



## Minutes

### September Technology Awareness Committee Meeting

📅 Wed September 4th, 2019

🕒 3:30pm - 4:30pm EDT

📍 Teleconference

#### 👥 In Attendance

Hannah Brock, Michael Daniels, Janean Perry Breen, Jennifer Perry-Breen, Isabelle Potts, Milagros Rios

#### I. Objective

- a. **Review Coordination and Collaboration Activities as defined by AT Act.**
- b. **Review Analysis of Service Delivery Model**

#### II. Prepare Prior to Meeting

##### a. Review Agenda

1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
2. **Attachments: Meeting Agenda**

##### b. Review Minutes to Previous Meeting

1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
2. **Attachments: Minutes to Previous Meeting**

##### c. Review Task Report

1. **Please provide the Committee Liason any modifications 24 hours before the meeting.**
2. **Attachments: Task Report**

##### d. Please review the following documents.

1. **TAC Organizations**
2. **Coordination and Collaboration AT Act**
3. **Analysis of FFAST Service Delivery Model**

### III. **Meeting Begins**

#### IV. **Opening**

The September 2019 Technology Awareness Committee Meeting was opened by Mr. Michael Daniels.

a. **Call to Order**

Mr. Daniels called the meeting to order at 3:35 PM.

b. **Roll Call**

Members in Attendance: Ms. Jennifer Perry-Breen, Ms. Isabell Pots, and Ms. Milagros Rios

Staff in Attendance: Mr. Daniels and Ms. Hannah Brock

Members of the Public: Ms. Janean Perry-Breen

c. **Establishment of Quorum**

A quorum was present.

d. **Verbal Authorization to Begin Recording**

No member presented an issue with the meeting being recorded.

#### V. **Approval of Minutes**

a. **Attachments**

b. **Options**

1. **Approve minutes as is.**

**Decision:** Ms. Perry-Breen motioned to approve the minutes from August 7, 2019, Technology Awareness Committee Meeting.

**Decision:** Ms. Pots seconded the motion.

**Decision:** Mr. Daniels presented the committee with a consensus approval process for this meeting. Committee members agreed.

2. **Approve minutes with amendments.**

3. **Do not approve minutes**

4. **Table the decision.**

c. **Staff Recommended Action**

1. **Approve minutes.**

#### VI. **Agenda Modifications**

Mr. Daniels presented the agenda for the September 2019 Technology Awareness Committee meeting.

a. **Approval of the Agenda**

**Decision:** Committee members approved the agenda by consensus

b. **Options**

1. **Approve agenda, as is.**
2. **Approval of the Agenda, with amendments.**
3. **Do not approve the agenda.**
4. **Table the decision.**

c. **Staff Recommended Action**

1. **Approve the agenda.**

d. **Public Comment on any Agenda Item**

e. **Request for Modifications**

No modifications were made to the agenda.

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

VII. **Task Report**

Ms. Brock reviewed the Task Report from the August 2019 Technology Awareness Committee Meeting.

a. **Category: Standing Item**

b. **Purpose/Statement**

1. **Inform the Committee of actions taken to complete items on the Task Report**

Committee members discussed the list of Organizations on the task report.

c. **Attachments**

1. **Task Report**

d. **Options**

1. **None**

e. **Recommended Actions**

1. **None**

VIII. **Review Coordination and Collaboration Activities as defined by AT Act.**

Mr. Daniels presented the committee with the AT Acts' definition of Coordination and

Collaboration Activities.

- a. **Category: New Business and Consent Agenda**
- b. **Purpose/Statement**
  - 1. **This agenda item will inform committee members how coordination and collaboration activities are defined by the AT Act.**
- c. **Attachments**
  - 1. **Coordination and Collaboration Activities AT Act**
- d. **Options**
  - 1. **Discuss Agenda Item**
- e. **Staff Recommended Action**
  - 1. **Discuss Agenda Item**  
Committee Discussed the definitions and this Committee will absorb the members and roles of the Service Delivery Committee based on findings.

IX. **Review Analysis of Service Delivery Model**

Mr. Daniel's Presented the service delivery model to the committee.

- a. **Category: New Business and Consent Agenda**
- b. **Purpose/Statement**
  - 1. **This agenda item will inform committee members of FFAST Service Delivery Model. This Committee and Service Delivery Committee will join to best serve the Organization.**
- c. **Attachments**
  - 1. **Analysis of Service Delivery Model**
- d. **Options**
  - 1. **Discuss Agenda Item**
- e. **Staff Recommended Actions**
  - 1. **Discuss Agenda Item**
    - Task:** Add locations of the centers to the service delivery model.

 Michael Daniels 10/08/2019

X. **Selection of a Committee Person**

Mr. Daniels reviewed this committee is still in need of a Committee Chair recommendation.

- a. **Category: Old Business**

b. **Attachments**

c. **Statement**

1. **The Technology Awareness Committee needs a chairperson. The Co-Chair selects the committee chairperson, This agenda item is to continue the discussion until one has been recommended**

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.**  
No recommendation for chairperson was made. Committee members were instructed to contact Committee Liason, Ms. Brock if interested in being recommended.

XI. **Public Awareness**

Due to time restraint, these agenda items will be revisited in the October 2019 Technology Awareness Committee Meeting.

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

b. **Attachments**

1. **None**

c. **Purpose/Statement**

1. **This agenda item will update committee members on public awareness activities**
2. **Update all social media and public awareness materials with the new logo.**

d. **Options**

1. **Discuss Agenda Item**

e. **Staff Recommended Actions**

1. **Discuss Agenda Item**

XII. **Coordination and Collaboration Activities**

Mr. Daniels updated the Technology Awareness Committee on the Coordination and Collaboration Activities.

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

b. **Statement**

1. **This agenda item will update committee members on coordination and collaboration.**

This agenda item was discussed during the review of the task report in item VII.

2. **Review the new RDC Contracts.**

Mr. Daniels presented the committee members with the new RDC contract template.

c. **Attachments**

1. **RDC Contracts Template**

d. **Options**

1. **Discuss Agenda Item**

e. **Recommended Actions**

1. **Discuss Agenda Item**

Committee members added their input on the new RDC contract.

XIII. **Agenda Modifications**

No modifications were made to the agenda.

a. **From Agenda VI.**

XIV. **Closing**

Mr. Daniels asked for a motion to close the September 2019 Technology Awareness Committee Meeting.

a. **Last Call for Public Comment**

No public comments were made.

b. **Next Meeting**

1. **Date and Time**

October 8, 2019 3PM

2. **GoToMeeting Information**

<https://global.gotomeeting.com/join/186974797>

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

(Toll Free): 1 877 309 2073

Access Code: 186-974-797

c. **Adjourn**

The September 2019 Technology Awareness committee was adjourned at 4:34 PM by consensus.