



Minutes

FAAST Quarterly Board of Directors and Assistive Technology Advisory Council Meeting

📅 Wed June 10th, 2020

🕒 1:30pm - 5:00pm EDT

📍 Teleconference

👤 In Attendance

Hannah Brock, Horace Brown, Stephanie Brown, Thom Delilla, Megan Germain, Eddie Hall, Whitney Harris, Matt Holloway, Katy Howell, Alisha Joyner, Julie Kates, Lesa Kretschmer, Marciel Lember, Liz Loht, Tim McCann, Kailey Medlock, Elizabeth Moya, Brian Nerland, Eric Reed, Monica Russell, Brande Shelton, Paul Tobin, Ben Welter

I. Opening

a. Verbal Authorization to Begin Recording

No member presented an issue with being recorded.

b. Call to Order

Ms. Liz Loht Called the meeting to order at 1:30pm on June 10th, 2020.

c. Roll Call

Ms. Megan Germain conducted a roll called.

Members Present: Mr. Horace Brown, Ms. Stephanie Brown, Mr. Thom Delilla, Mr. Eddie Hall, Ms. Katy Howell, Ms. Lesa Kretschmer, Mr. Marciel Lember, Ms. Liz Loht, Ms. Kailey Medlock, Ms. Elizabeth Moya, Mr. Brian Nerland, Ms. Monica Russell, Ms. Brande Shelton, Mr. Paul Tobin, Mr. Ben Welter

Members Not Present: Ms. Shevie Barnes, Mr. James Bayonne, Mr. Ryan Fierst, Ms. Janet Good, Ms. Karen Hagan, Ms. Jennifer Perry-Breen, Ms. Renee Proctor.

Staff Present: Ms. Megan Germain, Ms. Whitney Harris, Mr. Matt Holloway, Mr. Eric Reed, Mr. Tim McCann, Ms. Alisha Holloway.

DVR Staff Present: Ms. Julie Kates

d. Establishment of Quorum

A quorum was established.

II. Approval of Agenda

The Agenda was approved as presented.

- a. **Category: Standing Item**
- b. **Attachments: June 2020 Board and ATAC Agenda**
- c. **Public Comment on any Agenda Item**
No public comment was made about the Agenda.
- d. **Modifications to Agenda**
No Modifications were made to the Agenda.
 - 1. **The Committee will hear any modifications to the agenda under Agenda Item XI a.**
- e. **ACTION NEEDED**

III. **Approval of Minutes**

The Minutes from the May 15th 2020 BOD/ATAC Meeting and the May 2020 BOD/ATAC Orientation were approved as presented.


- a. **Category: Standing Item**
- b. **Attachments**
 - 1. **May 15, 2020 Board/ATAC Minutes**
 - 2. **May 2020 Board/ATAC Orientation Minutes**
- c. **ACTION NEEDED**

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

The members attendance record was discussed. Each Member is required to attend at least 50% of all BOD/ATAC meetings and Committee meetings. Co-chairs are responsible for reaching out to the members that a not meeting the requirement and discuss corrective action.

Mr. Marcial Lemberst states that his lack of attendance is due to medical reasons.

Ms. Liz Loht recognized Mr. Eddie Hall as the new At Large Executive Committee Member.

Task: Co-Chairs will reach out to members that do not meet the attendance requirement and report back to the full board by the next meeting,  2 users 08/12/2020

- a. **Category: Standing Item**
- b. **Attachments**
 - 1. **Board/ATAC Attendance Record**
 - 2. **Executive Committee Minutes**
- c. **Purpose/Statement**
 - 1. **This agenda items is for the Co-Chairs to report on the activities of**

the Executive Committee since the last quarterly Board of Directors Meeting in February 2020.

2. **The Executive Committee would like the full Board to address Co-Chair Mr. Marcial Lember's attendance record.**
3. **Mr. Eddie Hall was added to the Executive Committee as the Category 1 At-Large Member. A Category 2 or 3 At-Large Member is still needed.**

d. **Assign Action as Needed**

V. **Executive Director's Report**

Mr. Eric Reed presented the Executive Directors Report to the Member. The Executive Director Seach Committee is working diligently and Staff is continuing to work from home.

Staff may start slowly returning to the office.

The HHS contract has been extended to September 30th 2020.

Faast is discussing contract deliverables with DVR, As the RDC's are struggling to meet deliverables due to COVID-19.

Mr. Paul Tobin discussed the Office lease. The Lease is up in March of 2021 with 120 day notice which would be at the end of this year, There is 7% escalator in the lease which equals out to \$21,500 more a year. He suggests the lease be renegotiated instead of rolling over.

a. **Category: Standing Item**

b. **Purpose/Statement**

1. **This agenda item is for the Ms. Whitney Harris and Mr. Eric Reed to report on any FFAST updates since the last quarterly Board of Directors Meeting in February 2020.**

c. **No Action Needed**

VI. **Treasurer's Report**

Mr. Tobin presented the Financial report to the members.

The Audit has been completed. There were two findings, both were internal checks and balances. A corrective action plan has been submitted and approved by the auditors.

The Financial Audit for 2019 has been approved.

Mr. Tobin ammended that motion to approved the audit to include the 990.

The April 2020 Financial report was approved as presented.

Decision: Mr. Thom Delilla made the motion to approve the Audit and the 990

Decision: Mr. Ben Welter seconded the motion to approve the Audit and 990

Decision: Mr. Delilla made the motion to approve the April 2020 Financial report.

Decision: Mr. Hall seconded the motion to approved the April 2020 Financial report.

Task: Contract the Auditors to get the Final Audit

👤 Whitney Harris

08/12/2020

a. **Category: Standing Item**

b. **Attachments**

1. **Draft 2019 Audited Financial Statements**
2. **Draft 2018 Tax Form 990**
3. **April 2020 Financial Statements**

c. **Purpose/Statement**

1. **This agenda item is to review and approve the Draft 2019 Audited Financials Statement and Draft 2018 990. The April 2020 Financial Statements are presented for the Board to view the most recent monthly financial statements.**

d. **ACTION NEEDED**

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

Ms. Whitney Harris went over the Demographics and Skills analysis with the New members.

Task: Send the Demographics and Skills analysis information to our community partners.

👤 Whitney Harris

08/12/2020

a. **Category: Standing Item**

b. **Attachments**

1. **Demographics and Skills Memo**
2. **Current Board/ATAC Breakdown**
3. **Board/ATAC Roster**

c. **Purpose/Statement**

1. **This agenda item is for the Board to review the current demographics of the Board as to consider seeking new members that can compliment the current strengths of the Board.**
2. **The ATAC needs five (5) new Category 1 Members to be compliant with the 51% people who have disabilities represented on the ATAC.**

d. **No Action Needed**

VIII. **Update on Executive Director Search (ED Search Ad Hoc Committee Report)**

The Executive Director Job Discription has been drafted and sent to the Board of Directors.

The Job Discription has been approved as presented.

Mr Tobin states he will work with the search committee to come up with a timeline. The Job posting should stay active for 5-6 weeks to allow enough time to get plenty of applicants.

Mr. Tobin would like to set a late July deadline for the job posting.

Decision: Ms. Loht made the motion to approve the job discription.

Decision: Mr. Delilla seconded the motion to approve the job discription.

a. **Category: New Business**

b. **Attachments: Executive Director Job Description**

c. **Purpose/Statement**

1. **This agenda item is for the Board to review and approve the Executive Director Job Description recommended from the ED Search Ad Hoc Committee.**

d. **ACTION NEEDED**

IX. **ASSISTIVE TECHNOLOGY ADVISORY COUNCIL AGENDA ITEMS**

a. **Committee Reports**

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

Mr. Delilla discussed the Public Policy Committee report with members.

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

Mr. Welter discussed the NHLP committee with members

3. **Technology Awareness Committee Report**

Mr. Matt Holloway discussed the Technology Awareness report with members

4. **Service Delivery Committee Report**

Mr. Tobin discussed the Service Delivery report with members.

b. **State Agency Representatives AT Report**

1. **Florida Independent Living Council**

Mr. Delilla gave an update on the FILC 3 year plan.

FILC has only 3 approved council members.

2. **Vocational Rehabilitation**

Ms. Julies Kates gave a brief summary about what is happening with Covid-19 and DVR.

3. **Division of Blind Services**

Ms. Stephanie Brown gave a brief over of what the division of blind services does.

4. **Department of Education**

Ms. Elizabeth Moya briefly introduced herself to the members.

5. **CareerSource Florida**

Ms. Monica Russell discussed CareerSource with the members.

c. **Vocational Rehabilitation/DOE Report**

1. **This agenda item is to be used if Director Flanagan or Chancellor Hall would like to address the FFAST Board.**

d. **FY 19-20 QTR 2 Deliverables Summary**

Ms. Hannah Brock went over the deliverables with members.

1. **This agenda item is to provide the Assistive Technology Advisory Council with the results of the second quarter of the HHS contract and third quarter of the GR contract.**
2. **GR FY2020 Quarter 3 Report**
3. **HHS FY2020 Quarter 2 Report**

e. **Updates on Strategic Plan 2020 (Strategic Planning Ad Hoc Committee Report)**

Mr. Tobin gave an update on Strategic Planning.

X. **Task Report**

a. **Category: Standing Item**

b. **Attachments: February 2020 Task Report**

c. **Purpose/Statement**

1. **This agenda item is to inform the Board/ATAC of actions taken to complete items on the Task Report.**

d. **Assign Actions as Needed**

XI. **Agenda Modifications**

There are no agenda modifications

a. **From Agenda II d.**

XII. **Closing**

a. **Next Meeting**

1. **Date and Time**

Wednesday, August 12, 2020 | 9:30 AM-12:00 PM EST

August 12th 2020 9:30am-Noon

b. **Last Call for Public Comment**

None

c. **Adjourn**

The Meeting is Ajournd.

Decision: Mr. Tobin seconded the motion to ajourn

Decision: Mr. Tobin made the motion to ajourn.