



Minutes

Advisory Council Meeting

📅 Mon November 5th, 2018

🕒 9:00am - 5:00pm EST

📍 Tallahaassee, FL also Teleconference Webinar

👥 In Attendance

I. Welcome and Call Meeting to Order

a. **Recommended Actions**

None

None at this Time

b. **Notes (To Document for Minutes)**

Meeting was called to order at 9:02am

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

None

II. Roll Call and Establishment of Quorum

a. **Recommended Actions**

Members needed for Quorum: XX

None at this time.

b. **Notes (To Document for Minutes)**

A quorum was present.

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

None

III. **Verbal Authorization to Begin Recording**

a. **Recommended Actions**

Verbal authorization to begin recording.

Verbal reject to begin recording.

No poll.

None at this time.

b. **Notes (To Document for Minutes)**

No member presented an issue with being recorded.

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

None

IV. **Recognition of Conflict of Interest**

a. **Recommended Actions**

Please click here to access poll for Conflict of Interest.

None

b. **Notes (To Document for Minutes)**

No member presented a conflict of interest at this time

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

None

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

a. **Recommended Actions**

Please click here to access the poll to provide recommendations for additions/adjustments to the agenda.

None at this time.

b. **Notes (To Document for Minutes)**

No additions or adjustments were made at this time.

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

None

VI. **Approval of the Agenda**

a. **Motions (To Document for Minutes)**

b. **Action Items (To Document for Minutes)**

c. **Recommended Actions**

Please click here to access the poll to approve the agenda as is.

d. **Notes (To Document for Minutes)**

VII. **Approval of Minutes**

a. **Recommended Actions**

Please click here to access the poll to approve the minutes. You can use the Comments section for additions/adjustments to the minutes.

None at this time.

b. **Notes (To Document for Minutes)**

The minutes were approved without dissent.

c. **Motions (To Document for Minutes)**

Decision: Mr. Paul Tobin made the motion to approve the minutes and Ms. Jennifer Perry-Breen seconded the motion.

d. **Action Items (To Document for Minutes)**

None

VIII. **Staff Liaison Report on Action Items**

a. **Recommended Actions**

b. **Notes (To Document for Minutes)**

c. **Motions (To Document for Minutes)**

d. **Action Items (To Document for Minutes)**


IX. **Review of Core Customer Services Page 11**


a. **Recommended Actions**


None at this time.

b. **Notes (To Document for Minutes)**

Mr. Michael Daniels reviewed the Core Customer Services.

Task: AT Exchange: Listings should have more information (i.e. seat dimensions for wheelchairs)  Michael Daniels 10/01/2019

Task: AT Exchange: Images on the listing should be actual pics of device/equipment.  Michael Daniels 10/01/2019

Task: AT Exchange: Listings should have more information (i.e. seat dimensions for wheelchairs)  Matt Holloway 10/01/2019

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|--|-----------------|------------|
| Task: AT Exchange: Listings should have more information (i.e. seat dimensions for wheelchairs) | 👤 Matt Holloway | 10/01/2019 |
| Task: AT Exchange: Images on the listing should be actual pics of device/equipment. | 👤 Eric Reed | 10/01/2019 |
| Task: AT Exchange: Images on the listing should be actual pics of device/equipment. | 👤 Eric Reed | 10/01/2019 |

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

X. **Role Play - Information and Assistance**

a. **Recommended Actions**

None at this time.

b. **Notes (To Document for Minutes)**

Mr. Tim McCann and Ms. Whitney Harris demonstrated an Information and Assistance call.

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

XI. **Role Play - Device Demonstration**

a. **Recommended Actions**

None at this time.

b. **Notes (To Document for Minutes)**

Mr. Michael Daniels and Ms. Whitney Harris conducted a device demonstration.

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

XII. **Role Play-Device Loan**

a. **Recommended Actions**

None at this time.

b. **Notes (To Document for Minutes)**

Ms. Hannah Brock and Ms. Whitney Harris provided the Advisory Council with the step-by-step procedures for a Statewide Device Loan.

It was discussed that FFAST get product licenses in writing.

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|--------------|---|-------------------|------------|
| Task: | Statewide Device Loan: Research collaborating with manufacturers and vendors for technical assistance for items in the Statewide Device Loan Program inventory. | 👤 Michael Daniels | 10/01/2019 |
| Task: | Statewide Device Loan: Each item in the Statewide Device Loan Program inventory that requires a product license, should be in writing. | 👤 Michael Daniels | 10/01/2019 |
| Task: | Statewide Device Loan: Research collaborating with manufacturers and vendors for technical assistance for items in the Statewide Device Loan Program inventory. | 👤 Hannah Brock | 10/01/2019 |
| Task: | Statewide Device Loan: Each item in the Statewide Device Loan Program inventory that requires a product license, should be in writing. | 👤 Hannah Brock | 10/01/2019 |

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

XIII. **Role Play- Training**

a. **Recommended Actions**

None at this time.

b. **Notes (To Document for Minutes)**

Mr. Michael Daniels and Ms. Whitney Harris conducted a device training.

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

XIV. **Break**

XV. **Role Play-State Financing**

a. **Recommended Actions**

None at this time.

b. **Notes (To Document for Minutes)**

Mr. Eric Reed and Mrs. Megan Germain provided an example of the state financing service delivery model.

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

XVI. **Role Play-Reuse**

a. **Recommended Actions**

None at this time.

b. **Notes (To Document for Minutes)**

Mr. Michael Daniels and Ms. Hannah Brock demonstrated the ReUse program provides services for open-ended loans.

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

e. **Action Items (To Document for Minutes)**

<VII. **Q & A on Our Core Services**

a. **Recommended Actions**

None at this time

b. **Notes (To Document for Minutes)**

None

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**


VIII. **Our role in disaster preparedness Page 12**


a. **Recommended Actions**

None at this time.

b. **Notes (To Document for Minutes)**

Mr. Michael Daniels discussed FFAST's role in disaster preparedness and response.

Task: Refer to Public Policy and Interagency Committee: Issues surrounding accessible hotel rooms during disasters.  Michael Daniels 10/01/2019

Task: Develop standard operating procedures for providing post-disaster services.  Michael Daniels 10/01/2019

c. **Motions (To Document for Minutes)**

None

d. **Action Items (To Document for Minutes)**

XIX. **Lunch**

11:45-1:15

11:45-1:15

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

- a. **Recommended Actions**
None at this time.
- b. **Notes (To Document for the Minutes)**
Meeting was called to order at 1:15
- c. **Motions (To Document for Minutes)**
None
- d. **Action Items (To Document for the Minutes)**

XXI. **Roll Call and Establishment of Quorum (6 Members)**

- a. **Recommended Actions**
None at this time
- b. **Notes (To Document for Minutes)**
A quorum was present.
- c. **Motions (To Document for Minutes)**
None
- d. **Action Items (To Documents for Minutes)**

XXII. **Verbal Authorization to Begin Recording**

- a. **Recommended Actions**
None at this time
- b. **Notes (To Document for Minutes)**
No member presented an issue with being recorded.
- c. **Motions (To Document for Minutes)**
None
- d. **Action Items (To Document for Minutes)**

XIII. **Recognition of Conflict of Interest**

- a. **Recommended Actions**
None at this time.
- b. **Notes (To Documents for Minutes)**
No member presented a conflict of interest at this time.
- c. **Motions (To Documents for Minutes)**
None.
- d. **Action Items (To Document for Minutes)**

XIV. **What's in a name?**

Group Activity

a. **Recommended Actions**

None at this time

b. **Notes (To Document for Minutes)**

Mr. Paul Tobin led a discussion focusing on branding and fundraising.

c. **Motions (To Document for the Minutes)**

None

d. **Action Items (To Document for Minutes)**

XV. **Break**

2:00-2:15


XVI. **Executive Director Evaluation Page 59**

a. **Recommended Actions**

Not at this time

b. **Notes (To Document for Minutes)**

The Executive Director Evaluation was discussed.

Task: Mr. Paul Tobin requested reserve operating fund documentation.  Michael Daniels 10/01/2019

c. **Motions (To Document for Minutes)**

Decision: Mr. Paul Tobin made the motion to approve Executive Director Evaluation and Ms. Jennifer Perry-Breen seconded the motion. The motion passed without dissent.

Decision: Ms. Karla Morris made a motion to award the Executive Director a performance bonus of \$5,000 per guidelines in his contract. Dr. JR Harding seconded the motion. The motion passed without dissent.

d. **Action Items (To Document for Minutes)**

XVII. **Draft of ATAC Bylaws Special Handout**

a. **Recommended Actions**

Not at this time

b. **Notes (To Document for Minutes)**

Dr. Jr Harding. led the discussion on the draft of the ATAC bylaw.

Task: Remove the proxy voting clause.  Michael Daniels 10/01/2019

c. **Motions (To Document for Minutes)**

None

d. **Action Item (To Document for Minutes)**

VIII. **Types of AT Service Delivery Models Page 82**

a. **Action Items (To Document for Minutes)**

b. **Recommended Actions**

None at this time.

c. **Notes (To Document for Minutes)**

Mr. Michael Daniels led the discussion on the FFAST service delivery model.

Task: The A-TAC Service Delivery Committee will examine the service delivery model. 👤 Michael Daniels 10/01/2019

Task: The A-TAC service delivery model will research a hub and spoke service delivery model with the FFAST HQ being in the center and establishing centers of excellence to enhance customer services. 👤 Michael Daniels 10/01/2019

d. **Motions (To Document for Minutes)**

None

XIX. **A First Look at the Map Page 86**

a. **Recommended Actions**

None at this time.

b. **Notes (To Document for Minutes)**

Mr. Michael Daniels presented an interactive map with all services plotted by zip code.

c. **Motions (To Document for Minutes)**

d. **Action Items (To Document for Minutes)**

XX. **Next Steps**

Discussion

a. **Recommended Actions**

None at this time

b. **Notes (To Document for Minutes)**

None

c. **Motions (To Document for Minutes)**

None

d. **Action Items(To Document for Minutes)**

XXI. **Time for Additions/Adjustments to the Agenda**

a. **Additions/Adjustments**

No additions or adjustments at this time.

- b. **Notes (To Document for Minutes)**
- c. **Motions (To Document for Minutes)**
None
- d. **Action Items (To Document for Minutes)**
None

(XII. **Closing**

- a. **Public Comment**
None
- b. **Adjourn**
- c. **Notes (To Document for Minutes)**
- d. **Motions (To Document for Minutes)**
 - Decision:** Ms. Jennifer Perry-Breen made the motion to adjourn the meeting and Ms. Kathy Powell seconded the motion. The motion passed without dissent.
- e. **Action Items (To Document for Minutes)**