



# Assistive Technology Advisory Council

## Quarter 4 Meeting

Minutes

December 8th, 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, Mr. TJ Moon, Mr. Horace Brown, Mr. Brandon Palermo, Ms. Lesa Kretschmer, Ms. Kailey Medlock, Dr. Betsy Burgos, Ms. Mary Jarrett, Ms. Lesa Kretsmer, Mr. Dan McGrew, Ms. Kristi Warren, Ms. Elizabeth Moya

Staff Present: Ms. Whitney Doyle, Ms. Hannah Brock, Mr. Eric Reed, Ms. Megan Atkinson

### 2. Approval of Agenda

No comments were made. Mr. Enrique Escallon motioned to approve the agenda. Mr. Brandon Palermo seconded the motion. The agenda was approved by acclamation as presented without any objections.

### 3. Approval of Minutes

No comments were made. Mr. Enrique Escallon motioned to approve the September 2022 minutes. Mr. Eddie Hall seconded the motion. September 2022, Quarter 4 ATAC meeting minutes were approved by acclamation without any objections.

### 4. Co-Chairs' Report (Executive Committee Report) | Paul Tobin

Mr. Tobin presented the co-chair's report introducing new ATAC members.



Ms. Angel Perez works for the deaf blind collaborative that is housed at the University of Florida. The collaborative works with children from birth to 22 years old.

Mr. Dan McGrew is the senior vice president of business and work force strategies at CareerSource Florida.

Ms. Kristi Warren works for the Disability Resource Center and is the CIL representative.

Ms. Sarah Goldman works for the Florida independent living council as the Director of youth initiatives. FILC oversees the state plan for independent living. Sarah is a user of assistive technology.

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

Ms. Doyle gave her Executive Director report. She noted that all 12 RDC's are up and running and Mr. Tim McCann has accepted some additional job duties and is now the FAAST Outreach Specialist. He will be attending FAAST public awareness events and will help present the Events list on Technology Awareness committee meetings.

Ms. Doyle gave a brief update on the Craig H Neilson grants and asked that if the committee would like more information, they can contact Eric Reed.

All other committee meetings will start back up in January.

She also noted that Quarterly VR deliverables often get overlooked on the agenda. She and Ms. Brock would like to present them now.

Mr. Enrique Escallon asked about the impact of hurricane Ian on the RDC's. The Southwest RDC was greatly impacted. Historically, FAAST has been involved in disaster response. FILC also helps with disaster response, and we have not been asked to help. Other organizations have response plans and are serving those in need.



## 6. Treasurer's Report | Whitney Doyle

Mr. Brian Nerland asked Ms. Whitney Doyle to present the treasurer's report. Ms. Doyle stated that these reports may be presented in a different way moving forward as Mr. Nerland learns his role as Treasurer. She reviewed the profit and loss report. She stated that our VR contract manager says their accounting department is behind. We hope to get those funds in December 2022. The Suspense account is a line that our CPA added for expenses that have not been allocated yet.

No motion needed. The Financials were approved by the Executive committee.

## 7. ATAC Demographics and Skills | Whitney Doyle

Ms. Doyle presented the ATAC Roster. Genevieve English-Charles is no longer at the Division of Blind Services. They have yet to assign her ATAC replacement. She reviewed the committee assignments.

## 8. Committee Reports

Ms. Elizabeth Moya presented the Interagency committee report.

Mr. Brandon Palermo presented the NHLP report. The report was for the calendar year. Mr. Paul Tobin asked how many loan recipients were impacted by the hurricane. Mr. Eric Reed stated that we have not gotten any requests for payment forgiveness due to the hurricane.

Mr. Brian Nerland presented the Technology Awareness committee report. The next meeting will be on January 4<sup>th</sup>, 2023. He included the FAAST event list in his report.

The Service delivery committee has not met since having new members.

Ms. Doyle gave an update for the Public Policy and Advocacy committee. She has met with 15 legislators or their aids for the funding appropriations request.



## 9. State Agency Representatives Report

Ms. Kristi Warren will have a report at the next meeting.

Mr. Horace Brown presented the Vocational Rehabilitation report.

Ms. Elizabeth Moya presented the Department of Education report.

Mr. Dan McGrew presented the CareerSource Florida report.

## 10. Strategic Plan 2020 | Whitney Doyle

Ms. Doyle presented the Quarter 1 Strategic plan report . She stated that with committees not meeting in the first quarter there isn't a lot of change. The transition documents that came out of the Interagency committee added a new objective to goal one.

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## 11. Closing

The next meeting is scheduled for Thursday March 16th, 2023, 9:30am in person in Tallahassee FL.

The meeting was adjourned at 11:00 am ET.



# Bylaws DRAFT

FLORIDA ALLIANCE FOR ASSISTIVE SERVICES & TECHNOLOGY

TTY: 1-877-506-2723 | Email: [Info@FAASTinc.org](mailto:Info@FAASTinc.org)

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

[FAAST.org](http://FAAST.org)

4 BYLAWS OF THE  
5 FLORIDA ALLIANCE FOR ASSISTIVE SERVICES AND TECHNOLOGY, INC.  
6

7 **ARTICLE I**

8  
9 The Florida Alliance for Assistive Services and Technology ("FAAST") as appointed by  
10 Governor Lawton Chiles is the implementing agency for the Assistive Technology  
11 Act of 2004, Pub. L. No. 108-364.

12  
13 By Florida Statute 413.407, FAAST was created as a not-for-profit corporation with  
14 the Florida Assistive Technology Advisory Council (ATAC) serving as the  
15 corporation's Board of Directors.

16  
17 FAAST qualifies as an exempt organization under 501(c)(3) of the Internal Revenue  
18 Code.

19  
20 **ARTICLE II**

21  
22 SECTION 1: NAME

23  
24 The name of the corporation is the Florida Alliance for Assistive Services and  
25 Technology, Inc. ("FAAST").

26  
27 SECTION 2: LOCATION (~~05/15/2018~~06/2022)

28  
29 The mailing and physical address for FAAST shall be:

30  
31 ~~820 E Park Ave, D-200~~2145 Delta Blvd, Suite 200  
32 Tallahassee, FL 32303-1  
33

34 **ARTICLE III - PURPOSE**

35  
36 FAAST is organized exclusively for charitable, educational, and scientific purposes  
37 pursuant to and for the purposes consistent with the mandates of §413.407, Florida  
38 Statutes, hereinafter referred to as the "FAAST Statute", consistent with the  
39 Technology-Related Assistance for Individuals with Disabilities Act of 1988, as  
40 amended ~~in 2004~~. FAAST shall provide direction for the coordination and delivery

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41 of appropriate, cost-effective, state-of-the-art assistive technology services and  
42 devices.

43  
44 These bylaws shall be consistent and in accordance with the FFAST Statute. In case  
45 of any inconsistencies with the purposes mandated by the FFAST Statute or any  
46 other federal statute or regulation, the federal statutory or regulatory requirement  
47 shall have precedence.

48

#### 49 **ARTICLE IV**

50

##### 51 SECTION 1: GOVERNING BODY

52

53 The governing body of FFAST shall be the Assistive Technology Advisory Council  
54 ("ATAC"), which shall act as the Board of Directors for the Florida Alliance for  
55 Assistive Services and Technology, Inc. as set forth in the FFAST Statute. The ATAC  
56 shall be responsible for formulating policies and approving procedures required to  
57 fulfill the purpose of FFAST.

58

59 The purpose of the ATAC shall be to assist the state of Florida in carrying out the  
60 activities under the Assistive Technology Act, Pub. L. No. 108-364, as may be  
61 amended.

- 62 1. Advise and guide FFAST in the development, implementation, and evaluation  
63 of the activities carried out through the State Plan for Assistive Technology,  
64 including setting measurable goals.
- 65 2. Guide FFAST and ensure compliance with the current provisions of the  
66 Assistive Technology Act ~~of 2004~~, Pub. L. No. 108-364,
- 67 3. Advise the Executive Director on ways to improve the delivery of AT-assistive  
68 technology services and devices, including policy, regulations, procedures,  
69 and practices.

70

##### 71 SECTION 2: MEMBERSHIP

72

73 The ATAC shall consist of the members as defined in the Technology Related  
74 Assistance for Individuals with Disabilities Act of 1988 (Pub. L. No. 100-407), as  
75 amended in 2004 (Pub. L. No. 103-218) and created by, and further defined by the  
76 FFAST Statute.

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SECTION 3: COMPOSITION

The ATAC shall consist of representatives from the following categories:

- Category 1: The ATAC shall consist of a majority, no less than 51 percent, of individuals with disabilities that use assistive technology or the family members or guardians of the individuals.
- Category 2: One representative of a consumer organization concerned with assistive technology.
- Category 3: One representative of business and industry, including the insurance industry, concerned with assistive technology.
- Category 4: No less than one representative from each of the following:
  - the Division of Vocational Rehabilitation,
  - the Division of Blind Services,
  - a Center for Independent Living,
  - Workforce Florida, Inc., DBA CareerSource Florida
  - the Florida Department of Education, and
- Category 5: A representative of 1 or more of the following:
  - the agency responsible for administering the State Medicaid program under title XIX of the Social Security Act (42 U.S.C. 1396 et seq.),
  - the designated State agency for purposes of section 124 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 23 15024),
  - the State agency designated under section 305(a)(1) of the Older Americans Act of 1965 (42 U.S.C. 3025(a)(1)), or an organization that receives assistance under such Act (42 U.S.C. 3001 et seq.),
  - an organization representing disabled veterans,
  - a University Center for Excellence in Developmental Disabilities Education, Research, and Service designated under section 151(a) of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15061(a)),
  - the State protection and advocacy system established in accordance with section 143 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15043), or
  - the State Council on Developmental Disabilities established under section 125 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15025);
  - the Division of Vocational Rehabilitation,

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- ~~○ the Division of Blind Services,~~
- ~~○ a Center for Independent Living,~~
- ~~○ Workforce Florida, Inc., DBA CareerSource Florida~~
- ~~○ the Florida Department of Education, and~~
- ~~○ any other state agency that provides or coordinates services for persons with disabilities, if requested by a majority vote of the council members.~~

Members appointed under categories 2, 3, 4 and 5 shall not count toward the majority membership requirement established by category 1.

Total membership of the ATAC shall be in accordance with the Assistive Technology Act of 1998, as amended and the FFAST Statute.

Total membership of the ATAC may not be less than 17 members.

~~The advisory council shall be geographically representative of the State and reflect the diversity of the State with respect to race, ethnicity, age, and types of disabilities, and users of types of services that an individual with a disability may receive, including home and community-based services (as defined in section 9817(a)(2) of the American Rescue Plan Act of 2021 (42 U.S.C. 1396d note)), vocational rehabilitation services (as defined in section 7 of the Rehabilitation Act of 1973 (29 U.S.C. 705)), and services through the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.). Members of the council must be geographically representative of the state and reflect the diversity of the state's population with respect to race, ethnicity, gender, age, type of disability, and type of disability-related services and devices received.~~

#### SECTION 4: VACANCIES

Vacancies occurring in the membership of the ATAC shall be filled as soon thereafter as may be convenient, but notwithstanding such vacancies the remaining members of the ATAC shall have authority to exercise the full powers of the ATAC. The Executive Committee shall evaluate candidates for ATAC membership and present qualified individuals to the full ATAC, which may then be forwarded to the Director of the Division of Vocational Rehabilitation and the Commissioner of Education.

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153 SECTION 5: APPOINTMENT AND TERMS

154

155 Each member of the ATAC shall serve for a term of not more than three years,  
156 except for a member appointed to fill the unexpired term of a vacancy. The new  
157 member shall serve the remaining term.

158

159 No member of the ATAC may serve more than two consecutive full terms, however,  
160 any appointment under the preceding paragraph to fill a vacancy, if for less than  
161 eighteen months, is not considered a term for these purposes of this paragraph.

162

163 A member who has served two consecutive terms and has been retired from the  
164 ATAC for at least three years may submit an application to the ATAC on the same  
165 basis as a new member.

166

167 SECTION 6: REAPPOINTMENT

168

169 Once an ATAC member has served a full three-year term, or is at the end of an  
170 appointment term to fill a vacancy, a member must confirm that they want to serve  
171 a second term and must be reappointed by the Commissioner of Education.

172

173 The ATAC member must confirm in writing that they would like to serve a second  
174 term no later than six months prior to term end date. In the absence of  
175 confirmation in writing, it is assumed that the ATAC member does not wish to seek  
176 a second term.

177

178 Confirmation may be sent to the executive director or a member of the executive  
179 committee. The executive committee must then confirm the reappointment for the  
180 ATAC member's information to be sent to the Director of the Division of Vocational  
181 Rehabilitation to follow the nomination process (see ARTICLE IV, SECTION 8:  
182 NOMINATIONS for more details).

183

184 The executive committee may deny that the ATAC member be reappointed. If that  
185 is the case, the executive committee must provide written documentation to the  
186 ATAC member to justify their decision.

187

188 SECTION 7: NOMINATIONS

189  
190 The Commissioner of Education shall appoint members from a list of candidates  
191 proposed by the Director of the Division of Vocational Rehabilitation (DVR). The  
192 ATAC shall recommend qualified candidates to the Director of DVR for appointment  
193 to fill ATAC vacancies.

194  
195 SECTION 8: LEAVE OF ABSENCE

196  
197 Membership and appointments to the ATAC shall be in compliance with the FFAST  
198 Statute. ATAC members may request in writing from the full ATAC, a leave of  
199 absence, up to one year. Upon approval of a majority vote of the full ATAC, a leave  
200 of absence shall be granted. A leave of absence will extend the length of term of the  
201 ATAC member in exact proportion to the approved leave of absence. During the  
202 period of such leave, this person does not count in quorum requirements.

203  
204 SECTION 9: ATTENDANCE

- 205  
206 ATAC Meetings.
- 207 • Attendance of at least 50% of ATAC meetings, per fiscal year, is required to
  - 208 remain in good standing. Meetings may take place in person or by
  - 209 teleconference.
  - 210 • Meeting attendance will be reviewed annually and if the ATAC member has
  - 211 attended less than 50% of meetings scheduled, the ATAC member will be
  - 212 contacted by the chair regarding corrective action.
  - 213 • The chair will be responsible for contacting ATAC members and discussing
  - 214 any corrective action plans.
  - 215 • ATAC members are asked to inform the chair or the executive director prior
  - 216 to an ATAC meeting of a known or pending absence.

- 217  
218 Committee Meetings.
- 219 • ATAC members are expected to attend each committee meeting of the
  - 220 committee(s) which they are assigned.
  - 221 • ATAC members are required to attend a minimum of 50% of all committee
  - 222 meetings of which they are scheduled to attend.

- 223 • Committee attendance will be reviewed quarterly and if the ATAC member  
224 has attended less than 50% of meetings scheduled, the ATAC member will be  
225 contacted by the chair regarding corrective action.  
226 • ATAC members are asked to inform the committee chair or the executive  
227 director prior to an ATAC meeting of a known or pending absence.  
228

229 SECTION 10: TERMINATION OF MEMBERSHIP

230  
231 Removal. Any ATAC member may be removed by the ATAC upon recommendation  
232 of the Executive Committee if any of the following conditions exists:

- 233 • The ATAC member no longer qualifies under the FFAST Statute;  
234 • The ATAC member has more than 50% absences from ATAC or Committee  
235 meetings within one fiscal year.  
236 • The ATAC member engages in conduct that is in conflict with the Code of  
237 Ethics and Conflict of Interest Statements.  
238

239 SECTION 11: INDEMNIFICATION

240  
241 No member shall be liable in money damages to any person by virtue of any action  
242 taken as part of the member's responsibility unless:

- 243 • The member has breached their duties to FFAST, and said breach constitutes  
244 a violation of criminal law which the member had, or should have had,  
245 reason to understand was such violation;  
246 • The member has conducted a transaction from which they derive an  
247 improper benefit; or,  
248 • The member has perpetrated an act committed in recklessness, bad faith,  
249 maliciousness, or willful and wanton disregard of human rights, safety, or  
250 property.  
251

252 FFAST may purchase and maintain insurance on behalf of any person who is or was  
253 a member, officer, employee, or agent of FFAST, or is or was serving at FFAST's  
254 request as a member, officer, employee, or agent of another corporation,  
255 partnership, joint venture, trust, or other enterprise against any liability asserted  
256 against them and incurred by them in any such capacity or arising out of their  
257 status as such, whether or not FFAST would have the power to indemnify them  
258 against such liability under the provisions of these Bylaws.  
259

260 SECTION 12: MEMBER RIGHTS AND RESPONSIBILITIES

| As Approved by ATAC on 2/16/2021; Amended 6/14/2022; ~~DRAFT 02/07/2023-~~

261  
262 Members serve without financial compensation but are entitled to be reimbursed  
263 for approved travel expenses in accordance with FFAST's travel policy.

264  
265 **SECTION 13: CONFLICTS OF INTEREST**

266  
267 The ATAC shall require a signed Conflict of Interest statement from every ATAC  
268 member on an annual basis.

269  
270 No member of the ATAC shall participate in any discussion or vote on any matter in  
271 which they have a potential conflict of interest due to having material economic  
272 involvement regarding the matter being discussed. When such a situation presents  
273 itself, the member must announce their potential conflict, disqualify themselves,  
274 and be excused from the meeting until discussion is over on the matter involved.  
275 The chair of the meeting is expected to make inquiry if such conflict appears to  
276 exist and the ATAC member has not made it known. All ATAC members must  
277 faithfully conduct their duties, in their assigned roles and tasks, for FFAST's  
278 purpose, benefit and interest. ATAC members may not use their positions and  
279 affiliations with FFAST for personal benefit. Staff and ATAC members must consider  
280 and avoid not only actual conflicts but also the appearance of conflicts of interest.

281  
282 **SECTION 14: CODE OF ETHICS**

283  
284 The ATAC shall require a signed acknowledgement that the ATAC member has read  
285 the Code of Ethics upon appointment to the ATAC and upon each revision.

286  
287 **ARTICLE V – EXECUTIVE COMMITTEE**

288  
289 **SECTION 1: CHAIR**

290  
291 The members of the ATAC shall select a chair from among the membership of the  
292 ATAC. No chair may be an elected member or an employee of a state agency or of  
293 any political subdivision of the state.

294  
295 The chair of the ATAC shall have the powers and shall perform all the duties  
296 commonly incident to and vested in the office of chair or president of an  
297 organization including, but not limited to, chairing meetings of the executive

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298 committee and ATAC, calling meetings, preparing or approving agendas for the  
299 meetings, having general knowledge of the responsibility for supervision of the  
300 duties as the ATAC may designate.

301  
302 The duties of the chair includes:

- 303 • Be a ATAC member in good standing.
- 304 • Preside at all ATAC meetings.
- 305 • Chair and serve on the executive committee.
- 306 • Collaborate with the executive director to establish the agenda for meetings  
307 of the ATAC and executive committee.
- 308 • Handle matters requiring ATAC attention before the next scheduled meeting  
309 and shall notify all ATAC members within 72 hours, in writing, of any decision  
310 made.
- 311 ~~• Appoint at large members to the executive committee.~~
- 312 ~~• Appoint and remove all committee members, with the exception of the~~  
313 ~~elected members of the Executive Committee.~~
- 314 ~~• Appoint all committee and ad hoc task force chairs.~~
- 315 • Ensure that the functions of the ATAC as described in legislative regulations  
316 are carried out.
- 317 • Promote the ATAC's collaborative working relationship with agencies of state  
318 government in exercising their responsibilities to assistive technology users.
- 319 • Serve as the official spokesperson for the ATAC in all activities which the  
320 ATAC may deem proper and at those times when it is necessary for an  
321 opinion to be expressed for the ATAC but the ATAC has had no opportunity  
322 to act on that issue. The chair reports said actions to the full ATAC at the  
323 earliest opportunity.
- 324 • Provide support and guidance to the executive director in interpreting and  
325 carrying out ATAC activities.
- 326 • Lead the executive committee in an evaluation of the executive director each  
327 year.
- 328 • Encourage active involvement of all ATAC members.
- 329 • Oversee revision and review of the bylaws on an annual basis.
- 330 • Act as signing officers on organization accounts.
- 331 • Determine corrective action of members regarding meeting attendance or  
332 conduct.
- 333 • Grant excused absences from ATAC meetings.

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- 334 • Call and preside over special meetings of the ATAC when necessary.

335  
336 The chair will serve a one-year term. The chair will be elected annually at ATAC's 4th  
337 Quarter meeting. The chair may be elected to successive terms barring any other  
338 prohibition in these Bylaws.

339  
340 The chair will serve as ex officio members of each ATAC committee.

341  
342 SECTION 2: VICE CHAIR

343  
344 The members of the ATAC shall select a vice chair from among the membership of  
345 the ATAC.

346  
347 The duties of the vice chair include:

- 348 • Be a ATAC member in good standing.  
349 • Preside at all ATAC meetings when the chair is not in attendance.  
350 • Serve on the executive committee.  
351 • Have the full responsibility of chair, if the chair is unavailable.

352  
353 The vice chair will serve a one-year term. The vice chair will be elected annually at  
354 ATAC's 4th Quarter meeting. The chair may be elected to successive terms barring  
355 any other prohibition in these Bylaws.

356  
357 The vice chair will serve as ex officio members of each ATAC committee.

358  
359 SECTION ~~3~~2: TREASURER/SECRETARY

360  
361 The members of the ATAC shall select a treasurer/secretary from among the  
362 membership of the ATAC annually.

363  
364 The treasurer/secretary shall have all the powers and shall perform all the duties  
365 commonly incident to and vested in the office of treasurer and secretary and other  
366 duties as the chair may designate.

367  
368 The treasurer/secretary shall be responsible for keeping records of ATAC actions,  
369 including overseeing the taking of minutes at all ATAC meetings, ensuring meeting  
370 announcements are sent timely, distributing copies of minutes and the agenda to

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371 each ATAC member, and assuring corporate records are maintained. The  
372 treasurer/secretary may delegate duties to the executive director or their designee  
373 without ceding responsibility.

374  
375 The duties of the treasurer/secretary include:

- 376 • Be member of the ATAC in good standing.
- 377 • Serve on the executive committee.
- 378 • Attend all ATAC and executive committee meetings.
- 379 • Work with the executive director to develop and submit the annual operating  
380 budget in accordance with the upcoming year's federal and state allocations.
- 381 • Review FFAST's financial statements regularly and report to the executive  
382 committee on a monthly basis and the ATAC on a quarterly basis.
- 383 • Report to the ATAC the results and recommendations of the annual  
384 independent auditor's report.
- 385 • Ensure development of financial policies and procedures.
- 386 • Ensure the bylaws, Robert's Rules of Order (if applicable) and minutes from  
387 prior meetings are available for reference at all ATAC meetings.
- 388 • Reviews staff draft of minutes and action items from previous ATAC meetings  
389 prior to submission for review and acceptance.
- 390 • Maintains the official membership roll and communicates with designated  
391 staff to properly manage term limits, category requirements, and attendance  
392 requirements.
- 393 • Presides over roll-call for ATAC meetings and announces status of the  
394 establishment of quorum.
- 395 • Act as temporary chair in the event is the chair and vice areis not in  
396 attendance.
- 397 • Act as the Custodian of Records for the organization under Florida public  
398 record law. The executive director shall act as the Custodian of Records  
399 Designee.
- 400 • Act as a signing officer on organization accounts.
- 401 • Perform other responsibilities assigned by the ATAC.
- 402 • Transfer, upon finishing term or resignation, all records to successor and  
403 orient new treasurer/secretary.

404  
405 The treasurer/secretary will serve a one-year term. The treasurer/secretary will be  
406 elected annually at ATAC's 4th Quarter meeting. The treasurer/secretary may be  
407 elected to successive terms barring any other prohibition in these Bylaws.

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409 The treasurer/secretary will serve as an ex officio member of the New Horizon Loan  
410 Program committee.

411  
412 SECTION ~~43~~: STATE REPRESENTATIVE

413  
414 The members of the ATAC shall select a state representative from among the  
415 membership of the ATAC annually. The state representative must be a  
416 representative of state, local governmental or non-governmental agencies or  
417 groups concerned with assistive technology.

418  
419 The duties of the state representative include:

- 420 • Be member of the ATAC in good standing.
- 421 • Serve on the Executive Committee.
- 422 • Attend all ATAC meetings.

423  
424 The state representative will serve a one-year term. The state representative will be  
425 elected annually at ATAC's 4th Quarter meeting. The state representative may be  
426 elected to successive terms barring any other prohibition in these Bylaws.

427  
428 SECTION 5: AT LARGE MEMBER

429  
430 The members of the ATAC shall select an at large member from among the  
431 membership of the ATAC annually.

432  
433 The duties of the at large member include:

- 434 • Be member of the ATAC in good standing.
- 435 • Serve on the Executive Committee.
- 436 • Attend all ATAC meetings.

437  
438 The at large member will serve a one-year term. The at large member will be  
439 elected annually at ATAC's 4th Quarter meeting. The at large member may be  
440 elected to successive terms barring any other prohibition in these Bylaws.

441  
442 SECTION 4: EX OFFICIO MEMBERS

443  
444 Ex officio members shall have all of the rights and obligations of the committees  
445 they serve on.

446  
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447 Ex officio members shall count towards quorum of a committee if there are not  
448 enough committee members present for quorum. Ex officio members do not count  
449 against quorum if they are not present for a committee meeting. If ex officio  
450 members are in attendance for a meeting, they are required to vote on any and all  
451 voting matters of the meeting.

452 **ARTICLE VI – REGULAR MEETINGS**

453 **SECTION 1: MEETINGS**

454  
455 The ATAC shall meet no less than four times per year, either in person or  
456 electronically. Members may suggest meeting dates and locations.

457  
458 The executive director shall be responsible for notifying members, distributing any  
459 needed materials in advance, publishing the required notice to comply with the  
460 Florida Open Meetings law, and making all other necessary arrangements.  
461 Specifically, all meeting materials must be posted to the FFAST website and sent to  
462 ATAC or committee members a minimum of seven calendar days before the  
463 meeting date.

464  
465  
466 **SECTION 2: QUORUM**

467  
468 A quorum must be present before business is conducted by the Board or any of its  
469 committees. A quorum is required to take any official action or pass any motion.

470  
471 **ATAC Meetings.**

- 472 • A quorum for the ATAC is one half, plus one, of the voting membership of the
- 473 ATAC.
- 474 • Meetings may be held without a quorum, but no official action may be taken.
- 475

476  
477 **Committee Meetings.**

- 478 • A quorum for a committee is one-third (1/3) or three members of the
- 479 committee membership, whichever is greater.

480  
481 **SECTION 3: MAJORITY VOTE**

482  
483 A majority is one half, plus one, of the voting members present at the meeting.

484  
| As Approved by ATAC on 2/16/2021; Amended 6/14/2022; ~~DRAFT 02/07/2023-~~

485 SECTION 4: PARLIAMENTARY PROCEDURES

486

487 Robert's Rules of Order, most recent edition, ~~shall~~ may be followed by the ATAC in  
488 all cases involving parliamentary procedure when such rules do not conflict with  
489 the provisions of these bylaws. The rules may be suspended by a two-thirds (2/3)  
490 vote of the voting members present at any meeting of the ATAC or its committees.

491

492 SECTION 5: VOTING METHODS

493

494 All ATAC and committee votes will be conducted according to requirements and  
495 exceptions of Florida Statute 286.011, the Government in the Sunshine law.

496

497 SECTION 6: ACCESSIBILITY AND ACCOMMODATIONS

498

499 The ATAC shall only use accessible locations and methods for its meetings. The  
500 executive director, in consultation with the ATAC chair, shall designate meeting  
501 locations and methods.

502

503 The ATAC shall provide reasonable accommodations for ATAC and committee  
504 meetings to ATAC members and members of the public if requested in advance.

505

506 SECTION 7: MEETING AGENDAS

507

508 All members of the ATAC shall receive an agenda before each regularly scheduled  
509 meeting. The executive director, in consultation with the ATAC chair, shall prepare  
510 the agenda.

511

512 Members shall have an opportunity to add, delete, or modify agenda items at the  
513 beginning of all ATAC and committee meetings.

514

515 The ATAC may limit discussion on agenda items at ATAC meetings. Supporting  
516 materials for agenda items shall be available in written form (accessible formats)  
517 and supplied to the ATAC along with the agenda prior to the meeting.

518

519 SECTION 8: MEETING MINUTES

520

521 The minutes of each meeting shall be provided to the members of the Board within  
522 seven calendar days after the meeting.

523  
524 **ARTICLE VII - SPECIAL MEETINGS**  
525

526 Special meetings may be called for the ATAC or any committee. The members that  
527 may call special meetings is the chair for ATAC meetings and the committee chairs  
528 for committee meetings.

529  
530 The executive director shall be responsible for notifying members, distributing any  
531 needed materials in advance, publishing the required notice to comply with the  
532 Florida Open Meetings law, and making all other necessary arrangements.  
533 Specifically, all special meeting materials must be posted to the FFAST website and  
534 sent to ATAC or committee members a minimum of seven calendar days before the  
535 special meeting date.

536  
537 Special meeting agendas are limited to the topics required to be handled before the  
538 next regularly scheduled meeting of the ATAC or committee. No business items  
539 may be considered during an emergency meeting that were not specified in the  
540 Notice of Emergency Meeting.

541  
542 The provisions of Article VI, Section 2 through Section 8, shall apply to Emergency  
543 Meetings, except that Members shall not have an opportunity to add, delete, or  
544 modify agenda items at emergency meetings.

545  
546 **ARTICLE VIII - COMMITTEES**  
547

548 **SECTION 1: EXECUTIVE COMMITTEE**  
549

550 An executive committee shall be elected by a majority vote of the ATAC.  
551

552 Candidates for election to the executive committee shall be those members who  
553 are eligible to serve, in accordance with the FFAST Statute, and consent to inclusion  
554 in the ballot.

555  
556 The Executive Committee shall consist of no less than five:

- 557
  - The Chair of the ATAC.

- The Vice Chair of the ATAC.
- ~~One (1) representative of state, local governmental or non-governmental agencies or groups concerned with assistive technology.~~
- The Treasurer/Secretary.
- The State Representative.
- ~~Two~~ One at-large ATAC members.

ATAC members must be in good standing to be eligible to serve on the executive committee. Voting shall occur during the final quarterly ATAC meeting of FFAST's fiscal year.

The duties of the executive committee:

- The Executive Committee shall be responsible for handling matters requiring ATAC attention prior to the next scheduled meeting and such other duties as shall be designated by the full ATAC.
- Makes recommendations to the ATAC regarding matters for which full ATAC approval is necessary or desirable.
- Serves as the finance and audit committee by regularly reviewing FFAST financial statements and overseeing the annual financial audit.
- Serves as the nominating committee by reviewing any applicants to the ATAC and recommending applicants to the full ATAC for approval.
- Appoints and removes all committee members, except for the elected members of the Executive Committee.
- Appoints all committee and ad hoc task force chairs.

Roberts Rules of Order (most recent edition) ~~shall~~ may serve as the parliamentary authority to appeal decisions made by the Executive Committee.

The terms of the executive committee members shall be one (1) year ending on at the conclusion of each 4<sup>th</sup> Quarter Annual Meeting where elections are held.

The chair is the chair of the executive committee and the ATAC. The executive committee meets regularly as determined by the chair.

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595 SECTION 2: STANDING COMMITTEES

596  
597 Standing committees may be established by the ATAC. Ad hoc committees can be  
598 established “as needed” by a standing committee, chair, executive committee, or  
599 committee chairs. New committees must be budget neutral or have approval of the  
600 full ATAC.

601  
602 Committees will make recommendations to the ATAC regarding matters for which  
603 full ATAC approval is necessary or desirable.

604  
605 The terms of committee members shall be one (1) year ending at the conclusion of  
606 each 4<sup>th</sup> Quarter Annual Meeting where elections are held.

607  
608 The committee chair is appointed by the chair. Committees meet regularly as  
609 determined by the committee chair.

610  
611 SECTION 3: NON-ATAC MEMBERS ON COMMITTEES

612  
613 Appointments to committees or ad hoc committees are not limited to ATAC  
614 members. Individuals with needed expertise and resources may apply to the ATAC  
615 to serve on committees or task forces.

616  
617 Interested individuals must complete the application process for ATAC members  
618 and must receive majority support from the ATAC to begin committee service.

619  
620 Non-ATAC members who have been appointed by the ATAC to serve on a  
621 committee have the full voting power of an ATAC committee member.

622  
623 Non-ATAC members may serve a one-year committee term and shall be eligible for  
624 reappointment to serve a total of three-years on a committee. Non-ATAC members  
625 must complete the application process for each committee they wish to serve on.

626  
627 The Executive Committee is not open to Non-ATAC committee members. Non-ATAC  
628 members are held to the same standards and requirements as full members (i.e.,  
629 Sunshine law, conflict of interest, code of ethics, lobbying prohibitions, etc.)

630  
631  
632

633 **ARTICLE IX**

634

635 SECTION 1: ADMINISTRATION

636

637 The executive director, in accordance with the FFAST Statute, shall be the ATAC's  
638 direct representative in the administrative management of FFAST, Inc. The  
639 executive director shall have general supervision over the property, business, and  
640 affairs of FFAST and shall perform all duties incident to such office, subject to the  
641 direction of the ATAC. The executive director shall have other such powers and  
642 duties as may be designated by the ATAC.

643

644 The executive director may execute, as an agent of FFAST, all deeds, mortgages,  
645 bonds, contracts, and other obligations assigned to FFAST, subject to the direction  
646 of the ATAC. Other obligations includes managing bank accounts, being a signatory  
647 on all FFAST bank, deposit, and investment accounts. The executive director must  
648 receive Executive Committee approval to open or close any FFAST bank, credit card,  
649 and investment accounts.

650

651 The executive director shall ensure that minutes of all ATAC meetings are kept and  
652 shall have general charge of records of FFAST. The executive director shall give all  
653 ATAC members notice of all meetings. The executive director shall receive and have  
654 charge of all financial instruments belonging to FFAST and shall administer them as  
655 ordered by the ATAC. The executive director shall keep accurate financial accounts  
656 and hold the same which are open for inspection and examination by the ATAC.

657

658 The executive director shall implement any strategic plan that has been approved  
659 by the ATAC and shall regularly inform the ATAC about progress, impediments and  
660 changes needed to execute the strategic plan.

661

662 The executive director has the sole authority to direct staff.

663

664 The executive director serves at the pleasure of the ATAC and can be removed from  
665 their position in a two-thirds (2/3) vote of the full ATAC at a meeting where a  
666 quorum is present. An emergency meeting may be called to terminate the  
667 employment of the executive director if actions must be taken before the next  
668 scheduled quarterly ATAC meeting.

669

670 At the end of the executive director's employment, the former executive director  
671 shall turn over all FFAST property in their charge as directed by the chair to either a  
672 successor or to the ATAC in trust for a successor.

673  
674 **SECTION 2: EXECUTIVE DIRECTOR'S REVIEW**

675  
676 The ATAC shall be responsible for conducting the annual review of the executive  
677 director.

678  
679 A member of the executive committee (selected by the executive committee) shall  
680 be responsible for compiling the results of the executive director's annual review  
681 and sharing the results with the ATAC.

682  
683 In the event that the executive director position becomes open, the ATAC will solicit  
684 volunteers for a Search Committee; the committee will be established by the full  
685 ATAC; the committee will refer to the ATAC Manual's procedures for hiring the  
686 executive director.

687  
688 **ARTICLE X FISCAL YEAR**

689  
690 The fiscal year shall operate on the federal fiscal year, beginning October 1 and  
691 ending on September 30 of each year.

692  
693 Some contracts and agreements may operate from time to time on a fiscal year not  
694 coinciding with the federal fiscal year. In these instances, the FFAST budget will  
695 show the delineation as appropriate.

696  
697 **ARTICLE XI APPLICABLE LAWS**

698  
699 Applicable laws governing members of ATAC shall govern their responsibilities and  
700 duties, both procedural and substantive, as members of the ATAC.

701  
702 **ARTICLE XII AMENDMENTS TO THE BYLAWS**

703  
704 The Bylaws may be amended or revised by a super-majority (2/3) vote by the full  
705 ATAC. Such amendments or revisions must be presented in writing to the  
706 members of the ATAC 15 working days prior to such vote.

707  
| As Approved by ATAC on 2/16/2021; Amended 6/14/2022; DRAFT 02/07/2023-



708 **ARTICLE XIII DISSOLUTION OF THE ORGANIZATION**

709

710 As required in FFAST's Articles of Incorporation, upon the dissolution of the  
711 corporation, its assets shall be distributed to the State of Florida, Department of  
712 Education, Division of Vocational Rehabilitation, unless any particular identifiable  
713 asset enters the corporation under conditions requiring that upon dissolution such  
714 asset be returned to an identifiable person or entity that is exempt within the  
715 meaning of 501(c)(3).

716

717 The dissolution of FFAST shall be completed by a super-two-thirds (2/3) vote by the  
718 full ATAC.

719

## **Bylaw Change Summary**

### **Article II, III, IV. Sec1,2**

All of these changes due to AT Act reauthorization changes or physical address changes

### **Article IV**

Sec 3 (starting Line 88) Federal reauthorization added the requirement to have at least one member from one of a specific list of agencies. A category 5 was created due to the difference in the State and Federal statute. These changes create the requirement of one additional member and removes the generic language from category 4 of additional agencies so not to have redundancy in categories.

Total membership increased from 15 to 17 to allow for the added required member which also creates increased cat 1 requirement.

(Line 132) Language changed due to changes from AT Act reauthorization

### **Article V**

Section 1 – (Line 312) removed three powers that were solely the Chairs and moved them to the full ATAC

Section 2 – (Line 343) new position of Vice-Chair was added for more seamless operation of the ATAC in the event the chair is not available.

Section 3 – (Line 406) – added for consistency across officer descriptions.

Section 4 – (Line 425) – added for consistency across officer descriptions

Section 5 – (Line 429) Full description was not included in prior bylaws. Moved the power of choosing At-Large moved the power to the full ATAC.

### **Article VIII**

Section 1 - (Line 557) additions and changes to committee due to new Vice-Chair position.

Section 1 – (Line 580) duties moved from Chair to committee



## Memorandum

**TO:** Assistive Technology Advisory Council

**FROM:** Eric Reed, Interim Executive Director

**CC:** FAAST Staff

**DATE:** March 16, 2023

RE: FY23 QTR 2 Executive Director Report

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The second quarter of our fiscal year has been filled with changes and losses. While we remember the lives of our council members who have passed away, we celebrate the success of our former executive director and wish her nothing but success in her new national level role. With her departure, there has been a lot of learning and relearning among the staff and nothing but strong teamwork and cooperation around the office to keep everything running smoothly.

Some updates to highlight are legislative priorities and staff promotions.

Legislative progress: Our appropriations request was submitted in the House and Senate and is now a part of the Governor's proposed budget. Visits were made to members of both appropriations committee's on March 15<sup>th</sup> by ATAC and staff members. The budget will be monitored for any potential changes or issues, but things seem to



be moving forward for a successful approval of our increased funding once again.

Staff updates: Hannah Brock has accepted a new expanded role as the State Assistive Technology Program Director. Hannah has done a great job being the primary contact for the centers across the state as well as the statewide program and assisting with contract development and execution. In her new role, Hannah is now responsible for all contracting work for the VR, RDC, ReUse and Step Up contracts. She is also the direct supervisor for the Northwest RDC AT Specialist. This expanded role also includes the staff liaison for the Service Delivery Committee.

#### Upcoming Meetings:

##### March

17<sup>th</sup> – Executive Director Search Committee (weekly)

20<sup>th</sup> – Public Policy and Advocacy

27<sup>th</sup> – Executive Committee

28<sup>th</sup> – RDC monthly call

##### April

3<sup>rd</sup> – Technology Awareness

13<sup>th</sup> – NHLP Financial Loan

24<sup>th</sup> – Executive Committee



### Description of Deliverables

Core Service	Deliverable	Objective	Quarter Performance		Status	
Device Loans	Loans	396	528		Achieved	
Device Loans	Devices Loaned	550	882		Achieved	
Device Loans	Performance Measures	396	528		Achieved	
Device Demonstrations	To Consumers	396	964		Achieved	
Device Demonstrations	Demonstrations	198	720		Achieved	
Device Demonstrations	Performance Measures	396	964		Achieved	
Training	Individuals Trained	2,200	3,165		Achieved	
Information and Assistance	Activities	810	1,988		Achieved	
Device ReUse	Device listed on AT list	74	61		Not Achieved	
Device ReUse	Reassign, refurbish, repair and/or Open-ended Loans	140	269		Achieved	
Device ReUse	Performance Measures	Provided	X	Yes	-	No

# Florida Alliance for Assistive Services and Technology, Inc.

## Balance Sheet

As of January 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Cash - Unrestricted	
1012 First Fed 4192 - FFAST Operating	-47,864.18
1025 Capital City - Board Designated Operating Reserve	31,335.00
<b>Total 1000 Cash - Unrestricted</b>	<b>-16,529.18</b>
1001 Cash - Restricted	
1047 First Fed 7286 - NHLP Operating	17,355.26
1048 First Fed 7294 - TW-DL	45,377.58
1049 First Fed 7302 - AFP-DL	237,179.99
1053 First Fed 7310 - Reserve Acct	131,886.85
1055 First Fed 4184 - CBA	5.00
<b>Total 1001 Cash - Restricted</b>	<b>431,804.68</b>
Suspense	2,723.69
<b>Total Bank Accounts</b>	<b>\$417,999.19</b>
Accounts Receivable	
1100 Accounts Receivable - Unrestr.	442,283.10
<b>Total Accounts Receivable</b>	<b>\$442,283.10</b>
Other Current Assets	
1120 Interfund	0.00
1200 Prepaid expense - Unrestric.	10,165.00
12000 Undeposited Funds	1,675.56
7055 AFP Direct Loans	459,725.68
7056 TW Direct Loans	159,442.26
7056.5 Credit Builders Alliance Loan	0.00
7061 Credit Builder Loan	0.00
Allowance for Doubtful Accounts	-22,214.00
Fraud	16,578.12
<b>Total Other Current Assets</b>	<b>\$625,372.62</b>
<b>Total Current Assets</b>	<b>\$1,485,654.91</b>
Fixed Assets	
1500 Furniture & Fixtures	176,427.36
1550 Accumulated Depreciation	-116,017.00
1555 Accumulated Amortization	-48,600.00
<b>Total Fixed Assets</b>	<b>\$11,810.36</b>

# Florida Alliance for Assistive Services and Technology, Inc.

## Balance Sheet

As of January 31, 2023

	TOTAL
Other Assets	
1600 TD Ameritrade	
1605 AFP	
1610 TD Ameritrade AFP	1,372,895.70
1611 AFP Market Value Adjustment	503,166.28
<b>Total 1605 AFP</b>	<b>1,876,061.98</b>
1615 Unrestricted	
1620 TD Ameritrade Board Operating Reserve	260,933.31
1621 Unrestricted Market Value Adj	55,157.31
<b>Total 1615 Unrestricted</b>	<b>316,090.62</b>
1625 Telework	
1630 TD Ameritrade TW	254,661.05
1631 TW Market Value Adjustment	183,017.16
<b>Total 1625 Telework</b>	<b>437,678.21</b>
<b>Total 1600 TD Ameritrade</b>	<b>2,629,830.81</b>
1650 Deposits	4,500.00
<b>Total Other Assets</b>	<b>\$2,634,330.81</b>
<b>TOTAL ASSETS</b>	<b>\$4,131,796.08</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	1,380.86
<b>Total Accounts Payable</b>	<b>\$1,380.86</b>
Credit Cards	
2006 First Federal Company Credit Cards	0.00
2007 First Fed CC - Whitney	-2,688.56
2008 First Fed CC - Eric	3,336.30
2012 First Fed CC - Hannah	-891.22
2013 First Fed CC - Tim	1,795.51
2014 First Fed CC - Marquesas	1,123.84
<b>Total 2006 First Federal Company Credit Cards</b>	<b>2,675.87</b>
<b>Total Credit Cards</b>	<b>\$2,675.87</b>
Other Current Liabilities	
2020 SS, Med and Fed W/H Tax Payable	357.50
2030 Employee Deductions Payable	80.86
2040 403-b Employee Ded. Payable	9.00
2050 Accrued Leave Payable	21,556.12
2060 FL Unemployment Taxes Payable	-522.39
Deferred Revenue	0.00

# Florida Alliance for Assistive Services and Technology, Inc.

## Balance Sheet

As of January 31, 2023

	TOTAL
<b>Total Other Current Liabilities</b>	<b>\$21,481.09</b>
<b>Total Current Liabilities</b>	<b>\$25,537.82</b>
<b>Total Liabilities</b>	<b>\$25,537.82</b>
Equity	
3010 Unrestricted Net Assets	330,874.78
3020 Restricted Net Assets	2,935,737.38
Net Income	839,646.10
<b>Total Equity</b>	<b>\$4,106,258.26</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,131,796.08</b>



# Florida Alliance for Assistive Services and Technology, Inc.

## Budget vs. Actuals: 2022-2023 Fiscal Budget - FY23 P&L Classes

October 2022 - January 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4001 HHS Grant-Voc Rehab	209,442.75	279,430.32	-69,987.57	74.95 %
4002 Florida General Revenue	187,500.00	250,000.00	-62,500.00	75.00 %
4006 Revenue from Step Up Grant	31,111.56	21,924.80	9,186.76	141.90 %
<b>4007 Donations</b>				
<b>4007.2 Unrestricted Donations</b>				
4007.12 Board - Monthly Donations		166.68	-166.68	
4007.3 Amazon Smile Donations	14.08	8.32	5.76	169.23 %
4007.5 Staff - Monthly Donations		166.68	-166.68	
4007.7 Miscellaneous Donation		1,666.68	-1,666.68	
<b>Total 4007.2 Unrestricted Donations</b>	<b>14.08</b>	<b>2,008.36</b>	<b>-1,994.28</b>	<b>0.70 %</b>
<b>Total 4007 Donations</b>	<b>14.08</b>	<b>2,008.36</b>	<b>-1,994.28</b>	<b>0.70 %</b>
<b>4019 Investments</b>				
4020 Unrealized Gains/Losses	243,841.26		243,841.26	
4022 Interest Income	129.01	28.32	100.69	455.54 %
4023 Interest Income on Direct Loans	8,716.14	8,489.92	226.22	102.66 %
4026 Dividend Income from Investments	32,875.87		32,875.87	
<b>Total 4019 Investments</b>	<b>285,562.28</b>	<b>8,518.24</b>	<b>277,044.04</b>	<b>3,352.36 %</b>
4027 Miscellaneous Income	26,433.84	26,666.68	-232.84	99.13 %
4037 Grant Income	676,343.00	225,447.68	450,895.32	300.00 %
<b>Total Income</b>	<b>\$1,416,407.51</b>	<b>\$813,996.08</b>	<b>\$602,411.43</b>	<b>174.01 %</b>
<b>GROSS PROFIT</b>	<b>\$1,416,407.51</b>	<b>\$813,996.08</b>	<b>\$602,411.43</b>	<b>174.01 %</b>
<b>Expenses</b>				
<b>5075 State Level Activites</b>				
<b>5100 Device Loan</b>				
5019 Assistive Technology	2,325.36	58,940.48	-56,615.12	3.95 %
5020 Shipping for AT Loan Equipment	1,031.61	2,000.00	-968.39	51.58 %
7027 Device Loan Activities	73,218.71	101,188.28	-27,969.57	72.36 %
<b>Total 5100 Device Loan</b>	<b>76,575.68</b>	<b>162,128.76</b>	<b>-85,553.08</b>	<b>47.23 %</b>
<b>5150 Device Demonstration</b>				
5151 Device Demo Activities	36,609.28	50,594.16	-13,984.88	72.36 %
<b>Total 5150 Device Demonstration</b>	<b>36,609.28</b>	<b>50,594.16</b>	<b>-13,984.88</b>	<b>72.36 %</b>
<b>5700 ReUse</b>				
5076 Device Exchange Activities	16,000.00	6,666.68	9,333.32	240.00 %
5077 Device Refurbish Activities	64,925.15	28,333.32	36,591.83	229.15 %
<b>Total 5700 ReUse</b>	<b>80,925.15</b>	<b>35,000.00</b>	<b>45,925.15</b>	<b>231.21 %</b>
<b>6000 State Financing</b>				
5008.02 Contract Services NHLP	1,895.00	3,172.20	-1,277.20	59.74 %
5011 Credit Reports	588.29	278.04	310.25	211.58 %
5026.1 NHLP Shipping	43.35	190.52	-147.17	22.75 %
5061 Investment Services	7,719.45		7,719.45	

# Florida Alliance for Assistive Services and Technology, Inc.

Budget vs. Actuals: 2022-2023 Fiscal Budget - FY23 P&L Classes

October 2022 - January 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5071 NHLP Travel	90.00	2,144.84	-2,054.84	4.20 %
7052 AFP Bank Charges	10.00		10.00	
7058 NHLP Legal Fees		2,666.68	-2,666.68	
7080 NHLP Doc Stamps	462.35		462.35	
<b>Total 6000 State Financing</b>	<b>10,808.44</b>	<b>8,452.28</b>	<b>2,356.16</b>	<b>127.88 %</b>
6050 State Level Activities Personnel				
6010 Salary	37,585.48	49,887.04	-12,301.56	75.34 %
6011 SEP Retirement	2,624.92	3,492.08	-867.16	75.17 %
6012 Payroll Tax	3,327.24	3,991.00	-663.76	83.37 %
6013 Employee Insurance	4,191.32	5,236.48	-1,045.16	80.04 %
6014 Workers Comp	496.60	737.92	-241.32	67.30 %
<b>Total 6050 State Level Activities Personnel</b>	<b>48,225.56</b>	<b>63,344.52</b>	<b>-15,118.96</b>	<b>76.13 %</b>
<b>Total 5075 State Level Activities</b>	<b>253,144.11</b>	<b>319,519.72</b>	<b>-66,375.61</b>	<b>79.23 %</b>
5175 State Leadership Activities				
5180 Trainings				
5008.01 GRANT Multimedia Consulting Fee	12,500.00	16,875.00	-4,375.00	74.07 %
5181 Training Activities	59,124.14	93,288.80	-34,164.66	63.38 %
5182 Transition Training Activities	3,111.82	5,588.60	-2,476.78	55.68 %
<b>Total 5180 Trainings</b>	<b>74,735.96</b>	<b>115,752.40</b>	<b>-41,016.44</b>	<b>64.57 %</b>
5185 Information and Assistance		15,178.24	-15,178.24	
5185.1 Information and Assistance Activities	10,982.75	12,867.36	-1,884.61	85.35 %
<b>Total 5185 Information and Assistance</b>	<b>10,982.75</b>	<b>28,045.60</b>	<b>-17,062.85</b>	<b>39.16 %</b>
5190 Public Awareness				
5036 Public Awareness Materials		2,033.36	-2,033.36	
5036.1 Registration and Exhibit Fees	9,460.00	1,418.40	8,041.60	666.95 %
5051 Website Modifications		359.60	-359.60	
5056 Public Awareness Travel	3,697.67	2,747.32	950.35	134.59 %
5060 RDC Travel	5,563.33	12,572.00	-7,008.67	44.25 %
7003 FFAST Van	648.60	333.32	315.28	194.59 %
<b>Total 5190 Public Awareness</b>	<b>19,369.60</b>	<b>19,464.00</b>	<b>-94.40</b>	<b>99.52 %</b>
5191 Public Awareness - The Annual Family Cafe				
5194 Public Awareness Travel		666.00	-666.00	
5196 Contracted Services	4,900.00	1,300.00	3,600.00	376.92 %
<b>Total 5191 Public Awareness - The Annual Family Cafe</b>	<b>4,900.00</b>	<b>1,966.00</b>	<b>2,934.00</b>	<b>249.24 %</b>
5198 Technical Assistance				
5003 Contract Activities	510.00	166.68	343.32	305.98 %
5026.2 BOD - Shipping		11.60	-11.60	
5028 Insurance - Dir and Officers	642.58	236.68	405.90	271.50 %
5037 BOD Travel	1,416.71	6,256.00	-4,839.29	22.65 %
5065 Contract Monitoring	577.92	1,798.32	-1,220.40	32.14 %
5070 Executive Director Travel	413.00	1,460.68	-1,047.68	28.27 %

# Florida Alliance for Assistive Services and Technology, Inc.

Budget vs. Actuals: 2022-2023 Fiscal Budget - FY23 P&L Classes

October 2022 - January 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5198 Technical Assistance</b>	<b>3,560.21</b>	<b>9,929.96</b>	<b>-6,369.75</b>	<b>35.85 %</b>
6060 State Leadership Activities Personnel				
6015 Salary	45,937.83	35,027.08	10,910.75	131.15 %
6016 SEP Retirement	3,208.23	2,451.88	756.35	130.85 %
6017 Payroll Tax	3,478.89	2,802.20	676.69	124.15 %
6018 Employee Insurance	5,122.68	3,676.64	1,446.04	139.33 %
6019 Workers Comp	606.84	734.84	-128.00	82.58 %
<b>Total 6060 State Leadership Activities Personnel</b>	<b>58,354.47</b>	<b>44,692.64</b>	<b>13,661.83</b>	<b>130.57 %</b>
<b>Total 5175 State Leadership Activities</b>	<b>171,902.99</b>	<b>219,850.60</b>	<b>-47,947.61</b>	<b>78.19 %</b>
5250 Operational Expense				
5000 Contractual Expense				
5008 Contracted Services	66,053.93	58,227.88	7,826.05	113.44 %
<b>Total 5000 Contractual Expense</b>	<b>66,053.93</b>	<b>58,227.88</b>	<b>7,826.05</b>	<b>113.44 %</b>
5005 Equipment Expense				
5014 Equipment - Under \$500	1,995.79	166.56	1,829.23	1,198.24 %
5015 Equipment - Over \$500	6,757.20	832.80	5,924.40	811.38 %
<b>Total 5005 Equipment Expense</b>	<b>8,752.99</b>	<b>999.36</b>	<b>7,753.63</b>	<b>875.86 %</b>
5021 Office Supplies	250.98	1,399.64	-1,148.66	17.93 %
5022 Rent	18,000.00	17,988.76	11.24	100.06 %
5026 Postage/Shipping	82.82	239.84	-157.02	34.53 %
5029 Insurance - General/Office Liab	8,060.13	2,946.20	5,113.93	273.58 %
5030 Legal		1,182.56	-1,182.56	
5031 Membership Fees	150.00	6,820.48	-6,670.48	2.20 %
5032 Banking Fees - Operations	81.00	6.64	74.36	1,219.88 %
5033 Corporate Fees		48.32	-48.32	
5041 Local Travel	129.60	66.64	62.96	194.48 %
5053 Utilities	3,771.85	3,384.20	387.65	111.45 %
5252 Professional Development	1,124.77	398.04	726.73	282.58 %
5253 Professional Development - Travel		1,179.28	-1,179.28	
5254 Payroll Service Fees	624.00	467.52	156.48	133.47 %
5300 Operations Personnel				
6001 Salary	37,619.59	48,343.00	-10,723.41	77.82 %
6002 SEP Retirement	2,539.17	2,684.04	-144.87	94.60 %
6003 Payroll Tax expense	2,875.93	3,809.80	-933.87	75.49 %
6004 Employee Insurance	1,097.31	1,130.76	-33.45	97.04 %
6006 Insurance - Workers Comp	500.24	544.64	-44.40	91.85 %
<b>Total 5300 Operations Personnel</b>	<b>44,632.24</b>	<b>56,512.24</b>	<b>-11,880.00</b>	<b>78.98 %</b>
<b>Total 5250 Operational Expense</b>	<b>151,714.31</b>	<b>151,867.60</b>	<b>-153.29</b>	<b>99.90 %</b>
<b>Total Expenses</b>	<b>\$576,761.41</b>	<b>\$691,237.92</b>	<b>\$ -114,476.51</b>	<b>83.44 %</b>
NET OPERATING INCOME	<b>\$839,646.10</b>	<b>\$122,758.16</b>	<b>\$716,887.94</b>	<b>683.98 %</b>
NET INCOME	<b>\$839,646.10</b>	<b>\$122,758.16</b>	<b>\$716,887.94</b>	<b>683.98 %</b>

# Florida Alliance for Assistive Services and Technology, Inc.

Budget vs. Actuals: 2022-2023 Fiscal Budget - FY23 P&L Classes

October 2022 - January 2023

# Florida Alliance for Assistive Services and Technology, Inc.

## A/R Aging Summary

As of February 21, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Adjustment AR					0.00	\$0.00
Ann Molloy				79.95		\$79.95
Christy Mandin				399.00		\$399.00
CIL of North Florida	249.99					\$249.99
Crystal Marlowe				369.95		\$369.95
Danny Mathews					849.99	\$849.99
Deborah Fredricks				89.00		\$89.00
Greg Mirabel				399.00		\$399.00
Hannah Alderman				20.00		\$20.00
Harvey Shuman (Barrower)				788.00		\$788.00
Jaclyn Peterson Bracco				479.00		\$479.00
Jeanneth Mora				329.00		\$329.00
Kirby Dickinson				29.00		\$29.00
Leonard Wieckowski				329.00		\$329.00
M. Lambert					1,399.19	\$1,399.19
Michael Marshall				399.00		\$399.00
Michelle Swencki					21.75	\$21.75
Natalia Woodson					153.00	\$153.00
Rosaangela Rubera				122.00		\$122.00
Salvatore Negrón				299.00		\$299.00
Shannon Thomas				399.00		\$399.00
State of Florida/DOE			416,892.75			\$416,892.75
Suheily Delgado				499.00		\$499.00
Teryn Breardell Thompson				265.00		\$265.00
Tony Nguyen				399.00		\$399.00
University of Miami-FAAST	913.08	14,661.04	908.46			\$16,482.58
Vanessa Baztan				540.95		\$540.95
<b>TOTAL</b>	<b>\$1,163.07</b>	<b>\$14,661.04</b>	<b>\$417,801.21</b>	<b>\$6,233.85</b>	<b>\$2,423.93</b>	<b>\$442,283.10</b>

Fiscal Year 2023

Florida Alliance for Assistive Services and Technology, Inc.

Florida Assistive Technology Advisory Council/FAAST Board of Directors

Count	Category	Name	Region/State Agency	Term	Term Start	Term End
1	4	Horace Brown	DVR	1	5/15/2020	5/14/2023
2	1	Betsy Burgos	ARDC	1	1/20/2021	1/20/2024
3	1	Enrique Escallon	SFL	1	9/14/2020	9/14/2023
4	1	Sarah Goldman	NW	1	10/1/2022	9/30/2025
5	3	Janet Good	CFL	2	3/1/2022	2/28/2025
6	1	Eddie Hall	CFL	1	5/15/2020	5/14/2023
7	1	Mary Jarrett	NE	1	1/20/2021	1/20/2024
8	3	Lesa Berg Kretschmer	SFL	1	5/15/2020	5/14/2023
9	4	Dan McGrew	CareerSource	1	10/1/2022	9/30/2025
10	3	Kailey Medlock	CFL	1	5/15/2020	5/14/2023
11	1	TJ Moon	CFL	1	9/14/2020	9/14/2023
12	1	Brian Nerland	NW	1	5/15/2020	5/14/2023
13	1	Brandon Palermo	NCFL	1	1/20/2021	1/20/2024
14	2	Angel Perez	NCFL	1	10/1/2022	9/30/2025
15	1	Renee Proctor	ARDC	1	5/15/2020	5/14/2023
16	4	Kristi Warren	CIL	1	10/1/2022	9/30/2025
17	4	VACANT	DOE	1		
18	4	VACANT	DBS	1		
19	5	VACANT	OTHER AGENCY	1		
20	1	VACANT		1		
21	1	VACANT		1		

Membership Categories

1	Individuals with disabilities that use assistive technology or the family members or guardians of the individuals.
2	Representatives of consumer organizations concerned with assistive technology.
3	Representatives of business and industry, including the insurance industry, concerned with assistive technology.
4	State agencies that provide or coordinate assistive technology devices or services for persons with disabilities.

Membership Breakdown

Category	Current Member Breakdown	Percentage	Percentage Needed	# of Needed for Compliance
1	9	56%	51%	0
2	1	6%	1 person	0
3	3	19%	1 person	0
4	3	19%	6 Members	3
Totals	16	100%		3

# Board Application

Thank you for your interest in becoming a FFAST board member. If you would prefer to fill the application in any other format (Word, Pdf, verbally, etc), please contact us at: Local Phone: (850) 487-3278 Toll-Free 1-844-FL-FAAST (353-2278) Fax: (850) 575-4216 Email: [info@faast.org](mailto:info@faast.org)

Preferred Pronoun

She/Her



First Name \*

Whitney

Last Name \*

Doyle

Contact Number \*

8505725764

Street

3952 Ella Drive

City

Tallahassee

State


Please enter the State as the two letter abbreviation.

FL

Zip Code

32303

Please Upload Your CV in PDF Format \*

 Resume - Whitne...

Current Employer \*

Amputee Coalition

Employer Contact Number

Employer Address

Employer City

Employer State

Please enter the State as the two letter abbreviation.

Employer Zip Code



Reference First Name \*

Brian Nerland

Reference Phone Number \*

(813) 841-6263

Reference Email \*

bdnerland@gmail.com

Representation Categories

Applicant must represent ONE (1) of these categories:

Individual who has a disability that uses assistive technology.

## Demographics and Skills

Racial and Ethnic Identity

White

Do You Identify As An Individual Who Has a Disability?

Yes

Gender Identity

Female

Age

25 - 34



Veteran Status

Are you a Veteran?

No



### Additional Information

Availability Monday-Friday Between 9:00 am and 5:00 pm Eastern Time

- I am available for virtual meetings.
- I am available to travel for in-person meetings and events.
- I am not available.

Availability Evenings and Weekends (outside of the window stated above)

- I am available for virtual meetings.
- I am available to travel for in-person meetings and events.
- I am not available.

Committees You Would Like To Be A Part Of

- Technology and Public Awareness
- Public Policy and Advocacy & Interagency
- New Horizon Loan Program
- Service Delivery

### Knowledge

### Knowledge of Advocacy

- 1
- 2
- 3
- 4
- 5

### Knowledge of Business Management

- 1
- 2
- 3
- 4
- 5

### Knowledge of Clinical Skills (including assistive technology assessments)

- 1
- 2
- 3
- 4
- 5

### Knowledge of Creating Business Opportunities

- 1
- 2
- 3
- 4
- 5

### Knowledge of Dedication/Responsiveness

- 1
- 2
- 3
- 4
- 5

### Knowledge of Educational Development & Delivery

- 1
- 2
- 3
- 4
- 5

### Knowledge of Emerging Technologies

- 1
- 2
- 3
- 4
- 5

### Knowledge of Ethical Practices

- 1
- 2
- 3
- 4
- 5

### Knowledge of Financial Accounting in Nonprofits

- 1
- 2
- 3
- 4
- 5

### Knowledge of Government Relations

- 1
- 2
- 3
- 4
- 5

### Knowledge of Grant Management

- 1
- 2
- 3
- 4
- 5

### Knowledge of Leadership Capability

- 1
- 2
- 3
- 4
- 5

### Knowledge of Legal Implications for Nonprofits

- 1
- 2
- 3
- 4
- 5

### Knowledge of Nonprofit Governance

- 1
- 2
- 3
- 4
- 5

### Knowledge of Organizational Development

- 1
- 2
- 3
- 4
- 5

### Knowledge of Public Speaking

- 1
- 2
- 3
- 4
- 5

### Knowledge of Research

- 1
- 2
- 3
- 4
- 5

### Knowledge of Strong Professional Networks

- 1
- 2
- 3
- 4
- 5

### Knowledge of Visionary

- 1
- 2
- 3
- 4
- 5

### Knowledge of Visionary Social Media/Networking

- 1
- 2
- 3
- 4
- 5

### Board History

Have you previously served on a nonprofit board of directories

Yes



### Previous Board Experience

[See resume](#)

### Why would you like to serve on the ATAC/FAAST Board

To serve to serve the mission of FAAST.

This form was created inside of Florida Alliance for Assistive Services and Technology, Inc..

Google Forms



# WHITNEY DOYLE, MNM, CNP, CP

Email: doyle.whitneyd@gmail.com • Phone: (850) 572-5764 • Tallahassee, FL • Pronouns: She/Her/Hers

## Skills

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Nonprofit Organization Oversight, Finance and Budget Management, Staff Training and Development, Strategic Planning, Policy Development, Registered Lobbyist (FL), QuickBooks, and professional certifications by the Nonprofit Leadership Alliance - Certified Nonprofit Professional (CNP) and the American Board for Certification in Orthotics, Prosthetics, and Pedorthics - Certification in Prosthetics (CP)

## Work Experience

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### Amputee Coalition

*Director of Government Relations*

Washington, DC

*March 2023 – current*

### Florida Alliance for Assistive Services and Technology, Inc.

*Executive Director*

Tallahassee, FL

*August 2020 – February 2023*

- Responsible for monitoring state legislation and regulations that impact people who have disabilities that use assistive technology (AT)
- Identifies and implements state and federal legislative agenda as determined by the Board; shares legislative priorities with partner organizations to gain awareness, support, and collaboration; serves as initial contact for legislators; create issue briefs and marketing materials to spread awareness of legislative priorities
- Lobbied and successfully achieved an update to F.S. 413.407 in 2022 and a 68% increase to the organization's state general revenue funding for 2022-2023
- Successfully transitioned team from required full-time in-person work to anywhere, anytime work culture to promote autonomy, trust, and employee satisfaction
- Manages grant-funded activities; prepares reports as required by the Administration for Community Living and the Florida Department of Education, Division of Vocational Rehabilitation; develops and monitors grant budgets; negotiates and monitors sub-contracts and performance
- Hires, evaluates, coaches and supports staff to meet program objectives
- Executes and manages service contracts for website maintenance, social media management, information technologies, legal, and human resources
- Develops and maintains strong, collaborative relationships with stakeholders, including staff, state agencies, legislators, disability advocacy organizations, social and human service agencies, media, AT consumers, supporters, public, etc.
- Develops public awareness campaigns and activities, including events, print materials, social media, strategic communications, and other marketing initiatives; ensures faast.org is up-to-date with relevant and accurate information
- Demonstrates discretion and independent judgment implementing programs and policies that are consistent with the strategic direction established by the Board
- Presents at state and national meetings to bring awareness of AT devices and services through virtual and in-person platforms
- Lead development of a three-year Strategic Plan to increase public awareness of the organization, ensure services were equitable and accessible to all Floridians who have disabilities, and to evaluate and update internal processes in alignment with organization's mission and values; evaluates Strategic Plan on a quarterly basis and reports progress to Board
- Identifies opportunities to conduct AT activities in underserved areas of the state; develops relationships, programmatic goals and plans to execute such activities with the advice and consent of the Board
- Develops and coordinates activities around "Assistive Technology Awareness Day" in Florida to raise awareness about AT

### Florida Alliance for Assistive Services and Technology, Inc.

*Comptroller*

Tallahassee, FL

*February 2018 – August 2020*

### Florida Chamber Foundation

*Special Projects Coordinator*

Tallahassee, FL

*January 2016 – February 2018*

**The Family Cafe, Inc.**  
*Financial Administrator*

Tallahassee, FL  
*September 2014 – January 2016*

**Bulow Orthotic Prosthetic Solutions**  
*Orthotic Prosthetic Resident*

Denver, CO  
*January 2013 – September 2014*

## **Contractor Experience**

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**Össur**  
*POWER KNEE Product Champion*

Foothills Ranch, CA  
*August 2012 – Present*

**Woodhull Freedom Foundation**  
*Accessibility Coordinator*

Washington, DC  
*December 2021 – Present*

**Florida Association of Centers for Independent Living**  
*Florida Youth Leadership Forum Director*

Tallahassee, FL  
*March 2020 – August 2020*

## **Education**

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**University of Central Florida**  
*Masters of Nonprofit Management (MNM)*  
*Graduate Certificate in Fundraising*

Orlando, FL  
Graduated: December 2020  
Achieved: December 2020

**St. Petersburg College**  
*Bachelors of Applied Science in Orthotics and Prosthetics*

St. Petersburg, FL  
Graduated: May 2012

## **Leadership Experience**

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**Blueprint Intergovernmental Agency**  
*Citizens Advisory Committee Member*

Tallahassee, FL  
*October 2022 – Present*

**The Florida Department of Education**  
*State Advisory Committee Member for the Education of Exceptional Students*

Tallahassee, FL  
*November 2021 – Present*

**Florida Independent Living Council**  
*Council Member*

Tallahassee, FL  
*March 2017 – Present*

**Commission on Rehabilitation Counselor Certification**  
*Public Board Member*

Schaumburg, IL  
*June 2018 – December 2022*

**Association of Youth Leadership Forums**  
*Executive Committee Member*

Oklahoma City, OK  
*October 2015 – December 2022*

**Association of Programs for Rural Independent Living**  
*Board Member*  
*Youth Board Member*

Little Rock, AR  
*January 2021 – December 2022*  
*January 2019 – December 2020*

**Nubability Athletics**  
*Head Basketball Coach*

Du Quoin, IL  
*July 2013 – July 2016*

**LIM359**  
*Tallahassee Chapter President*  
*Co-Founder*

Denver, CO  
*January 2015 – February 2018*  
*May 2013*

**The Florida Youth Council**  
*Lead Member*  
*Council Member*

Tallahassee, FL  
*October 2014 – March 2016*  
*September 2008 – May 2012*



## Memorandum

**TO:** Assistive Technology Advisory Council

**FROM:** Eric Reed, Interim Executive Director

**CC:** FFAST Staff

**DATE:** March 16, 2023

RE: Advisory Council Reappointments

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The following FFAST Advisory Council members will reach the end of their first term during the third quarter. They have all expressed their interest in continuing to serve on the council for their second term.

Horace Brown

Eddie Hall

Lesa Berg Kretschmer

Kailey Medlock

Brian Nerland

Renee Proctor



# FAAST Events List

FY 2023

## Upcoming Events (8)

### Developmental Disability Awareness Day 2023

- 3/14/2023 in FL Capitol, 2<sup>nd</sup> FL Rotunda
- Hosted by the Florida Developmental Disabilities Council
- Exhibiting: Tim McCann & Marquesas Blimes

### SportsAbility Expo

- 3/23-25/2023 in Tallahassee, FL
- Hosted by SportsAbility Alliance
- Exhibiting: Marquesas Blimes and Tim McCann

### Florida Children's Week

- 3/28/2023 in Tallahassee FL
- Hosted by The Children's Forum
- Exhibiting (1 booth): Marquesas Blimes & Tim McCann

### Florida Prosperity Partnership Annual Training Conference

- 5/31-6/02/2023 in Orlando FL
- Hosted by Florida Prosperity Partnership
- Attending / Presenting: Eric Reed

### The 25<sup>th</sup> Annual Family Café

- 6/09-11/2023 in Orlando, FL
- Hosted by The Family Café
- Exhibiting (2 booths): Hannah Brock, Eric Reed, Marquesas Blimes, and Tim McCann
- Two presentations

### 2023 FLASHA Annual Convention

- 7/13-16/2023 in Orlando, FL
- Hosted by Florida Association of Speech-Language Pathologists & Audiologists
- Exhibiting- Eric Reed, TBD

### The 15<sup>th</sup> International CHARGE Syndrome Conference



- 7/20-23/2023 in Orlando, FL
- Hosted by The Charge Syndrome Foundation
- Exhibiting- Tim McCann, TBD

#### Florida Academy of Audiology Annual Convention

- 8/2-4/2023 in Orlando, FL
- Hosted by Florida Academy of Audiology
- Exhibiting- Eric Reed

## Potential Events (1)

#### Florida Conference on Aging 2023

- 8/7-9/2023 in Orlando, FL
- Hosted by Florida Council on Aging
- Presentation and Exhibiting- TBD

## Past Events (10)

#### Rotary Club of Tallahassee Northside

- 10/06/2022 in Tallahassee, FL
- Hosted by Rotary Club of Tallahassee Northside
- Presenting: FAAST Information and Services by Whitney Doyle

#### Southeast Regional Institute on Deafness (SERID) Annual Conference

- 10/13-10/16/2022 in Altamonte Springs, Florida
- Hosted by the SERID
- Exhibiting: Tim McCann and NERDC staff

#### Florida Partners in Policy Making

- 10/22/2022 in Orlando (FAAST presenting virtually)
- Hosted by the Florida Developmental Disabilities Council
- Presenting: What is FAAST by Marquesas Blimes

#### The 17<sup>th</sup> Annual Exceptional Employer Awards Expo

- 10/24/2022 in Tallahassee, FL
- Hosted by the Agency for Persons with Disabilities
- Exhibiting: Whitney Doyle, Tim McCann, and Marquesas Blimes



#### Florida Rehabilitation Council Meeting

- 10/25/2022 in Tampa (FAAST presenting virtually)
- Hosted by the Florida Rehabilitation Council
- Presenting: FAAST Information and Services by Whitney Doyle

#### Florida Occupational Therapy Association 2022 Annual Conference

- 11/5-11/6/2022 in Clearwater, Florida
- Hosted by FOTA
- Exhibiting: Whitney Doyle and Tim McCann

#### The O&P Check-in: An SPS Podcast

- 11/2022 Virtual podcast recording
- Hosted by SPS
- Presenting: AT Act and FAAST Services by Whitney Doyle
- Live December 2022

#### Audio ABLE Podcast

- 11/2022 Virtual podcast recording
- Hosted by ABLE United
- Presenting: FAAST Services by Whitney Doyle
- Live December 2022

#### FAVI Advisory Board Meeting

- 12/09/2022 held virtually.
- Hosted by the Florida and Virgin Islands DeafBlind Collaborative
- Presenting: FAAST Services and Locations by Whitney Doyle

#### Florida DeafBlind Association State Meeting 2023

- 2/25/2023 in Gainesville, FL
- Hosted by the Florida DeafBlind Association
- Exhibiting: Tim McCann





# Memorandum

**TO:** Assistive Technology Advisory Council

**FROM:** Eric Reed, Interim Executive Director

**Cc:** FFAST Staff

**DATE:** March 16, 2022

**RE:** FY23 QTR 2 Strategic Plan 2020 Report

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## Status Key

Needs Attention	Any item that is not meeting milestones to be accomplished by target date
On Target	Any item that is not yet completed but is meeting milestones to be accomplished by target date
Completed	Any item that has been completed by target date

## Strategic Issue 1

How can FFAST raise public awareness of the organization and its programs, benefits, service areas, and successes?

Goal: Increase awareness of FFAST.	STATUS
Objective 1: By December 30, 2020, appeal to the public to increase awareness to taxpayers, legislators, and the public through testimonials.	Completed





Objective 2: By September 30, 2022, increase awareness of FAAST to partner organizations and businesses.	Completed
Objective 3: By September 30, 2023, have a statewide presence as the primary resource for Assistive Technology.	On Target
Objective 4: By December 31, 2021, update marketing materials for consumers to better understand FAAST services and what to expect.	Completed

Note: Creation of marketing materials / digital marketing flyers for different FAAST services are in process through the TAC and on target.

## Strategic Issue 2

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

Goal: FAAST serves all Floridians through a quality and equitable level of service.	STATUS
Objective 1: By September 30, 2021, FAAST will research and establish an updated service delivery model for Regional Demonstration Centers.	Completed
Objective 2: By September 30, 2022, FAAST will create, develop, and establish an online Training Resource page on the FAAST website.	Needs Attention
Objective 3: By September 30, 2021, FAAST will create more collaboration amongst RDCs and RRCs.	Completed
Objective 4: By September 30, 2022, evaluate and adjust AT List.	Completed



Objective 5: By September 30, 2022, FAAST will implement the update service delivery model for RDCs.	Completed
Objective 6: By September 30, 2021, September 30, 2022, and September 30, 2023, create annual legislative priorities to implement within the strategic plan.	On Target
Objective 7: By September 30, 2023, FAAST will achieve an equitable service delivery model.	On Target
Objective 8: By September 30, 2023, with support from VR and DOE, the New Horizon Loan Program will be a separate nonprofit for the purpose of a Community Development Financial Institution.	Needs Attention
Objective 9: By September 30, 2022, FAAST will research and establish an updated service delivery model for Regional ReUse Centers.	Completed
Objective 10: By September 30, 2023, FAAST will implement the updated service delivery model for RRCs.	Completed

Note: Objective 2 remains at “Needs Attention” as TAC has determined that time and money for development of content is not in the best interest of FAAST and discussions continue as to the best way to provide online training content.

Objective 8 has been determined to not be a viable VR and DOE are not in support of the separation at this time. Conversations will continue over time as appropriate with VR leadership but the timeline indicated in the strategic plan will not be met.



### Strategic Issue 3

How can FAAST address structural and operational weaknesses to improve governance, streamline operations, and pursue innovation?

Goal: FAAST to have up to date, appropriate, and responsible organizational structure and operations.	STATUS
Objective 1: By March 31, 2021, FAAST procedural and employee manuals will be updated (i.e., accounting, personnel, NHLP, SDLP, brand, marketing, board, inventory, RDC & RRC).	Completed
Objective 2: By March 31, 2021, the FAAST inventory system will be up to date, and an annual inventory will be completed.	Completed
Objective 3: By March 31, 2021, the FAAST board and ATAC will be one body and the Public Policy and Advocacy and Interagency Committee to be separated into two committees as reflected in statute 413.407.	Completed
Objective 4: By September 30, 2023, FAAST will continue to ensure up to date, appropriate, and responsible organizational structure and operations.	Completed