



Minutes

Florida Assistive Technology Advisory Council Meeting

📅 Thu June 6th, 2019

🕒 9:00am - 5:00pm EDT

📍 9801 International Drive Orlando, FL

I. Welcome

Mr. Paul Tobin welcome all the Council members to the meeting.

a. **Call to Order**

The meeting was called to order at 9:04 AM.

b. **Roll Call and Establishment of Quorum**

A roll call was conducted and a quorum was present.

c. **Verbal Authorization to Begin Recording**

No member presented an issue with being recorded.

d. **Approval of Minutes of Prior Meeting Page 1**

Decision: The motion passed without dissent.

Decision: Mr. Tobin made the motion to accept the minutes.

Decision: Ms. Jennifer Perry-Breen seconded the motion.

e. **Ask if anyone online has submitted a Public Comment Request.**

No one had submitted public comments online.

Task: Expand public comment efforts Michael Daniels 08/15/2019

f. **Or if anyone online HAS NOT submitted a Public Comment Request but wishes to speak.**

No one present presented public comments.

II. Agenda

a. Adjustments to the Agenda

No member requested an adjustment to the agenda.

b. Approval of the Agenda

Decision: Mr. Tobin made the motion to approve the agenda.

Decision: Ms. Kathy Powell seconded the motion.

Decision: The motion passed without dissent.

III. Presentation of Proposed Bylaws for the Advisory Council Page 10

Mr. Michael Daniels presented the draft bylaws to the advisory council.

a. Purpose of the Advisory Council Page 3

b. Membership Composition Page 4

c. Meeting Dates Page 6

d. Co-Chair Election Page 7

e. Committees and Task Forces Page 8

IV. Discussion on Ratification of the Bylaws

a. Amendment/Recommendations/Changes/Suggestions

No member suggested any amendments.

b. Recommended Motions

1. Motion to approve the proposed bylaws for Florida's Assistive Technology Council, as is.

Decision: Mr. Tobin made the motion.

Decision: Ms. Perry-Breen seconded the motion.

Decision: The ratification of the bylaws passed without dissent.

Task:	Upload Bylaws and all policies related to the Council to Boardable.	Michael Daniels	08/16/2019
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Task:	Creation of separate calendars for Board and Council activities.	Michael Daniels	08/16/2019
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Task:	Begin conducting Committee orientation meetings.	Michael Daniels	08/16/2019
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2. Motion to approve the proposed bylaws for Florida's Assistive Technology Council, as amended.
3. Motion to create an ad hoc committee to review and provide the Advisory Council with its recommendation by October 1, 2019.

V. Break

VI. Review of Service Delivery Models around the Nation

Mr. Daniels and Mr. Eric Reed led the presentation.

Task: Add current State Plan to Boardable Michael Daniels 08/15/2019

a. Assistive Technology Act of 2004

1. Flexibility & Comparability Page 22
Mr. Daniels stressed the need to spend 70% of HHS funding on State Level activities.
2. Caveats and Restrictions
3. Application for Funds

b. Purpose

1. The purpose of the review is twofold. The first purpose is to present Florida's Service Delivery Model.
2. The second is to present service delivery models of state with a comparable population and size.
3. The last propose is to present best-practice service delivery models.

c. State Level Services Page 25

1. State Financing - Handout during the Meeting
Mr. Reed led the discussion on state financing activities.
2. ReUse - Handout during the Meeting
Mr. Reed led the discussion on reuse activities.

Task: Distribute information to VA, nursing homes, rehab centers, etc. about donating equipment Michael Daniels 08/15/2019

Task: Incorporate equipment donations into the FAAST website. Michael Daniels 08/15/2019

Task: Begin redesigning AT List. Michael Daniels 08/15/2019

Task: Begin marketing AT List to disability-related organizations. Michael Daniels 08/15/2019

3. **Device Loan - Handout during the Meeting**
Mr. Daniels led discussion on device loan activities.
 4. **Device Demonstration - Handout during the Meeting**
Mr. Daniels led discussion on device demonstration activities.
- d. **State Leadership Services - Handout during the Meeting**
Due to time considerations, the discussion on State Leadership activities focused on training events.
1. **Training Events**
Mr. Daniels informed the Council Florida performs approximately 10,000 more training events than other comparable states.
 2. **Technical Assistance**
 3. **Information and Assistance**
 4. **Public Awareness**
- e. **Apples to Apples, Apples to Oranges**
Mr. Daniels stressed to the Council the importance of leveraged funds and how these funds may provide services mandated by the AT Act of 2004.

VII. Aspects of the Florida Service Delivery Model for you to consider.

- a. **State Financing**
Mr. Reed and Mr. Daniels informed the Council no federal funds had ever been used to fund state financing operations.
- b. **Where are our services provided?**
Mr. Daniels displayed the FFAST service delivery map. The maps show how services are concentrated around RDC physical locations.
- c. **Two Device Loan Programs Page 26**
Mr. Daniels emphasized FFAST operates two device loan programs; One is the statewide device loan program, and the other is regional-based device loan programs.
- d. **National Trends in Training Events - Handout during the Meeting**
As mentioned, FFAST performs approximately 10,000 more training events than other comparable states.

VIII. Lunch

IX. Reconvene

Dr. Harding welcomed the Council back from the lunch break.

- a. **Call to Order**
The meeting was called to order at 1:11 PM.
- b. **Roll Call and Establishment of Quorum**
Dr. Harding elected to continue the meeting with the morning declaration of quorum.

- c. **Verbal Authorization to Begin Recording**
No member presented an issue with being recorded.

X. Quick Review of the Morning

Mr. Daniels provided a review of the information provided to the Council during the morning session.

XI. Your Task - Page 27

- a. **Advise and guide FFAST in the development, implementation, and evaluation of the activities carried out through the State Plan for Assistive Technology**
Mr. Daniels stressed to the Council their duties as specified in the newly ratified Council bylaws.

XII. Discussion on State Financing Activities

Mr. Reed led a discussion on state financing activities.

- a. **Current Sustainability**
- b. **HHS Funds being used on State Financing Activities**
- c. **Community Development Financial Institution (CDFI) Funding**
- d. **Recommended Actions**
 - 1. **For FFAST to become a CDFI, the New Horizon Loan Program needs to become a subsidiary corporation of FFAST.**
 - 2. **Motion to begin research for FFAST to spin the New Horizon Loan Program, to a separate 501c3 corporation for the purpose of becoming a CDFI.**
 - 3. **Motion to begin using HHS funds for state financing operations in Fiscal Year 2020.**
 - 4. **Motion to limit using investment funds for state financing operations to no more than \$125,000 in Fiscal Year 2020.**
 - 5. **Motion to have the New Horizon Loan Committee oversee the previous three actions.**

Decision: Mr. Tobin made the motion.

Decision: Mr. Marcial Lemberth seconded the motion.

Decision: The motion passed without dissent,

XIII. Break

XIV. Discussion on ReUse Activities

Mr. Daniels led the discussion on reuse activities.

- a. **Current funding limited to \$60,000**
- b. **Besides state financing activities, this services puts assistive technology in the hands of**

our customers.

- c. **Most Centers for Independent Living (CILs) receive donated durable medical equipment.**
 - 1. **CILs have limited funds for refurbishment.**
- d. **During the previous two years, the ReUse program has provided 319 replacement devices to hurricane survivors.**
- e. **Recommended Actions**
 - 1. **Motion to research how many CILs provide ReUse services.**
 - 2. **Motion to discuss expanded CIL collaborations with the Florida Independent Living Council and the Florida Association for Centers for Independent Living.**

Decision: Dr. Harding made the motion.

Decision: Mr. Tobin seconded the motion.

Decision: The motion passed without dissent.

Task: Begin meeting with the Florida Independent Living Council and the Florida Association for Centers for Independent Living on expanding reuse activities.

Michael Daniels

08/28/2019

XV. Discussion on Device Loans and Device Demonstration Activities

Mr. Daniels led this discussion.

- a. **Currently, FFAST operates seven device loan programs.**
 - 1. **FAAST Headquarters provides loans through its Statewide Device Loan Program.**
 - 2. **Each Regional Demonstration Center provides loans within its region.**
 - 3. **The eight most populous states operate only one device loan program.**
- b. **FAAST has 7,658 devices in all its loan inventories.**
 - 1. **The Statewide Device Loan Program shares its inventory with other FFAST programs.**
 - 2. **Because of operating seven different loan program, FFAST purchases duplicate devices.**
- c. **FAAST funding has remained flat for 15 consecutive years.**
 - 1. **In the past 15 years, FFAST added three regional demonstration centers.**
 - 2. **RDC funding has remained flat for 15 consecutive years.**

3. 47% of state and federal funds are used for Regional Demonstration Centers.
4. FAAST purchases devices for the Statewide Device Loan program in odd numbered years.
5. FAAST purchases devices for regional device loan programs in even numbered years.
6. All device loan programs have focused on purchasing dedicated communication devices.

d. State Level activities must equal 70% of HHS Funds

1. Changes in the new Annual Performance Report requires reporting on this allocation.
2. This requirement begins in Fiscal Year 2020.
3. Florida's Issue #1
4. Florida's Issue #2

e. Recommended Actions

1. Considering all the information and data, the advisory council needs to develop a service delivery system with an objective of budgeting 70% of HHS funds on State Level activities.

Task:	Refer to Service Delivery Committee	Michael Daniels	08/16/2019
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2. Develop a service delivery system for device loans that will alleviate the issues listed below:

Task:	Refer to Service Delivery Committee	Michael Daniels	08/16/2019
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XVI. Adjustments to the Agenda

XVII. Closing

a. Public Comment

No public comment was presented at the time of the meeting.

b. Date of Next Meeting of the Advisory Council

The Next Meeting will be on October 4th, 2029

c. Adjourn

The meeting adjourned at 4:47 PM

Decision: Mr. Tobin made the motion to adjourn the meeting.

Decision: Ms. Perry-Breen seconded the motion.

Decision: The motion passed without dissent.