



Florida AT Advisory Committee Meeting Agenda/Minutes

Thu June 14th

10:00 am - 3:30 pm

9801 International Drive Orlando, FL

1. **Welcome and Call Meeting to Order**

KARLA MORRIS

1. Time Allotment
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Ms. Karla Morris called the meeting to order at 10:01AM.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

2. **Roll Call Establishment of Quorum (8 Members) Page 2**

KARLA MORRIS

1. Time Allotment
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. A quorum was present.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

3. **Verbal Authorization to Begin Recording**

KARLA MORRIS

1. Time Allotment
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. No member had objections to the meeting being recorded.

4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

4. **Recognition of Conflict of Interest**

KARLA MORRIS

1. Time Allotment
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. No member presented a conflict.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

5. **Additions/Adjustments to the Agenda**

KARLA MORRIS

1. Time Allotment
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. No member requested an addition, adjustment, or amendment to the agenda.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

6. **First Meeting of the Advisory Council No Minutes**

KARLA MORRIS

1. Time Allotment - Should be completed by 10:10 AM
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Mr. Michael Daniels stated his pleasure with having this meeting. This has been a goal for the four years he has been Executive Director.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. Minutes will be developed and posted for this meeting.

7. **Review of Assistive Technology Act of 2004 and The Assistive Technology Advisory Council Page 4**

MICHAEL DANIELS

1. Time Allotment
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Mr. Daniels led a discussion on the Assistive Technology Act of 2004 and the responsibilities of Members of the Advisory Council.
 1. Mr. Daniels provided detailed information on the following Advisory Council tasks:
 1. Provide advice and guidance that assists the state with planning, implementation, and evaluation of the activities carried out through the State Plan for Assistive Technology plan, including setting measurable goals.
 2. Provide guidance to the Implementing Agency (FAAST) and ensure compliance with the provisions of the Assistive Technology Act (Tech Act) of 2004, as amended.
 3. Advise the Executive Director of the FAAST on ways to improve the delivery of AT services and devices, including policy, regulations, procedures, and practices to improve the delivery of AT services and devices throughout Florida.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

8. **Your Role as a Assistive Technology Advisory Council Member Page 35**

1. Time Allotment - Should be completed by 10:30 AM
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Mr. Daniels combined agenda items #7 and #8. See #7 Notes.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

9. **Discussion on a Set of Bylaws for the Assistive Technology Advisory Council Member Page 42**

1. Time Allotment - Should be completed by 10:45 AM
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Mr. Daniels presented examples of Advisory Council bylaws.
4. Motions (To Document for Minutes)
 1. Mr. Paul Tobin made a motion for the Florida Assistive Technology Advisory Council to develop a

set of bylaws using the format presented. Ms. Lucy Mohs seconded the motion. The motion passed without dissent.

5. Action Items (To Document for Minutes)

1. None

10. **Lead Agency and Implementing Agency Page 47**

Lead and Implementing agency

1. Time Allotment - Should be completed by 11:00 AM

2. Recommended Actions

3. Notes (To Document for Minutes)

1. Mr. Michael Daniels informed the Council the lead agency for the state of Florida is the Department of Education, Division of Vocation Rehabilitation. The implementing agency as defined in FS 413.407 is FFAST.

4. Motions (To Document for Minutes)

1. None

5. Action Items (To Document for Minutes)

1. None

11. **State Plan and Annual Report Page 50**

State Plan for AT and Instructions 2018 - 2020

1. Time Allotment - Should be completed by 11:30 AM

2. Recommended Actions

3. Notes (To Document for Minutes)

1. Mr. Daniels informed the Council of his desire to have more input on the state plant. The format and information required by the state plan has generally remained the same.
 1. The major difference is in reporting allocation of funds by core service.

4. Motions (To Document for Minutes)

1. None

5. Action Items (To Document for Minutes)

1. Inform ATAC on State Plan due date.
2. Schedule ATAC Meeting to discuss State Plan.

12. **Agenda Additions/Make-up Time/Q & A**

1. Time Allotment - Should be completed by 12:00 PM

2. Notes (To Document for Minutes)

1. Mrs. Kelli Fontaine discussed her role as the Director of Statewide Program Services.
2. Mr. Eric Reed discussed his role in managing state financing activities.

3. Motions (To Document for Minutes)

1. None

4. Action Items (To Document for Minutes)

1. None

13. **Lunch Break**

Be back in the room no later than 1:15 PM.

1. Lunch Break

1. The Council recessed for lunch.

2. Action Items (To Document for Minutes)

1. Mr. Tobin requested a teleconference with Ms. Mohs to discuss 2019 legislative priorities.

14. **Welcome and Call Meeting to Order**

KARLA MORRIS

1. Time Allotment

2. Recommended Actions

3. Notes (To Document for Minutes)

1. Ms. Morris reconvened the Council at 1:21.

4. Motions (To Document for Minutes)

1. None

5. Action Items (To Document for Minutes)

1. None

15. **Roll Call and Establish of Quorum (8 Members)**

KARLA MORRIS

1. Time Allotment

2. Recommended Actions

3. Notes (To Document for Minutes)

1. A quorum was not present.

4. Motions (To Document for Minutes)

1. None

5. Action Items (To Document for Minutes)

1. None

16. **Verbal Authorization to Begin Recording**

KARLA MORRIS

1. Time Allotment

2. Recommended Actions

3. Notes (To Document for Minutes)

1. No member had objections to the meeting being recorded.

4. Motions (To Document for Minutes)

1. None

5. Action Items (To Document for Minutes)

1. None

17. **Recognition of Conflict of Interest**

KARLA MORRIS

1. Time Allotment
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. No member had objections to the meeting being recorded.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

18. **Additions/Adjustments to the Agenda**

KARLA MORRIS

1. Time Allotment - Should be completed by 1:40 PM
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. No Member requested an addition, adjustment, or amendment to the agenda.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

19. **Device Loans and Demonstration Page 95**

KELLI FONTAINE

Device Loans and Demonstration

1. Time Allotment - Should be completed by 2:00 PM
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Ms. Fontaine discussed the following Core Services: Device Loans and Devices Demonstrations.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

20. **State Financing Page 123**

ERIC REED

State Financing

1. Time Allotment - Should be completed by 2:15 PM

2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Mr. Reed discussed state financing activities provided under the New Horizon Loan Program.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

21. **ReUse Page 132**

1. Time Allotment - Should be completed by 2:45 PM
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Mr. Joe DiDomenico discussed the Regional ReReUse Program for device exchange and device refurbishment core services conducted by the Disability Achievement Center.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. Send donated items from storage unit to Disability Achievement Center.

22. **Trainings Page 133**

KELLI FONTAINE

Training

1. Time Allotment - Should be completed by 3:00 PM
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Agenda Item was tabled until further notice
4. Motions (To Document for Minutes)

23. **Information and Assistance Page 143**

TIM MCCANN

Information and Assistance

1. Time Allotment - Should be completed by 3:10 PM
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Mr. Tim McCann provided a very detailed explanation of the importance of quality Information and Assistance services.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)

1. None

1. Develop a YouTube video for ATAC to demonstrate FIAT.

24. **Public Awareness Page 155**

MATT HOLLOWAY

Public Awareness

1. Time Allotment - Should be completed by 3:20 PM
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Tabled
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. Schedule a webinar at a later date to discuss Public Awareness activities.

25. **Technical Assistance Page 185**

MICHAEL DANIELS

Technical Assistance

1. Time Allotment - Should be completed by 3:30 PM
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. Tabled
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. None

26. **Time for Agenda Adjustments and Additions**

KARLA MORRIS

1. Time Allotment 5 Minutes
2. Recommended Actions
3. Notes (To Document for Minutes)
 1. The Members presented issues with rural service delivery.
4. Motions (To Document for Minutes)
 1. None
5. Action Items (To Document for Minutes)
 1. Track data in rural areas to determine which counties are underserved.
 2. Partner with other organizations in rural areas for Public Awareness.

27. **Closing**

KARLA MORRIS

1. Public Comment

1. None

2. Adjourn

1. Ms. Jennifer Perry Breen made the motion to adjourn the meeting. Ms. Lucy Mohs seconded the motion. The motion passed without dissent.

3. Time Allotment - Should be completed by 3:40 PM