

Assistive Technology Advisory Council and FFAST Board of Directors Quarter 2 Meeting

Agenda

February 16, 2021

9:30am – 12:00pm EST

Teleconference

<https://global.gotomeeting.com/join/542705373>

Dial In: (312) 757-3117

Access Code: 542-705-373



1. Opening | Paul Tobin
 - a. Verbal Authorization to Begin Recording
 - b. Call to Order
 - c. Roll Call
 - d. Establishment of Quorum

2. Approval of Agenda | Paul Tobin
 - a. Public Comment on Agenda
 - b. Action Needed – Approve Agenda

3. Approval of Minutes | Paul Tobin
 - a. Attachments
 - i. November 2020 ATAC QTR 1 Minutes
 - b. Action Needed – Approve Minutes

4. Co-Chairs' Report (Executive Committee Report) | Paul Tobin
 - a. Welcome New ATAC Members
 - b. Attachments
 - i. FFAST Accounting Manual 20210216
 - ii. FFAST ATAC Manual 20210216
 - iii. FFAST Bylaws 20201218
 - iv. FFAST Personnel Manual 20210216
 - v. FFAST Conflict of Interest Statement 20210216
 - vi. FFAST Code of Ethics Statement 20210216
 - vii. DOE Opinion on Co-Chair
 - c. Action Needed:
 - i. Approve Accounting, ATAC, Bylaws, Personnel Manuals, and Statements
 - ii. Co-Chair Election

5. Executive Director's Report | Whitney Harris
 - a. Attachments
 - i. Executive Director's Report 20210216
 - ii. RFP for Communications
 - iii. RFP for Graphic Designer
 - iv. RFP for IT Services
 - v. RFP for Website Designer
 - b. Action Needed – Select contractors for RFPs

6. Treasurer's Report | Brande Shelton
 - a. Attachments
 - i. December 2020 Balance Sheet
 - ii. December 2020 Profit and Loss Detail
 - iii. December 2020 Profit and Loss Summary
 - iv. December 2020 Accounts Receivable
 - v. December 2020 Financial Statements

7. ATAC/BOD Demographics and Skills | Whitney Harris
 - a. Attachments
 - i. Gaviria's Application
 - ii. Demographics and Skills Memo 20210115
 - iii. ATAC Member Roster 20210115
 - b. Action Needed – Approve New Applicant

8. Committee Reports
 - a. Public Policy Committee Report | Brande Shelton
 - b. Interagency Committee Report | Elizabeth Moya
 - c. New Horizon Loan Program Committee Report | Eddie Hall
 - i. Attachments:
 1. Draft NHLP Manual 20210114
 - ii. Action Needed – Approve NHLP Manual
 - d. Technology Awareness Committee Report | Brian Nerland
 - e. Service Delivery Committee Report | Paul Tobin
 - i. Attachments:
 1. Draft RDC Manual 20210216
 2. Draft RRC Manual 20210216
 - ii. Action Needed – Approve RDC and RRC Manuals

9. State Agency Representatives AT Reports
 - a. Florida Independent Living Council | Beth Meyer
 - b. Vocational Rehabilitation | Horace Brown
 - c. Division of Blind Services | Stephanie Brown and Genevieve English-Charles

- d. Department of Education | Elizabeth Moya
 - e. CareerSource Florida | Monica Russell
 - f. Department of Economic Opportunity | Ryan Fierst
10. FY 20-21 VR Contract Deliverable Summary
- a. Attachments
 - i. FY2021 QTR 1 VR Reporting
11. Strategic Plan 2020
- a. Attachments
 - i. Strategic Planning Tracking 20210216
12. Closing
- a. Next Meeting – *Scheduled for In-Person June 8-10, 2021 in Orlando*
 - b. Call for Public Comment
 - c. Adjourn

Accessible Meeting Statement

Materials in alternative formats, real-time captioning, and other accommodations will be made available upon request. Please make your request for an alternative format or other accommodations, to:

Megan Germain, 1-844-FL-FAAST (353-2278), Ext. 105,

TTY: 850-922-5951,

Text Message: 850-320-7948,

Email: mgermain@faastinc.org

Providing at least 72 hours notice prior to the meeting will help to ensure availability.