

Assistive Technology Advisory Council and FFAST Board of Directors Quarter 1 Meeting

Minutes

November 17, 2020
9:30 AM– 12:00 PM EDT



1. Opening

Ms. Liz Kern opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 9:30 AM.

Members Present: Ms. Kailey Medlock, Ms. Ryan Fierst, Mr. Horace Brown, Mr. TJ Moon, Ms. Monica Russell, Ms. Elizabeth Moya, Mr. Paul Tobin, Ms. Stephanie Brown, Ms. Genevieve English-Charles, Ms. Lesa Ketschmer, Mr. Eddie Hall, Mr. Brian Nerland, Mr. Enrique Escallon.

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

Members of the Public: Ms. Julie Kates and Mr. Rene Bruer

2. Approval of Agenda

No members of the public commented. No modifications were made to the agenda. Ms. Elizabeth Moya made the motion to approve the agenda. Mr. Brian Nerland seconded the motion. The agenda was approved with no objection. Ms. Kern added that she encourages everyone to use the chat feature in GoToMeeting.

3. Approval of Minutes

Ms. Moya made the motion to approve the September 29, 2020, ATAC Minutes as presented. Ms. Kailey Medlock seconded the motion. The September 29, 2020, ATAC Minutes are approved without any objection.

Mr. Enrique Escallon made the motion to approve the October 2020 New Member Orientation Minutes as presented. Ms. Kern seconded the motion. The October 2020 New Member Orientation Minutes are approved without any objection.

Ms. Moya made the motion to approve the October 2020 FFAST Assistive Technology Award Discussion Minutes as presented. Mr. Nerland seconded the motion. The October 2020 FFAST Assistive Technology Award Discussion Minutes are approved without any objection.

4. Co-Chairs' Report (Executive Committee Report)

Ms. Kern thanked Ms. Jennifer Perry-Breen, Mr. Thom Delila, and Mr. Ben Welter for their service on the FFAST Assistive Technology Advisory Council and Board of Directors as they had termed off in November 2020. Mr. Paul Tobin echoed Ms. Kern's words thanking them for their service and stating that they consider reappointment at the designated time.

Mr. Tobin updated the ATAC on the bylaw revisions, which include non-members being able to serve on committees. Committees do not have the power to implement, but they can make recommendations. Mr. Escallon speaks in favor of allowing non-ATAC members to be members of committees because there are times when outside experts are needed. However, he cautioned that at least 50% of committee members should also be ATAC members, and the chair of the committee should always be an ATAC member. Ms. Kern had concerns and didn't understand why this would necessary because all meetings are already open to the public, and anyone can speak during them. If an expert is needed, then FFAST can contract with them. Ms. Kern felt that this would bring a lot of misconduct to FFAST and didn't know how the sunshine law would be followed or how FFAST would stay in compliance with the statute. Ms. Moya agrees that it is very risky to change the membership of committees. Mr. Escallon states that committee membership should be restricted to members of other organizations and ATAC members. Mr. Eddie Hall asked if there is a Bylaw Committee. Mr. Tobin explained that there isn't, that he and Ms. Whitney Harris are in the process of melding together the two bylaw documents with DVR approval. Ms. Harris let members know that merging the bylaws is in the strategic plan and will not be presented to the full board until the 2nd quarterly meeting.

5. Executive Director's Report | Whitney Harris

Ms. Harris presented the board with a written copy of her report and opened the floor for questions. She asked Mr. Thom Delila and Mr. Ben Welter to join the meeting to present the proposal for the assistive technology award.

She asked that three motions be made:

- i. Motion to add Liz Kern, Paul Tobin, Brande Shelton, and Whitney Harris to Capital City Bank as Signatories.
Ms. Medlock made the motion, and Mr. Hall seconded the motion. The motion carries without any objection.

- ii. Motion for the Executive Director to open a First Federal Bank credit card account with a \$30,000 limit.
Mr. Hall made the motion, and Mr. Escallon seconded the motion. The motion carries without any objection.
- iii. Motion to Transfer \$3,877.66 from Board Operating Reserve account to reimburse FFAST Operating account for financial consequences from GR contract.
Ms. Kern made the motion, and Ms. Medlock seconded the motion. The motion carries without any objection.

FFAST would like to honor the late Mr. Michael Phillips with an award. His mother, Ms. Karen Clay, was a previous FFAST Board member. Mr. DeLilla and Mr. Welter were asked to put something together since they both knew Mr. Phillips and Ms. Clay. The name of the award will be The Michael Phillips Assistive Technology Award for Excellence. It will be given to one person annually at FFAST's Assistive Technology Expo. Mr. Escallon made the motion to create the award, and Ms. Kern seconded the motion. The motion carries without any objection. Mr. Hall made the motion to approve the award proposal as presented. Mr. Escallon seconded the motion. The motion carries without any objection.

6. Treasurer's Report | Brande Shelton

Mr. Tobin presents the September 2020 Financials to the members in Ms. Brande Shelton's absence. There was nothing unusual on the balance sheet. Mr. Tobin asked for an update on the Neilson grant. It was completed by October 31, 2020, and FFAST spent the money down to about \$300. There is an unusual variance on the P&L for state level activities. Ms. Harris explains with the merge of both DVR Contracts, FFAST had to spend them down to the penny before October 1, 2020. That included \$94,000 in assistive technology device purchases. The other unusual variances on the P&L were due to timing and one-time salary increases. In outstanding receivables, FFAST is waiting on HHS invoice payment.

7. Investment Policy Reaffirmation

Mr. Rene Bruer presented his investment report. FFAST gained for the year due to discipline. Mr. Tobin presented the Investment policy to members. Mr. Escallon asked about the withdrawals. The FFAST management team initiated the withdrawals to cover operational expenses. All restricted funds are to support

the financial loan program. FFAST hopes to seek additional funding for the loan program. There will continue to be drawdowns to cover operations.

Mr. Hall made the motion to reaffirm the current investment policy as presented, and Mr. Escallon seconded the motion. The motion carries without any objection.

8. ATAC/BOD Demographics and Skills

Ms. Betsy Burgos has been moved to category one. Ms. Harris recommends that the three Category one applicants be approved. Ms. Kern made the motion to move forward with the three category one applicants. Mr. Hall seconded the motion. The motion carries without any objection.

9. Committee Reports

Ms. Harris presented the Public Policy Committee Report. The committee has only met once, and they have approved the strategic planning goal tracking document. The committee hopes to have regular communication with Legislators.
Action Item- Mr. Tobin asked that a letter about FFAST be sent to legislators.

Ms. Harris presented the Interagency Committee Report. The committee has not agreed to a chairperson. This committee has only met once, and they have approved the strategic planning goal tracking document.

Mr. Hall presented the NHLP Committee Report. The program is continuing to grow. Currently, the NHLP program has 47 loans, and the program is seeking to become a CDFI.

Mr. Nerland presented the Technology Awareness Committee Report. The committee is working on a marking plan for testimonials.

Mr. Tobin presented the Service Delivery Committee Report. The Committee has reviewed the FILC funding report. They are currently discussing the current service delivery model of the RDC's.

10. State Agency Representatives Assistive Technology Reports

Ms. Beth Meyer, FILC Executive Director, reported that FILC is currently working on their end-of-year reporting (704). The State Plan for Independent Living has been submitted.

Mr. Brown reported that DVR gathered population data; 48,439 districts are using VR services.

Ms. English-Charles reported that the Division of Blind Services serviced 11,576 people in Fiscal year 19-20.

Ms. Moya reported that the Department of Education has a group called The Bureau of Exceptional Education and Student Services. The group works with students, family, and schools to better the services provided. It served a total of 414,353 student.

Ms. Russell reported that DEO offers services for people with disabilities, such as relay information, and assists with an emergency database for those with disabilities during emergencies.

11. FY 19-20 VR Contract Deliverable Summary

Ms. Hannah Brock presented the deliverable summary. Mr. Tobin asked if all contracts have been signed for the new fiscal year. Ms. Harris explained that all contracts have been signed except for the University of Central Florida.

12. Strategic Plan 2020

Ms. Harris presented the progress of planning the Strategic Plan and the revised Vision Statement. Mr. Hall made the motion to approve/accept the revised Vision Statement. Mr. Escallon seconded the motion. The motion carries without any objection.

Mr. Hall made the motion to approve the draft Implementation Plan. Ms. Medlock seconded the motion. The motion carries without any objection.

Ms. Harris stated that evaluations of the plan will happen once a quarter. Ms. Medlock made the motion to approve the Evaluation Plan. Mr. Hall seconded the motion. The motion carries without any objection.

13. Closing

Next Meeting-Tuesday, February 16, 2021, at 9:30 AM. No public comment was made.

Mr. Hall made the motion to adjourn the meeting. The motion carries without any objections. The meeting was adjourned at 11:43 AM.