



Minutes

Florida Assistive Technology Advisory Council Meeting

📅 Thu June 6th, 2019

🕒 9:00am - 5:00pm EDT

📍 9801 International Drive Orlando, FL

👤 In Attendance

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**

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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

Task: Creation of separate calendars for Board and Council activities.  Michael Daniels 08/16/2019

Task: Begin conducting Committee orientation meetings.  Michael Daniels 08/16/2019

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**

The program has always used investment funds for operations.

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?**

[Link to FFAST Services Map FY 2018](#)

[Link to FFAST Services Map FY 2019 1 Quarter](#)

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**

[Link to Community Development Financial Institution Information](#)

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.**


Link to Service Delivery Map for Device Loans FY 2019 as of May 29, 2019


 - 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.**

Example: FFAST has purchased three licenses for ZoomText, a magnification software, and five ZoomText keyboards. The consolidated inventory lists 17 Blue2 Bluetooth switches.

- c. **FAAST funding has remained flat for 15 consecutive years.**
 - 1. **In the past 15 years, FAAST 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**
We do not allocate any funds for state financing activities.
 - 4. **Florida's Issue #2**
62% of all RDC customers receive information and assistance and training services. These two services are not state level activities.

- 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

 - 2. **Develop a service delivery system for device loans that will alleviate the issues listed below:**
 - 1. A steady stream of funds
 - 2. Sharable Inventory
 - 3. Evenly distributing inventory across assistive technology categories**Task:** Refer to Service Delivery Committee  Michael Daniels 08/16/2019

XVI. **Adjustments to the Agenda**

<VII. **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.