



Minutes

FAAST Quarterly Board of Directors and Assistive Technology Advisory Council Meeting

📅 **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

👥 **In Attendance**

Thom Delilla, Megan Germain, Karen Hagan, Whitney Harris, Matt Holloway, Katy Howell, Jennifer Perry-Breen, Isabelle Potts, Kathy Powell, Eric Reed, Paul Tobin, Ben Welter

I. **Opening for Board of Directors Meeting**

Mr. Paul Tobin opened the meeting.

a. **Verbal Authorization to Begin Recording**

No member presented on issue with being recorded,

b. **Call to Order**

Mr. Tobin called the meeting to order at 9:00am

c. **Roll Call**

Ms. Megan Germain Conducted a roll call.

Members Present:

Mr. Thom Delilla

Ms. Jennifer Perry-Breen

Ms. Isabelle Potts

Ms. Kathy Powell

Ms. Karen Hagan

Ms. Katy Howell

Mr. Ben Welter

Mr. Paul Tobin

Members Not Present:

Ms. Liz Loht

Mr. Marcial Lemberg

Mr. James Bayonne

Ms. Milagros Rios

Ms. Lesa Kretchmer

Ms Janet Good

Staff Present:
Mr. Eric Reed
Mr Matt Holloway
Ms. Whitney Harris
Ms. Megan Germain

- d. **Establishment of Quorum**
A quorum was established.

II. **Approval of Agenda**

Agenda was approved as presented

Decision: Mr. Thom Delilla made the motion to approve the agenda.

Decision: Ms. Jennifer Perry-Breen seconded the motion to approve the agenda

Decision: The agenda was approved without dissent

- a. **Category: Standing Item**

- b. **Public Comment on any Agenda Item**
None

- c. **Modifications to Agenda**
None

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

- d. **ACTION NEEDED**

III. **Approval of Minutes**

The Minutes for october 2019 were approved as presented.

The 2020 Financial Statement Orientation minutes were approved.

Decision: Ms.Perry-Breen made the motion to approve the october 2019 minutes.

Decision: Mr. Delilla seconded the motion to approve the october 2019 minutes.

Decision: The October 2019 Minutes were approved without dissent.

Decision: Ms. Perry-Breen made the motion to approve the 2020 Financial Statement Orientation minutes.

Decision: Mr. Delilla seconded the motioin to approve the 2020 Financial Statement Orientation minutes.

Decision: The 2020 Financial Statement Orientation minutes are approved without dissent

- a. **Category: Standing Item**

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

c. **ACTION NEEDED**

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

The January 30th 2020 Executive Committee minutes were approved as presented.

The January 7th 2020 Executive Committee minutes were approved as presented.

Decision: Mr. Paul Tobin made the motion to approve the January 30th 2020 Executive Committee minutes

Decision: Mr. Delilla Seconded the motion to approve the January 30th Executive Committee minutes

Decision: The January 30th 2020 Executive Committee Minutes were approved without dissent

Decision: Mr. Tobin made the motion to approve the January 7th 2020 Executive Committee minutes

Decision: Mr. Ben Welter seconded the motion to approve the January 7th 2020 Executive Committee minutes

Decision: The January 7th 2020 Executive Committee minutes were approved without dissent.

a. **Category: Standing Item**

b. **Attachments**

c. **Purpose/Statement**

1. **This agenda item 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)**

Mr. Eric Reed gave a brief over of the actions staff has been taking to keep the business moving forward. Including public awareness activities at the capital that staff has participated in such as, Developmental Disability Day, Senior Day and Children's Day. Staff also traveled to Orlando for ATIA and the CARD conference.

The Audit has been completed. FFAST is waiting on the final report

FFAST is currently involved with the Craig H Neilson grant that will bring Home Automation to individuals with Spinal Cord Injuries across the State. FFAST will be training people on home automation in three to six weeks. 8 individuals will have home automation systems installed in

their homes as a result of this grant.

FAAST's Partner program is going to help with Financial Loans for all home automation modifications through the alternative financing program.

FAAST is applying for a new funding source through the Christopher Revees Foundation. This would allow FAAST to continue The Live a Day, Live Your Life Event.

Staff had a meeting with DVR to discuss contracts. The current contract expires this year.

The FAAST website is undergoing consistent changes to make it more user friendly. The new logo is now on the website. The AT classifieds page has been changed to make it more user friendly as well.

The RDC and RRC contracts have been executed for the current fiscal year.

Mr. Delilla asked to know more about the progress on the Craig H Neilson grant. Mr. Delilla states that he has given Staff a contact person named Ed Mills and would like to know if we have reached out. Mr. Matt Holloway states that he is working with Home Smart Assistant to develop candidate criteria and collecting data. As well as developing a training. As soon as the criteria is complete he will reach out to all contacts. A training is scheduled during the 2020 Family Cafe Conference.

Mr. Tobin spoke briefly about the brain and spinal cord injury program and believes working with them is key. These grants are often entry way grants and will lead to more grants in the future. Data collection should be included in the reports in order to show what FAAST could do with a larger grant.

Mr. Tobin added that he had spoken with the Inspector General's office last week. The report is currently going through an internal review. and a date for when the final report will be published has not been given.

Mr. Tobin asked that the explicit authorization be given to the executive committee if FAAST gets the report on an interim basis that the executive committee can move forward with whatever actions have to be taken with regard to the executive director as it relates to the inspector general report. Mr. Tobin stated, "For the record, what I'm asking for is the executive committee having the explicit authority to act on the inspector general's report when it becomes available, if it becomes available before the June board meeting."

Further discussion took place regarding the IG report. Mr. Welter asked if the Report will have recommendations. Mr. Tobin did not know. Mr. Welter concluded that Mr. Tobin was asking for the Executive committee to make a decision regarding the Executive Director if no recommendations are given. Mr. Welter asked if it would be advisable to have an interim Board meeting instead of the Executive Committee making any decisions. Mr. Tobin's concern with having an Interim Board meeting is not having enough members in attendance. Mr. Welter states he is ok with either option. He just wanted to make the suggestion to hold a Board meeting.

Mr. Reed asked callers that have joined the meeting after roll call to identify themselves.

Callers are as follows:

Beth Myer

Jane Johnson

Decision: Mr. Tobin made a motion to give the Executive committee authority to act on the IG report regarding the Executive Director if the report is published before the June board meeting.

Decision: Mr. Delilla seconded the motion to give the Executive committee authority to act on the IG report regarding the Executive Director if the report is published before the June board meeting.

Decision: Mr. Tobin amends his motion to state that the executive committee will convene when FFAST receives the report, under the notice requirements of the Florida sunshine statute, and that meeting will be publicized and made open to all board members who wish to participate.

Decision: Ms. Potts seconded the ammended motion.

Decision: Mr. Delilla also seconded the ammended motion

Decision: Mr. Delilla made the motion to accept the Executive Director's report

Decision: Mr. Tobin seconded the motion to accept the Executive Director's report

a. **Category: Standing Item**

b. **Attachments - Executive Director Report**

c. **Purpose/Statement**

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

d. **No Action Needed**

VI. **Treasurer's Report**

Mr. Tobin started the Treasurers report with the January 2020 Balance Sheet. He states that there is nothing remarkable that the organization would not expect.

The reserve decreased by \$5, 897.12. This was the drawdown for AFP and Telework.

the Profit and Loss summary shows an unfavorable veriance in grants and revenue due to timing.

Mr. Tobin breifly explained the P&L by Detail.

Mr. Tobin breifly explains the Accounts receiveable report.

Mr. Tobin goes over the Management report. It is a spreadsheet that he and Ms. Harris developed to keep track of funds.

Decision: Ms. Perry-Breen made the motion to accept the Treasurer's report

Decision: Mr. Delilla seconded the motion to approve the Treasurer's Report

Decision: The Treasurer's report was accepted without dissent.

a. **Category: Standing Item**

b. **January 2020 Financial Statements**

1. **This agenda item is to review and approve the January 2020 Financial Statements.**

2. **Attachments: January 2020 Financial Statements**

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

Ms. Harris explains that this budget amendment is being proposed due to a one year increase in HHS funding. In years passed, FY 2017 or FY 2016 FFAST did not receive all of the funds due to the Audit. In FY 2018 FFAST was able to get that money back.

Ms. Potts asked about FFAST's Legal Fees. Pennington PA has a high rate for their services and the Executive Committee asked that all correspondence with the Executive Director be done through Pennington. It has been anticipated that FFAST may need them once the IG Report comes out.

Decision: Ms. Perry-Breen made the motion to accept the Budget amendment.

Decision: Mr. Delilla seconded the motion to accept the Budget amendment.

Decision: The Budget amendment was accepted without dissent.

1. **This agenda item is to review and approve the 2019-2020 Proposed Annual Budget Amendment.**

2. **Attachments: FY 19-20 Proposed Budget Amendment**

d. **ACTION NEEDED**

VII. **Bylaws Amendment**

Mr. Reed explains the proposed Bylaws amendment. It would add the secretary position and combined it with the Treasurer position.

Decision: Ms. Perry-Breen made the motion to accept the bylaws amendment.

Decision: Ms. Karen Hanan seconded the motion to accept the bylaw amendment.

Decision: The bylaws amendment was accepted without dissent.

a. **Category: New Business**

b. **Attachments: BOD Bylaws**

c. **Purpose/Statement**

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**


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

Ms. Harris presented the Demographics Skills of the Board of Directors.

Service Delivery is the strongest skill set being 9 out of 14 members followed by AT trainings.

Mr. Tobin asked if FFAST has ever reached out the RDC's to see if they have a client that is interested in being a board member. Ms. Harris explained that the last request for board members was sent out to the entire FFAST email list. However, FFAST should reach out to more community partners.

Mr. delilla suggests that FFAST work with FACIL to get the criteria of the FFAST Board of Directors to CIL directors.

Task: Send Demographics and skills recommendations to  Whitney Harris 06/03/2020
the members

a. **Category: New Business**

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

1. **Attachments:**

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**

The FFAST Board of Directors is currently looking to fill Category 1 and 2 positions and if these six applications are accepted the skills will increase.

Ms. Potts asked about Ms. Proctor's ability to participate. Ms. Proctor would be able to participate via phone call. She is a person with a Disability (Category 1) and works in secondary school system.

Decision: Ms. Potts made the motion to approve all 6 applications.

Decision: Ms. Kathy Powell seconded the motion to approve all six applications.

Decision: All six applications were approved without dissent.

1. **Attachments:**

2. **This agenda item is to present the Board of Directors with six new applicants for the board. These 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**

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

Mr. Tobin wanted to make it clear that the Executive Director is on administrative leave. He has not resigned. FFAST does not know if he will resign. FFAST is awaiting the IG report. Since this board does not meet frequently, there needs to be a recruitment strategy if a vacancy occurs.

Mr. Eric Reed explains and asks the procedure that was approved in 2015 needs to be updated.

Mr. Tobin asked about a job description. Mr. Reed says he knows there is one but doesn't know how old it is.

Mr. Delilla asked how to advertizing. Mr. Reed suggests using AT3

Mr. Tobin opened the discussion of developing a Strategic Plan. The Executive Director search procedure will be developed after a strategic plan has been completed.

\$20,000 has been set aside in the budget for a strategic plan.

Mr. Tobin suggested first step is set up an Adhoc Stragetetic Planning Committee. That committee will set up the parameters.

The Staff will continue to maintain the organization as is until the Strategic Plan is complete.

Ms. Harris valunteered to be the staff liason for the Adhoc strategic planning committee.

The plan will be a 5 year plan.

Members Interested in being on the Strategic Planning Committee.

Paul Tobin

Thom Delilla

A collegue of Isabelle Potts

The Executive Director search is Tabled until the next meeting.

Decision: Mr. Tobin asked to make a ammendment to remove The Human Rights Citizenship and Multiculturism Act section.

Decision: Ms. Potts made motion from the board to the executive committee to co-chairs to create a strategic planning ad hoc committee for the purposes of for the purpose of creating a strategic plan for the organization.


Decision: Ms. Powell seconded the motion to create an Adhoc strategic planning Committee.

Decision: The motion carries without dissent.

Decision: Ms. Potts made the motion to give the standing committee the authority to spend the \$20,000 with the purpose of creating a strategic plan.

Decision: Mr. Delilla seconded the motion to give the standing committee the authority to spend the \$20,000 with the purpose of creating a strategic plan

Decision: The Motion is approved without dissent.

Task: Put together a list of members that said they had experince in Strategic planning on the survey and the Board will reach out to them.  Whitney Harris 06/03/2020

a. **Category: New Business**

b. **Attachments: Executive Director Search Procedures**

c. **Purpose/Statement**

1. **This agenda item is for the Board of Directors to confirm the policy and general course of action needed for the timely recruitment of an Executive Director.**

d. **ACTION NEEDED**

X. **Attorney General Letter Update**

Mr. Reed gives an update on the AG letter. DVR attorney said that FFAST is not an entity that would need to fundraise. However, the Able trust could help FFAST fundraise. If FFAST had a plan and specific need to fundraise. The DOE attorney is open to listening to FFAST's Ideas.

a. **Category: Old Business**

b. **Attachments: AGO response**

c. **Purpose/Statement**

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**

Completed

a. **Category: Standing Item**

b. **Purpose/Statement**

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**

None

a. **From Agenda II d.**

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

a. **Last Call for Public Comment**

None

b. **Next Meeting**

Thursday, June 4th 2020 @ 12:30

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**

The Meeting was ajourned 11:23am.

Decision: Ms. Perry-Breen made the motion to ajourn the The Board of Directors meeting

Decision: Mr. Delilla seconded the motion

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

Mr. Paul Tobin called the meeting to order at 1:07PM

a. **Verbal Authorization to Begin Recording**

No member presented an issue with being recorded

b. **Call to Order**

c. **Roll Call**

Ms. Megan Germain conducted a roll call.

Members Present:

Mr. Thom Delilla
Ms. Jennifer Perry-Breen
Ms. Isabelle Potts
Ms. Kathy Powell
Ms. Karen Hagan
Mr. Paul Tobin
Mr. Ben Welter
Ms Milogros Rios

Not Present:

Ms. Janet Good
Mr. James Bayonne
Ms. Katy Howell
Ms. Lesa Kretschmer
Mr. Marcial Lambert
Ms. Liz Loht

Staff Present:

Mr. Eric Reed
Ms Whitney Harris
Mr. Matt Holloway
Ms. Megan Germain
Ms. Hannah Brock

d. **Establishment of Quorum**

A quorum was established.

XV. **Approval of Agenda**

The agenda is approved as presented

Decision: Agenda was approved by affirmation

- a. **Category: Standing Item**
- b. **Public Comment on Any Agenda Item**
None
- c. **Modifications to Agenda**
 - 1. **The Committee will hear any modifications to the agenda under Agenda Item XXV a.**
- d. **ACTION NEEDED**

XVI. **Approval of Minutes**

The minutes were approved as presented

Decision: The minutes were approved by affirmation

- a. **Category: Standing Item**
- b. **Attachments: October 2019 Minutes**
- c. **ACTION NEEDED**

<VII. **Confirm New Member Nominations made By FFAST Board of Directors**

The 6 applicants were approved without discussion.

Decision: Mr. Tobin made the motion to approve the 6 applicants

Decision: Mr. Ben Welter seconded the motion to approved the 6 applicants.

- a. **Category: New Business**
- b. **Purpose/Statement**
 - 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**

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

The council confirmed that a 5 year strategic plan will be developed before the Personnel Recruitment strategy is put in place.

Decision: Ms. Milagros Rios made the motion to confirm the development of a stragetetic plan

Decision: Mr. Thom Delilla seconded the motion

Decision: The creation of a 5 year strategic plan and adhoc committee is approved without dissent

a. **Category: New Business**

b. **Purpose/Statement**

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

c. **ACTION NEEDED**

XIX. **Vocational Rehabilitation Report**

Mr. Eric Reed presented the Vocational rehabilitation report. Members of the VR team were invited to the meeting. Staff met with VR yesterday to find out how to revise the current contract for next year. During the meeting Staff went over the entire contract with VR. and removed some public awareness activities and only kept the deliverables that are required federally.

The contract has previously been a three year contract. The new contract will be a one year contract due to the funding cycle and it gives FAAST more flexibility for service delivery.

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**

The Bylaws state that FAAST will have two ATAC meetings a year and the Statute say FAAST will need to have four ATAC meetings a year.

This is a conforming amendment.

Decision: Mr. Delilla made the motion to amend the ATAC bylaws.

Decision: Ms. Isabelle Potts seconded the motion.

Decision: The Bylaws amendment is approved without dissent.

a. **Category: New Business**

b. **Attachments: ATAC Bylaws**

c. **Purpose/Statement**

1. **The FAAST 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**

XXI. **Committee Reports**

a. **Public Policy and Interagency Committee Report**

Mr. Delilla presented the Public policy and interagency committee report to the council.

In the past, FFAST has worked on on legislative issues that were not relivent to FFAST's mission.

The contract with Pennington P.A has been reduced

Medicaid concurrence makes sense and the rules are acceptable.

Mr. Delilla met with Jane Johnson about FTRI

Task: Find out when VR publishes their Legislative priorities.  Whitney Harris 06/03/2020

1. **Attachments: January 2020 PPAIC 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.**

b. **New Horizon Loan Program Committee Report**

Mr. welter presented the NHLP committee report to the council.

The program has grown 1.3 million dollars in loans

There is a new component to the program called Credit Builder Alliance to help those with challenging credit.

The Solar Energy Loan Fund (SELF) launches March 1 2020 to help clients afford home modifacations.

Two charge offs to date. 3 past due loans

Ms. Potts discussed a possible loan althernitive called Rebuild Florida

In the case of helping an in individual access services by contacting board member is not a violation of the Florida Sunshine law as far as Mr. Reed is aware.

1. **Attachments: NHLP Report**

c. **Technology Awareness Committee Report**

Mr. Matt Holloway presented the Technology Awareness committee report to the Council.

The Committee has met twice this year and is currently working on the FFAST magazine and building relationships with the centers.

Mr. Delilla suggests that FFAST partner with the Brain and Spinal Cord Injury Program to identify new Technologies.

1. **Attachments: February 2020 TAC Minutes**

d. **Service Delivery Committee Report**

Mt. Tobin and Ms. Hannah Brock presented the Service Delivery report to the council.

The Committee has met once this year and at the meeting 3 different service delivery models were presented to the committee. A 4th service delivery proposal was created.

1. **Attachments: February 2020 Service Delivery Minutes**

e. **No Action Needed**

⟨XII. **FY 19-20 QTR 1 Deliverables Summary**

Ms. Hannah Brock provided the council with a deliverables report.

All deliverables were achieved

Ms. Whitney Harris presented the Annual Progress Report

a. **Category: Standing Item**

b. **Attachments:**

1. **GR FY2020 Quarter 2 Report**

2. **HHS FY2020 Quarter 1 Report**

3. **2019 Annual Progress Report**

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.**

2. **The Annual Progress Report was completed in December 2019. This report will be provided to the Council.**

d. **No Action Needed**

XIII. **Presentation on Service Delivery Options by FAAST Staff**

Mr. Reed began the discussion on service delivery. FAASTs RDC and RRC do not provide services to the entire state and the budget does not have more funds for travel, More people with disabilities need to be provided services. The centers are very communication device driven. The Service Delivery Committee was presented with three different service delivery plans and of those three a 4th model was created to present to the full council.

the 4th Model shows FAAST keeping the existing centers and partnering with CILs and expand the reuse centers

Mr. Tobin asks how often do the center need Assistive technology professionals. Mr. Reed states that ATP's are not required by FAAST.

FAAST does not ask for demographic information.

Mr. delilla led a discussion about how the centers fit clients with equipment.

The current model does not serve as many people as it needs to serve

Ms. Potts recommends that the current service delivery model stay in place for one more year and revisit Service delivery when developing the Strategic Plan.

Decision: Ms. Potts made the motion to maintain the service delivery model for one more year and move Service Delivery to the Strategic planning adhoc committee.

Decision: Mr. Tobin second the motion.

Decision: The motion carries with dissent.

a. **Category: New Business**

b. **Attachments:**

1. **Models 1-4**

2. **Center Data for Current Contract Term**

c. **Purpose/Statement**

1. **This agenda item is to discussion and approve a new Service Delivery Model. The Service Delivery Committee has reviewed and discussed models 1-3. Model 4 has been created following the committee discussions to create a new model representing aspects of 2-3.**

d. **ACTION NEEDED**

XIV. **Task Report**

Inventory is the only remaining task.

The inventory is in progress

a. **Category: Standing Item**

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

c. **Purpose/Statement**

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. Inventory is currently underway and a full RDC inventory is expected to take place over the next five months to create a complete inventory database.**

d. **No Action Needed**

XV. **Agenda Modifications**

a. **From Agenda XV d.**

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

a. **Last Call for Public Comment**

None

b. **Next Meeting**

Thursday June 4th 2020 @ 12:30

Task: Reach out to liz and Marcial about a recurring meeting time for the Executive Committee.

 Eric Reed

06/03/2020

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**

The Meeting was ajourned at 3:36pm

Decision: Mr. Tobin nade the motion to ajourn the meeting.

Decision: Mr. Delilla seconded the motion.