



May 2022 Executive Committee Meeting

Minutes

May 26, 2022

9:00-10:00 am ET

1. Opening

Mr. Paul Tobin called the meeting to order at 9:00 am ET. A quorum was established.

Members Present: Mr. Paul Tobin, Ms. Kailey Medlock, Ms. Janet Good, Mr. Brian Nerland

Staff Present: Ms. Whitney Doyle

Members of the Public: None

2. Approval of Agenda

No members of the public commented. No modifications were made to the agenda. No comments were made. The agenda was approved as presented by acclamation without any objection.

3. Approval of Minutes

The April 2022 Executive Committee meeting minutes were approved as presented by acclamation without objection

4. Financial Statements | Whitney Doyle

Ms. Whitney Doyle presented the April 2022 financials. The April 2022 financial statements are approved as presented by acclamation without objection.

5. Quarter 3 ATAC Meeting Agenda | Whitney Doyle

Ms. Doyle presented the draft ATAC agenda. She explained ATAC self-evaluation survey has been sent out and the withdrawal of AHCA funding proposal is in her Executive Director's report.



The quarter three ATAC meeting agenda is approved as presented with the addition of Smith Bruer presenting an investment report by acclamation with no objection.

6. Audit and 990 Update | Whitney Doyle

Ms. Doyle explains that the auditor are in the final drafting stages of our audit. She stated that they are noting that some of the bank reconciliation did not match the general ledger and subrecipient contracts and office computers must have a passcode. They filed an extension for the 990 be filed in August 2022.

7. AHCA Technology Proposal Update | Whitney Doyle

There were no updates on ACHA.

8. Closing

Next Meeting- June 30th, 2022, at 9:00 am. No public comment was made. The meeting was adjourned at 9:15 am.

	A	AV	AW	AX	AY	AZ
1	Florida Alliance for Assistive Services and Technology, Inc.					
2	Unaudited Financials - FY 2022					
3	Balance Sheet - Accrual Basis					
4						
5	As of: 5/31/2022					
6						
7			Delta Operating	Board Designated	Delta Reserve	
		Operating	Inc/(Dec)	Operating Reserve	Inc/(Dec)	Total
8	Cash - Unrestricted	\$ 268,538.97	\$ 209,652.07	\$ 31,035.00	\$ (400.00)	\$ 299,573.97
9	Cash - Restricted	\$ 234,113.47	\$ (31,851.92)	\$ -	\$ -	\$ 234,113.47
10	Total Cash	\$ 502,652.44	\$ 177,800.15	\$ 31,035.00	\$ (400.00)	\$ 533,687.44
11						
12	A/R - Unrestricted	\$ 2,462.99	\$ (337,678.00)	\$ -	\$ -	\$ 2,462.99
13	A/R - Restricted	\$ -	\$ -	\$ -	\$ -	\$ -
14	Total Accounts Receivable	\$ 2,462.99	\$ (337,678.00)	\$ -	\$ -	\$ 2,462.99
15						
16	Interfund	\$ -	\$ -	\$ -	\$ -	\$ -
17	Prepaid Expenses - Unrestricted	\$ -	\$ -	\$ -	\$ -	\$ -
18	Undeposited Funds	\$ 9,405.80	\$ 8,952.56	\$ -	\$ -	\$ 9,405.80
19	AFP Direct Loans	\$ 466,046.15	\$ 25,491.60	\$ -	\$ -	\$ 466,046.15
20	TW Direct Loans	\$ 155,043.22	\$ 2,510.63	\$ -	\$ -	\$ 155,043.22
21	Credit Builders Alliance Loan	\$ -	\$ -	\$ -	\$ -	\$ -
22	Allowance for Doubtful Accounts	\$ (17,061.00)	\$ -	\$ -	\$ -	\$ (17,061.00)
23	Total Other Current Assets	\$ 613,434.17	\$ 36,954.79	\$ -	\$ -	\$ 613,434.17
24						
25	Total Fixed Assets	\$ 47,577.36	\$ -	\$ -	\$ -	\$ 47,577.36
26						
27	Other Assets - AFP	\$ 1,531,751.92	\$ 8,166.70	\$ -	\$ -	\$ 1,531,751.92
28	Other Assets - Unrestricted	\$ -	\$ -	\$ 369,722.36	\$ 1,878.71	\$ 369,722.36
29	Other Assets - Telework	\$ 459,012.02	\$ 2,531.83	\$ -	\$ -	\$ 459,012.02
30	Total Other Assets	\$ 1,990,763.94	\$ 10,698.53	\$ 369,722.36	\$ 1,878.71	\$ 2,360,486.30
31						
32	Total Assets	\$ 3,156,890.90	\$ (112,224.53)	\$ 400,757.36	\$ 1,478.71	\$ 3,557,648.26
34						
35	A/P	\$ 5,495.10	\$ (37,067.64)	\$ -	\$ -	\$ 5,495.10
36	Chase Credit Card	\$ -	\$ -	\$ -	\$ -	\$ -
38	First Federal Credit Card	\$ 9,385.16	\$ (502.45)	\$ -	\$ -	\$ 9,385.16
40	Other Current Liabilities	\$ 52,342.12	\$ -	\$ -	\$ -	\$ 52,342.12
41	Total Current Liabilities	\$ 67,222.38	\$ (37,570.09)	\$ -	\$ -	\$ 67,222.38
42						
43	Unrestricted Net Assets	\$ -	\$ -	\$ 400,757.36	\$ 1,478.71	\$ 400,757.36
44	Restricted Net Assets	\$ 3,442,405.31	\$ (1,478.71)	\$ -	\$ -	\$ 3,442,405.31
45	Net Income	\$ (352,736.79)	\$ (73,175.73)	\$ -	\$ -	\$ (352,736.79)
46	Total Equity	\$ 3,089,668.52	\$ (74,654.44)	\$ 400,757.36	\$ 1,478.71	\$ 3,490,425.88
47						
48	Total Liabilities & Equity	\$ 3,156,890.90	\$ (112,224.53)	\$ 400,757.36	\$ 1,478.71	\$ 3,557,648.26
49						
50	Notes:					
51						
52						

	C	D	F	H	J	L	N	P	R	T	V	X	Z	AB	AD	AF	AH	AJ
1	Florida Alliance for Assistive Services and Technology, Inc.																	
2	Unaudited Financials - FY 2022																	
3	Profit & Loss by Account Number and Month																	
4																		
5																		
6																		
7																		
8	ACCT	DESCRIPTION	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Actual YTD Total	PROJECTED YEAR-END	BUDGET	% BUDGET
9		Revenue																
10		Grants and Contracts																
11	4001	HHS Grant-Voc Rehab	\$ -	\$ -	\$ 208,685.00	\$ -	\$ -	\$ 208,685.00	\$ -	\$ -	\$ 208,685.00	\$ -	\$ -	\$ 208,685.00	\$ 417,370.00	\$ 834,740.00	\$ 834,740.00	100.00%
12	4002	Florida General Revenue	\$ -	\$ -	\$ 111,103.75	\$ -	\$ -	\$ 111,103.75	\$ -	\$ -	\$ 111,103.75	\$ -	\$ -	\$ 111,103.75	\$ 222,207.50	\$ 444,415.00	\$ 444,415.00	100.00%
13	4006	Step Up Grant	\$ 14,549.94	\$ 815.39	\$ 833.06	\$ 802.18	\$ 823.14	\$ 14,632.61	\$ 893.64	\$ 910.80	\$ 2,982.53	\$ 2,982.53	\$ 2,982.53	\$ 2,982.53	\$ 34,260.76	\$ 46,190.87	\$ 35,790.34	129.06%
14		Subtotal - Revenue from Grants and Contracts	\$ 14,549.94	\$ 815.39	\$ 320,621.81	\$ 802.18	\$ 823.14	\$ 334,421.36	\$ 893.64	\$ 910.80	\$ 322,771.28	\$ 2,982.53	\$ 2,982.53	\$ 322,771.28	\$ 673,838.26	\$ 1,325,345.87	\$ 1,314,945.34	101%
15																		
16		Donations																
17	4007	Donations																
18	4007.14	Restricted: Board - Statewide Device Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
19	4007.4	Restricted: Staff - Statewide Device Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
20	4007.15	Restricted: Other FFAST Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
21	4007.17	Restricted: In-Kind Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
22	4007.12	Unrestricted: Board - Monthly Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
23	4007.5	Unrestricted: Staff - Monthly Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
24		Miscellaneous Donation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
25		Unrestricted: In-Kind Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
26	4007.3	Amazon Smile	\$ -	\$ 7.46	\$ -	\$ -	\$ -	\$ 8.35	\$ -	\$ 7.74	\$ -	\$ -	\$ 9.31	\$ -	\$ 23.55	\$ 32.86	\$ 37.22	88.27%
27		Subtotal - Revenue from Donations	\$ -	\$ 7.46	\$ -	\$ -	\$ -	\$ 8.35	\$ -	\$ 7.74	\$ -	\$ -	\$ 9.31	\$ -	\$ 23.55	\$ 32.86	\$ 37.22	88.27%
28																		
29	4010	FFAST Access Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
30																		
31		Investments																
32	--	Transfer from Investment	\$ 148,887.16	\$ 30,000.00	\$ 44,684.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,535.76	\$ -	\$ -	\$ 223,571.64	\$ 269,107.40	\$ 182,143.05	147.75%
33	4022	Interest Income	\$ 4.00	\$ 4.34	\$ 3.60	\$ 3.36	\$ 3.03	\$ 3.36	\$ 3.14	\$ 3.46	\$ 8.58	\$ 8.58	\$ 8.58	\$ 8.58	\$ 28.29	\$ 62.62	\$ 103.00	60.80%
34	4023	NHLP - Interest Income on Direct Loans	\$ 2,334.45	\$ 2,127.77	\$ 2,104.96	\$ 2,376.25	\$ 2,510.88	\$ 2,133.18	\$ 1,808.12	\$ 4,745.60	\$ 1,957.92	\$ 1,957.92	\$ 1,957.92	\$ 1,957.92	\$ 20,141.21	\$ 27,972.89	\$ 23,495.03	119.06%
35	4024	NHLP - Closing Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
36		Subtotal - Revenue from Investments	\$ 151,225.61	\$ 32,132.11	\$ 46,793.04	\$ 2,379.61	\$ 2,513.91	\$ 2,136.54	\$ 1,811.26	\$ 4,749.06	\$ 1,966.50	\$ 47,502.26	\$ 1,966.50	\$ 1,966.50	\$ 243,741.14	\$ 297,142.91	\$ 205,741.08	144.43%
37																		
38	4027	Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
39	4037	Grant Income	\$ -	\$ 107,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,000.00	\$ 107,000.00	\$ 107,000.00	100%

	C	D	F	H	J	L	N	P	R	T	V	X	Z	AB	AD	AF	AH	AJ
5	<<<<< ACTUAL										PROJECTED >>>>>							
6																		
7																		
8	ACCT	DESCRIPTION	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Actual YTD Total	PROJECTED YEAR-END	BUDGET	% BUDGET
40																		
41		Fee-for-Service																
42	4013	Equipment Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
43	4014	Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
44	4015	Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
45		Subtotal - Revenue from Fee-for-Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
46																		
47		TOTAL REVENUE	\$ 165,775.55	\$ 139,954.96	\$ 367,414.85	\$ 3,181.79	\$ 3,337.05	\$ 336,566.25	\$ 2,704.90	\$ 5,667.60	\$ 324,737.78	\$ 50,484.79	\$ 4,958.34	\$ 324,737.78	\$ 1,024,602.95	\$ 1,729,521.64	\$ 1,627,723.64	106.25%
48																		
49		EXPENSES																
50		State Level Activities																
51	5019	Device Loan - Assistive Technology	\$ (299.31)	\$ 993.25	\$ 8,787.10	\$ 67,115.43	\$ 2,568.61	\$ 4,073.49	\$ 15,698.80	\$ 3,326.45	\$ 18,477.91	\$ 18,477.91	\$ 18,477.91	\$ 18,477.91	\$ 102,263.82	\$ 176,175.48	\$ 221,734.97	79.45%
52	5020	Device Loan - Shipping for AT Loan Equipment	\$ -	\$ 877.98	\$ 359.66	\$ -	\$ 632.34	\$ 238.78	\$ 242.42	\$ 696.98	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 3,048.16	\$ 5,048.16	\$ 6,000.00	84.14%
53	5120	Device Loan - Classroom Kits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 8,000.00	100.00%
54	7027	Device Loan - Device Loan Activities	\$ 915.44	\$ 12,457.60	\$ 25,361.73	\$ 8,908.77	\$ 22,889.43	\$ 12,244.80	\$ 20,954.68	\$ 15,923.45	\$ 18,649.05	\$ 18,649.05	\$ 18,649.05	\$ 18,649.05	\$ 119,655.90	\$ 194,252.12	\$ 223,788.65	86.80%
55	5151	Device Demonstration - Device Demo Activities	\$ 457.72	\$ 6,228.81	\$ 14,500.88	\$ 4,454.40	\$ 11,444.72	\$ 6,122.41	\$ 10,477.35	\$ 7,961.74	\$ 9,324.53	\$ 9,324.53	\$ 9,324.53	\$ 9,324.53	\$ 61,648.03	\$ 98,946.14	\$ 111,894.33	88.43%
56	5076	ReUse - Device Exchange Activities	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	100.00%
57	5077	ReUse - Device Refurbish Activities	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,197.00	\$ -	\$ 1,552.00	\$ -	\$ -	\$ -	\$ -	\$ 44,749.00	\$ 44,749.00	\$ 40,000.00	111.87%
58	5008.02	State Financing - Contract Services	\$ 5.00	\$ -	\$ 63.00	\$ 2,916.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,984.00	\$ 2,984.00	\$ 4,217.00	70.76%
59	5011	State Financing - Credit Reports	\$ 76.91	\$ 108.36	\$ 56.72	\$ 54.05	\$ 53.24	\$ (110.52)	\$ 120.81	\$ 128.68	\$ 150.70	\$ 150.70	\$ 150.70	\$ 150.70	\$ 488.25	\$ 1,091.04	\$ 1,808.36	60.33%
60	5026.1	State Financing - NHLP Shipping	\$ 175.68	\$ 65.40	\$ 223.91	\$ 11.60	\$ 24.99	\$ -	\$ 28.68	\$ 32.27	\$ 24.21	\$ 24.21	\$ 24.21	\$ 24.21	\$ 562.53	\$ 659.36	\$ 290.50	226.98%
61	5071	State Financing - NHLP Travel	\$ 230.29	\$ -	\$ -	\$ 47.55	\$ -	\$ 297.82	\$ -	\$ -	\$ 388.50	\$ 388.50	\$ 388.50	\$ 388.50	\$ 575.66	\$ 2,129.66	\$ 4,662.00	45.68%
62	7050	State Financing - Telework Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
63	7051	State Financing - Bank Default and Rescue Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
64	7052	State Financing - AFP Bank Charges	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ -	#DIV/0!
65	7058	State Financing - NHLP Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ 155.29	\$ -	\$ -	\$ 1,249.00	\$ 887.50	\$ 887.50	\$ 887.50	\$ 887.50	\$ 1,404.29	\$ 4,954.29	\$ 10,650.00	46.52%
66	7080	State Financing - Doc Stamps	\$ 33.60	\$ 45.15	\$ (35.50)	\$ 187.95	\$ 2.80	\$ 31.85	\$ 5.60	\$ 266.70	\$ -	\$ -	\$ -	\$ -	\$ 538.15	\$ 538.15	\$ -	#DIV/0!
67		SELF Buy Down Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 8,000.00	100.00%
68	6010	State Level - Salary	\$ 9,069.90	\$ 9,381.26	\$ 9,692.63	\$ 9,069.90	\$ 8,790.17	\$ 9,489.25	\$ 9,142.52	\$ 9,461.01	\$ 12,037.09	\$ 12,037.09	\$ 12,037.09	\$ 12,037.09	\$ 74,096.64	\$ 122,244.99	\$ 144,445.04	84.63%
69	6011	State Level - SEP Retirement	\$ 502.59	\$ 518.08	\$ 533.58	\$ 502.59	\$ 489.31	\$ 249.23	\$ 507.67	\$ 523.67	\$ 842.60	\$ 842.60	\$ 842.60	\$ 842.60	\$ 3,826.72	\$ 7,197.10	\$ 10,111.15	71.18%
70	6012	State Level - Payroll Tax	\$ 691.23	\$ 715.06	\$ 738.87	\$ 718.12	\$ 1,536.83	\$ 753.46	\$ 704.22	\$ 729.45	\$ 962.97	\$ 962.97	\$ 962.97	\$ 962.97	\$ 6,587.24	\$ 10,439.11	\$ 11,555.60	90.34%
71	6013	State Level - Employee Insurance	\$ 1,083.21	\$ 1,062.19	\$ 1,112.76	\$ 1,112.76	\$ 1,096.41	\$ 1,059.14	\$ 1,058.28	\$ 1,057.46	\$ 1,372.72	\$ 1,372.72	\$ 1,372.72	\$ 1,372.72	\$ 8,642.21	\$ 14,133.08	\$ 16,472.62	85.80%

	C	D	F	H	J	L	N	P	R	T	V	X	Z	AB	AD	AF	AH	AJ
5	<<<<< ACTUAL										PROJECTED >>>>>							
6																		
7																		
8	ACCT	DESCRIPTION	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Actual YTD Total	PROJECTED YEAR-END	BUDGET	% BUDGET
72	6014	State Level - Workers Comp	\$ 137.31	\$ 140.67	\$ 143.70	\$ 150.76	\$ 146.08	\$ 157.69	\$ 151.94	\$ 157.22	\$ 191.54	\$ 191.54	\$ 191.54	\$ 191.54	\$ 1,185.37	\$ 1,951.54	\$ 2,298.52	84.90%
73		Subtotal - State Level Activities	\$ 63,089.57	\$ 32,593.81	\$ 61,539.04	\$ 95,249.88	\$ 49,830.22	\$ 37,804.40	\$ 59,092.97	\$ 43,066.08	\$ 63,809.31	\$ 63,809.31	\$ 63,809.31	\$ 79,809.31	\$ 442,265.97	\$ 713,503.22	\$ 835,928.74	85.35%
74																		
75		State Leadership Activities																
76	5008.01	Trainings - Step-Up Multimedia Consulting Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875.00	\$ 875.00	\$ 875.00	\$ 875.00	\$ -	\$ 3,500.00	\$ 10,500.00	33.33%
77	5181	Trainings - Training Activities	\$ 778.12	\$ 10,059.52	\$ 20,479.59	\$ 7,261.31	\$ 18,483.24	\$ 9,887.69	\$ 16,920.91	\$ 12,858.19	\$ 14,460.46	\$ 14,460.46	\$ 14,460.46	\$ 14,460.46	\$ 96,728.57	\$ 154,570.42	\$ 173,525.55	89.08%
78		Trainings - Transition Training Activities	\$ -	\$ 529.45	\$ 1,077.89	\$ 311.17	\$ 972.81	\$ 520.41	\$ 890.58	\$ 676.76	\$ 1,391.23	\$ 1,391.23	\$ 1,391.23	\$ 1,391.23	\$ 4,979.07	\$ 10,544.00	\$ 16,694.80	63.16%
79	5185.1	Information and Assistance - Activities	\$ 137.31	\$ 1,868.64	\$ 3,804.25	\$ 1,336.31	\$ 3,433.42	\$ 1,836.73	\$ 3,143.22	\$ 2,388.52	\$ 2,797.36	\$ 2,797.36	\$ 2,797.36	\$ 2,797.36	\$ 17,948.40	\$ 29,137.83	\$ 33,568.30	86.80%
80	5036	Public Awareness - Materials	\$ -	\$ 210.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148.11	\$ 708.33	\$ 708.33	\$ 708.33	\$ 708.33	\$ 358.11	\$ 3,191.44	\$ 8,500.00	37.55%
81	5036.1	Public Awareness - Registration and Exhibits Fees	\$ 1,245.00	\$ 725.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,100.00	\$ -	\$ 295.50	\$ 295.50	\$ 295.50	\$ 295.50	\$ 4,070.00	\$ 5,252.00	\$ 3,546.00	148.11%
82	5051	Public Awareness - Website Modifications	\$ 12,500.00	\$ -	\$ -	\$ 4.05	\$ 4.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,508.07	\$ 12,508.07	\$ 1,079.52	1158.67%
83	5056	Public Awareness - Travel	\$ 86.40	\$ -	\$ -	\$ 252.00	\$ 168.11	\$ -	\$ 153.22	\$ 907.06	\$ 485.67	\$ 485.67	\$ 485.67	\$ 485.67	\$ 1,566.79	\$ 3,509.46	\$ 5,828.00	60.22%
84	5060	Public Awareness - RDC Travel	\$ 535.20	\$ 153.80	\$ 327.66	\$ 9,010.70	\$ 637.40	\$ (56.43)	\$ -	\$ 140.00	\$ 1,583.00	\$ 1,583.00	\$ 1,583.00	\$ 1,583.00	\$ 10,748.33	\$ 17,080.33	\$ 18,996.00	89.92%
85	5080	Public Awareness - RDC Exhibits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
86	7003	Public Awareness - FFAST Van	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,839.27	\$ 6,172.94	\$ 8.33	\$ 8.33	\$ 8.33	\$ 8.33	\$ 9,012.21	\$ 9,045.54	\$ 100.00	9045.54%
87	5192	PA Family Café - Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,484.33	\$ -	\$ -	\$ -	\$ -	\$ 1,484.33	\$ 1,484.33	\$ -	#DIV/0!
88	5193	PA Family Café - RDC Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
89	5194	PA Family Café - Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,748.00	\$ -	\$ -	\$ -	\$ -	\$ 1,748.00	\$ 1,998.00	87.49%
90	5196	PA Family Café - Contract Services	\$ -	\$ -	\$ -	\$ 3,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,900.00	\$ 3,900.00	\$ 2,000.00	195.00%
91	5197	PA Family Café - BOD Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
92	5003	Technical Assistance - Contract Services	\$ -	\$ 201.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 201.60	\$ 368.27	\$ 500.00	73.65%
93	5026.2	Technical Assistance - BOD Shipping	\$ -	\$ 7.40	\$ 40.75	\$ -	\$ 7.75	\$ -	\$ -	\$ 23.16	\$ 2.90	\$ 2.90	\$ 2.90	\$ 2.90	\$ 79.06	\$ 90.64	\$ 34.75	260.84%
94	5028	Technical Assistance - Insurance D&O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 710.00	\$ -	\$ 710.00	\$ 710.00	100.00%
95	5037	Technical Assistance - BOD Travel	\$ 297.60	\$ 1,119.00	\$ 1,557.22	\$ 126.00	\$ 131.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 12,048.00	\$ 3,231.27	\$ 17,279.27	\$ 21,776.00	79.35%
96	5040	Technical Assistance - BOD Professional Development	\$ 1,475.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,475.00	\$ 1,475.00	\$ -	#DIV/0!
97	5065	Technical Assistance - Contract Monitoring	\$ 776.00	\$ 299.03	\$ 128.79	\$ 115.20	\$ -	\$ 924.62	\$ -	\$ 201.20	\$ 449.58	\$ 449.58	\$ 449.58	\$ 449.58	\$ 2,444.84	\$ 4,243.17	\$ 5,395.00	78.65%
98	5070	Technical Assistance - Executive Director Travel	\$ -	\$ 1,094.68	\$ 681.94	\$ 1,433.57	\$ -	\$ -	\$ -	\$ 813.00	\$ 230.29	\$ 230.29	\$ 230.29	\$ 230.29	\$ 4,023.19	\$ 4,944.36	\$ 2,763.50	178.92%
99	6015	State Leadership - Salary	\$ 11,085.44	\$ 11,466.00	\$ 11,846.55	\$ 11,085.44	\$ 10,743.55	\$ 11,597.98	\$ 11,174.20	\$ 11,563.45	\$ 8,451.57	\$ 8,451.57	\$ 8,451.57	\$ 8,451.57	\$ 90,562.61	\$ 124,368.90	\$ 101,418.86	122.63%
100	6016	State Leadership - SEP Retirement	\$ 614.28	\$ 633.22	\$ 652.16	\$ 614.28	\$ 598.05	\$ 304.61	\$ 620.49	\$ 640.04	\$ 591.61	\$ 591.61	\$ 591.61	\$ 591.61	\$ 4,677.13	\$ 7,043.57	\$ 7,099.32	99.21%
101	6017	State Leadership - Payroll Tax	\$ 849.02	\$ 875.92	\$ 903.05	\$ 844.83	\$ 818.69	\$ 884.16	\$ 771.51	\$ 881.40	\$ 676.13	\$ 676.13	\$ 676.13	\$ 676.13	\$ 6,828.58	\$ 9,533.08	\$ 8,113.51	117.50%
102	6018	State Leadership - Employee Insurance	\$ 1,323.92	\$ 1,298.23	\$ 1,360.04	\$ 1,360.04	\$ 1,340.06	\$ 1,294.49	\$ 1,373.56	\$ 1,292.44	\$ 963.82	\$ 963.82	\$ 963.82	\$ 963.82	\$ 10,642.78	\$ 14,498.07	\$ 11,565.88	125.35%

	C	D	F	H	J	L	N	P	R	T	V	X	Z	AB	AD	AF	AH	AJ
5	<<<<<< ACTUAL										PROJECTED >>>>>>							
6																		
7																		
8	ACCT	DESCRIPTION	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Actual YTD Total	PROJECTED YEAR-END	BUDGET	% BUDGET
103	6019	State Leadership - Workers Comp	\$ 167.83	\$ 171.94	\$ 175.64	\$ 184.28	\$ 178.52	\$ 192.75	\$ 185.71	\$ 192.17	\$ 134.49	\$ 134.49	\$ 134.49	\$ 134.49	\$ 1,448.84	\$ 1,986.79	\$ 1,613.85	123.11%
104		Subtotal - State Leadership Activities	\$ 31,871.12	\$ 30,713.43	\$ 43,035.53	\$ 37,839.18	\$ 38,517.07	\$ 27,387.01	\$ 39,172.67	\$ 40,382.77	\$ 35,894.94	\$ 34,146.94	\$ 36,146.94	\$ 46,904.94	\$ 288,918.78	\$ 442,012.55	\$ 437,326.84	101.07%
105																		
106		Operational																
107	5008	Contract Services	\$ 29,304.85	\$ 10,753.44	\$ 23,433.05	\$ 17,877.85	\$ 11,531.70	\$ 28,377.48	\$ 4,668.96	\$ 18,379.93	\$ 10,327.99	\$ 10,327.99	\$ 10,327.99	\$ 10,327.99	\$ 144,327.26	\$ 185,639.22	\$ 123,935.87	149.79%
108	5014	Equipment - Under \$500	\$ -	\$ -	\$ -	\$ -	\$ 249.00	\$ 12.89	\$ -	\$ 184.26	\$ 125.00	\$ -	\$ -	\$ 125.00	\$ 446.15	\$ 696.15	\$ 500.00	139.23%
109	5015	Equipment - Over \$500	\$ -	\$ 601.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 625.00	\$ -	\$ -	\$ 625.00	\$ 601.99	\$ 1,851.99	\$ 2,500.00	74.08%
110	5021	Office Supplies	\$ -	\$ 390.75	\$ 336.15	\$ 54.77	\$ 562.84	\$ 97.14	\$ -	\$ 1,053.80	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 2,495.45	\$ 3,695.45	\$ 3,600.00	102.65%
111	5022	Rent	\$ 3,080.00	\$ 3,080.00	\$ 3,080.00	\$ 3,080.00	\$ 3,080.00	\$ 3,080.00	\$ 3,080.00	\$ 12,080.00	\$ 3,080.00	\$ 3,080.00	\$ 3,080.00	\$ 3,080.00	\$ 33,640.00	\$ 45,960.00	\$ 36,960.00	124.35%
112	5026	Postage/Shipping	\$ (10.00)	\$ 188.60	\$ (54.49)	\$ 9.10	\$ 66.32	\$ 34.60	\$ 78.89	\$ (102.42)	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 210.60	\$ 450.60	\$ 720.00	62.58%
113	5029	Insurance - General/Office Liab/Van	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,240.00	\$ 7,604.11	\$ -	\$ 8,844.11	\$ 8,844.11	100.00%
114	5030	Legal	\$ -	\$ 1,344.00	\$ 352.00	\$ -	\$ 1,024.00	\$ 288.00	\$ -	\$ 1,509.25	\$ 295.83	\$ 295.83	\$ 295.83	\$ 295.83	\$ 4,517.25	\$ 5,700.58	\$ 3,550.00	160.58%
115	5031	Membership Fees	\$ -	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 10,163.00	\$ -	\$ -	\$ 1,150.00	\$ 11,313.00	\$ 20,462.00	55.29%
116	5032	Banking Fees - Operations	\$ 388.49	\$ 54.98	\$ (5.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ 438.47	\$ 458.47	\$ 20.00	2292.35%
117	5033	Corporate Fees	\$ -	\$ -	\$ -	\$ 61.25	\$ 10.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71.50	\$ 71.50	\$ 145.00	49.31%
118	5041	Local Travel	\$ 132.66	\$ 43.14	\$ 9.47	\$ 62.42	\$ 23.00	\$ 97.00	\$ 72.89	\$ 4.00	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 444.58	\$ 511.25	\$ 200.00	255.62%
119	5053	Utilities	\$ 437.02	\$ 543.81	\$ 980.95	\$ 983.71	\$ 197.18	\$ 267.03	\$ 463.98	\$ 465.00	\$ 1,379.16	\$ 1,379.16	\$ 1,379.16	\$ 1,379.16	\$ 4,338.68	\$ 9,855.33	\$ 16,549.96	59.55%
120	5251	Fundraising Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
121	5038	Professional Development Travel	\$ -	\$ -	\$ -	\$ 1,510.23	\$ (44.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,466.23	\$ 1,466.23	\$ 3,540.00	41.42%
122	5600	Professional Development Registration	\$ 179.99	\$ 180.00	\$ -	\$ 1,102.00	\$ -	\$ 413.50	\$ 168.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,043.49	\$ 2,043.49	\$ 1,295.00	157.80%
123	6008	Payroll Service Fees	\$ 114.00	\$ 114.00	\$ 114.00	\$ 159.00	\$ 114.00	\$ 114.00	\$ 118.25	\$ 58.00	\$ 116.96	\$ 116.96	\$ 116.96	\$ 116.96	\$ 905.25	\$ 1,373.08	\$ 1,403.48	97.83%
124	6001	Operations - Salary	\$ 7,023.52	\$ 6,993.60	\$ 7,271.08	\$ 6,839.02	\$ 7,890.34	\$ 8,790.69	\$ 8,801.36	\$ 8,860.64	\$ 9,181.84	\$ 9,181.84	\$ 9,181.84	\$ 9,181.84	\$ 62,470.25	\$ 99,197.62	\$ 110,182.10	90.03%
125	6002	Operations - SEP Retirement	\$ 461.09	\$ 461.94	\$ 462.78	\$ 461.09	\$ 523.02	\$ 295.27	\$ 591.02	\$ 593.27	\$ 642.73	\$ 642.73	\$ 642.73	\$ 642.73	\$ 3,849.48	\$ 6,420.40	\$ 7,712.75	83.24%
126	6003	Operations - Payroll Tax	\$ 537.71	\$ 535.39	\$ 528.42	\$ 523.18	\$ 603.61	\$ 673.00	\$ 673.28	\$ 677.81	\$ 734.55	\$ 734.55	\$ 734.55	\$ 734.55	\$ 4,752.40	\$ 7,690.59	\$ 8,814.57	87.25%
127	6004	Operations - Employee Insurance	\$ 147.95	\$ 147.92	\$ 151.46	\$ 151.46	\$ 193.65	\$ 292.48	\$ 288.74	\$ 288.59	\$ 221.10	\$ 221.10	\$ 221.10	\$ 221.10	\$ 1,662.25	\$ 2,546.64	\$ 2,653.17	95.98%
128	6006	Operations - Workers Comp	\$ 146.51	\$ 150.06	\$ 153.30	\$ 113.67	\$ 131.15	\$ 146.09	\$ (181.72)	\$ 147.25	\$ 134.39	\$ 134.39	\$ 134.39	\$ 134.39	\$ 806.31	\$ 1,343.87	\$ 1,612.67	83.33%
129		Subtotal - Operational	\$ 41,943.79	\$ 25,583.62	\$ 36,813.17	\$ 33,138.75	\$ 26,156.06	\$ 42,979.17	\$ 18,823.65	\$ 45,199.38	\$ 27,241.21	\$ 36,654.21	\$ 27,731.21	\$ 34,865.32	\$ 270,637.59	\$ 397,129.56	\$ 355,200.68	111.80%
130																		
131		Loan Defaults	\$ -	\$ -	\$ 1,306.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,306.26	\$ 1,306.26	\$ -	#DIV/0!

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7																		
8	ACCT	DESCRIPTION	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	Actual YTD Total	PROJECTED YEAR-END	BUDGET	% BUDGET
132		Reimbursable Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
133		Disputed Transaction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
134																		
135		TOTAL EXPENSES	\$ 136,904.48	\$ 88,890.86	\$ 142,694.00	\$ 166,227.81	\$ 114,503.35	\$ 108,170.58	\$ 117,089.29	\$ 128,648.23	\$ 126,945.47	\$ 134,610.47	\$ 127,687.47	\$ 161,579.58	\$ 1,003,128.60	\$ 1,553,951.59	\$ 1,628,456.26	95%
136																		
137		SURPLUS/(DEFICIT)	\$ 28,871.07	\$ 51,064.10	\$ 224,720.85	\$ (163,046.02)	\$ (111,166.30)	\$ 228,395.67	\$ (114,384.39)	\$ (122,980.63)	\$ 197,792.31	\$ (84,125.68)	\$ (122,729.13)	\$ 163,158.20	\$ 21,474.35	\$ 175,570.05	\$ (732.63)	
138																		

	B	C	AM	AN	AO	AP
1	Florida Alliance for Assistive Services and Technology, Inc.					
2	Unaudited Financials - FY 2022					
3	P&L Summary by Month					
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8	ACCOUNT	DESCRIPTION	Actual May-2022	Budget May-2022	Variance fav/(unfav)	Notes:
9		Revenue				
10		Grants and Contracts				
11	4001	HHS Grant-Voc Rehab	\$ -	\$ -	\$ -	
12	4002	Florida General Revenue	\$ -	\$ -	\$ -	
13	4006	Step Up Grant	\$ 910.80	\$ 2,982.53	\$ (2,071.73)	
14		Subtotal - Revenue from Grants and Contracts	\$ 910.80	\$ 2,982.53	\$ (2,071.73)	
15						
16		Donations				
17	4007	Donations	\$ -	\$ -	\$ -	
18	4007.14	Restricted: Board - Statewide Device Loan	\$ -	\$ -	\$ -	
19	4007.4	Restricted: Staff - Statewide Device Loan	\$ -	\$ -	\$ -	
20	4007.15	Restricted: Other FFAST Service	\$ -	\$ -	\$ -	
21	4007.17	Restricted: In-Kind Equipment	\$ -	\$ -	\$ -	
22	4007.12	Unrestricted: Board - Monthly Donations	\$ -	\$ -	\$ -	
23	4007.5	Unrestricted: Staff - Monthly Donations	\$ -	\$ -	\$ -	
24		Miscellaneous Donation	\$ -	\$ -	\$ -	
25		Unrestricted: In-Kind Equipment	\$ -	\$ -	\$ -	
26	4007.3	Amazon Smile	\$ 7.74	\$ 9.31	\$ (1.57)	
27		Subtotal - Revenue from Donations	\$ 7.74	\$ 9.31	\$ (1.57)	
28						
29	4010	FAAST Access Advertising	\$ -	\$ -	\$ -	
30						
31		Investments				
32	--	Transfer from Investment	\$ -	\$ -	\$ -	
33	4022	Interest Income	\$ 3.46	\$ 8.58	\$ (5.12)	
34	4023	NHLP - Interest Income on Direct Loans	\$ 4,745.60	\$ 1,957.92	\$ 2,787.68	Higher due to a loan payoff
35	4024	NHLP - Closing Fee	\$ -	\$ -	\$ -	
36		Subtotal - Revenue from Investments	\$ 4,749.06	\$ 1,966.50	\$ 2,782.56	
37						
38	4027	Miscellaneous Income	\$ -	\$ -	\$ -	
39	4037	Grant Income	\$ -	\$ -	\$ -	
40						
41		Fee-for-Service				
42	4013	Equipment Sales	\$ -	\$ -	\$ -	
43	4014	Training	\$ -	\$ -	\$ -	
44	4015	Assessments	\$ -	\$ -	\$ -	
45		Subtotal - Revenue from Fee-for-Service	\$ -	\$ -	\$ -	
46						
47		TOTAL REVENUE	\$ 5,667.60	\$ 4,958.34	\$ 709.26	
48						
49		EXPENSES				

	B	C	AM	AN	AO	AP
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8	ACCOUNT	DESCRIPTION	Actual May-2022	Budget May-2022	Variance fav/(unfav)	Notes:
50		State Level Activities				
51	5019	Device Loan - Assistive Technology	\$ 3,326.45	\$ 18,477.91	\$ 15,151.46	
52	5020	Device Loan - Shipping for AT Loan Equipment	\$ 696.98	\$ 500.00	\$ (196.98)	
53	5120	Device Loan - Classroom Kits	\$ -	\$ -	\$ -	
54	7027	Device Loan - Device Loan Activities	\$ 15,923.45	\$ 18,649.05	\$ 2,725.60	
55	5151	Device Demonstration - Device Demo Activities	\$ 7,961.74	\$ 9,324.53	\$ 1,362.79	
56	5076	ReUse - Device Exchange Activities	\$ -	\$ -	\$ -	
57	5077	ReUse - Device Refurbish Activities	\$ 1,552.00	\$ -	\$ (1,552.00)	Power wheelchair reburish
58	5008.02	State Financing - Contract Services	\$ -	\$ -	\$ -	
59	5011	State Financing - Credit Reports	\$ 128.68	\$ 150.70	\$ 22.02	
60	5026.1	State Financing - NHLP Shipping	\$ 32.27	\$ 24.21	\$ (8.06)	
61	5071	State Financing - NHLP Travel	\$ -	\$ 388.50	\$ 388.50	
62	7050	State Financing - Telework Bank Charges	\$ -	\$ -	\$ -	
63	7051	State Financing - Bank Default and Rescue Payments	\$ -	\$ -	\$ -	
64	7052	State Financing - AFP Bank Charges	\$ -	\$ -	\$ -	
65	7058	State Financing - NHLP Legal Fees	\$ 1,249.00	\$ 887.50	\$ (361.50)	Cleveland action
66	7080	State Financing - Doc Stamps	\$ 266.70	\$ -	\$ (266.70)	
67		SELF Buy Down Program	\$ -	\$ -	\$ -	
68	6010	State Level - Salary	\$ 9,461.01	\$ 12,037.09	\$ 2,576.08	
69	6011	State Level - SEP Retirement	\$ 523.67	\$ 842.60	\$ 318.93	
70	6012	State Level - Payroll Tax	\$ 729.45	\$ 962.97	\$ 233.52	
71	6013	State Level - Employee Insurance	\$ 1,057.46	\$ 1,372.72	\$ 315.26	
72	6014	State Level - Workers Comp	\$ 157.22	\$ 191.54	\$ 34.32	
73		Subtotal - State Level Activities	\$ 43,066.08	\$ 63,809.31	\$ 20,743.23	
74						
75		State Leadership Activities				
76	5008.01	Trainings - Step-Up Multimedia Consulting Fee	\$ -	\$ 875.00	\$ 875.00	
77	5181	Trainings - Training Activities	\$ 12,858.19	\$ 14,460.46	\$ 1,602.27	
78		Trainings - Transition Training Activities	\$ 676.76	\$ 1,391.23	\$ 714.47	
79	5185.1	Information and Assistance - Activities	\$ 2,388.52	\$ 2,797.36	\$ 408.84	
80	5036	Public Awareness - Materials	\$ 148.11	\$ 708.33	\$ 560.22	
81	5036.1	Public Awareness - Registration and Exhibits Fees	\$ -	\$ 295.50	\$ 295.50	
82	5051	Public Awareness - Website Modifications	\$ -	\$ -	\$ -	
83	5056	Public Awareness - Travel	\$ 907.06	\$ 485.67	\$ (421.39)	Eric Reed Neilson Travel
84	5060	Public Awareness - RDC Travel	\$ 140.00	\$ 1,583.00	\$ 1,443.00	
85	5080	Public Awareness - RDC Exhibits	\$ -	\$ -	\$ -	
86	7003	Public Awareness - FFAST Van	\$ 6,172.94	\$ 8.33	\$ (6,164.61)	New branding wrap on FFAST van and trailer
87	5192	PA Family Café - Materials	\$ -	\$ -	\$ -	
88	5193	PA Family Café - RDC Travel	\$ -	\$ -	\$ -	
89	5194	PA Family Café - Travel	\$ 1,484.33	\$ 500.00	\$ (984.33)	Hotel for Marquesas, Tim and Madeline Fezzie (Intern)
90	5196	PA Family Café - Contract Services	\$ -	\$ -	\$ -	

	B	C	AM	AN	AO	AP
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8	ACCOUNT	DESCRIPTION	Actual May-2022	Budget May-2022	Variance fav/(unfav)	Notes:
91	5197	PA Family Café - BOD Travel	\$ -	\$ -	\$ -	
92	5003	Technical Assistance - Contract Services	\$ -	\$ 41.67	\$ 41.67	
93	5026.2	Technical Assistance - BOD Shipping	\$ 23.16	\$ 2.90	\$ (20.26)	
94	5028	Technical Assistance - Insurance D&O	\$ -	\$ -	\$ -	
95	5037	Technical Assistance - BOD Travel	\$ -	\$ -	\$ -	
96	5040	Technical Assistance - BOD Professional Development	\$ -	\$ -	\$ -	
97	5065	Technical Assistance - Contract Monitoring	\$ 201.20	\$ 449.58	\$ 248.38	
98	5070	Technical Assistance - Executive Director Travel	\$ 813.00	\$ 230.29	\$ (582.71)	Family Cafe Travel
99	6015	State Leadership - Salary	\$ 11,563.45	\$ 8,451.57	\$ (3,111.88)	
100	6016	State Leadership - SEP Retirement	\$ 640.04	\$ 591.61	\$ (48.43)	
101	6017	State Leadership - Payroll Tax	\$ 881.40	\$ 676.13	\$ (205.27)	
102	6018	State Leadership - Employee Insurance	\$ 1,292.44	\$ 963.82	\$ (328.62)	
103	6019	State Leadership - Workers Comp	\$ 192.17	\$ 134.49	\$ (57.68)	
104		Subtotal - State Leadership Activities	\$ 40,382.77	\$ 34,646.94	\$ (5,735.83)	
105						
106		Operational				
107	5008	Contract Services	\$ 18,379.93	\$ 10,327.99	\$ (8,051.94)	Bella Business Solutions Payment (second half of contract)
108	5014	Equipment - Under \$500	\$ 184.26	\$ -	\$ (184.26)	
109	5015	Equipment - Over \$500	\$ -	\$ -	\$ -	
110	5021	Office Supplies	\$ 1,053.80	\$ 300.00	\$ (753.80)	Asset Tags for Inventory
111	5022	Rent	\$ 12,080.00	\$ 3,080.00	\$ (9,000.00)	Park On Park Rent and Delta Blvd first months rent and Security deposit
112	5026	Postage/Shipping	\$ (102.42)	\$ 60.00	\$ 162.42	
113	5029	Insurance - General/Office Liab/Van	\$ -	\$ -	\$ -	
114	5030	Legal	\$ 1,509.25	\$ 295.83	\$ (1,213.42)	Chase closing letter
115	5031	Membership Fees	\$ 1,000.00	\$ -	\$ (1,000.00)	Florida Chamber Membership
116	5032	Banking Fees - Operations	\$ -	\$ -	\$ -	
117	5033	Corporate Fees	\$ -	\$ -	\$ -	
118	5041	Local Travel	\$ 4.00	\$ 16.67	\$ 12.67	
119	5053	Utilities	\$ 465.00	\$ 1,379.16	\$ 914.16	
120	5251	Fundraising Activities	\$ -	\$ -	\$ -	
121	5038	Professional Development Travel	\$ -	\$ 1,000.00	\$ 1,000.00	
122	5600	Professional Development Registration	\$ -	\$ -	\$ -	
123	6008	Payroll Service Fees	\$ 58.00	\$ 116.96	\$ 58.96	
124	6001	Operations - Salary	\$ 8,860.64	\$ 9,181.84	\$ 321.20	
125	6002	Operations - SEP Retirement	\$ 593.27	\$ 642.73	\$ 49.46	
126	6003	Operations - Payroll Tax	\$ 677.81	\$ 734.55	\$ 56.74	
127	6004	Operations - Employee Insurance	\$ 288.59	\$ 221.10	\$ (67.49)	
128	6006	Operations - Workers Comp	\$ 147.25	\$ 134.39	\$ (12.86)	

	B	C	AM	AN	AO	AP
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6						
7						
8	ACCOUNT	DESCRIPTION	Actual May-2022	Budget May-2022	Variance fav/(unfav)	Notes:
129		Subtotal - Operational	\$ 45,199.38	\$ 27,491.21	\$ (17,708.17)	
130						
131		Loan Defaults	\$ -	\$ -	\$ -	
132		Reimbursable Expenses	\$ -	\$ -	\$ -	
133		Disputed Transaction	\$ -	\$ -	\$ -	
134						
135		TOTAL EXPENSES	\$ 128,648.23	\$ 125,947.47	\$ (2,700.76)	
136						
137		SURPLUS/(DEFICIT)	\$ (122,980.63)	\$ (120,989.13)	\$ (1,991.50)	
138						
139						
140						
141						

	A	B	C	D	E	F	G	H	I
1		Florida Alliance for Assistive Services and Technology, Inc.							
2		Unaudited Financials - FY 2022							
3		Accounts Receivable							
4									
5									
6		Account Description	Acct#	10/31/2021	11/30/2021	12/31/2021	1/31/2022	2/28/2022	3/31/2022
7		Carry over from previous month		\$ 338,709.26	\$ 17,668.82	\$ 16,917.52	\$ 337,539.36	\$ 323,791.60	\$ 4,825.99
8		Due from DVR (HHS)	4001	\$ (189,911.96)	\$ -	\$ 208,685.00	\$ -	\$ (208,685.00)	\$ 208,685.00
9		Due from DVR (GR)	4002	\$ (111,103.75)	\$ -	\$ 111,103.75		\$ (111,103.75)	\$ 111,103.75
10		Due from UM (Step Up)	4006	\$ (20,024.73)	\$ (751.30)	\$ 833.09	\$ (13,747.76)	\$ 823.14	\$ 14,632.61
11		Donation Invoice	4007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12		Board Reimbursement	4007.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13		Staff Reimbursable Charge	4007.7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		Fee-for-Service (Assessments)	4015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		Miscellaneous	4027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16		Total		\$ 17,668.82	\$ 16,917.52	\$ 337,539.36	\$ 323,791.60	\$ 4,825.99	\$ 339,247.35
17									
18									
19									
20		Account Description	Acct#	4/30/2022	5/31/2022	6/30/2022	7/31/2022	8/31/2022	9/30/2022
21		Carry over from previous month		\$ 339,247.35	\$ 340,140.99	\$ -	\$ -	\$ -	\$ -
22		Due from DVR (HHS)	4001	\$ -	\$ (208,685.00)	\$ -	\$ -	\$ -	\$ -
23		Due from DVR (GR)	4002	\$ -	\$ (111,103.75)	\$ -	\$ -	\$ -	\$ -
24		Due from UM (Step Up)	4006	\$ 893.64	\$ (17,889.25)	\$ -	\$ -	\$ -	\$ -
25		Donation Invoice	4007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26		Board Reimbursement	4007.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27		Staff Reimbursable Charge	4007.7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28		Fee-for-Service (Assessments)	4015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29		Miscellaneous	4027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30		Total		\$ 340,140.99	\$ 2,462.99	\$ -	\$ -	\$ -	\$ -
31									
32									
33									

Management Report

Florida Alliance for Assistive Services and Technology, Inc.
For the period ended May 31, 2022



Prepared on
June 23, 2022

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Profit and Loss

May 2022

	Total
INCOME	
4007 Donations	
4007.2 Unrestricted Donations	
4007.3 Amazon Smile Donations	7.74
Total 4007.2 Unrestricted Donations	7.74
Total 4007 Donations	7.74
4019 Investments	
4020 Unrealized Gains/Losses	12,576.99
4022 Interest Income	3.46
4023 Interest Income on Direct Loans	4,745.60
4026 Dividend Income from Investments	0.25
Total 4019 Investments	17,326.30
4027 Miscellaneous Income	910.80
Total Income	18,244.84
GROSS PROFIT	18,244.84
EXPENSES	
5075 State Level Activities	
5100 Device Loan	
5019 Assistive Technology	3,326.45
5020 Shipping for AT Loan Equipment	696.98
7027 Device Loan Activities	15,923.45
Total 5100 Device Loan	19,946.88
5150 Device Demonstration	
5151 Device Demo Activities	7,961.74
Total 5150 Device Demonstration	7,961.74
5700 ReUse	
5077 Device Refurbish Activities	1,552.00
Total 5700 ReUse	1,552.00
6000 State Financing	
5011 Credit Reports	128.68
5026.1 NHLP Shipping	32.27
7058 NHLP Legal Fees	1,249.00
7080 NHLP Doc Stamps	266.70
Total 6000 State Financing	1,676.65
6050 State Level Activities Personnel	
6010 Salary	9,461.01
6011 SEP Retirement	523.67
6012 Payroll Tax	729.45
6013 Employee Insurance	1,057.46
6014 Workers Comp	157.22
Total 6050 State Level Activities Personnel	11,928.81
Total 5075 State Level Activities	43,066.08

	Total
5175 State Leadership Activities	
5180 Trainings	
5181 Training Activities	12,858.19
5182 Transition Training Activities	676.76
Total 5180 Trainings	13,534.95
5185 Information and Assistance	
5185.1 Information and Assistance Activities	2,388.52
Total 5185 Information and Assistance	2,388.52
5190 Public Awareness	
5036 Public Awareness Materials	148.11
5056 Public Awareness Travel	907.06
5060 RDC Travel	140.00
7003 FFAST Van	6,172.94
Total 5190 Public Awareness	7,368.11
5191 Public Awareness - The Annual Family Cafe	
5194 Public Awareness Travel	1,484.33
Total 5191 Public Awareness - The Annual Family Cafe	1,484.33
5198 Technical Assistance	
5026.2 BOD - Shipping	23.16
5065 Contract Monitoring	201.20
5070 Executive Director Travel	813.00
Total 5198 Technical Assistance	1,037.36
6060 State Leadership Activities Personnel	
6015 Salary	11,563.45
6016 SEP Retirement	640.04
6017 Payroll Tax	881.40
6018 Employee Insurance	1,292.44
6019 Workers Comp	192.17
Total 6060 State Leadership Activities Personnel	14,569.50
Total 5175 State Leadership Activities	40,382.77
5250 Operational Expense	
5000 Contractual Expense	
5008 Contracted Services	18,379.93
Total 5000 Contractual Expense	18,379.93
5005 Equipment Expense	
5014 Equipment - Under \$500	184.26
Total 5005 Equipment Expense	184.26
5021 Office Supplies	1,053.80
5022 Rent	12,080.00
5026 Postage/Shipping	-102.42
5030 Legal	1,509.25
5031 Membership Fees	1,000.00
5041 Local Travel	4.00
5053 Utilities	465.00

	Total
5254 Payroll Service Fees	58.00
5300 Operations Personnel	
6001 Salary	8,860.64
6002 SEP Retirement	593.27
6003 Payroll Tax expense	677.81
6004 Employee Insurance	288.59
6006 Insurance - Workers Comp	147.25
Total 5300 Operations Personnel	10,567.56
Total 5250 Operational Expense	45,199.38
Total Expenses	128,648.23
NET OPERATING INCOME	-110,403.39
NET INCOME	\$ -110,403.39

Balance Sheet

As of May 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash - Unrestricted	
1012 First Fed 4192 - FFAST Operating	267,521.68
1025 Capital City - Board Designated Operating Reserve	31,035.00
Total 1000 Cash - Unrestricted	298,556.68
1001 Cash - Restricted	
1047 First Fed 7286 - NHLP Operating	17,360.26
1048 First Fed 7294 - TW-DL	45,215.79
1049 First Fed 7302 - AFP-DL	39,813.13
1053 First Fed 7310 - Reserve Acct	131,719.29
1055 First Fed 4184 - CBA	5.00
Total 1001 Cash - Restricted	234,113.47
Suspense	1,017.29
Total Bank Accounts	533,687.44
Accounts Receivable	
1100 Accounts Receivable - Unrestr.	2,462.99
Total Accounts Receivable	2,462.99
Other Current Assets	
12000 Undeposited Funds	9,405.80
7055 AFP Direct Loans	466,046.15
7056 TW Direct Loans	155,043.22
Allowance for Doubtful Accounts	-17,061.00
Total Other Current Assets	613,434.17
Total Current Assets	1,149,584.60
Fixed Assets	
1500 Furniture & Fixtures	275,131.36
1550 Accumulated Depreciation	-189,754.00
1555 Accumulated Amortization	-37,800.00
Total Fixed Assets	47,577.36
Other Assets	
1600 TD Ameritrade	
1605 AFP	
1610 TD Ameritrade AFP	1,015,116.47
1611 AFP Market Value Adjustment	516,635.45
Total 1605 AFP	1,531,751.92
1615 Unrestricted	
1620 TD Ameritrade Board Operating Reserve	305,938.57
1621 Unrestricted Market Value Adj	63,783.79
Total 1615 Unrestricted	369,722.36
1625 Telework	

	Total
1630 TD Ameritrade TW	264,854.74
1631 TW Market Value Adjustment	194,157.28
Total 1625 Telework	459,012.02
Total 1600 TD Ameritrade	2,360,486.30
Total Other Assets	2,360,486.30
TOTAL ASSETS	\$3,557,648.26
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	5,495.10
Total Accounts Payable	5,495.10
Credit Cards	
2006 First Federal Company Credit Cards	0.00
2007 First Fed CC - Whitney	2,356.98
2008 First Fed CC - Eric	1,280.35
2012 First Fed CC - Hannah	4,608.24
2013 First Fed CC - Tim	491.57
2014 First Fed CC - Marquesas	648.02
Total 2006 First Federal Company Credit Cards	9,385.16
Total Credit Cards	9,385.16
Other Current Liabilities	
2050 Accrued Leave Payable	52,342.12
Total Other Current Liabilities	52,342.12
Total Current Liabilities	67,222.38
Total Liabilities	67,222.38
Equity	
3010 Unrestricted Net Assets	400,757.36
3020 Restricted Net Assets	3,442,405.31
Net Income	-352,736.79
Total Equity	3,490,425.88
TOTAL LIABILITIES AND EQUITY	\$3,557,648.26



Personnel Manual

FLORIDA ALLIANCE FOR ASSISTIVE SERVICES & TECHNOLOGY

TTY: 1-877-506-2723 | Email: Info@FAASTinc.org

820 E. Park Ave, D-200, Tallahassee, Florida 32301

FAAST.org

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Introduction

For employees who are commencing employment with Florida Alliance for Assistive Services and Technology, Inc. ("FAAST" or "the Organization"), on behalf of FAAST, let me extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

I extend my personal best wishes for success and happiness here at FAAST. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Whitney Doyle, Executive Director

About This Handbook/Disclaimer

We prepared this manual to help employees find the answers to many questions that they may have regarding their employment with FAAST. Please take the necessary time to read it.

We do not expect this manual to answer all questions. Supervisors also serve as a major source of information.

Neither this manual nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. FAAST adheres to the policy of employment at will, which permits the Organization or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Organization representative may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally.

Many matters covered by this manual, such as benefit plan descriptions, are also

described in separate Organization documents. These Organization documents are always controlling over any statement made in this manual or by any member of management.

This manual states only general Organization guidelines. The Organization may, at any time, in its sole discretion, modify or vary from anything stated in this manual, with or without notice, except for the rights of the parties to end employment at will.

This manual supersedes all prior manuals.

Equal Employment Opportunity

FAAST is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. FAAST's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

The Organization will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Organization's business operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact the Executive Director to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Organization then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The Organization will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of The Organization's decision regarding the request within a reasonable period. The Organization treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Executive Director. If the Executive Director is involved, employees shall report concerns to either of the Assistive Technology Advisory Council (ATAC) Co-Chairs.

The Organization will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Executive Director. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy

Non-Harassment

It is FFAST's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers (including ATAC members) or employees by another employee, supervisor, vendor, customer, volunteer (including ATAC members) or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by FFAST or the ATAC.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Organization premises, while on Organization business (whether or not on Organization premises) or while representing the Organization. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws is unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Executive Director. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact either of the ATAC Co-Chairs.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Organization property, and to ensure efficient operations, FFAST has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Organization.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (excluding medical marijuana legally procured under Florida law), drug paraphernalia or alcohol by an individual anywhere on Organization premises, while on Organization business (whether or not on Organization premises) or while representing the Organization, is strictly prohibited.

Employees and other individuals who work for the Organization also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Organization maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Organization employee, including

themselves.

Employees must notify the Organization within five calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, the Organization will advise the contracting agency of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the Organization.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the Organization, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate, to the Organization's satisfaction, in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, the Organization has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy. (Such education may include:

(1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; and (4) inclusion of the policy in employee handbooks and any other personnel policy publications.)

Workplace Violence

FAAST is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Organization and personal property.

FAAST does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, FAAST specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, FAAST does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over- resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Organization policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co- worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Organization employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Organization premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management or either ATAC Co-Chair with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede FFAST's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Organization determines, after an appropriate good faith investigation, that someone has violated this policy, the Organization will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Organization to be aware of any potential danger in its offices. Indeed, the Organization wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Pay Transparency

FAAST will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is: 1) in response to a formal complaint or charge; 2) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer; or 3) consistent with the contractor's or employee's legal duty to furnish information.

Operational Policies

Employee Classifications

For purposes of this manual, all FAAST employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for Organization benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing the Administrative and Financial Coordinator of any changes. Employees also should inform the Administrative and Financial Coordinator of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

Working Hours and Schedule

FAAST normally is open for business from 9:00 a.m. to 5:00 p.m., Monday through Friday.

FAAST is committed to helping employees face the demands of juggling work, family and personal obligations by offering a number of possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing FAAST to maintain a progressive and productive work environment.

All FAAST employees will be considered for alternative work scheduling and location on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve FAAST as a whole with increased productivity at no expense to quality output.

Several alternative work schedule and location options are available to employees:

Flextime, in which an employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may

prefer or need to start later in the day and work into the evening.

Compressed workweeks in which an employee works 10 hours per workday, reducing the workweek to four days a week.

Compressed workweeks in which an employee works nine-hour workdays Monday through Thursday and four hours each Friday. (For exempt employees only, there may be the option of nine-hour days and one full day off every other week.)

Job-sharing in which two part-time employees are assigned to the same job, equivalent to one full-time employee. This option must ensure the continuity of the work being done at the same workstation, with two individuals working as a team to accomplish one full-time position's duties.

Employees may work from a remote location only if they have reliable telephone access and high-speed internet access sufficient to participate in video conferencing. The remote location must project a professional working atmosphere.

The employee's supervisor is responsible for identifying if any of the aforementioned staffing options are workable within the department. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options. To determine whether an employee's request for an individual alternative work schedule is appropriate, the supervisor must assess the impact and the outcome in terms of production, quality and absenteeism, and if one or a combination of the above arrangements is in the best interests of the department, FFAST and the employee.

Upon approval of a flexible work schedule, a six-month trial period will apply to assess the impact and effectiveness of the arrangement. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by management. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from their supervisor.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. In order for a flexible work schedule to be

approved, the employee must have a satisfactory attendance record, meet all performance expectations in their current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

Overtime

Like most successful companies, FAAST experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Saturday and ends 168 hours later at 12 a.m. on the following Saturday.

Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite.

In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the federal Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

Safe Harbor Policy for Exempt Employees

It is FFAST's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for FFAST. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);

- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 403(b), or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Organization has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the Executive Director or any other supervisor in FFAST with whom the employee feels comfortable.

Your Paycheck

Employees will be paid semi-monthly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, FFAST is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments.

Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Executive Director immediately so the Organization can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

Direct Deposit

FAAST strongly encourages employees to use direct deposit. Direct Deposit forms are available from the Administrative and Financial Coordinator.

Salary Advances

FAAST does not permit advances on paychecks or against accrued paid time off.

Performance Review

Depending on the employee's position and classification, FFAST endeavors to review performance at the end of each fiscal quarter. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Organization encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

Record Retention

FAAST acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Executive Director to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the Organization that may have an impact on record retention protocols.

Background Checks

Background screenings will be conducted under the FDLE VECHS program, under the terms of FAAST's participation in the program.
(<https://www.fdle.state.fl.us/Background-Checks/VECHS-Home>)

Benefits

Benefits Overview

In addition to good working conditions and competitive pay, it is FFAST's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs FFAST provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Executive Director. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this manual.

Further, FFAST (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Organization intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Executive Director.

Paid Holidays

Full-time employees will be paid for the following holidays:

Martin Luther King, Jr.

Day President's Day

Memorial Day

Juneteenth

Independence

Day Labor Day

Indigenous Peoples'

Day Veterans' Day

Thanksgiving Day

Day after Thanksgiving

Holiday Break (two working days prior to December 25 to the second working day after January 1)

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an employee's approved vacation period, the employee will be paid for the holiday (at the regular straight-time rate) and not be charged for

the vacation day.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) and not be charged for a leave day.

Paid Vacations

FAAST appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. FAAST fully encourages employees to get this rest by taking vacation time. Full-time employees accrue paid vacation time as follows:

During the first partial fiscal year of employment and the first two (2) full fiscal years of employment, full-time employees accrue up to ten (10) days of vacation per year.

Vacation is accrued on a pro-rata basis throughout the year.

During the third and fourth full fiscal years of employment, full-time employees accrue up to fifteen (15) days of vacation per year. Vacation is accrued on a pro-rata basis throughout the year.

Thereafter, full-time employees accrue up to twenty (20) days of vacation per year. Vacation is accrued on a pro-rata basis throughout the year. Part-time employees do not accrue vacation leave.

Vacations should be taken during the year accrued, unless otherwise required by law. A maximum accrued, unused vacation time of twenty-five (25) days can be carried over to the following fiscal year.

Every effort will be made to grant employees' vacation preference, consistent with operating schedules. However, if too many people request the same period of time off, FAAST reserves the right to choose who may take vacation during that period.

Employees with the longest length of service generally will be given preference. Vacation requests must be submitted to managers at least two (2) weeks in advance of the requested vacation dates.

Vacation may be used only in half-day, four (4) hour increments.

A maximum accrued, unused vacation time of twenty-five (25) days is paid out upon separation.

Advanced but unaccrued vacation will be deducted from final paychecks to the extent permitted by law.

Sick Days

Full-time employees are eligible to receive up to ten (10) paid sick days each fiscal year. Sick days are accrued on a pro-rata basis throughout the year. Part-time employees do not receive sick days.

If the employees will be out of work due to illness, they must call in and notify their supervisor as early as possible, but at least by the start of the workday. If the employees call in sick for three (3) or more consecutive days, they may be required to provide their supervisor with a doctor's note on the day they return to work.

Sick days should be taken during the year accrued. A maximum accrued, unused sick days of twenty-five (25) days can be carried over to the following fiscal year.

Sick days must be used in at least half-day, four (4) hour increments.

While sick days are intended to cover only the employee's own illnesses, if required by applicable state or local law, sick days may be used to care for a family member's (including civil union partners') illness or for any other reason required by applicable state or local law.

Sick days are not paid out upon separation. Advanced but unaccrued sick days will be deducted from the final paycheck, to the extent permitted by state law.

Lactation Breaks

FAAST will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will

be unpaid, subject to applicable law.

The Organization will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. The Organization may not be able to provide additional break time if doing so would seriously disrupt the Organization's operations, subject to applicable law. Please consult the Executive Director with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Paid Parental Leave

Any employee that takes Family and Medical Leave Act (FMLA) leave for the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care will be paid for that leave, up to 12 weeks, if they meet the following qualifications:

- Have been employed with the company for at least 12 months.
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time, regular employee (part-time, temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Have a serious health condition that makes the employee unable to perform the functions of her job because of incapacity due to pregnancy and for prenatal medical care.
- Be a spouse of a woman who has given birth to a child.
- To care for a spouse who has a serious health condition that is incapacity due to pregnancy and for prenatal medical care.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 12 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple

birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 12-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 12 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12- month time frame.

- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a bimonthly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12- month time frame.
- In the event of a female employee who herself has given birth, the 12 weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of the individual's employment at the company, he/she/they will not be paid for any unused paid parental leave for which he/she/they was eligible.

Coordination with Other Policies

- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- If the employee is on paid parental leave when the company offers administrative leave (known as an "admin day"), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Parental Leave

The employee will provide his/her/their supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary Paid Parental Leave Form and provide all documentation as required by the organization to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy.

Workers' Compensation

On-the-job injuries are covered by FFAST's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Organization procedures may affect the ability of employees to receive Workers' Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this manual for more information.

Jury Duty

FFAST realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance

with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the Organization during such week.

Bereavement Leave

The death of a family member is a time when employees wish to be with their families. If the employee is full-time and loses a close relative, the employee will be allowed paid time off of up to three (3) days to assist in attending to obligations and commitments.

For the purposes of this policy, a close relative includes a spouse, domestic/civil union partner, child, parent, sibling, in-laws (including domestic/civil union partner's parents) or any other relation required by applicable law. Paid leave days may only be taken on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, FFAST may require verification of death.

Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

Insurance Programs

Full-time employees may participate in FFAST's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact the Executive Director with any further questions.

Long-Term Disability Benefits

FAAST provides enhanced monetary long-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory long-term disability benefits.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this manual for more information.

Short-Term Disability Benefits

FAAST provides enhanced monetary short-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this manual for more information. Employees will be required to submit medical certification as requested by FAAST. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

Retirement Plan

FAAST provides a Simplified Employee Pension retirement plan to eligible employees. Eligible employees are also able to participate in FAAST's voluntary 403(b) retirement plan.

Upon becoming eligible to participate in this plan, employees will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to the Executive Director if there are any further questions.

Leaves of Absence

Personal Leave

If employees are ineligible for any other Organization leave of absence, FFAST, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn paid time off (PTO). FFAST will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Organization in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Organization will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Organization will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Organization-provided Short-Term Disability Leave of Absence.

Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that FFAST can maintain proper coverage while employees are away.

Administrative Leave

Administrative leave is a general leave status, initiated by the supervisor, which is paid. Examples of when an employee may be placed on other administrative leave include but are not limited to: a work area must be closed for repairs, an internal review or investigation, or for an investigation of an external event, such as an arrest. Supervisors should consult with ATAC before placing an individual on leave to determine the appropriate type of leave, leave duration, and to coordinate the appropriate payroll processing information.

Disciplinary Leave

Disciplinary leave is suspension without pay. An employee will be suspended by their Supervisor when they engage in conduct that justifies a suspension or the employee engages in unacceptable behavior. An employee's suspension will be documented in their employee record and the length of the suspension will be determined by their manager.

Another type of disciplinary leave is Decision Making Leave. This leave generally follows a suspension. For Decision Making Leave, an employee will be reprimanded then sent home for the day on decision making leave. This is intended to help the employee decide whether they should continue employment with the

Organization. If the employee returns, they will be expected to work harder than before to follow the Organization's guidelines and continue their employment without interruption. The other option with this leave is the employee may choose to resign because employment with the Organization is not a match.

General Standards of Conduct

Workplace Conduct

FAAST endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Organization's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing FAAST property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of FAAST's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of FAAST's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Organization property.
11. Willful or careless destruction or damage to Organization assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of FAAST's Solicitation and Distribution Policy.
15. Violation of FAAST's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.

18. Any other violation of FFAST policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and FFAST reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Organization will deal with each situation individually and nothing in this manual should be construed as a promise of specific treatment in a given situation.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

Punctuality and Attendance

Employees are hired to perform important functions at FFAST. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action.

Employees should call, text, or email their immediate supervisor, stating the nature of the illness and its expected duration.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the Organization.

Use of Communications and Computer Systems

FFAST's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Organization policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation

of privacy in regard to their use of the FFAST systems.

FFAST may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Organization deems it appropriate to do so. The reasons for which the Organization may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Organization operations continue appropriately during the employee's absence.

Further, FFAST may review Internet usage to ensure that such use with Organization property, or communications sent via the Internet with Organization property, are appropriate. The reasons for which the Organization may review employees' use of the Internet with Organization property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Organization operations continue appropriately during the employee's absence.

The Organization may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted in accordance with FFAST Records Retention Policy.

The Organization's policies prohibiting harassment, in their entirety, apply to the use of Organization's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Organization's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

Passwords for Computer Systems

All Organization-owned desktop and laptop computers assigned to employees will be password-protected at all times. Management reserves the right to inspect all Organization-owned computers at any time to monitor compliance with this requirement.

Passwords should be no less than 8 characters in length.

Passwords are not to be shared with others except where authorized by the Executive Director.

Use of Social Media

FAAST respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Organization interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with Organization equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions

the Organization and also expresses either a political opinion or an opinion regarding the Organization's actions that could pose an actual or potential conflict of interest with the Organization, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Organization's position. This is necessary to preserve the Organization's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Organization policies apply equally to employee social media usage.

FAAST encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

Personal and Company-Provided Portable Communication Devices

FAAST-provided portable communication devices (PCDs), including cell phones and tablets, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with FAAST to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Organization's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is an Organization- provided or personal device, employees must comply with

applicable Organization guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using an Organization-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to FFAST for resetting on or before their last day of work. At that time, FFAST will reset and remove all information from the device, including but not limited to, Organization information and personal data (such as contacts, e-mails and photographs). FFAST will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to FFAST on or before their last day of work for resetting and removal of Organization information. This is the only way currently possible to ensure that all Organization information is removed from the device at the time of termination. The removal of Organization information is crucial to ensure compliance with the Organization's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or an Organization-issued device, the Organization's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Organization business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call

is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

Tobacco Free Work Place

Tobacco products, including the use of chewing tobacco, cigarettes, cigars, e-cigarettes, vape products, etc., are prohibited on Organization premises and in all Organization vehicles.

Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are authorized personal guests can visit or accompanying any employee anywhere in FFAST facilities. All visitors should be authorized by the Executive Director. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing his/her work tasks for FFAST. Solicitation of any kind by non-employees on Organization

premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Organization is prohibited at all times. Distribution of literature by non-employees on Organization premises is prohibited at all times.

Bulletin Boards

Important notices and items of general interest are continually posted on FFAST bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at FFAST. To avoid confusion, employees should not post or remove any material from the bulletin board.

Employees who are working remotely are required to know where bulletin board information can be found on the FFAST intranet.

Confidential Company Information

During the course of work, employees may become aware of confidential information about FFAST's business, including but not limited to information regarding Organization finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers.

Employees also may become aware of similar confidential information belonging to the Organization's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to FFAST's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Organization may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

Conflict of Interest and Business Ethics

It is FFAST's policy that all employees avoid any conflict between their personal interests and those of the Organization. The purpose of this policy is to ensure that the Organization's honesty and integrity, and therefore its reputation, are not

compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Organization.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Organization, by any employee who is in a position to directly or indirectly influence either the Organization's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the Organization;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Organization or which competes with the Organization; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Organization.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Organization.

Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise

care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Organization's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Organization is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

Health and Safety

The health and safety of employees and others on Organization property are of critical concern to FFAST. The Organization intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Organization's premises, or in a product, facility, piece of equipment, process or business practice for which the Organization is responsible should be brought to the attention of management immediately.

Periodically, the Organization may issue rules and guidelines governing workplace safety and health. The Organization may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance

will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, FFAST may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Organization. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Organization generally will attempt to identify other available positions, but if no alternate position is available, the Organization retains the right to decide which employee will remain with the Organization.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the

proper attire.

Publicity/Statements to the Media

All media inquiries regarding the position of the Organization as to any issues must be referred to the Executive Director. Only the Executive Director is authorized to make or approve public statements on behalf of the Organization. No employees, unless specifically designated by the Executive Director, are authorized to make those statements on behalf of Organization. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Organization must first obtain approval from the Executive Director.

Operation of Vehicles

All employees authorized to drive Organization-owned or leased vehicles or personal vehicles in conducting Organization business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Organization property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. Drivers must report any accident or encounter with law enforcement that they are involved in to their supervisor.

Organization-owned or leased vehicles may be used only as authorized by management and authorized driver's must be include on FFAST auto insurance policy. Only drivers on FFAST auto insurance policy have permission to drive FFAST owned vehicles.

Organization-owned vehicles are required to have all mileage logged on the FFAST Mileage Log.

Portable Communication Device Use While Driving

Employees who drive on Organization business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell

phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

References

FAAST will respond to reference requests through the Executive Director. The Organization will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Executive Director.

Only the Executive Director may provide references.

If You Must Leave Us

Should any employees decide to leave the Organization, we ask that they provide a Supervisor with at least two (2) weeks preferred advance notice of departure. Thoughtfulness will be appreciated. All Organization, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines,

uniforms, etc., must be returned at separation. Employees also must return all of the Organization's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Organization (through payroll deduction, if lawful) for any lost or damaged Organization property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

Exit Interviews

Employees who resign are requested to participate in an exit interview with an ATAC/Board Executive Committee Member, if possible.

A Few Closing Words

This manual is intended to give employees a broad summary of things they should know about FFAST. The information in this manual is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this manual, FFAST, in its sole discretion, may always amend, add to, delete from or modify the provisions of this manual and/or change its interpretation of any provision set forth in this manual. Employees should not hesitate to speak to management if they have any questions about the Organization or its personnel policies and practices.

Acknowledgements

General Handbook Acknowledgment

This Employee Manual is an important document intended to help employees become acquainted with Florida Alliance for Assistive Services and Technology, Inc. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Organization's operations may change, the contents of this Manual may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Manual.

I have received and read a copy of Florida Alliance for Assistive Services and Technology, Inc.'s Employees Manual. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Organization at any time.

I further understand that my employment is terminable at will, either by myself or the Organization, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Florida Alliance for Assistive Services and Technology, Inc. other than the Executive Director may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Organization's Employee Manual.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt of Non-Harassment Policy

I have read and I understand Florida Alliance for Assistive Services and Technology, Inc.'s Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



Florida Reuse Service Delivery Options

Goal for reuse service delivery model: FAAST serves all Floridians through a quality and equitable level of service.

Question to answer: How can FAAST expand its capacity to reach all Floridians while maintaining a quality and equitable level of service?

Current Model – 5 \$10,000 RRC Contracts

Strengths:

Has high impact in local community

FAAST does not own or manage inventory

Weaknesses:

Has local impact in 5 cities (limited statewide impact – specific to CIL catchment areas)

Hard to move items around the state. If someone finds something on AT list the transportation is difficult.

Deliverables include posting on FAAST website and recording reuse items (examples: high volume of data entry; not currently reporting exchange activities as defined by federal requirements)

The number of devices a center can maintain is dependent on their size. A large CIL can maintain dozens of devices at a time and smaller CILs cannot.

Budget Impact:

Staff time to monitor contracts

Proposed Model – Multiple \$10,000 Grants for Reutilization Activities

Strengths:

1-year grants, so number of grants can fluctuate each year

Greater potential for more of a statewide reach over current model

Reduce administration burden by reducing reporting for “grant” versus “contract”



FAAST does not own or manage inventory

Weaknesses:

Could potentially still not have statewide reach (more likely to serve local area)

Negative image of FAAST “taking away money” for current RRC partners (3 of 5 RRCs are currently RDCs)

Would still need a solution for AT List

Budget Impact:

More staff time for grant application and review, but potentially less staff time for contract reporting oversight

Legal fees to evaluate grant (especially if creating a new application process)

Other Comments:

Rebrand to “supporting local recycling efforts” versus having a branded “Regional Reuse Center”.

Proposed Timeline

June 2022 – ATAC approves new model and Grant Application opens

July 2022 – Grant application Closes

August 2022 – Service Delivery Committee Scores applications and announces winners

September 2022 – MOUs are drafted

October 2022 – FAASTU for data entry training

ASSISTIVE TECHNOLOGY REUTILIZATION GRANT APPLICATION 2022

Florida Alliance for Assistive Services and Technology



The Florida Alliance for Assistive Services and Technology, Inc. (FAAST) is accepting grant applications for assistive technology reutilization activities. Reutilization grants are \$10,000 and support activities from October 1, 2022-September 30, 2023. The purpose of this grant program is to increase reutilization services for Floridians who have disabilities throughout the state.

FAAST describes reutilization activities as activities that exchange, repair, recycle or other reutilization of assistive technology devices (including durable medical equipment), which may include redistribution through device sales, loans, rentals, or donations.

Grant applicants must provide reutilization services as defined:

- Device Exchange
 - Listing devices in a “want ad”-type posting to [FAAST’s AT Classifieds](#). Consumers can contact and arrange to obtain the device (either by purchasing it or obtaining it for free) from the current owner. Exchange activities do not involve warehousing inventory and do not include sanitation or refurbishing of used devices.
- Device Reassignment and Refurbishment
 - Activities in which devices are accepted (usually by donation) into an inventory; are sanitized and/or refurbished as needed; and then offered for sale, loan, rental, or given away to consumers as redistributed products. The consumer becomes the permanent owner of the device.
- Device Repair
 - Activities in which device(s) are repaired for an individual (without the ownership of the device changing hands) thus avoiding the owner’s need to purchase a new device.

To be eligible, organizations must 1) currently have a reutilization program(s) or similar program(s), 2) be a nonprofit, and 3) be based in Florida. Preference will be given to organizations led by or employing individuals who have disabilities who utilize assistive technologies.

To ensure statewide support, only one grant will be given per geographical area (as determined by completed applications received). This application is limited to one grant per organization. Services provided by this grant will be reported by FAAST to the Florida Division of Vocational Rehabilitation (VR) and the Administration for Community Living (ACL) and should be considered additional services to any program currently funded by VR or ACL.

ASSISTIVE TECHNOLOGY REUTILIZATION GRANT APPLICATION 2022



Florida Alliance for Assistive Services and Technology

Applications should be submitted by Friday, July 29, 2022, at 12:00 p.m. ET (in Word or .pdf format) via email to wdoyle@faast.org AND hbrock@faast.org. Applications must not exceed three pages. Grant awards will be announced by Friday, August 26, 2022, at 12:00 p.m. ET.

Applications should be submitted by Friday, July 29, 2022, at 12:00 p.m. ET (in Word or .pdf format) via email to wdoyle@faast.org AND hbrock@faast.org. Applications must not exceed three pages. Grant awards will be announced by Friday, August 26, 2022, at 12:00 p.m. ET.

Organization Name:

Contact Name:

Contact Email:

Organization Address:

Organization FEIN#:

Geographical Area Services will be Provided:

Organization is Led by or Employs Individuals who have Disabilities: Yes No

1. What need(s) of the disability community does the organization propose to meet?
2. Describe the organization's current experience with providing reutilization services. How many people were served by your reutilization program or similar program in the last year? Two years?

ASSISTIVE TECHNOLOGY REUTILIZATION GRANT APPLICATION 2022



Florida Alliance for Assistive Services and Technology

3. Describe the reutilization services that will be provided with this funding. Provide a quantitative goal for each service (to be reported quarterly).

4. Approximately how many people will be helped and with what kind(s) of outreach effort(s)?

Executive Director Annual Review FY2021

Instructions

Thank you for participating in the FFAST Executive Director's Annual Review for the fiscal year 2021. Your feedback is important.

The data from this survey will be presented anonymously. You are asked to select your name at the beginning of this survey, which is only to confirm that all ATAC members have responded.

This Annual Review is used to determine Plan of Corrective Action or increase in salary and/or responsibilities of the Executive Director.

The current job description has been sent via email. The results of this survey will be collected by Co-Chair, Paul Tobin, and will be presented to the Executive Committee and the Executive Director at the August 2021 Executive Committee meeting. The results of the Executive Committee discussion will be presented to the full ATAC at the September 2021 meeting.

Definitions:

3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.

2 = Meets Requirements: Meets all job requirements.

1 = Needs Improvement: Performance is below the standards and requirements of the job.

Executive Director Annual Review FY2021

* 1. ATAC Member Name

Executive Director Annual Review FY2021

Communications

* 2. Oral Communications: Demonstrates effective oral communication skills and conveys information in a clear and concise manner.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

3. Oral Communications: Examples or Comments

* 4. Written Communications (including electronic): Demonstrates effective written communication skills and conveys ideas and information in written format. Prepares and completes clearly written, well-organized documents free of grammatical, punctuation, and spelling errors.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

5. Written Communications: Examples or Comments

Executive Director Annual Review FY2021

Job Knowledge and Skills

* 6. Decision Making: Demonstrates effective decision-making skills. Makes suggestions in executing directed tasks.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

7. Decision Making: Examples or Comments

* 8. Job Knowledge: Possesses and applies the necessary knowledge and mechanical skills for the position. Understands work assignments.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

9. Job Knowledge: Examples or Comments

* 10. Planning: Demonstrates ability to plan and schedule work activities effectively. Develops overall goals, objectives, and plans with team to achieve final products.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

11. Planning: Examples or Comments

* 12. Problem Solving: Demonstrates ability to evaluate problems and situations calmly and identify problem areas that need to be addressed.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

13. Problem Solving: Examples or Comments

* 14. Time Management: Organizes work to use time effectively and efficiently.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

15. Time Management: Examples or Comments

Executive Director Annual Review FY2021

Performance and Professional Conduct

* 16. Accountability: Accepts responsibility for actions and/or accomplishments.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

17. Accountability: Examples or Comments

* 18. Attitude: Maintains a positive attitude during changes to work plans.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

19. Attitude: Examples or Comments

* 20. Ethics: Follows the principles of professional conduct.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

21. Ethics: Examples or Comments

* 22. Meeting Deadlines: Works effectively under heavy workload and meets stated deadlines.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

23. Meeting Deadlines: Examples or Comments

* 24. Punctuality and Attendance: Works the required hours and arrives to work and scheduled meetings on time. Accuracy in completing time records.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

25. Punctuality and Attendance: Examples or Comments

Executive Director Annual Review FY2021

Work Product

* 26. Initiative: Willingness to improve present work conditions and provide suggestions. Ability to work independently.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

27. Initiative: Examples or Comments

* 28. Quality of Work: Completion of work assignments in an effective and efficient manner.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

29. Quality of Work: Examples or Comments

Executive Director Annual Review FY2021

Professional Development

* 30. Professional Development: Participates in training programs, takes advantage of educational opportunities, and stays current on new information related to the position.

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

31. Professional Development: Examples or Comments

Executive Director Annual Review FY2021

Comments Section

32. Provide an overall assessment of the Executive Director's performance during the last review period.

33. Identify and describe the Executive Director's principal strengths.

34. Describe Executive Director's objectives where improvement or training is needed during the next review period.

35. Indicate specific training or development goals that will help the Executive Director achieve long-term career objectives.

* 36. Executive Director's Overall Performance Rating

- 3 = Exceeds Requirements: Performance is exceptional and usually exceeds job requirements.
- 2 = Meets Requirements: Meets all job requirements.
- 1 = Needs Improvement: Performance is below the standards and requirements of the job.

Executive Director Annual Review FY2021

37. Anything else you'd like to add?

Executive Director Annual Review FY2021 - Staff Questions

* 1. What are your impressions about the Executive Director as a manager?

* 2. What are your impressions about the direction that FFAST is heading?

* 3. Is there anything else that the ATAC should know about that hasn't been covered?



Job Description

This job description is for the Florida Alliance for Assistive Services and Technology, Inc (FAAST) Executive Director. This position oversees the organization as well as being the primary point of contact with program services.

Organization

Founded on October 20, 1984, FAAST is the assistive technology program as mandated by the Assistive Technology Act of 2004, Public Law 108-364 and §413.407, Florida Statutes. Our Mission is to improve the quality of life for all Floridians who have disabilities through advocacy and awareness activities that increase access to and acquisition of assistive services and technology.

We do this by providing Acquisition, Access, Public Awareness, Training, and Technical Assistance services to Floridians with disabilities as well as state agencies, for and not-for-profit corporations, community partners, and grassroots movements.

For more information, please visit www.faast.org.

Position: Executive Director

This position reports to the Assistive Technology Advisory Council (ATAC)/Board of Directors. The Executive Director (ED) will define the process and implement the infrastructure/systems needed to support substantial growth over the next five to 10 years. The ED will continue to build and manage effective and streamlined administrative/financial systems. The ED is ideal for a mission-focused, seasoned, strategic, and process-minded professional. Importantly, the ED will have the skills, sensitivity, and personal confidence to tap into the power that each FAAST Team Member brings to this organization.

The ED will have both internal and external facing responsibilities, ranging from customer program and project management (business development, the framing



of key approaches, high-quality customer delivery, written products) to administration (information technology, reporting, facilities), and human resources (Team Member supervision and professional development). The ED will partner closely with the ATAC/Board to chart future growth and strategic response to an ever-increasing demand for the organization's services.

Responsibilities

All FAAST job descriptions include responsibilities for every facet of the organization. It is important each Team Member have an active role in shaping the direction of the organization to improve the lives of all Floridians who have Disabilities.

- Preparing grant applications and budgets to support major federal, state and local AT programs;
- Managing grant-funded activities; prepare reports as required by law, statutes and regulations; develop and monitor grant budgets; negotiate and monitor sub-contracts and performance;
- Hiring, evaluating, coaching and supporting staff to meet program objectives;
- Ensuring uniform application of, and adherence to Board approved policies and manuals;
- Conducting program evaluation activities to ensure AT services are responsive to consumer and stakeholder needs statewide;
- Developing and maintaining strong, collaborative relationships with stakeholders, including staff, state agencies, legislators, disability advocacy organizations, social and human service agencies, media, AT consumers, supporters, public, etc.;
- Advocating to ensure funding options for assistive technology is maintained and expanded as possible;
- Developing public awareness campaigns and activities, including events, social media and other marketing initiatives;
- Demonstrate discretion and independent judgement implementing programs and policies that are consistent with the strategic direction established by the Board;



- Supporting the Board /ATAC and its related committees to meet the goals and state AT priorities;
- Developing strong professional partnerships;
- Continuously evaluating program operations and objectives against the Strategic Plan adopted by the Board; reporting progress to the Board quarterly; identifying and advising the Board on internal strengths and weaknesses as well as external opportunities or threats that impact Board identified strategic goals and objectives;
- Identifying opportunities to conduct AT activities in underserved 1 areas of the state; developing relationships, programmatic goals and plans to execute such activities with the advice and consent of the Board;
- Traveling and working as needed to meet program objectives, including evenings and weekends as necessary; and,
- Other duties as may be directed by the Board.

Required Skills

The successful candidate shall demonstrate the following skills:

- Competence in program management, communication and effective staff supervision;
- Understanding of and ability to engage with culturally diverse stakeholders, including program beneficiaries, contractors, staff and traditionally underserved populations;
- Ability to engage and collaborate with multiple stakeholders, including people with disabilities, their families, and those who partner with them (i.e. employers, educators, clinicians, etc.);
- Experience in grant application, budget and contract development and management;
- Experience in developing and implementing state-level training and technical assistance initiatives;
- Basic knowledge of assistive technology to promote the full inclusion of people with various types of disabilities in education, community living, employment and other social activities;



- Ability to collect, organize and utilize data and other information to identify issues, solutions and action plans;
- Ability to develop and monitor measurable program goals and objectives;
- Ability to delegate work, monitor activity and coach staff for personal and professional growth; and
- Ability to work well on a small team and deliver effective, ethical leadership.

Minimum Required Experience

Master's degree in a related field AND five years of experience related to the Essential Functions of this position; OR

Education AND experience that demonstrates success in the Essential Functions of this position.

Preferred Qualifications

- Demonstrated leadership in a large, geographically dispersed AT program
- Demonstrated experience in marketing, outreach and public awareness activities
- Demonstrated experience in large and small group presentations
- Knowledge, experience with, and understanding of the federal Assistive Technology Act (P.L. 104-384), including relevant rules and regulations; FAAST's enabling statute (F.S. 413.407), federal disability laws (i.e. Americans with Disabilities Act, Individuals with Disabilities Education Act, Rehabilitation Act – Section 504, Rehabilitation Act – Section 508, Telecommunications Act) including relevant policies and regulations; Medicaid; Vocational Rehabilitation; Special Education; Centers for Independent Living; Florida's Sunshine Law; and, public and private agencies that serve older persons and individuals of all ages with disabilities.

Compensation

Salary Range: \$70,000 to \$85,000/year



Accrued sick time: 2 weeks per year

Accrued annual leave: Tier system starting at 2 weeks per year

Payrate at the adoption of this job description: \$85,000/year

Accommodations

Assistive technology or reasonable accommodations will be made to enable individuals with disabilities to perform the essential job functions.

Signatures

Executive Director Name	
Employee Signature	
Date	

Co-Chair Name	
Co-Chair Signature	
Date	

Co-Chair Name	
Co-Chair Signature	
Date	