Member Nominations made By FFAST Board of Directors** LIZ LOHT

a. **Category: New Business**

b. **Purpose/Statement** LIZ LOHT

1. **This agenda item is for the Assistive Technology Advisory Council to confirm the new member nominations placed by the FFAST Board of Directors.**

c. **ACTION NEEDED** LIZ LOHT

VIII. **Confirm Personnel Recruitment Strategy made by FFAST Board of Directors** LIZ LOHT

a. **Category: New Business**

b. **Purpose/Statement** LIZ LOHT

1. **This agenda item is for the Assistive Technology Advisory Council to confirm the personnel recruitment strategy recommended by the FFAST Board of Directors.**

c. **ACTION NEEDED** LIZ LOHT

XIX. **Vocational Rehabilitation Report**

a. **Category: Consent Agenda**

b. **Purpose/Statement**

1. **If a member from Vocational Rehabilitation is in attendance, this is an opportunity for them to introduce themselves to the Assistive Technology Advisory Council.**

c. **No Action Needed**

XX. **ATAC Bylaws Amendment** LIZ LOHT

a. **Category: New Business**

b. **Attachments: ATAC Bylaws**

 ATAC Bylaws with Draft Amendment

 Changed Segment of ATAC Bylaws

c. **Purpose/Statement** ERIC REED

1. **The FFAST Board of Directors Executive Committee has proposed a change to the Assistive Technology Advisory Council Bylaws. This change is to adjust the number of meetings from two to four per year.**

d. **ACTION NEEDED** LIZ LOHT





XXI. Committee Reports

LIZ LOHT

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- a. **Public Policy and Interagency Committee Report** THOM DELILLA
 - 1. **Attachments: January 2020 PPAIC Minutes**
 -  2020 01 Minutes
 - 2. **State Agency Representatives Report - This is an opportunity for any of the state agency representatives on the ATAC to give an update on what their agency is working on in the field of AT.** THOM DELILLA
JANET GOOD
KAREN HAGAN
ISABELLE POTTS
MILAGROS RIOS
 - b. **New Horizon Loan Program Committee Report** BEN WELTER
 - 1. **Attachments: January 2020 NHLP Minutes (Eric to add)**
 - c. **Technology Awareness Committee Report** JAMES BAYONNE
 - 1. **Attachments: February 2020 TAC Minutes**
 -  TAC Committee Feb Minutes.pdf
 - d. **Service Delivery Committee Report** PAUL TOBIN
 - 1. **Attachments: February 2020 Service Delivery Minutes**
 -  February 2020 Service Delivery Committee Meeting Minutes
 - e. **No Action Needed**

XXII. FY 19-20 QTR 1 Deliverables Summary

LIZ LOHT

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- a. **Category: Standing Item**
 - b. **Attachments:**
 - 1. **GR FY2020 Quarter 2 Report**
 -  GR FY20 Qtr 2 Report
 - 2. **HHS FY2020 Quarter 1 Report**
 -  HHS FY20 Qtr 1 Report
 - 3. **2019 Annual Progress Report**
 -  FFAST 2019 Annual Progress Report
 -  FFAST APR FY2018 and FY2019 Comparison
 - c. **Purpose/Statement**
 - 1. **This agenda item is to provide the Assistive Technology Advisory Council with the results of the first quarter of the HHS contract and second quarter of the GR contract.** HANNAH BROCK
 - 2. **The Annual Progress Report was completed in December 2019. This report will be provided to the Council.** WHITNEY HARRIS
 - d. **No Action Needed**

XIII. Presentation on VR Contract Options by FFAST Staff

LIZ LOHT

a. **Category: New Business**

b. **Attachments: (Eric to add)**

c. **Purpose/Statement**

ERIC REED
PAUL TOBIN

1. **This agenda item is to discussion and approve a new Service Delivery Model. The Service Delivery Committee has agreed to put forth the attached model for consideration of the full Council.**

d. **ACTION NEEDED**

LIZ LOHT

XIV. **Task Report**

LIZ LOHT

a. **Category: Standing Item**

b. **Attachments: Task Report from October 2019 ATAC Meeting**

 ATAC Task Report

c. **Purpose/Statement**

LIZ LOHT

1. **This agenda item is to inform the Assistive Technology Advisory Council of actions taken to complete items on the Task Report. The only remaining item to be completed is the FFAST Inventory List.**

d. **No Action Needed**

XV. **Agenda Modifications**

LIZ LOHT

a. **From Agenda XV d.**

XVI. **Closing for the Assistive Technology Advisory Council Meeting**

LIZ LOHT

a. **Last Call for Public Comment**

LIZ LOHT

b. **Next Meeting**

LIZ LOHT

1. **Date and Time**

Thursday, June 4, 2020 | 12:30-4:30 PM

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/586110949>

3. **Toll-Free Number and Access Code**

United States (Toll Free): 1 866 899 4679

Access Code: 586-110-949

c. **Adjourn**

LIZ LOHT