



# Assistive Technology Advisory Council

## Quarter 2 Meeting

### Minutes

June 14, 2022

9:30am-12:00pm

#### 1. Opening

Mr. Paul Tobin called the meeting to order at 9:30 am. A roll call was conducted, and a quorum was established.

Members Present: Mr. Paul Tobin, Ms. Janet Good, Mr. Eddie Hall, Mr. Brian Nerland, Mr. Enrique Escallon, Ms. Elizabeth Moya, Ms. Genevieve English-Charles, Mr. TJ Moon, Mr. Horace Brown, Ms. Renee Proctor, Mr. Brandon Palermo, Ms. Lesa Kretschmer. Ms. Kailey Medlock

Staff Present: Ms. Whitney Doyle, Ms. Hannah Brock, Mr. Tim McCann, Ms. Megan Atkinson

#### 2. Approval of Agenda

No comments were made. No modifications were made to the agenda. The Quarter 3 June 14<sup>th</sup>, 2022, ATAC Agenda was approved by acclamation as presented without any objections.

#### 3. Approval of Minutes

No comments were made. No modifications to the minutes were made. The February 15<sup>th</sup>, 2022, Quarter 2 ATAC meeting minutes were approved by acclamation without any objections.

#### 4. Co-Chairs' Report (Executive Committee Report) | Whitney Doyle

Ms. Doyle presented the ATAC Member Survey results. 14 out of 15 members completed the survey. 1 member strongly disagreed on every question. She



believes that was a mistake. Mr. Tobin stated if it was not a mistake and a true sentiment, please contact Ms. Doyle for feedback. The Survey results look better compared to last year. The weakest area in the Survey is understating the financial statements. She will offer a financial statement training at the end of the quarter. She went over what changes need to happen at FFAST according to the Survey.

Mr. Tobin presented the bylaw amendment. Ms. Doyle would like to entertain a motion for this amendment to be adopted on July 1, 2022. The first change would be in section 3 composition category two and three being to change the number of representatives from 2 to 1. Category four changed from the Florida Independent Living Council to Center for Independent Living (CIL) this reduce the number of cochairs needed from 2 to 1. She stated there will need to be discussion on when the ATAC wants the cochair reduction to go into effect. This would also mean that all five members of the executive committee would have a one-year term and have to be reelected every September.

The language for each committee has been removed and language for a standing committee has been put in its place this will allow flexibility to change committees as FFAST needs them.

FAAST can fundraise with this bylaw amendment.

Ms. Janet good made the motion to adopt the bylaw amendment on July 1, 2022 and Mr. Brandon Palermo seconded the motion. The motion is approved by acclamation without objection.

Ms. Medlock feels that the two cochairs should stay on the ATAC until September 30<sup>th</sup>. The board agrees by acclamation with no objection.

## 5. Executive Director's Report | Whitney Doyle

Ms. Doyle presented her written report. She stated there has been 100% completion of the Florida ethics and the sunshine law training by the ATAC and staff. Fundraising will go into effect on July 1 and there will be a fundraising button on the website, and it will be integrated into marketing.

Smith-Bruer Advisors joined the meeting and presented the investment report.



Mr. George Smith presented the FAAST investment report. Mr. Tobin asked given the volatility of the market is there anything that FAAST should be doing on our investment policy statement and balancing. Mr. Smith stated that the quick answer is no and the best way to adjust in this market is consistency.

Ms. Doyle continued presenting her report. She gave an update on the three grant proposals that FAAST submitted. FAAST did not receive the certification for the iCanConnect program. The Federal Communications Commission suggested we interact more with the deaf blind community and apply again in five years when they ask for proposals. Ms. Doyle has scheduled a meeting with the Helen Keller national foundation to see how FAAST can help with the program in the future.

Mr. Eric Reed has drafted a proposal for a \$700,000 Administration For Community Living Assistive Technology Alternative Financing Program Grant. This grant would expand financial loans for hearing aids provide financial literacy for young adults with disabilities in the transition stage. Typically, FAAST has received grant funding at the end of the year and with the NHLP separation the ACL more questions of who is the managing the funds with FAAST and NHLP separate. The funds would be managed federally. FAAST would have an MOU with the separate entity to do the reporting. If we were to get these funds we would need to figure out how to distribute it as FAAST or contract with the new entity. Which could mean a competitive bidding contract. ACL wrote FAAST a letter stating that they are okay with the separation of entities.

AHCA continues not to communicate with FAAST and the executive committee has discussed bringing it to the ATAC to withdraw from concertation. At this point, FAAST would not have time to implement the program with the current deadline. Mr. Tobin stated that it is his recommendation the withdrawal FAAST from consideration. He opened the floor for discussion. The board agrees. Mr. Tobin stated he wanted to make sure this is very deliberate discussion in a very deliberate decision of the ATAC. Ms. Good asked if there has been a recommendation from VR. Ms. Doyle stated that she has not updated them since FAAST first applied for the grant. Mr. Enrique Escallon asked if the constituents will be impacted FAAST's withdraw. Ms. Doyle responded with constituents will not be impacted by the withdrawal because there isn't an existing program to have constituents.



Mr. Tobin motioned to have the ATAC approve the withdrawal from the AHCA grant and Ms. Doyle notified them of the withdrawal. Mr. Escallon seconded the motion and recommends that she explain why FAAST has chosen to withdrawal. The AHCA withdrawal was approved by acclamation without objection.

The FAAST office as a new location at 2145 Delta Blvd., Suite 200, Tallahassee, FL 32303. The new lease went into effect on June 1 and the office moved location on June 22.

Ms. Doyle asked for approval of a personnel manual update that ties in with the audit. The auditors have asked that all FAAST computers be password protected. Mr. Escallon suggests stronger password protection than what is recommended by the auditors and will further work with Ms. Doyle to draft the language. Mr. Tobin recommends adopting the update with the stipulation that will further be improved by the Executive Director and ATAC. Mr. Escallon does not recommend that passwords be shared with anyone and that administrative passwords be put in place in the event of another password needing to be overridden. Ms. Good feels that private passwords would pose a problem if something happened to an employee.

Mr. Tobin made the motion to move this item for the executive committee for approval. Mr. Escallon seconded the motion. The executive committee is given the authority to approve this item at a later date without any objection.

## 6. Treasurer's Report | Eddie Hall

Mr. Eddie Hall presented the April 2022 financials. Ms. Renee Proctor made the motion to accept the April 2022 financials and Ms. Kailey Medlock seconded the motion. The April 2022 financials were approved without any objection. No other comments were made on the April 2022 financials.

Ms. Doyle presented the FY 2023 budget highlights. She explains that she will set up a budget training that will further assist in understanding the budget in financials. The \$800,000 of federal AT act funds is anticipated to increase and general revenue funds will also increase from \$444,415 to \$750,000. AFP and telework will no longer be a part of the budget due to the NHLP separation. Funding goals have been created.



Expenses are higher due to having more RDC's and supplying them with assistive technology and the NHLP separation.

Mr. Escallon made the motion to accept the fiscal year 2023 budget and Ms. Proctor seconded the motion. The FY 23 budget is approved by acclamation without any objection.

Ms. Doyle presented the 2021 finalized financial audit. No material findings were noted. No comments were made. Ms. Kailey Medlock made the motion to approve the 2021 financial audit and Mr. Hall seconded the motion. The 2021 financial audit was accepted by acclamation without objection.

#### 7. ATAC Demographics and Skills | Whitney Doyle

Ms. Doyle presented the ATAC demographics and skills. The ATAC roster remains the same at 15 members.

#### 8. Committee Reports

Mr. Escallon presented the Public Policy and Advocacy committee report. Ms. Doyle presented the proposed FY 23 legislative priorities. The first priority is to continue increasing general revenue funds to expand programs. Also, FFAST would like the assistive technology act to be reauthorized. Mr. Brandon Palermo made the motion to accept the FY 23 the legislative priorities. Ms. Proctor seconded the motion the legislative priorities for fiscal year 2023 are approved by acclamation without objection.

Ms. Doyle presented the Interagency committee report. This committee has gone to quarterly meetings. The last meeting was a follow-up meeting about how to support the RDC's on a grassroots level.

Mr. Palermo presented the NHLP report. There has been 25 new loan requests. The loan amount total to date is 2.5 million and there hasn't been any charge offs since the last meeting. Manual revisions are in progress in the application is live on the website. There is a new financial education basics worksheet. Mr. Palermo presented the NHLP manual revisions the ATAC. Ms. Good made the motion to



accept the NHLP manual revisions. Mr. Hall seconded the motion. The NHLP manual revisions were accepted by acclamation without objection.

Ms. Doyle presented the Technology Awareness committee report. This committee has worked through their strategic planning goals and are currently monitoring social media progress.

Ms. Misty Sayah presents the social media report.

The meeting has lost quorum.

The AT Expo Subcommittee has dissolved. The Committee would like to push back the Expo another year.

Mr. Tobin presented the Services Delivery report. This committees focus has been on the Regional Reuse Program.

#### 9. State Agency Representatives Report

Ms. Beth Myer presented the Florida Independent Living Council report.

#### 10. QTR 2 VR Contract Deliverables Report | Hannah Brock

This item was tabled until the next meeting with no objection.

#### 11. Strategic Plan 2020 | Whitney Doyle

#### 12. Closing

The next meeting will be in person on Thursday, September 8, 2022. No public comment was made. The meeting was adjourned at 12:30 pm.