

December 2021 Interagency Committee Meeting

Minutes

December 1, 2021



1. Opening

Ms. Elizabeth Moya opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 10:00 am.

Members Present: Ms. Elizabeth Moya, Mr. Horace Brown

Staff Present: Ms. Whitney Doyle

Members of the Public: Ms. Kristi Warren

2. Approval of Agenda

No members of the public commented. No modifications were made to the agenda. Mr. Brown made a motion to approve the agenda. Ms. Moya seconded the motion. The agenda was approved without any objection.

3. Approval of Minutes

No members of the public commented. No modifications were made to the August 2021 Interagency Committee meeting minutes. Mr. Brown made a motion to approve the minutes. Ms. Moya seconded the motion. The August 2021 Interagency Committee meeting minutes were approved without any objection.

4. Action Items

a. From Strategic Plan 2020- Interagency Committee Goal Tracking 20211201

Ms. Doyle reviewed the two major actions of this committee for this year.

1. To foster the relationship between the RDC's RRC's and the state agencies by broadening the interagency bandwidth
2. Updating the state agency toolkit with new branding guidelines and disseminate to state agencies.

Ms. Moya requested that FAAST post the toolkit upon receipt from Bella Business Solution since the guideline have not changed its just had a branding update. Mr. Brown concurred.

In order to begin fostering that relationship, Ms. Moya suggested having the RDC's and RRC's attend the next quarterly meeting. She also asked if we have members from the other state agencies.

Ms. Doyle state that the ATAC is awaiting representation from the Division of Blind Services, CareerSource Florida, and the Florida Independent Living Council. Ms Doyle is open to expanding the committee membership as the members see fit.

5. Closing

Next Meeting- Wednesday January 19, 2022, at 10:00 am. Ms. Warren made no public comment, and no other public comment was made.

Mr. Brown made the motion to adjourn, and Ms. Moya seconded the motion. The meeting was adjourned at 10:10 am.

State Agency Toolkit Dissemination Plan

Draft 01/06/2022

Post to FFAST website

Post on FFAST social media pages

Send email to FFAST network

- Forward FFAST marketing email to:
 - Interagency Committee members to share within their agencies
 - By Whitney to agency contacts asking them to share information/ask to present on their next internal meeting

Interagency Committee
 2020 Strategic Planning Tracking - Year 2

Key
 Strategic Planning Ad Hoc Committee = SPAHC

| Strategic Issue | TASK | DUE | STAFF | ACTIONS | |
|-----------------------------|--|------------|------------------|--|--|
| | By September 30, 2022, increase awareness of FAAST to partner organizations and businesses. | | | | |
| Issue 1, Objective 2 | Strategy 2-3: Foster relationship building between RDCs/RRCs with local state agency staff/offices to broaden interagency bandwidth. | 3/31/2022 | Whitney & Hannah | Introductions will be made between RDCs/RRCs and local state agency staff/offices 1/06/2022 RDCs/RRCs invited to January IA committee meeting | Follow up before end of fiscal year to ensure a local connection has been made |
| | By September 30, 2022, FAAST will have a statewide presence as the primary resource for assistive technology. | | | | |
| Issue 1, Objective 3 | Strategy 3-3: Update the State Agency Toolkit with new branding guidelines and disseminate to state agencies. | 12/31/2021 | Whitney | Sent State Agency Toolkit to Bella Business Solutions for updated branding 11/24/2021 Confirmed receipt | Develop dissemination plan for toolkit 1/6/2022 Draft plan added to January IA committee agenda |