



Assistive Technology Advisory Council, Qtr 2 Meeting

Minutes

March 16th, 2023

9:30am-3:00pm

1. Opening

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

Members Present: 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, Mr. Dan McGrew, Ms. Kristi Warren, Ms. Angel Perez, Ms. Mary Jarrett.

Staff Present: 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

A modification was made. In the Attendance, Ms. Lesa Kretschmer is listed twice. The correction has been made. Mr. Enrique Escallon motioned to approve the December 2022 Quarter 1 ATAC meeting minutes. Mr. Brandon Palermo seconded the motion. December 2022 Quarter 1 ATAC meeting minutes were approved by acclamation with the correction without any objections.

4. Chair Report (Executive Committee Report) | Brian Nerland

Mr. Brian Nerland reports that Ms. Elizabeth Moya and Mr. Paul Tobin have passed away. He would like everyone to have a moment of silence for their service to FAAST and condolences to their families. Mr. Nerland, the current Treasurer/Secretary is acting as the chair for this meeting.

He informs the council that Ms. Whitney Doyle, the former executive director has submitted her application to be on the executive director search committee as a



non-ATAC member and has been approved by the executive committee. She is not a voting member of this committee and is only giving input.

Mr. Nerland reviewed the proposed bylaws changes which include the ATAC membership requirement changes per the revised federal statute and the changes to the Executive Committee. The changes add a vice chair to the ATAC and remove one member- at-large member. Further discussion took place regarding whether to hold elections during the meeting or keep the positions open until the September meeting per the bylaws. Mr. Enrique Escallon would like to hold elections now. A discussion of the ATAC structure and whether elections should be held today. Dr. Betsy Burgos made the motion to approve the bylaws as presented and Mr. Palermo seconded the motion. The bylaws were approved.

Vote:

Brian Nerland: Yes

Janet Good: Yes

Horace Brown: Yes

Betsy Burgos: Yes

Enrique Escallon: Yes

Sarah Goldman: Did not vote.

Eddie Hall: Yes

Mary Jarrett: Yes

Dan McGrew: Yes

Kailey Medlock: Yes

TJ Moon: Yes

Brandon Palermo: Yes

Angel Perez: Yes

Kristi Warren: Yes

5. Interim Executive Director's Report | Eric Reed

Mr. Eric Reed is in the role of interim executive director. He presented the executive director's report stating that 2 staff members and 4 ATAC members had legislative visits for FAAST yesterday and Ms. Hannah Brock has been promoted to the states Assistive Technology program Director.



Ms. Hannah Brock presented the RDC deliverables for quarter one. The one deliverable they did not meet is the Reuse deliverable.

Mr. Eric Reed quickly reviewed committee meeting dates.

6. Treasurer's Report | Eric Reed

Mr. Eric Reed reviewed the January 2023 balance sheet. The operating accounting in QuickBooks is in the negative due to VR payments being late. We have moved money from the investment accounts to cover costs until receiving the money. Mr. Escallon recommends having a line of credit with the bank, Mr. Reed would like to have a separate reserve account with First Federal bank. Ms. Kailey Medlock asked for a Financials training. Mr. Escallon asked to see explanations for variances in future.

7. ATAC Demographics and Skills | Eric Reed

Mr. Reed presented the ATAC Roster. Ms. Renee Proctor has resigned. He presented Ms. Whitney Doyle's ATAC Application for membership on the council. Mr. Escallon has concerns about the previous executive director on the board when they have a relationship with staff. Ms. Mary Jarrett and Ms. Angel Perez agree. The ATAC recommends waiting three years before accepting previous staff/executive director ATAC applications, similar to what the bylaws state about ATAC members wishing to return to the council after their second term expires.

Mr. Reed presented the list of council members wishing to serve their second terms. Mr. Escallon made the motion to accept the reappointment list. Mr. Eddie Hall seconded the motion. The ATAC reappointment list is approved by acclamation without objection.

Mr. Escallon made the motion to decline Ms. Whitney Doyle's ATAC application with the reasonable cap of three years. Mr. Dan McGrew seconded the motion. Ms. Whitney Doyle's application was declined without objection.

Mr. Enrique Escallon motioned that FAAST get Ms. Doyle a plaque for her service from the ATAC. Ms. Sarah Goldman Seconded the motion. The motion carries by acclamation without objection.



8. Committee Reports

Mr. Enrique Escallon presented the public policy and advocacy committee report. He states the capital visit was great.

Mr. Eric Reed stated the Interagency did not meet this quarter. The committee does not have a chair and there is no report available.

Mr. Brandon Palermo presented the NHLP report. A discussion of the kind of technology that FAAST provides financials loans for was had.

Mr. Brian Nerland presented the Technology Awareness committee report. He included the FAAST event list in his report. There was discussion of the topic of presentations that FAAST does at events.

Ms. Hannah Brock presented the service delivery committee report.

Mr. Brian Nerland presented the Executive Director Search Committee report. The committee is currently composed of Dr. Betsy Burgos, Ms. Janet Good, Ms. Sarah Goldman and himself. They have reviewed 50 resumes so far. If an applicant is staff or ATAC they immediately move to round two. Nobody on this committee will be applying. If an ATAC member does apply they must take a leave of absence.

9. State Agency Representatives Report

Ms. Kristi Warren presented the CIL report.

Mr. Horace Brown presented the Vocational Rehabilitation report.
Mr. Eric Reed stated that we have not received a DBS representative.

Ms. Janet Good presented the Department of Education report.

Mr. Dan McGrew presented the CareerSource Florida report.



10. Strategic Plan 2020 | Eric Reed

Ms. Reed presented the Quarter 2 Strategic plan report. The 2020 Strategic Plan is on track. The creation of training videos may not be in the best interests of FAAST budget and staff time. VR and DOE are not in support of the NHLP FAAST separation so that item will not be completed.

11. ATAC Officer Elections

The following elections were held to fill the necessary roles until the next election in September 2023.

Ms. Janet Good nominated Mr. Brian Nerland as Chair with relinquishing the Treasurer role. Mr. Escallon seconded the motion. Ms. Mary Jarrett made a motion to close the nominations. Mr. Brandon Palermo seconds. Mr. Nerland was approved as the Chair with no objections.

Dr. Betsy Burgos nominated Ms. Janet Good for Vice Chair and Mr. Escallon seconded the motion. Ms. Good was approved as Vice Chair with no objections.

Ms. Kailey Medlock was nominated Treasurer. Ms. Medlock was approved as Treasurer/Secretary with no objections.

Mr. Enrique Escallon nominated Ms. Sarah Goldman as State representative. Ms. Janet Good seconded the motion. Ms. Goldman was approved as the State Representative with no objections.

12. Closing

The next meeting is scheduled for Thursday June 22nd, 2023, 9:30am (Teleconference) No public comment was made.

The meeting was adjourned at 1:25 pm ET.



ATAC Manual

FLORIDA ALLIANCE FOR ASSISTIVE SERVICES & TECHNOLOGY

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Purpose and Amendments

These operating procedures apply to the Assistive Technology Advisory Council (ATAC) and its committees. This body acts as the Board of Directors for the Florida Alliance for Assistive Services and Technology (FAAST, Inc.) as defined in the Technology Related Assistance for Individuals with Disabilities Act of 1988, as amended in 2004 and created by, and further defined by Florida Statute 413.407.

The governing body of FAAST shall be the ATAC. The ATAC shall be responsible for formulating all policies required to fulfill the purpose of FAAST, Inc.

These operating procedures may be amended at any time by a simple majority of the ATAC in accordance with the decision-making procedures of these operating procedures.

This manual supersedes all prior manuals.

Applicable Laws

Laws Governing the ATAC

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

Government-in-the-Sunshine Law

The ATAC is subject to the Government in the Sunshine Law; organized pursuant to and for purposes consistent with the mandates of §413.407, F.S.; and otherwise established through a state public agency, originally the Florida Department of Labor and Employment Security, Division of Vocational Rehabilitation (DVR) in accordance with the Articles of Incorporation of the Florida Alliance for Assistive Services and Technology, Inc.; also subject to mandates within Chapter 617, F.S. inclusive of fines and penalties against board members.

Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.

Meetings of the ATAC and its committees must be open to the public. Reasonable notice (defined by FAAST as seven calendar days) of such meetings must be given; and minutes of

the meetings must be taken, promptly recorded and open to public inspection.

ATAC members may not use e-mail, the telephone, fax, social media outlets, and other forms of communication to conduct a private discussion about board business. ATAC members may send a one-way communication to each other as long as the communication is kept as a public record and there is no response to the communication except at an open public meeting. Accordingly, any one-way communications (for example, one board member wants to forward an article to the board members for information) will be forwarded to the FFAST Executive Director, including communications to any FFAST staff, to be distributed by the FFAST Executive Director as applicable; and so these communications can be preserved as a public record as required as well as to help ensure that any response to the communication is made only at a public meeting as required.

While an ATAC member is not prohibited from discussing ATAC business with staff or a non-board member, these individuals cannot be used as a liaison to communicate information between ATAC members. For example, an ATAC member cannot ask staff to poll the other board members to determine their views on a board issue. ATAC members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, the name of the person who voted and their selection are written on the ballot, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act.

Any member of a board or commission or of any state agency or authority of a county, municipal corporation, or political subdivision who knowingly violates the Sunshine Law is guilty of a misdemeanor of the second degree. An unintentional violation may be prosecuted as a noncriminal infraction resulting in a civil penalty up to \$500.

Sunshine Law penalties can result in criminal penalties, removal from office, noncriminal infractions, attorney's fees, civil actions for injunctive or declaratory relief, validity of action taken in violation of the Sunshine Law and subsequent corrective action, and damages.

Code of Ethics

Introduction

The ATAC is responsible for governing and monitoring the business of FFAST, Inc. The ATAC members will generally carry out their governance roles by developing and monitoring policies with the ATAC's work organized through committees.

ATAC members of FFAST, Inc. are volunteers who must have a strong commitment to the wellbeing of FFAST, Inc. and adhere to legal principles including the duty of care, duty of

loyalty, and duty of obedience.

The duty of care requires board members to use reasonable care and good judgment in making their decisions on behalf of the interests of the organization and to be reasonably informed to participate in decisions of the board and to do so prudently and in good faith.

The duty of loyalty requires board members to be faithful to the organization, avoiding conflicts of interest; and board members will exercise board activities as directors and officers in the interest of FFAST, Inc. and not in their own interest or the interests of another entity or person.

The duty of obedience requires board members to comply with governing documents (i.e. articles of incorporation; bylaws; §413.407, F.S.; Assistive Technology Act of 2004 (P.L. 108-364); Internal Revenue Code; and all other applicable state and federal laws, regulations, and guidelines). With board membership comes responsibility and accountability and the ATAC's activities must not be in conflict with the best interests of the organization.

Ethical Governance

ATAC members are both liable and responsible for their conduct and decisions in their role as a FFAST board member. Board governance must always be ethical in all areas and also must be perceived to be ethical in all areas. The ethical operations of the entire organization will flow from standards set by procedure and leadership actuality through good governance. Proper ethical conduct of each ATAC member will determine the perception and the reality of the ethical conduct of the ATAC as a whole. Therefore, each ATAC member shall ensure that there is no conflict between the best interests of FFAST, Inc. and the self-interest of an ATAC member(s).

Therefore, ATAC members understand that they are both liable and responsible for their conduct and decisions in their role as a FFAST board member and public officer; and this procedure will articulate standards to be adhered to that define standards of conduct and areas of ethical and unethical conduct by ATAC members. ATAC members are responsible for abiding by the code of ethics and codes of conduct for the ATAC; and are not to breach ethical boundaries, either knowingly or unknowingly to the detriment of the organization, its membership and themselves. It is therefore incumbent on the ATAC to identify ethical guidelines to protect the sanctity of this organization and board members. These procedure standards provide guidelines regarding a code of ethics and codes of conduct to be adhered to by all board members.

Personal and Professional Integrity

All ATAC members act with honesty, integrity and openness in all their dealings as representatives of FFAST. FFAST promotes a working environment that values respect,

fairness, and integrity.

Adherence to Mission

FAAST has a clearly stated mission and purpose, approved by the ATAC, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of FAAST understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by FAAST and of value to the society at large.

Governance

ATAC is an active governing body that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. ATAC:

- Ensures that its members have the requisite skills and experience to carry out their duties and that all of its members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
- Has a conflict-of-interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means; and
- Is responsible for the hiring, firing, and regular review of the performance of the Executive Director, and ensures that the compensation of the Executive Director is reasonable and appropriate;
- Ensures that the Executive Director and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that the organization conducts all transactions and dealings with integrity, transparency and honesty;
- Ensures that the organization promotes working relationships with its Board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all ATAC, staff and volunteer positions;
- Ensures that policies of the organization are in writing, clearly articulated and

officially adopted;

- Ensures that the resources of the organization are responsibly and prudently managed; and,
- Ensures that the organization has the capacity to carry out its programs effectively.

Legal Compliance

The organization is knowledgeable of and complies with all laws and regulations.

Responsible Stewardship

FAAST and its subcontractors manage their funds responsibly and prudently. This should include the following considerations:

- FAAST spends a reasonable percentage of its annual budget on programs in pursuit of its mission;
- FAAST spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- FAAST compensates staff, and any others who may receive compensation, reasonably and appropriately;
- FAAST does not accumulate operating funds excessively;
- FAAST ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- All financial reports are factually accurate and complete in all material respects.

Openness and Disclosure

FAAST provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements will be posted on FAAST's website or otherwise available to the public. All financial, organizational, and

program reports will be complete and accurate in all material respects.

Program Evaluation

FAAST regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The organization is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. FAAST is responsive to changes in the AT field and is responsive to the needs of its constituencies.

Inclusiveness and Diversity

FAAST has a policy of promoting inclusiveness and its staff, ATAC and volunteers reflect diversity in order to enrich its programmatic effectiveness. The organization takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

Prohibition of Personal or Political Agendas

FAAST must always operate in a non-partisan manner and is prohibited from engaging in politics and will work only to educate and advocate positions approved by the full ATAC, which must be in accordance with lawful requirements.

In accordance with the Florida Alliance for Assistive Services and Technology, Inc.'s Articles of Incorporation, Section 3, "No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for political office. Notwithstanding anything in these Articles of Incorporation to the contrary, this corporation shall not engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation."

FAAST and other section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes in accordance

with Internal Revenue Code (26 U.S.C. §501(c)(3)).

Violation Disclosure

All ATAC members shall abide by and comply with the FFAST Code of Ethics. If any ATAC member that believes they have discovered a matter that appears to violate the FFAST Code of Ethics, they have a duty to report the matter. ATAC members shall report the matter to the Executive Director or one Co-Chair of the ATAC. FFAST has a Whistleblower Policy to ensure that ATAC members will not be discriminated or retaliated against when reporting a genuine concern or complaint.

Code of Conduct

Introduction

The ATAC Code of Conduct serves as the code of conduct for volunteers in their capacity as board members. Code of conduct violations may result in sanctions imposed under the procedures of ATAC member conduct. The principles and requirements that comprise the code and procedures are designed to ensure full compliance by ATAC with the fiduciary duties imposed on such individuals by state corporate law, the federal tax code's prohibition on private inurement and private benefit, and other requirements of federal tax exemption, common law due process requirements, federal and state antitrust and unfair competition law, state law, regulations and the Reference Guide for State Expenditures, tort law, and other legal precepts and prohibitions.

The code of conduct and procedures are not designed to supplant courts of law, the Florida Commission on Ethics, or other official bodies set in authority as are required to uphold the law in the resolution of disputes. Moreover, the checks and balances built into the ATAC code of conduct and procedures are designed to strike a proper balance between ensuring full compliance with the legal obligations described herein while ensuring the integrity and efficacy of this code of conduct as well as the protection of ATAC members, through the use of reasonable procedures to help avoid significant business or personal harm if not properly handled through a code of conduct procedure. ATAC members affirm their endorsement of the code of conduct and acknowledge their commitment to uphold its principles and obligations by accepting and retaining membership on the ATAC.

ATAC Code of Conduct

Members of the ATAC shall at all times abide by and conform to the following code of conduct in their capacity as board members:

- The ATAC must act at all times in the best interests of the FFAST organization and

not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, board members will always publicly identify any conflict of interest and, as required, remove themselves from all discussion and voting on the matter. Specifically, ATAC members shall follow these guidelines:

- No ATAC member shall engage in or facilitate any discriminatory, intimidating, or harassing behavior directed toward ATAC members, the FFAST Executive Director, FFAST staff, meeting attendees, subcontractors, exhibitors, advertisers, sponsors, suppliers, any contractors, or any others in the context of activities relating to the FFAST organization;
 - ATAC members will not place (and avoid the appearance of placing) individual ATAC member or ATAC members' self-interest or any third-party interest above that of the FFAST organization;
 - ATAC members will not abuse board membership by improperly using board membership or the FFAST organization's staff, services, equipment, resources, or property for personal or third-party gain; ATAC members shall not represent to third parties that their authority as an ATAC member extends any further than that which it actually extends;
 - The ATAC adheres to their role and responsibility to govern while respecting the FFAST Executive Director's role and responsibility to manage; and ATAC members will not individually engage in any activities that would directly or indirectly materially adversely affect the management of the FFAST organization;
 - Unless otherwise authorized by state law and regulation, ATAC members shall not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the FFAST organization; and
 - ATAC members shall not provide goods or services to the FFAST organization as a paid vendor to the FFAST organization unless, and only through full disclosure to, and advance approval by, the ATAC, and pursuant to any related procedures adopted by the ATAC and in compliance with federal and state law and regulation.
- Each ATAC member will ensure that their board membership with the FFAST organization remains in good standing at all times. Furthermore, each ATAC member will at all times obey all applicable federal, state and local laws and regulations; and will provide or cause to provide the full cooperation of the FFAST organization when requested to do so by those institutions and their persons set in

authority as are required to uphold the law.

Board members serve as individuals, and the effectiveness of any vote or action they take as an ATAC member should not depend on whether it was directed by any other person or entity or was contrary to the instructions or interests of any other person or entity. ATAC members must represent the interests of FFAST, Inc. above personal interests, and must not allow membership on other boards or groups to supersede the role of an ATAC member of FFAST, Inc. ATAC members will conduct the business affairs of FFAST, Inc. in good faith and with honesty, integrity, due diligence, and reasonable competence.

ATAC members will exercise proper authority and good judgment in their dealings with the FFAST Executive Director, FFAST staff, suppliers, and the general public and will respond to the needs of the FFAST organization's members in a responsible, respectful, and professional manner.

No ATAC member will use any information provided by the FFAST organization or acquired as a consequence of the ATAC member's service to the FFAST organization in any manner other than in furtherance of their board duties. Further, no ATAC member will misuse FFAST organization property, funds or other resources and will at all times keep the FFAST organization's property, funds or other resources secure and not allow any person not authorized by the ATAC to have or use such resources.

Each ATAC member will use their best efforts to regularly participate in ATAC and committee meetings and professional development activities and will perform their assigned duties in a professional and timely manner pursuant to the ATAC's direction and oversight. ATAC members must act as a group; therefore, it is critical that ATAC members attend all meetings of the ATAC as the ATAC may elect to act – upon majority vote - to remove a member from the ATAC for prolonged unexcused absences in accordance with conditions of FFAST Bylaws. In order for ATAC members to make prudent decisions for FFAST and comply with their legal obligations it is important that they remain informed with applicable law and regulation requirements; and in furtherance, ATAC members should review all materials supplied to them and if needed request additional information.

The ATAC dedicates itself to leading by example in serving the needs of the FFAST organization and its members and also in representing the best interests and ideals of the purpose and mission of FFAST.

No ATAC member shall persuade or attempt to persuade any ATAC member, the FFAST Executive Director or staff, subcontractor, exhibitor, advertiser, sponsor, subscriber, supplier, any contractor, or any other person or entity with an actual or potential relationship to or with the FFAST organization to terminate, curtail, or not enter into its relationship to or with the FFAST organization, or to in any way reduce the monetary or

other benefits to the FFAST organization of such relationship.

ATAC members will be respectful of each other and will not use ATAC meetings to upstage or embarrass colleagues. ATAC members will respectfully consider the opinions of others during deliberations and strive for integration of viewpoints or consensus building in decision-making.

ATAC members will respect and support the final judgment of the ATAC in regard to its decisions. Individual ATAC members should act only as a full ATAC and not unilaterally unless instructed by the full ATAC to do so. Individual ATAC members must support the decisions of the full ATAC in public, even if they disagreed when those decisions were made. Should they feel so strongly about an issue that they feel they must speak out publicly they must leave the ATAC.

Conflict of Interest Policy

Introduction

The purpose of the conflict of interest policy is to protect the tax-exempt status of FFAST when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an ATAC member or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws.

The ATAC's conflict of interest standards shall comply with all applicable state and federal requirements and include, but not be limited to, the FFAST Bylaws; applicable requirements of Chapter 617 (Corporations Not For Profits), F.S.; Chapter 286 (Public Business: Miscellaneous Provisions), F.S.; Chapter 496 (Solicitation of Funds), F.S.; Internal Revenue Manual; Education Department General Administrative Regulations (EDGAR) 34 CFR Part 74-Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations; OMB A-110 (Codes of conduct); and define standards of conflict of interest and the process to manage conflicts as well as how the nonprofit determines whether board members have a conflict of interest.

Types of Conflicts

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
- A compensation arrangement with the organization or with any entity or individual

with which the organization has a transaction or arrangement, or

- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation: Direct and indirect remuneration, as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

Conflict Disclosure

This conflict of interest procedure requires ATAC members with a conflict (or who think they may have an actual or perceived conflict) to disclose the conflict/potential conflict, and the ATAC shall prohibit ATAC members from voting on any matter that gives rise to a conflict between their personal interests and the interest of FFAST, Inc.

Addressing the Conflict

The ATAC member with a conflict may make a presentation at an ATAC meeting, but after the presentation, they may leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The Co-Chairs shall, if appropriate, appoint a disinterested ATAC member to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the ATAC shall determine whether FFAST can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under the circumstances not producing a conflict of interest, the ATAC shall determine by a majority vote whether the transaction or arrangement is in the FFAST's best interest, for its benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Recording of Conflict

Minutes of ATAC and committee meetings shall reflect that board members were asked to disclose if they believe they have any conflict of interest or perceived conflict of interest with any items on the agenda. Minutes of board meetings shall reflect when a board member discloses that they have a conflict of interest and the minutes should also reflect how the conflict of interest was managed, such as that there was a discussion on the matter without the ATAC member in the room, and that a vote was taken but that the ATAC

member or members with a conflict abstained.

Violations of Policy

If the ATAC has reasonable cause to believe an ATAC member has failed to disclose actual or possible conflicts of interest, it shall inform the ATAC member of the basis for such belief and allow the ATAC member to explain the alleged failure to disclose.

If, after hearing the ATAC member's response and after making a further investigation as warranted by the circumstances, the ATAC determines the ATAC member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Annual Statement

The ATAC shall require an annual conflict of interest disclosure questionnaire that requires board members to disclose existing conflicts and reminds them to always disclose any that may evolve in the future.

Whistleblower Policy

Introduction

The purpose of this policy is to outline the protections afforded to ATAC members reporting violations or suspected violations of FFAST board-approved policies as well as state and federal regulations.

A whistleblower is a person or entity that makes a complaint relating to a protected disclosure.

Protected Disclosure

Protected disclosures include the following:

- Reporting any violation or suspected violation of any federal, state, or local law, rule, or regulation committed by an ATAC member,
 - the violation creates and presents a substantial and specific danger to the organization, and
- Reporting any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual fraud or abuse, or

gross neglect of duty committed by an ATAC member.

Policy

It is the policy of FFAST to protect Members acting in the capacity of a Whistleblower. Any Member suspecting, in good faith, a violation must report the violation and that they shall be able to do so without fear of retaliation, harassment, or dismissal.

Duty to Report

An ATAC member must disclose the violation to the ATAC co-chairs. If the ATAC member is unable for any reason to contact these individuals, or if the ATAC member has not received an initial response within five (5) business days after reporting any actions of what the ATAC member perceives to be a violation, the ATAC member should contact the Florida Division of Vocational Rehabilitation Direct, Allison Flanagan.

Allison Flanagan, MRC, CRC
DOE-Division of Vocational Rehabilitation
Division Director
4070 Esplanade Way - Room 280P
Tallahassee, FL 32399-7016
Phone: 850-245-3285 / Fax: 850-245-3382
Email: Allison.Flanagan@vr.fldoe.org

False Allegations

Protection under this policy does not extend to false or bogus allegations knowingly made by a whistleblower. The ATAC member making allegations in bad faith or intention may be subject to disciplinary actions.

ATAC Expense Reimbursement

Pre-authorization from the Executive Director is required for employees to be reimbursed for all out of pocket and travel expenses. Pre-authorization may be verbal or written.

The Co-chairs pre-authorize employee reimbursement for the Executive Director.

Reimbursement requests must be approved by the Executive Director or Co-chairs if the request has come from the Executive Director.

State travel documents (authorization and voucher) are required to be reimbursed for any expenses caused by travelling on behalf of FFAST business. FFAST follows the Florida

Department of Education Travel Manual for all travel expenses and reimbursements.

An reimbursement form must be completed for all other authorized expenses.

Receipts or verification of the expense (such as a copy of a credit card statement) are required for reimbursements.

Reimbursement requests must be submitted within 30 days of the expense date to be considered valid. Any reimbursement requests received after 30 days will not be processed.

Reimbursement requests must be sent to FFAST accounting staff for processing and payment distribution.

Personal Care Assistance Policy

ATAC members may require personal care assistance, either for themselves or for a family member, in order to travel on ATAC/FFAST business. ATAC members are encouraged to utilize other reimbursement options first, if they are available. However, reimbursement of expenses for travel on ATAC/FFAST business are available and may include a personal care attendant (PCA), if necessary, and the costs reimbursed, as delineated below, following the ATAC's travel policy and procedures. FFAST will not reimburse expenses reimbursed by another agency or entity. Services of a personal care attendant will be arranged for and paid by the ATAC member receiving services. Family members may serve and be paid as a PCA.

A Request for Reasonable Accommodation Form and Agreement for Personal Care Assistance must be completed prior to securing travel arrangements for the ATAC member.

1. Payment

Payment for services will be reimbursed to the ATAC member for a personal care attendant on an hourly basis, at the rate the member customarily pays, but not to exceed \$20 per hour or \$120 per 24-hour period. PCAs will not be reimbursed for hours not in attendance.

Documentation of services shall be presented on the Invoice for Personal Care and all documentation must be dated and signed by the individual rendering the services and also by the ATAC member.

2. Car rental

Car rental is for the accommodation of the ATAC members. Rental cars must

be available at all times for use of ATAC members. Only the ATAC member or PCA should drive rental cars.

3. Property Damage

Damage to the property of the hotel, rental car/van or personal property by the PCA is the sole responsibility of the PCA.

4. PCAs shall sign off on a PCA agreement between the ATAC member once each year before reimbursement is made. This agreement shall reflect the expectations of the PCA and the requirements for payment as set forth in this policy.

5. PCA shall not bring family or friends with them when working.

6. Other Personal Assistance Needs

Other necessary personal assistance, such as skilled nursing care, may also be needed for a family member to enable an ATAC member to travel on ATAC/FAAST business. The policies and expectations above would apply, if pertinent. If specialized personal assistance, such as skilled nursing care is necessary, these services will be paid at a rate not to exceed the State Medicaid rate for the Medicaid Waiver rate for that particular service.

7. An ATAC member may get pre-approval from the FAAST Executive Director to exceed the payment limit, if there is a hardship or special circumstances.

Expectations

Personal care attendants report directly to the ATAC member. Specific personal services for the individual ATAC member are not addressed here, but should be provided, according to the ATAC member's needs, at a level to allow the member to fully participate in the planned activity and be comfortable.

ADA Accommodations

Pursuant to the Americans with Disabilities Act, accommodations for persons with disabilities are available upon request. If you have a disability and require a reasonable accommodation to fully participate in an ATAC meeting or event, please contact the FAAST Executive Director to discuss accessibility needs. Please allow at least 5 business days' notification to process: last minute requests will be accepted but may not be possible to

fulfill.

Executive Director Search Procedures

Assign Responsibility for the Hiring Process

The Search Committee – The ATAC shall create an *ad hoc* search committee to lead the hiring process. This committee is made up of ATAC members but may also include an outside member.

- The Committee should consist of people with personnel skills, knowledge about the organization, and experience with interviewing. All members should be people who genuinely support the mission and vision of the organization. Some members of the search committee should be willing to sit on the board for at least the next year. By making this commitment, these members will be able to provide continuity during the transition period in the organization. If the ATAC lacks a personnel management specialist/Human Resource specialist, the ATAC shall request the assistance of a knowledgeable representative from DOE/VR who can be invited to be a part of the search committee.

Committee and Assigned Authority

- The search committee shall be provided with the resources necessary to conduct a thorough and effective search. The search committee shall not be empowered with the unilateral authority to negotiate compensation or benefits beyond those described in the position description.
- The ATAC members assigned to the search committee have the necessary authority and responsibility to conduct the search process. The ATAC shall empower the committee to conduct the search, and then to bring its recommendations to the ATAC for final approval.

Role of FFAST Staff

The ATAC has a responsibility to keep the staff up-to-date about the progress of the search for the Executive Director. Staff may be invited to help assess the issues facing the organization, as well as to provide input on the characteristics and skills needed by the Executive Director to meet this challenge. However, staff has no role in the final selection

process. It is important to avoid a situation in which staff hires their supervisor.

Role of the Exiting Executive Director

There are many reasons that an Executive Director may be leaving an organization. They may leave of their own choice, or at the request of the ATAC. If the Executive Director is leaving under positive circumstances, they may be involved in helping to determine the future strategic challenges facing a new Executive Director. For a fresh outlook for the organization, avoid the situation in which the exiting executive director hires their replacement.

Review the Executive Director's Job Description

The search committee will review the job description prior to commencing any search to make sure that it meets the current needs of the organization. The job description shall be approved by the ATAC prior to commencing the search process.

Identify Emerging Strategic Challenges

After reviewing the strategic plan, the search committee identifies specific strategic challenges that the organization is facing. Staff, volunteers, and the ATAC may wish to have an opportunity to review these challenges. The search committee's task is to find the person with the appropriate knowledge, skills, attitudes, and experience to meet these challenges.

Set Timelines for the Process

The search committee sets up a process that moves forward steadily without rushing. Set a schedule that considers the resources and time availability of the committee members. The committee needs to prepare information for the interviews before advertising the job opportunity.

It will be advantageous to think about the schedule from the point of view of the applicants for the position. If there is too long a period between the application deadline and the committee's decision, a good applicant may feel that the organization is not acting in a professional and timely manner.

Conduct Pre-Interview Activities

There are a number of tasks that the committee needs to complete before advertising the position. There is often a temptation to post the job immediately, and to assume that there will be enough time to prepare for the interviews later. However, the hiring process will

proceed more efficiently and effectively if the committee takes the time to prepare all information thoroughly prior to advertising the job.

- Review the Job Description
- Review Salary and Benefits
 - If the same Executive Director has been with the organization for a number of years, the search committee needs to review the salary and benefits package for the Executive Director. Contacting similar organizations to compare the current range of salaries and benefits can be beneficial.
 - If the committee feels the organization has not kept pace with current salary levels, consider a plan how to go about attracting the right candidate. If the resources are not in place to increase the salary, consider the following enhancements to a modest salary:
 - Increasing the number of holidays
 - Reducing the total number of workdays per month
 - Offering a schedule with greater flexibility in working hours
 - Providing matching pension contributions
 - Providing funding for courses and/or conferences that relate to the work
 - Providing funding for personal interest courses and/or conferences
 - Providing services for family members, such as a discount on a camp for children

See the Change as a Positive Opportunity

- Hiring a new Executive Director is an opportunity to move the organization in a new direction. Focus on recruiting for the skills needed for the new direction that is ahead, rather than simply replacing the exiting Executive Director. Before interviewing any candidates, take time to talk about the emotions, both positive and negative, that this kind of change in the organization can bring to the surface for the ATAC, staff, and volunteers.

Establish a Candidate Rating Sheet

- The search committee establishes a list of qualities and experiences that candidate must have in order to be successful, based on the identified needs of the

organization. Prioritize this list into two categories: qualities and experiences that the candidate *must have*, and qualities and experiences that would be *nice to have* in a candidate.

- Based on the *must have* and *nice to have* qualities and experiences that the committee will be seeking in an Executive Director, create a candidate rating sheet that identifies the qualification requirements for the successful candidate. Use this rating sheet to:
 - Prepare the job posting
 - Eliminate candidates who do not meet the basic requirements
 - Rank candidates for the selection process, and identify candidates to be interviewed
 - Rate the candidates after the interview

Consider Internal Candidates

- There may be qualified and suitable candidates within the organization who are interested in the position. In some circumstances, an Interim Executive Director from within the organization may be in place. The search committee needs to give thoughtful and diplomatic treatment to internal candidates. Identify potential difficulties, and to make plans for handling these issues tactfully. One of the commonly experienced outcomes of a change in the Executive Director is the loss of staff, whether or not they were candidates for the Executive Director's position.
- Several Scenarios to consider:
 - Will the committee conduct courtesy interviews for all internal candidates?
 - Would the internal candidate be able to make the transition to supervisor if s/he were a former staff member, or board member, or volunteer?
 - Would an unsuccessful internal candidate be able to support a new Executive Director?
 - Is it appropriate for the committee to announce that it will be hiring only from outside the organization?

Prepare Interview Questions

- When creating the interview questions, consider the following:
 - Have the committee members agreed to the key concepts that they expect

candidates to address when answering the questions?

- How does the committee expect the candidate to explain how they would move the organization towards the vision?
- How does the committee expect the candidate to demonstrate that they have the skills, qualities, and experience to meet the organization's strategic challenges?
- Are there any case studies, based on the organization's experiences, that will help the committee understand how a candidate might respond in a given situation?

Equal Opportunity Employment

- As the search committee prepares the hiring process, they must ensure they are abiding by state and federal law, including, but not limited to, Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act.

Advertise the Position

Prepare the Job Posting

- The search committee prepares the job posting, based on the job description and the list of qualifications identified in the candidate rating sheet. Analyze the career sections in several previous issues of the newspaper/newspapers to identify advertisements that can be used as models for the job posting.
- Choose wording carefully. Include information that is attractive to the kind of person in which the organization is seeking in order to screen out unqualified applicants. The ad may attract the attention of more appropriate candidates if a few lines about the strategic direction of the organization are included, along with the qualifications that are *must haves*. The committee will need to make a decision to include or exclude the salary range.
- Be prepared to give interested candidates an information kit with an updated job description and general information about the organization. Have these information kits prepared before posting the job. Candidates that are selected for interviews may ask to receive more information, such as audited financial statements, bylaws, and strategic planning documents.

Work the Network

- The committee will decide how wide the search will be: local, provincial, national, or

international, and then will create a list of places to post the job. Fax and mail copies of the job posting to related agencies to make sure that as many people as possible know that your organization is hiring a new Executive Director. Sometimes the informal communication networks can yield a first class-candidate for the position that advertising in the traditional places might have missed.

Consider the expense involved in advertising the position. Based on the budget, consider the following options:

- Newspapers (daily and weekly)
- Newsletters (community, special interest groups, voluntary sector, constituency)
- Magazines or publications for the not-for-profit sector
- Bulletin boards (employment offices, educational institutions, community and service organizations)
- Electronic bulletin board services
- Related agencies and organizations
- Television and radio announcements for not-for-profit organizations
- Internal communications

Select Candidates for Interviews

At the closing date, the committee screens the applications, using the set of guidelines on the rating sheet. Eliminate applications due to a lack of qualifications.

Courtesy Builds Support

- Currently, there is a practice to state in the advertisement that only candidates invited to an interview will be contacted. However, it is a good idea to send a courteous letter of rejection to candidates who do not meet the minimum requirements. The letter can be worded so that, in addition to letting the individual know about the status of the application, a community of support can be built for the organization.

Interview the Candidates

Telephone Pre-Screen

- Before setting up formal interviews, some organizations choose to prescreen

candidates by telephone, using a standard set of questions. Before pre-screening:

- Get to know the candidate
 - Be more prepared for the formal interview
 - Decide whether or not the committee still wishes to invite the candidate for formal interview
- A telephone interview is also a diplomatic way to provide a courtesy interview to someone the committee would not hire, but cannot afford to offend. Decide whether or not telephone pre-screening is beneficial to the hiring process.

Schedule Interviews

- Set an interview schedule that allows for both the candidate and the committee to relax and get to know each other, without feeling too pressured by the clock. Avoid scheduling interviews too close together. Consider spending extra time with a promising candidate, making sure that a good candidate is not waiting more than 10 or 15 minutes. It is a good idea to schedule time between each interview to allow for some flexibility, and to give committee members time to write down notes about the candidate.

Set the Right Atmosphere

- The purpose of the interview is to find out what skills, qualities, and attributes the candidate possesses that will move your organization towards its mission. However, interviews can be stressful, so it is important to work towards a positive experience. One thing that can help is to set up a location that is private, relaxed, and comfortable. During the interview, practice good communication by allowing time for the candidate to clarify the questions that are asked, and for committee members to clarify information that the candidate presents.

Interview Performance Indicators

- Selecting the final candidate, based only on their performance at the employment interview, may not be the wisest decision. Some of the best Executive Directors are not silver-tongued in a job interview setting, but they can prove to be inspired leaders when they speak on behalf of their organizations.
- While the interview is very important, other pieces of the puzzle need to fit; for example, the candidate's volunteer work in the community, their commitment to personal professional development, and their skill in networking. As well as being able to *say* what they can do, they need to *demonstrate* how their professional

history and achievements support their words in the interview.

Look and listen for the links

- During the interview, listen to how the candidate's answers connect to what is listed on their resume. Consider the following:
 - Does a clear link exist between what they say and what they list so in the resume?
 - Is there a linkage in the information gained in the telephone pre-screen interview and what they say in the formal interview?
 - Be sure to check references before making a final decision. Do the candidate's references support the experience and skills that they represented in the interview?

Make the Job Offer

When the search committee has settled on a final candidate, with the advice and consent of the ATAC, then they make the job offer. Be sure to include information such as the salary and increment schedule, benefits, holidays, and the probation period. Provide other useful information, such as the organization's operational hours.

The new Executive Director needs to know who will be managing their performance during the transition period, as well as the plans for this transition period. Be prepared to provide other information about the organization that the new Executive Director may need, such as the procedure manual, audited financial statements, bylaws, and strategic planning documents.

Once the new Executive Director has accepted the position, remember to send letters to all of the candidates interviewed, thanking them for their time and interest in the organization.

Welcome the new Executive Director

The search committee needs to plan several strategies for helping the new Executive Director to move into the organization. These include:

- Announcing the appointment within the organization
 - Discuss ways to introduce the Executive Director to staff and volunteers within the organization. For example, an ATAC member may announce the appointment to staff, and then be on hand to make introductions on the

Executive Director's first day. If the organization has a newsletter, there can be a short article about the new Executive Director. An informal event can also be held that gives staff, board members, and volunteers in the organization an opportunity to meet the new Executive Director.

- Announcing the appointment to the community
 - Plan a communication strategy for announcing the appointment to the larger community. Place an announcement in the newspaper. If your organization has close associations with other organizations, send them a special announcement. Consider hosting an open house to introduce the new Executive Director to the community.
- Orienting the new Executive Director
 - The way in which the committee provides orientation for the new Executive Director can establish a positive working relationship between the ATAC and staff. The committee needs to create a support system that helps the Executive Director to learn about the organization and to become familiar with the position.

The search committee assists the co-chairs of ATAC in setting up a series of meetings with the Executive Director to:

- Identify resource people for the Executive Director to contact for information during the transition period.
- Establish a reasonable number of short-term goals for the probationary period, and to discuss how progress will be monitored
- Confirm a review date at the end of the probationary period, and to discuss the process for either confirming the permanent appointment of the Executive Director or dismissing them from the job
- Establish long-term goals that will be used in the annual performance appraisal process

Annual Self-Evaluations

Each year, it is requested that ATAC members complete a self-evaluation survey to reflect on their engagement and fulfillment in their role. The survey is drafted and approved by the Executive Committee during QTR 2 of the fiscal year and sent to all ATAC members at least 60 days prior to the QTR 3 ATAC meeting. After the survey responses have been collected, the results are reviewed with the Executive Committee to determine any action items. The results with action items are then shared with the full ATAC at the QTR 3

meeting.

ATAC Committees

Much of the work of the ATAC happens in committees. Because the needs of FFAST may change year to year, committees are determined on an annual basis. At each QTR 4 ATAC meeting, the full board will approve the standing committees need for the upcoming fiscal year. Ad hoc committees may be created at any time as needed by the ATAC.

Executive Committee Elections

The ATAC has five members of the Executive Committee that are elected by the full ATAC at the QTR 4 meeting: Chair, Vice Chair, Treasurer/Secretary, State Representative, and At Large Member. (Descriptions of these position can be found in the Bylaws.) The process for electing Executive Committee members is as follows:

- 60 days before the QTR 4 ATAC meeting, ATAC members are sent a nominations survey. This survey asks each member to nominate eligible members to their recommended position. (Member eligibility can be found in the Bylaws).
- Once the survey has been closed, each member nominated for a position is asked to confirm their nomination. If they accept the nomination, their name is added to the "Slate of Elections". If they decline the nomination, they are thanked for their consideration and no further action is taken. If they do not respond to the confirmation, their name is added to the "Slate", with a note that they have not confirmed.
- The "Slate" is then sent to the ATAC with the meeting materials one week before the QTR 4 meeting. The elections are held as the final agenda item for the QTR 4 meeting.
- Elected Executive Committee members begin their term immediately following the meeting, unless the ATAC votes on an alternative start date.

Executive Committee Vacancies

If a member of the Executive Committee, for any reason, can no longer fill their duties, the ATAC must elect another member to fill their position. The timeline of when the vote will take place should be determined by the Executive Committee.

The member elected to fill the vacancy, will complete the current term and must run for elections at the upcoming QTR 4 meeting. Example: The Vice Chair resigns in March, the new Vice Chair will serve the term from the day of election to the QTR 4 meeting in September of that same year.

If two or more vacancies occur at the same time, a special ATAC meeting should be called to elect members to fill those positions.

Succession of Executive Committee

It is the hopes of the ATAC that any member elected to the At Large Member, State Representative, and Treasurer/Secretary position will consider running for the Chair and Vice Chair position in the future (as eligible by the Bylaws). Serving as Vice Chair, prior to becoming Chair, is an excellent way to understand the role of the Chair; just as serving on the Executive Committee as the At Large Member, State Representative, and Treasurer/Secretary will assist in gaining insight to both the Vice Chair and Chair role.

ATAC members are not required to serve on the Executive Committee prior to running for the Vice Chair and/or Chair position, but it is recommended.



Memorandum

TO: Assistive Technology Advisory Council

FROM: Eric Reed, Executive Director

CC: FFAST Staff

DATE: June 22, 2023

RE: FY23 QTR 3 Executive Director Report

I am honored to report this quarter as the Executive Director of FFAST and look forward to working with all of you to help strengthen our activities and priorities to help us continually improve upon meeting our mission!

Some updates to highlight since our last meeting:

Appropriations Request: The Governor finally signed the budget on June 15th and our funding request has been included. There were many small dollar requests similar to ours that were vetoed within his \$511 million in line item vetos. This request will remain a top legislative priority in 2024.

Family Café 2023: Four staff members and our intern traveled to Orlando for a very successful Family Café. We had the main booth location in the exhibit hall and remained busy for the entirety of the event, providing valuable resources to many families and professionals. We had two different presentations during the event, focused on FFAST



services as well as funding AT. There were five board members present as well, and it was good seeing you all when you stopped by the booth.

My 100-Day plan continues to provide an important and strategic timeline. The first 10-day goals and tasks have been completed and I'm well into the next 30-days.

RDC Deliverables were 100% met in the last quarter.

2020 Strategic Plan is nearing 100% completion. It is anticipated that only item will not be completed by September 30th.

Looking Ahead: With the 4th quarter just about to start, budgeting, strategic planning and VR contract renewal will take priority for staff.

Upcoming Meetings:

June

26th Executive Committee

July

3rd Technology Awareness (TBD)

10th Service Delivery

13th NHLP Financial Loan

17th PPAC

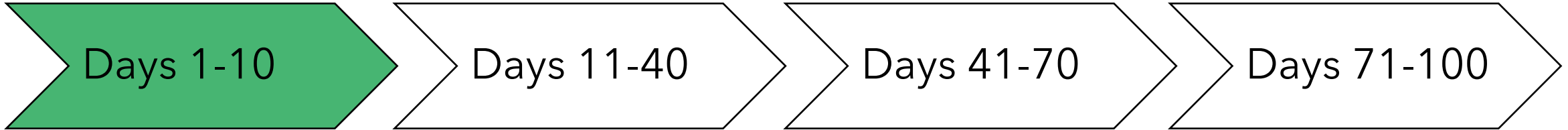
24th Executive Committee

31st Interagency Committee

August

Strategic Planning ATAC meetings (TBD)

FAAST Team / Staffing



Initial Staff Meetings:

Review the 100-day plan with staff.

Set early expectations and provide an outline of the gameplan for accomplishing goals.

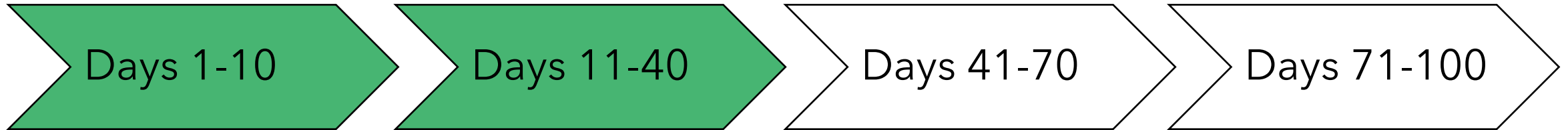
Conduct One on One meetings:

Gather information from staff on their passions and motivators, challenges of their role, and areas of mastery of their role.

Ask for an explanation of the role in their own words: time, efforts, primary/most important tasks, and duties.

Begin transitioning some of the financial loan program tasks and responsibilities to staff as appropriate.

FAAST Team / Staffing



Review job descriptions - compare them to information gathered from one-on-one meetings.

Conduct shadow sessions: 2-hour observations during a routine busy task day.

Does employee have proper tools in place?

Are systems efficient for work to be done?

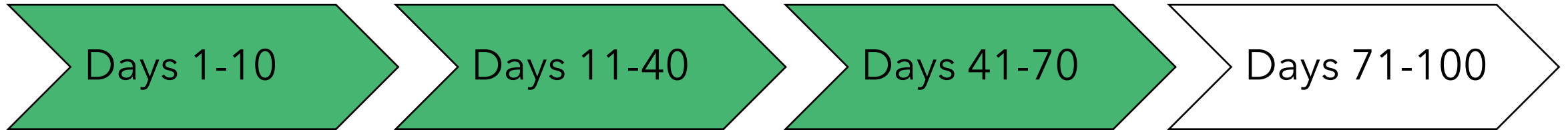
Does team member utilize systems for efficiency?

Internal and external customer interaction observations.

Determine staffing needs created from promotion to executive director and begin the recruiting process for new hire needs.

Review employee benefits and determine if any changes are needed to be competitive in recruiting.

FAAST Team / Staffing



One on One meetings with all team members:

Provide feedback from observation sessions.

Seek feedback on the first 40 days.

Discuss prior evaluation methods used to help determine a format to use moving forward.

Uncover any development goals and discuss training and professional development opportunities.

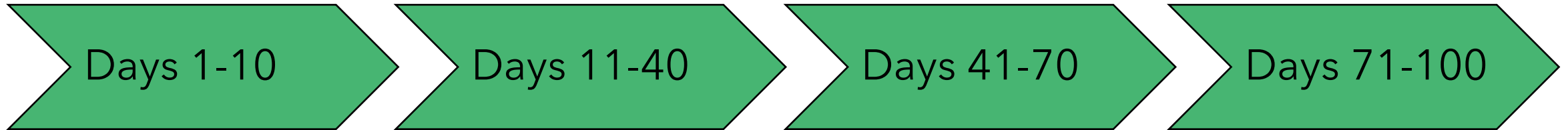
SWOT Team Meeting:

Brainstorming session to create a staff view of Strengths, Weaknesses, Opportunities and Threats of the organization.

Determine and create staff evaluation/review method and schedule:

Use input as to what is a motivator for team members and what is a realistic/attainable schedule for impactful feedback.

FAAST Team / Staffing



Conduct initial performance evaluations and set evaluation intervals moving forward.

Review job descriptions with a focus on any needed changes based on the new strategic plan.

New staff is hired as needed for program growth areas and financial loan program.

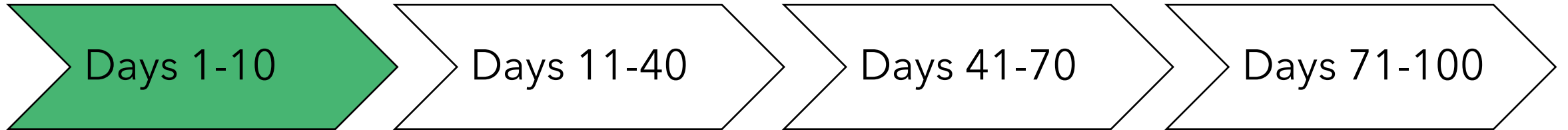
End of 100-days team retreat:

- Review strategic plan progress

- SWOT follow-up

- Team Building

Organizational Operations



Update the contact information for banking and payment sites.

Begin changes to signature cards for all bank accounts.

Make necessary changes to payroll and the allocation formulas.

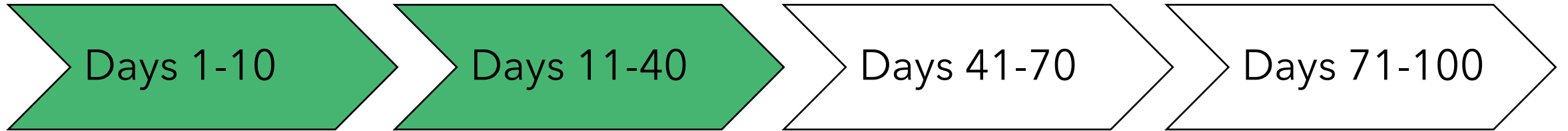
Inform contacts at ACL, AT3, ATAP, Neilsen Foundation, VR, and Step-Up* of the leadership change.

Inform necessary vendors, banks, and insurance companies of the leadership change.

Make updates as necessary to the website and voicemail system.

*(Administration for Community Living; National Assistive Technology Act Technical Assistance Training Center; Association for Assistive Technology Programs; Craig H. Neilsen Foundation; Vocational Rehabilitation; Step-Up for AT- University of Miami grant)

Organizational Operations



Become proficient with the Accounting Manual.

Read and become familiar with state and federal accounting guidelines.

Review all manuals for any needed updates due to the leadership change or other updates deemed necessary.

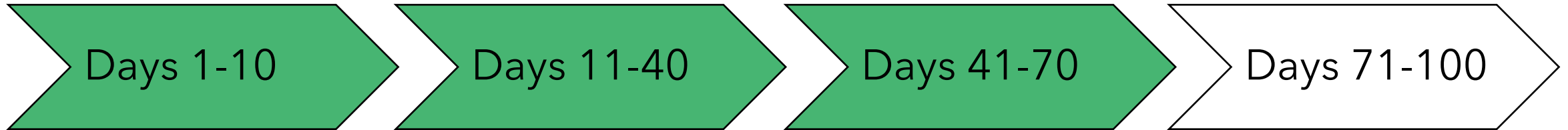
Review, study and gain a full understanding of each line item of the budget.

Meeting with the FFAST accountant:

- Discuss processes and procedures.

- Find areas that could improve internal efficiencies.

Organizational Operations



Meeting with payroll provider to ensure full understanding of the system being used.

Meeting with VR leadership to provide updates on FAAST.

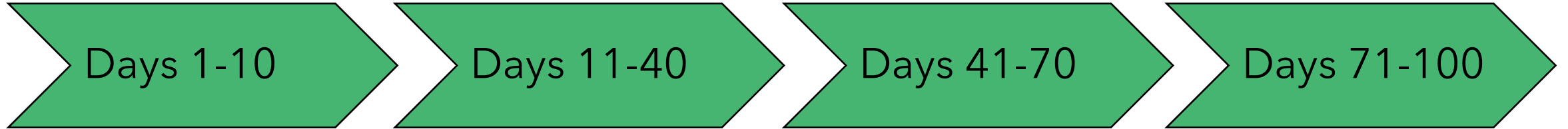
Meeting with VR accounting department :

Gain a full understanding of the funding process from federal funds receipt by VR to FAAST receiving funding.

Review all operational contracts, leases, and vendor relationships; address any potential beneficial changes or expiring agreements.

Prepare any necessary budget amendments resulting from salary changes and proposed new hires.

Organizational Operations



Computer and equipment assessment:

Are any upgrades necessary within the FFAST office?

Does everyone have what they need to be efficient and productive?

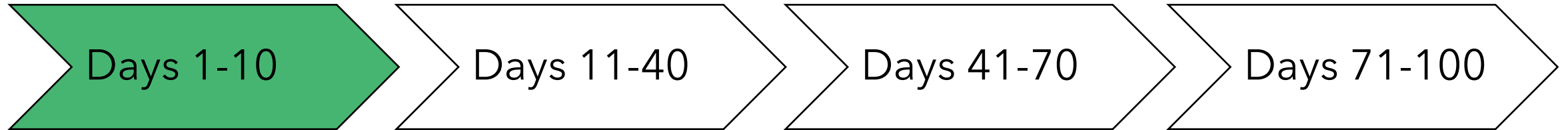
Budget analysis for year end reconciliation.

Analyze operational expenses for any known or potential cost changes for 2023-2024 budget.

Budget finalized for presentation at the 4th quarter ATAC meeting.

Review and make changes to office space layout and usage to maximize efficient use of space for AT, new employees, and meeting spaces.

Executing the Mission



Website and social media announcement made of leadership change.

Write a letter to key stakeholders about leadership change.

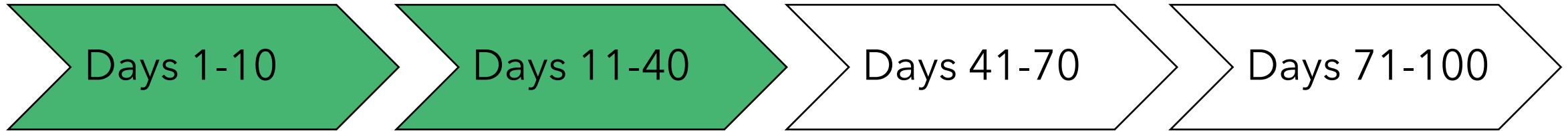
Send email message to all contract partners and RDC leadership.

Letters to key legislators announcing leadership change and thanking them for their continued support of FFAST.

Meet with ATAC chair/executive committee to outline goals and expectations from 100-day plan.

Review current strategic plan, ensure all activity is in place for successful completion by year end.

Executing the Mission



Strategic Plan

Discuss development of new Strategic Plan with Executive Committee and have a full ATAC discussion of the strategic plan during the 3rd quarter ATAC meeting.

Collaboration Focus

Create surveys to gather data on the knowledge of FFAST, strengths of FFAST, how FFAST can be a better partner, and how are we viewed as a source for AT for their clients. Surveys will be sent to:

- Current and Past Contract Partners

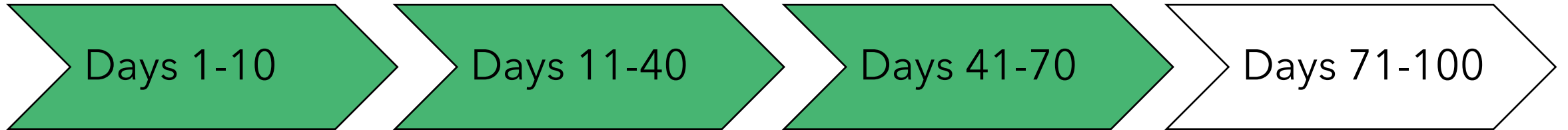
- Current and Past Stakeholders

- New organizations that FFAST has not partnered with

ATAC member recruiting efforts will begin at Family Café and through social media.

Begin in person visits to RDC's and Reuse partner locations.

Executing the Mission



Collaboration survey results gathered and disseminated.

2023-2024 draft budget is created.

The method for the creation of the new Strategic Plan is determined and set in motion.

Legislative Priorities for 2023-2024 are discussed and outlined.

Marketing focus and social media campaigns are reviewed:

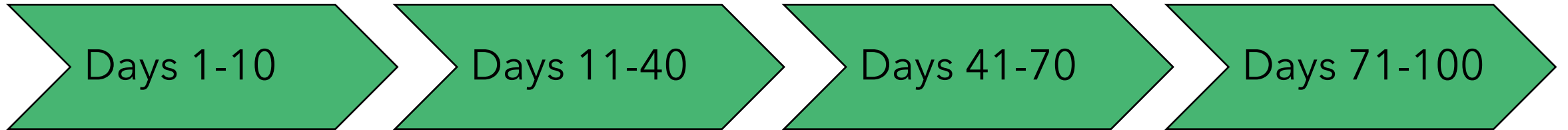
Seek a focus more related to FFAST mission, FFAST success stories and AT highlights.

Sunshine Training

Ensure annual training is complete; Explore deeper training if deemed necessary.

RDC and Reuse partner visits continue.

Executing the Mission



Strategic Plan ATAC meeting(s) take place to develop and finalize the strategic plan.

ATAC appointment requests for new members prepared for approval and sent to VR.

Monthly FFAST blog posts (staff, RDC, guest posts) begin.

Consult with AT3 regarding full accessibility of webinars and other aspects of marketing.

Key AT stakeholder meeting hosted (zoom). An opportunity to have all organizations that provide assistive technology resources to clients to meet for collaboration, discussion and planning for ways to all work more cohesively.

RDC and Reuse partner visits completed.

100-day plan summary presented to the ATAC at 4th quarter meeting.

Questions?

**Thank you for your time and
this opportunity!**



Description of Deliverables

Core Service	Deliverable	Objective	Quarter Performance		Status	
Device Loans	Loans	396	689		Achieved	
Device Loans	Devices Loaned	550	975		Achieved	
Device Loans	Performance Measures	396	689		Achieved	
Device Demonstrations	To Consumers	396	1029		Achieved	
Device Demonstrations	Demonstrations	198	715		Achieved	
Device Demonstrations	Performance Measures	396	1029		Achieved	
Training	Individuals Trained	2,200	4,116		Achieved	
Information and Assistance	Activities	810	2,954		Achieved	
Device ReUse	Device listed on AT list	74	112		Achieved	
Device ReUse	Reassign, refurbish, repair and/or Open-ended Loans	140	391		Achieved	
Device ReUse	Performance Measures	Provided	X	Yes	-	No



Memorandum

TO: Assistive Technology Advisory Council

FROM: Eric Reed, Executive Director

Cc: FFAST Staff

DATE: June 22, 2023

RE: FY23 QTR 3 Strategic Plan 2020 Report

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.	On Target
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 8 has been determined to not be a viable goal as 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

Florida Alliance for Assistive Services and Technology, Inc. Unaudited as of 6/16/2023

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

October 2022 - September 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4001 HHS Grant-Voc Rehab	418,127.75	838,291.00	49.88 %
4002 Florida General Revenue	298,603.75	750,000.00	39.81 %
4006 Revenue from Step Up Grant	46,630.66	65,774.39	70.89 %
4007 Donations			
4007.2 Unrestricted Donations			
4007.12 Board - Monthly Donations		500.00	
4007.3 Amazon Smile Donations	60.85	25.00	243.40 %
4007.5 Staff - Monthly Donations		500.00	
4007.7 Miscellaneous Donation		5,000.00	
Total 4007.2 Unrestricted Donations	60.85	6,025.00	1.01 %
Total 4007 Donations	60.85	6,025.00	1.01 %
4019 Investments			
4020 Unrealized Gains/Losses	229,936.07		
4022 Interest Income	306.99	85.00	361.16 %
4023 Interest Income on Direct Loans	15,094.62	25,469.71	59.26 %
4026 Dividend Income from Investments	38,866.90		
Total 4019 Investments	284,204.58	25,554.71	1,112.14 %
4027 Miscellaneous Income	46,802.84	80,000.00	58.50 %
4037 Grant Income	676,343.00	676,343.00	100.00 %
Total Income	\$1,770,773.43	\$2,441,988.10	72.51 %
GROSS PROFIT	\$1,770,773.43	\$2,441,988.10	72.51 %
Expenses			
5075 State Level Activites			
5100 Device Loan			
5019 Assistive Technology	18,317.25	176,821.46	10.36 %
5020 Shipping for AT Loan Equipment	1,267.87	6,000.00	21.13 %
7027 Device Loan Activities	179,181.00	303,564.88	59.03 %
Total 5100 Device Loan	198,766.12	486,386.34	40.87 %
5150 Device Demonstration			
5151 Device Demo Activities	89,590.34	151,782.44	59.03 %
Total 5150 Device Demonstration	89,590.34	151,782.44	59.03 %
5700 ReUse			
5076 Device Exchange Activities	18,000.00	20,000.00	90.00 %
5077 Device Refurbish Activities	74,101.40	85,000.00	87.18 %
Total 5700 ReUse	92,101.40	105,000.00	87.72 %
6000 State Financing			
5008.02 Contract Services NHLP	10,156.00	9,516.52	106.72 %
5011 Credit Reports	1,370.62	834.11	164.32 %
5026.1 NHLP Shipping	273.41	571.50	47.84 %
5061 Investment Services	11,886.09		

Florida Alliance for Assistive Services and Technology, Inc. Unaudited as of 6/16/202

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

October 2022 - September 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
5071 NHLP Travel	90.00	6,434.50	1.40 %
7052 AFP Bank Charges	20.00		
7058 NHLP Legal Fees	890.00	8,000.00	11.13 %
7080 NHLP Doc Stamps	741.87		
Total 6000 State Financing	25,427.99	25,356.63	100.28 %
6050 State Level Activities Personnel			
6010 Salary	65,667.96	149,661.16	43.88 %
6011 SEP Retirement	3,984.45	10,476.28	38.03 %
6012 Payroll Tax	6,380.78	11,972.89	53.29 %
6013 Employee Insurance	6,976.78	15,709.39	44.41 %
6014 Workers Comp	873.52	2,213.78	39.46 %
Total 6050 State Level Activities Personnel	83,883.49	190,033.50	44.14 %
Total 5075 State Level Activities	489,769.34	958,558.91	51.09 %
5175 State Leadership Activities			
5180 Trainings			
5008.01 GRANT Multimedia Consulting Fee	83,109.72	50,625.00	164.17 %
5181 Training Activities	163,989.41	279,866.42	58.60 %
5182 Transition Training Activities	7,615.23	16,765.82	45.42 %
Total 5180 Trainings	254,714.36	347,257.24	73.35 %
5185 Information and Assistance		45,534.73	
5185.1 Information and Assistance Activities	26,877.08	38,602.09	69.63 %
Total 5185 Information and Assistance	26,877.08	84,136.82	31.94 %
5190 Public Awareness	19,300.58		
5036 Public Awareness Materials	1,200.00	6,100.00	19.67 %
5036.1 Registration and Exhibit Fees	11,650.00	4,255.20	273.78 %
5051 Website Modifications		1,078.85	
5056 Public Awareness Travel	5,356.41	8,242.00	64.99 %
5060 RDC Travel	12,653.48	37,716.00	33.55 %
7003 FFAST Van	706.70	1,000.00	70.67 %
Total 5190 Public Awareness	50,867.17	58,392.05	87.11 %
5191 Public Awareness - The Annual Family Cafe	158.89		
5194 Public Awareness Travel		1,998.00	
5196 Contracted Services	4,900.00	3,900.00	125.64 %
Total 5191 Public Awareness - The Annual Family Cafe	5,058.89	5,898.00	85.77 %
5198 Technical Assistance			
5003 Contract Activities	613.25	500.00	122.65 %
5026.2 BOD - Shipping		34.75	
5028 Insurance - Dir and Officers	642.58	710.00	90.50 %
5037 BOD Travel	6,790.90	18,768.00	36.18 %
5040 BOD - Professional Development	-54.48		
5065 Contract Monitoring	2,319.55	5,395.00	42.99 %

Florida Alliance for Assistive Services and Technology, Inc. Unaudited as of 6/16/202

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

October 2022 - September 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
5070 Executive Director Travel	2,516.18	4,382.00	57.42 %
Total 5198 Technical Assistance	12,827.98	29,789.75	43.06 %
6060 State Leadership Activities Personnel			
6015 Salary	81,619.83	105,081.24	77.67 %
6016 SEP Retirement	4,956.99	7,355.69	67.39 %
6017 Payroll Tax	6,385.00	8,406.50	75.95 %
6018 Employee Insurance	8,535.64	11,029.99	77.39 %
6019 Workers Comp	1,085.62	2,204.51	49.25 %
Total 6060 State Leadership Activities Personnel	102,583.08	134,077.93	76.51 %
Total 5175 State Leadership Activities	452,928.56	659,551.79	68.67 %
5250 Operational Expense			
5000 Contractual Expense			
5008 Contracted Services	142,339.12	174,683.43	81.48 %
Total 5000 Contractual Expense	142,339.12	174,683.43	81.48 %
5005 Equipment Expense			
5014 Equipment - Under \$500	2,668.41	499.69	534.01 %
5015 Equipment - Over \$500	9,254.48	2,498.44	370.41 %
Total 5005 Equipment Expense	11,922.89	2,998.13	397.68 %
5021 Office Supplies	1,931.09	4,198.89	45.99 %
5022 Rent	40,500.00	53,966.25	75.05 %
5026 Postage/Shipping	1,420.91	719.55	197.47 %
5029 Insurance - General/Office Liab	9,095.13	8,838.59	102.90 %
5030 Legal	438.00	3,547.78	12.35 %
5031 Membership Fees	150.00	20,461.45	0.73 %
5032 Banking Fees - Operations	364.40	19.99	1,822.91 %
5033 Corporate Fees	80.25	144.91	55.38 %
5041 Local Travel	209.23	199.89	104.67 %
5053 Utilities	6,182.13	10,152.49	60.89 %
5252 Professional Development	1,598.80	1,194.25	133.87 %
5253 Professional Development - Travel		3,537.79	
5254 Payroll Service Fees	1,113.25	1,402.60	79.37 %
5300 Operations Personnel			
6001 Salary	68,069.80	145,028.90	46.94 %
6002 SEP Retirement	3,948.18	8,052.03	49.03 %
6003 Payroll Tax expense	5,356.53	11,429.43	46.87 %
6004 Employee Insurance	1,788.65	3,392.30	52.73 %
6006 Insurance - Workers Comp	905.72	1,633.85	55.43 %
Total 5300 Operations Personnel	80,068.88	169,536.51	47.23 %
Total 5250 Operational Expense	297,414.08	455,602.50	65.28 %
Total Expenses	\$1,240,111.98	\$2,073,713.20	59.80 %

Florida Alliance for Assistive Services and Technology, Inc.
Unaudited as of 6/16/202

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

October 2022 - September 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET OPERATING INCOME	\$530,661.45	\$368,274.90	144.09 %
NET INCOME	\$530,661.45	\$368,274.90	144.09 %

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet As of June 16, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash - Unrestricted	
1012 First Fed 4192 - FFAST Operating	366,215.21
1025 Capital City - Board Designated Operating Reserve	31,936.00
Total 1000 Cash - Unrestricted	398,151.21
1001 Cash - Restricted	
1047 First Fed 7286 - NHLP Operating	17,350.26
1048 First Fed 7294 - TW-DL	42,843.53
1049 First Fed 7302 - AFP-DL	127,388.75
1053 First Fed 7310 - Reserve Acct	132,006.14
1055 First Fed 4184 - CBA	2,005.00
Total 1001 Cash - Restricted	321,593.68
Suspense	11,400.74
Total Bank Accounts	\$731,145.63
Accounts Receivable	
1100 Accounts Receivable - Unrestr.	10,501.05
Total Accounts Receivable	\$10,501.05
Other Current Assets	
1120 Interfund	0.00
1200 Prepaid expense - Unrestric.	10,165.00
12000 Undeposited Funds	3,145.79
7055 AFP Direct Loans	527,273.74
7056 TW Direct Loans	152,598.62
7056.5 Credit Builders Alliance Loan	0.00
7061 Credit Builder Loan	0.00
Allowance for Doubtful Accounts	-12,898.77
Fraud	16,578.12
Total Other Current Assets	\$696,862.50
Total Current Assets	\$1,438,509.18
Fixed Assets	
1500 Furniture & Fixtures	176,427.36
1550 Accumulated Depreciation	-116,017.00
1555 Accumulated Amortization	-48,600.00
Total Fixed Assets	\$11,810.36

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet As of June 16, 2023

	TOTAL
Other Assets	
1600 TD Ameritrade	
1605 AFP	
1610 TD Ameritrade AFP	1,326,773.42
1611 AFP Market Value Adjustment	496,882.47
Total 1605 AFP	1,823,655.89
1615 Unrestricted	
1620 TD Ameritrade Board Operating Reserve	101,253.13
1621 Unrestricted Market Value Adj	49,343.92
Total 1615 Unrestricted	150,597.05
1625 Telework	
1630 TD Ameritrade TW	247,242.15
1631 TW Market Value Adjustment	181,209.17
Total 1625 Telework	428,451.32
Total 1600 TD Ameritrade	2,402,704.26
1650 Deposits	4,500.00
Total Other Assets	\$2,407,204.26
TOTAL ASSETS	\$3,857,523.80
<hr style="border-top: 3px double #000;"/>	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	59,505.66
Total Accounts Payable	\$59,505.66
Credit Cards	
2006 First Federal Company Credit Cards	-29,447.21
2007 First Fed CC - Whitney	12,504.70
2008 First Fed CC - Eric	11,968.59
2012 First Fed CC - Hannah	5,385.06
2013 First Fed CC - Tim	3,288.96
2014 First Fed CC - Marquesas	2,604.01
Total 2006 First Federal Company Credit Cards	6,304.11
Total Credit Cards	\$6,304.11
Other Current Liabilities	
2020 SS, Med and Fed W/H Tax Payable	0.00
2030 Employee Deductions Payable	121.29
2040 403-b Employee Ded. Payable	9.00
2050 Accrued Leave Payable	21,556.12
2060 FL Unemployment Taxes Payable	0.00
Deferred Revenue	0.00

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet As of June 16, 2023

	TOTAL
Total Other Current Liabilities	\$21,686.41
Total Current Liabilities	\$87,496.18
Total Liabilities	\$87,496.18
Equity	
3010 Unrestricted Net Assets	152,880.15
3020 Restricted Net Assets	3,086,826.02
Net Income	530,321.45
Total Equity	\$3,770,027.62
TOTAL LIABILITIES AND EQUITY	\$3,857,523.80

Florida Alliance for Assistive Services and Technology, Inc.

A/R Aging Summary

As of June 16, 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 Negron					299.00	\$299.00
Shannon Thomas					399.00	\$399.00
State of Florida/DOE				50.00		\$50.00
Suheily Delgado					499.00	\$499.00
Teona Haugabook				369.00		\$369.00
Teryn Breardell Thompson					265.00	\$265.00
Tony Nguyen					399.00	\$399.00
University of Miami-FAAST				1,032.70		\$1,032.70
Vanessa Baztan					540.95	\$540.95
Whitney Doyle- Invoice				70.79	70.79	\$141.58
TOTAL	\$0.00	\$0.00	\$0.00	\$1,522.49	\$8,978.56	\$10,501.05

Florida Alliance for Assistive Services and Technology, Inc.

A/R Aging Summary

As of June 16, 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
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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. Lembert					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 Negron					299.00	\$299.00
Shannon Thomas					399.00	\$399.00
State of Florida/DOE				50.00		\$50.00
Suheily Delgado					499.00	\$499.00
Teona Haugabook				369.00		\$369.00
Teryn Breardell Thompson					265.00	\$265.00
Tony Nguyen					399.00	\$399.00
University of Miami-FAAST				1,032.70		\$1,032.70
Vanessa Baztan					540.95	\$540.95
Whitney Doyle- Invoice				70.79	70.79	\$141.58
TOTAL	\$0.00	\$0.00	\$0.00	\$1,522.49	\$8,978.56	\$10,501.05

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
1	4	Kristi Warren	CIL	1	10/1/2022	9/30/2025
2	4	VACANT	DOE	1		
3	4	Adriann Keve	DBS	1	5/1/2023	4/30/2026
4	5	VACANT	OTHER AGENCY	1		
5	1	VACANT		1		
6	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	8	50%	51%	1*
2	1	6%	1 person	0
3	3	19%	1 person	0
4/5	4	25%	6 Members	2
Totals	16	100%		2



Eric Reed <ereed@faast.org>

Second Term

1 message

Enrique Escallon <escallon@bellsouth.net>
To: Eric Reed <ereed@faast.org>

Fri, Jun 2, 2023 at 1:56 PM

Following our first conversation I am interested in serving a second term
Please follow up on the renewal

Regards
Enrique

Get [Outlook for iOS](#)



Whitney Harris <wharris@faastinc.org>

Fwd: Board Application

1 message

Megan Germain <mgermain@faastinc.org>

Mon, Jun 22, 2020 at 9:40 AM

To: Eric Reed <ereed@faastinc.org>, Matt Holloway <mholloway@faastinc.org>, Whitney Harris <wharris@faastinc.org>

----- Forwarded message -----

From: **FAAST Form Submission** <no-reply@calderaformspro.net>

Date: Fri, Jun 19, 2020 at 4:07 PM

Subject: Board Application

To: <mdaniels@faastinc.org>, <mgermain@faastinc.org>

Title

Mr.

First Name

Enrique

Last Name

Escallon

Email Address

Escallon@bellsouth.net

Contact Number

(305)761-7205

Alternate Contact Number

(305)554-5364

Address

[4371 SW 150 Court](#)

City/Town

Miami

State

FL

Zip

33185

Current Employer

SunTrust Banks now TRUIST

Address

[777 Brickell Avenue](#)

Address 2

9th Floor

City/Town

Miami

State

FL

Zip

33131

Reference

Jackie Neddelman

Address

Suite M100, Rivergate Plaza

Address 2

[444 Brickel Avenue](#)

City/Town

Miami

State

FL

Zip

33131

Membership Categories

Family Member/ Legal Guardian of individuals with disabilities that use assistive technology

Employment

Yes, My employer will allow me the flexibility to attend face-to-face meetings as well as teleconferences and webinars.

Skills you bring to FFAST

Strategic Planning, Financial Management, Marketing, Information Technology, Human Resources, Accounting, Media Contacts, Administration, Fundraising, Assistive Technology Trainings, Legal Issues, Political Contacts, Contacts with Professional Service Organizations

Why do you want to be a member of the FFAST Board?

I have served in various Organizations that serve and protect Individuals with different abilities.

Describe your experience with assistive technology devices or services and your role.

Working on technology all my professional life & finances .
Past Board Member.

Please list any other Boards, commissions, committees, and/or organizations you currently serve in or have served in the past.

FDDC - Chaired
FFAST - Chaired
National PTA board member
Disability Rights Florida - Chaired
Boy Scouts of America - South Florida Council District Chair
FLDOE - BEESS chaired
Miami-Dade Advisory Panel to the superintendent on exceptional student education (note this is the only current Chair)

Message / Comments

I am willing to Serve to Inspire and build better lives and communities.
FFAST faces many challenges. I believe this is caused by a fading commitment to the public-institutions care system due to special needs not being met. It is possible that these individuals do not see the appeal or believe such an association as FFAST has influence to effect issues of this manner, but I do. I believe we can overcome these difficulties.

--



Megan Germain

Executive Assistant at FAAST, Inc

Address 820 E Park Ave, D-200,
Tallahassee, FL 32301

Phone 844-353-2278 Ext. 105


Fax 850-575-4216

Email mgermain@faastinc.org

Website <https://www.faast.org/>



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203K



Eric Reed <ereed@faast.org>

FAAST - ATAC second term

2 messages

Eric Reed <ereed@faast.org>
To: Thomas Moon <tj.wheelchair@gmail.com>

Thu, Jun 1, 2023 at 8:34 AM

Hello TJ,

Your first term on the ATAC ends on September 14th. I wanted to reach out to ask if you are willing to serve your second three-year term and continue to be a voice and important resource for FFAST.

Thanks,
Eric

Eric Reed

Interim Executive Director
Financial Loan Program Director

Please note our new address effective June 1, 2022:

Address 2145 Delta Blvd., Suite 200, Tallahassee, FL 32303

Phone 844-353-2278 Ext. 104

Fax 850-575-4216

Email ereed@faast.org

Website www.faast.org



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Thomas Moon <tj.wheelchair@gmail.com>
To: Eric Reed <ereed@faast.org>

Thu, Jun 1, 2023 at 8:48 AM

Yes

Thomas Moon

Author, Blogger, Motivational Speaker and Advocate/Life Coach

Phone:352-216-1099

Email:tj@moonscapes.org

Website: www.disabilityspeaker.com.

[Quoted text hidden]



Whitney Harris <wharris@faastinc.org>

Fwd: Board Application

1 message

Megan Germain <mgermain@faastinc.org>

Tue, Jun 16, 2020 at 1:02 PM

To: Whitney Harris <wharris@faastinc.org>, Eric Reed <ereed@faastinc.org>, Matt Holloway <mholloway@faastinc.org>

----- Forwarded message -----

From: **FAAST Form Submission** <no-reply@calderaformspro.net>

Date: Fri, Jun 12, 2020 at 4:23 PM

Subject: Board Application

To: <mdaniels@faastinc.org>, <mgermain@faastinc.org>

Title

Choose One

First Name

Thomas

Last Name

Moon

Email Address

tj@howmoon.com

Contact Number

(352)216-1099

Address

13054 SW 67 ave

City/Town

Ocala

State

FL

Zip

34473

Current Employer

Thomas Moon

Address

13054 SW 67 ave

City/Town

Ocala

State

FL

Zip

34473

Reference

Eddie Hall

Address

10845 country haven dr

City/Town

Lakeland

State

FL

Zip

33809

Membership Categories

Individual with disabilities that use assistive technology

Employment

Yes, My employer will allow me the flexibility to attend face-to-face meetings as well as teleconferences and webinars.

Skills you bring to FFAST

Strategic Planning, Information Technology, Fundraising, Contacts with Professional Service Organizations

Why do you want to be a member of the FFAST Board?

I want to make a difference in everyone's life

Describe your experience with assistive technology devices or services and your role.

I know many individuals who use and I am involved all around Florida

Please list any other Boards, commissions, committees, and/or organizations you currently serve in or have served in the past.

Florida developmental disabilities Council

Committees you would like to be a part of

Technology and Public Awareness, Public Policy and Advocacy & Interagency, Service Delivery

Message / Comments

Thank you for this great opportunity

--

Megan Germain

Executive Assistant at FFAST, Inc

Address 820 E Park Ave, D-200,
Tallahassee, FL 32301



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