



## Minutes

### July 2019 Technology Awareness Committee Meeting

📅 Wed July 17th, 2019

🕒 3:00pm - 4:00pm EDT

📍 Teleconference

#### 👥 In Attendance

Hannah Brock, Michael Daniels, Matt Holloway, Marcial Lember, Janean Perry Breen, Jennifer Perry-Breen, Kathy Powell, Millagros Rios

#### I. Objective

- a. **Selection of a Committee Chairperson**
- b. **Discuss transitioning the current funding guide into an interactive website.**

#### II. Prepare Prior to Meeting

- a. **Review Agenda**
  1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
- b. **Review Minutes to Previous Meeting**
  1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
- c. **Review Action Item Report**
  1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
- d. **List Important Items to Review**
  1. **Current Funding Guide**
  2. **Committee Meeting SOP**

#### III. Opening

- a. **Call to Order**  
Mr. Michael Daniels called the meeting to order at 3:06 pm.
- b. **Roll Call**  
Ms. Hannah Brock conducted the roll call.
- c. **Establishment of Quorum**  
A quorum was present.
- d. **Verbal Authorization to Begin Recording**  
No member presented a conflict with being recorded.

#### IV. **Approval of Minutes**

- a. **Attachments**
- b. **Options**
  - 1. **Approve minutes as is.**
  - 2. **Approve minutes with amendments.**
  - 3. **Do not approve minutes**
  - 4. **Table the decision.**
- c. **Recommended Action**
  - 1. **Approve minutes.**
    - Decision:** Mrs. Kathy Powell made the motion to approve the minutes. Ms. Jennifer Perry Breen Seconded the motion. The motion passed without dissent.

#### V. **Agenda Modifications**

- a. **Public Comment on any Agenda Item**
- b. **Modifications**
- c. **Options**
  - 1. **Approve agenda, as is.**
  - 2. **Approval of the Agenda, with amendments.**
  - 3. **Do not approve the agenda.**
  - 4. **Table the decision.**
- d. **Recommended Action**
  - 1. **Approve the agenda.**

**Decision:** Mrs. Powell made the motion to approve the minutes. Ms. Perry Breen Seconded the motion. The motion passed without dissent.

## VI. Selection of a Committee Chairperson

a. **Category: New Business**

b. **Attachments:**

1. **Committee Meeting SOP**

This procedure defines the guidelines for conducting Committee meetings and the responsibilities of the Committee Chairperson.

c. **Statement: The Technology Awareness Committee needs a chairperson.**

d. **Options**

1. **Discuss and recommend to the Co-Chair a Committee Chairperson.**

2. **Discuss and hold off on a recommendation.**

e. **Recommended Actions**

1. **Discuss and recommend to the Co-Chair a Committee Chairperson.**

**Decision:** The committee decided to table the discussion until the next meeting.

## VII. AT Funding: Funding Guide

a. **Category: Standing Item**

b. **Attachments**

c. **Statement**

1. **This agenda item is a discussion on transitioning the current funding guide to an interactive website.**

d. **Options**

1. **Creation of an action plan to transition the current funding guide to an interactive website.**

2. **Approve an Action Item to update the funding guide.**

e. **Recommended Action**

1. **Vote to create an Action Item: Develop an action plan to transition funding guide to an interactive website.**

Include recommendations from committee members.

2. **Vote to create an Action Item: Develop an action plan to update the funding guide.**

- Task:** Provide an update on the progress of updating information on Funding guide 👤 Eric Reed 08/07/2019
- Task:** Provide an update on the progress of updating information on Funding guide 👤 Tim McCann 08/07/2019
- Task:** Provide an update on the progress of updating information on Funding guide 👤 Matt Holloway 08/07/2019

## VIII. Public Awareness Activities

### a. Category: Consent Agenda and Standing Item

### b. Attachments

#### 1. Social Media Report

#### 2. List of Organizations/Agencies to promote AT

[https://docs.google.com/spreadsheets/d/1iKlBj7BNjxA7T3jpTTcBZ\\_HzEzCbnmJ\\_9bKiwrmlg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1iKlBj7BNjxA7T3jpTTcBZ_HzEzCbnmJ_9bKiwrmlg/edit?usp=sharing)

- Task:** Make List of Organizations a priority for the August 7th meeting. 👤 Hannah Brock 08/07/2019

#### 3. Information on Quarterly Webinar Series

This quarter's webinar series planning is still in progress.

#### 4. Currated Social Media Posts

#### 5. Workforce Professional Development Summit

September 11-13, 2019  
Orlando, FL  
Hyatt Regency Grand Cypress

### c. Statement

- 1. **This agenda item is to update the Committee on Public Awareness Activities**

### d. Options

- 1. **None**

### e. Recommended Actions


- 1. **Committee members review the list of organizations/agencies to promote AT and submit recommendations for additions to Committee Liasion.**

## IX. Coordination and Collaboration Activities

### a. Category: Consent Agenda and Standing Items

b. **Statement**

1. **This agenda item is to update Coordination and Collaboration Activities.**

**Task:** Revisit the topic of sharing information at  Hannah Brock 09/04/2019  
the health department.

2. **FAAST and FTRI are working on a partnership to establish an MOU. Updates are to come.**

3. **FAAST will create new contracts with RRCs and RDCs partners.**

c. **Options**

1. **None**

d. **Recommended Actions**

1. **None**

X. **21st Century Assistive Technology Act**

a. **Category: Consent Agenda and New Business**

b. **Attachments**

1. **Proposed Public Awareness Activities**

c. **Statement**

1. **This agenda item provides members with proposed Public Awareness Activities in the 21st Century AT Act.**

d. **Options**

1. **None**

e. **Recommended Actions**

1. **None**

XI. **Agenda Modifications**

None.

XII. **Closing**

a. **Last Call for Public Comment**

b. **Next Meeting**

1. **August 7th at 3PM**  
<https://global.gotomeeting.com/join/762815469>

You can also dial in using your phone.

United States (Toll Free): 1 877 309 2073

Access Code: 762-815-469

c. **Adjourn**

The meeting adjourned at 4:03 pm