



Assistive Technology Advisory Council

Quarter 3 Meeting

Agenda

June 22, 2023

9:30 a.m.-3:00 p.m. ET

In-Person and Teleconference

- FAAST Headquarters, 2145 Delta Blvd, Suite 200, Tallahassee, FL 32303
Zoom Meeting Information:

Join Zoom Meeting

https://us06web.zoom.us/j/89061351494?pwd=STh0bjVSTk1lWitCTWJERDNJU1RxQT_09

Meeting ID: 890 6135 1494

Passcode: 371730

One tap mobile

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1. Opening
 - a. Verbal Authorization to Begin Recording
 - b. Call to Order
 - c. Roll Call
 - d. Establishment of Quorum
2. Approval of Agenda
 - a. Public Comment on Agenda
 - b. Action Needed – Approve Agenda
3. Approval of Minutes
 - a. Attachment
 - i. March 2023 ATAC Minutes
 - b. Action Needed – Approve Minutes



4. ATAC Manual Changes | Eric Reed
 - a. Attachments
 - i. Discussion
 - b. Action Needed- Approve Manual Changes
5. Executive Director's Report | Eric Reed
 - a. Attachments
 - i. Executive Director's Report 20230316
 - ii. RDC Deliverable Report
6. Treasurer's Report | Brian Nerland / Eric Reed
 - a. Attachments
 - i. April 2023 Financial Statements
 - ii. 2022 Audit
 - b. Action Needed – approve Financial Statements
 - c. Action Needed – approve audit
7. ATAC Member Reappointments | Eric Reed
 - a. Attachments
 - i. ATAC Demographics and Skills
 - ii. ATAC Member Roster
 - iii. Reappointment packages
 - b. Action Needed – Approve ATAC applicants to be sent to VR for re/appointment.
8. Committee Reports
 - a. Public Policy and Advocacy | Enrique Escallon
 - b. Interagency | Eric Reed
 - c. Financial Loan Program | Brandon Palermo
 - d. Technology Awareness | Brian Nerland
 - e. Service Delivery | Lesa Kretschmer
 - f. Executive Director Search Committee | Brian Nerland
9. State Agency Representatives Report
 - a. Center for Independent Living | Kristi Warren



- b. Vocational Rehabilitation | Horace Brown
- c. Division of Blind Services | Eric Reed
- d. Department of Education | Eric Reed
- e. CareerSource Florida | Dan McGrew

10. Strategic Planning Discussion | Eric Reed

- a. Attachments
 - i. Strategic Plan 2022 Report

11. Legislator of the Year

- a. Action Needed
 - i. Approve Legislator of the Year

12. Closing

- a. Next Meeting
 - i. QTR 4 - ??, 9:30 a.m.-12:00 p.m. (Teleconference)
 - ii. QTR 1 - ??, 9:30 a.m.-5:00 p.m. in Tallahassee
- b. Call for Public Comment
- c. Adjourn

Accessible Meeting Statement

Materials in alternative formats, real-time captioning, and other accommodations will be made available upon request. Please make your request for an alternative format or other accommodations, to:

Megan Atkinson, 1-844-FL-FAAST (353-2278), Ext. 105,
TTY: 850-922-5951,
Text Message: 850-572-5764,
Email: matkinson@faast.org

Providing at least 72 hours' notice prior to the meeting will help to ensure availability.

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet

As of June 2, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash - Unrestricted	
1012 First Fed 4192 - FFAST Operating	369,531.11
1025 Capital City - Board Designated Operating Reserve	31,936.00
Total 1000 Cash - Unrestricted	401,467.11
1001 Cash - Restricted	
1047 First Fed 7286 - NHLP Operating	17,350.26
1048 First Fed 7294 - TW-DL	56,606.43
1049 First Fed 7302 - AFP-DL	145,701.40
1053 First Fed 7310 - Reserve Acct	132,006.14
1055 First Fed 4184 - CBA	2,005.00
Total 1001 Cash - Restricted	353,669.23
Suspense	11,400.74
Total Bank Accounts	\$766,537.08
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	509,163.74
7056 TW Direct Loans	138,868.62
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	\$665,022.50
Total Current Assets	\$1,442,060.63
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 2, 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	\$3,861,075.25
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	-9.92
Total Accounts Payable	\$ -9.92
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	3,003.68
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	-10.92
Deferred Revenue	0.00

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet

As of June 2, 2023

	TOTAL
Total Other Current Liabilities	\$24,679.17
Total Current Liabilities	\$30,973.36
Total Liabilities	\$30,973.36
Equity	
3010 Unrestricted Net Assets	152,880.15
3020 Restricted Net Assets	3,086,826.02
Net Income	590,395.72
Total Equity	\$3,830,101.89
TOTAL LIABILITIES AND EQUITY	\$3,861,075.25

Florida Alliance for Assistive Services and Technology, Inc.

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

October 2022 - September 2023

	OCT - DEC, 2022			JAN - MAR, 2023			APR - JUN, 2023			JUL - SEP, 2023			TOTAL		
	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET
Income															
4001 HHS Grant-Voc Rehab	209,442.75	209,572.74	99.94 %	208,685.00	209,572.74	99.58 %		209,572.74			209,572.78		\$418,127.75	\$838,291.00	49.88 %
4002 Florida General Revenue	187,500.00	187,500.00	100.00 %	111,103.75	187,500.00	59.26 %		187,500.00			187,500.00		\$298,603.75	\$750,000.00	39.81 %
4006 Revenue from Step Up Grant	30,198.48	16,443.60	183.65 %	16,432.18	16,443.60	99.93 %		16,443.60			16,443.59		\$46,630.66	\$65,774.39	70.89 %
4007 Donations													\$0.00	\$0.00	0.00%
4007.2 Unrestricted Donations													\$0.00	\$0.00	0.00%
4007.12 Board - Monthly Donations		125.01			125.01			125.01			124.97		\$0.00	\$500.00	0.00%
4007.3 Amazon Smile Donations	14.08	6.24	225.64 %	18.99	6.24	304.33 %		6.24			6.28		\$33.07	\$25.00	132.28 %
4007.5 Staff - Monthly Donations		125.01			125.01			125.01			124.97		\$0.00	\$500.00	0.00%
4007.7 Miscellaneous Donation		1,250.01			1,250.01			1,250.01			1,249.97		\$0.00	\$5,000.00	0.00%
Total 4007.2 Unrestricted Donations	14.08	1,506.27	0.93 %	18.99	1,506.27	1.26 %		1,506.27			1,506.19		\$33.07	\$6,025.00	0.55 %
Total 4007 Donations	14.08	1,506.27	0.93 %	18.99	1,506.27	1.26 %		1,506.27			1,506.19		\$33.07	\$6,025.00	0.55 %
4019 Investments													\$0.00	\$0.00	0.00%
4020 Unrealized Gains/Losses	104,293.23			106,256.57			19,386.27						\$229,936.07	\$0.00	0.00%
4022 Interest Income	89.70	21.24	422.32 %	116.08	21.24	546.52 %	101.21	21.24	476.51 %		21.28		\$306.99	\$85.00	361.16 %
4023 Interest Income on Direct Loans	6,314.82	6,367.44	99.17 %	7,010.12	6,367.44	110.09 %	1,769.68	6,367.44	27.79 %		6,367.39		\$15,094.62	\$25,469.71	59.26 %
4026 Dividend Income from Investments	32,865.75			5,992.13			9.02						\$38,866.90	\$0.00	0.00%
Total 4019 Investments	143,563.50	6,388.68	2,247.15 %	119,374.90	6,388.68	1,868.54 %	21,266.18	6,388.68	332.87 %		6,388.67		\$284,204.58	\$25,554.71	1,112.14 %
4027 Miscellaneous Income	26,183.85	20,000.01	130.92 %	20,618.99	20,000.01	103.09 %		20,000.01			19,999.97		\$46,802.84	\$80,000.00	58.50 %
4037 Grant Income	676,343.00	169,085.76	400.00 %		169,085.76			169,085.76			169,085.72		\$676,343.00	\$676,343.00	100.00 %
Total Income	\$1,273,245.66	\$610,497.06	208.56 %	\$476,233.81	\$610,497.06	78.01 %	\$21,266.18	\$610,497.06	3.48 %	\$0.00	\$610,496.92	0.00%	\$1,770,745.65	\$2,441,988.10	72.51 %
GROSS PROFIT	\$1,273,245.66	\$610,497.06	208.56 %	\$476,233.81	\$610,497.06	78.01 %	\$21,266.18	\$610,497.06	3.48 %	\$0.00	\$610,496.92	0.00 %	\$1,770,745.65	\$2,441,988.10	72.51 %
Expenses															
5075 State Level Activites													\$0.00	\$0.00	0.00%
5100 Device Loan													\$0.00	\$0.00	0.00%
5019 Assistive Technology	2,159.38	44,205.36	4.88 %	2,262.12	44,205.36	5.12 %	10,140.75	44,205.36	22.94 %		44,205.38		\$14,562.25	\$176,821.46	8.24 %
5020 Shipping for AT Loan Equipment	873.76	1,500.00	58.25 %	344.11	1,500.00	22.94 %		1,500.00			1,500.00		\$1,217.87	\$6,000.00	20.30 %
7027 Device Loan Activities	70,973.81	75,891.21	93.52 %	61,645.06	75,891.21	81.23 %	46,562.13	75,891.21	61.35 %		75,891.25		\$179,181.00	\$303,564.88	59.03 %
Total 5100 Device Loan	74,006.95	121,596.57	60.86 %	64,251.29	121,596.57	52.84 %	56,702.88	121,596.57	46.63 %		121,596.63		\$194,961.12	\$486,386.34	40.08 %
5150 Device Demonstration													\$0.00	\$0.00	0.00%
5151 Device Demo Activities	35,486.83	37,945.62	93.52 %	30,822.48	37,945.62	81.23 %	23,281.03	37,945.62	61.35 %		37,945.58		\$89,590.34	\$151,782.44	59.03 %
Total 5150 Device Demonstration	35,486.83	37,945.62	93.52 %	30,822.48	37,945.62	81.23 %	23,281.03	37,945.62	61.35 %		37,945.58		\$89,590.34	\$151,782.44	59.03 %
5700 ReUse													\$0.00	\$0.00	0.00%
5076 Device Exchange Activities	16,000.00	5,000.01	320.00 %		5,000.01		2,000.00	5,000.01	40.00 %		4,999.97		\$18,000.00	\$20,000.00	90.00 %
5077 Device Refurbish Activities	64,793.77	21,249.99	304.91 %	147.03	21,249.99	0.69 %	9,160.60	21,249.99	43.11 %		21,250.03		\$74,101.40	\$85,000.00	87.18 %
Total 5700 ReUse	80,793.77	26,250.00	307.79 %	147.03	26,250.00	0.56 %	11,160.60	26,250.00	42.52 %		26,250.00		\$92,101.40	\$105,000.00	87.72 %
6000 State Financing													\$0.00	\$0.00	0.00%
5008.02 Contract Services NHLP	1,895.00	2,379.15	79.65 %	7,921.00	2,379.15	332.93 %	340.00	2,379.15	14.29 %		2,379.07		\$10,156.00	\$9,516.52	106.72 %
5011 Credit Reports	425.51	208.53	204.05 %	247.74	208.53	118.80 %	431.71	208.53	207.03 %		208.52		\$1,104.96	\$834.11	132.47 %
5026.1 NHLP Shipping	43.35	142.89	30.34 %	230.06	142.89	161.00 %		142.89			142.83		\$273.41	\$571.50	47.84 %
5061 Investment Services	3,413.74			4,305.71			4,166.64						\$11,886.09	\$0.00	0.00%
5071 NHLP Travel	90.00	1,608.63	5.59 %		1,608.63			1,608.63			1,608.61		\$90.00	\$6,434.50	1.40 %
7052 AFP Bank Charges	10.00						10.00						\$20.00	\$0.00	0.00%
7058 NHLP Legal Fees		2,000.01			2,000.01		575.00	2,000.01	28.75 %		1,999.97		\$575.00	\$8,000.00	7.19 %
7080 NHLP Doc Stamps	200.96			276.13			29.23						\$506.32	\$0.00	0.00%
Total 6000 State Financing	6,078.56	6,339.21	95.89 %	12,980.64	6,339.21	204.77 %	5,552.58	6,339.21	87.59 %		6,339.00		\$24,611.78	\$25,356.63	97.06 %
6050 State Level Activities Personnel													\$0.00	\$0.00	0.00%

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	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET
6010 Salary	28,044.66	37,415.28	74.96 %	27,459.09	37,415.28	73.39 %	10,164.21	37,415.28	27.17 %	37,415.32			\$65,667.96	\$149,661.16	43.88 %
6011 SEP Retirement	1,963.12	2,619.06	74.96 %	1,557.95	2,619.06	59.49 %	463.38	2,619.06	17.69 %	2,619.10			\$3,984.45	\$10,476.28	38.03 %
6012 Payroll Tax	2,159.26	2,993.25	72.14 %	3,447.89	2,993.25	115.19 %	773.63	2,993.25	25.85 %	2,993.14			\$6,380.78	\$11,972.89	53.29 %
6013 Employee Insurance	3,062.43	3,927.36	77.98 %	3,186.84	3,927.36	81.14 %	727.51	3,927.36	18.52 %	3,927.31			\$6,976.78	\$15,709.39	44.41 %
6014 Workers Comp	373.27	553.44	67.45 %	364.98	553.44	65.95 %	135.27	553.44	24.44 %	553.46			\$873.52	\$2,213.78	39.46 %
Total 6050 State Level Activities Personnel	35,602.74	47,508.39	74.94 %	36,016.75	47,508.39	75.81 %	12,264.00	47,508.39	25.81 %	47,508.33			\$83,883.49	\$190,033.50	44.14 %
Total 5075 State Level Activites	231,968.85	239,639.79	96.80 %	144,218.19	239,639.79	60.18 %	108,961.09	239,639.79	45.47 %	239,639.54			\$485,148.13	\$958,558.91	50.61 %
5175 State Leadership Activities													\$0.00	\$0.00	0.00%
5180 Trainings													\$0.00	\$0.00	0.00%
5008.01 GRANT Multimedia Consulting Fee	12,500.00	12,656.25	98.77 %	12,500.00	12,656.25	98.77 %	22,854.80	12,656.25	180.58 %	12,656.25			\$47,854.80	\$50,625.00	94.53 %
5181 Training Activities	57,311.38	69,966.60	81.91 %	59,428.74	69,966.60	84.94 %	47,249.29	69,966.60	67.53 %	69,966.62			\$163,989.41	\$279,866.42	58.60 %
5182 Transition Training Activities	3,016.41	4,191.45	71.97 %	2,619.92	4,191.45	62.51 %	1,978.90	4,191.45	47.21 %	4,191.47			\$7,615.23	\$16,765.82	45.42 %
Total 5180 Trainings	72,827.79	86,814.30	83.89 %	74,548.66	86,814.30	85.87 %	72,082.99	86,814.30	83.03 %	86,814.34			\$219,459.44	\$347,257.24	63.20 %
5185 Information and Assistance		11,383.68			11,383.68			11,383.68		11,383.69			\$0.00	\$45,534.73	0.00%
5185.1 Information and Assistance Activities	10,646.02	9,650.52	110.32 %	9,246.74	9,650.52	95.82 %	6,984.32	9,650.52	72.37 %	9,650.53			\$26,877.08	\$38,602.09	69.63 %
Total 5185 Information and Assistance	10,646.02	21,034.20	50.61 %	9,246.74	21,034.20	43.96 %	6,984.32	21,034.20	33.20 %	21,034.22			\$26,877.08	\$84,136.82	31.94 %
5190 Public Awareness				9,650.29			9,650.29						\$19,300.58	\$0.00	0.00%
5036 Public Awareness Materials		1,525.02			1,525.02			1,525.02		1,524.94			\$0.00	\$6,100.00	0.00%
5036.1 Registration and Exhibit Fees	9,210.00	1,063.80	865.76 %	750.00	1,063.80	70.50 %	1,190.00	1,063.80	111.86 %	1,063.80			\$11,150.00	\$4,255.20	262.03 %
5051 Website Modifications		269.70			269.70			269.70		269.75			\$0.00	\$1,078.85	0.00%
5056 Public Awareness Travel	3,747.46	2,060.49	181.87 %	1,285.83	2,060.49	62.40 %	323.12	2,060.49	15.68 %	2,060.53			\$5,356.41	\$8,242.00	64.99 %
5060 RDC Travel	4,991.02	9,429.00	52.93 %	7,466.46	9,429.00	79.19 %	196.00	9,429.00	2.08 %	9,429.00			\$12,653.48	\$37,716.00	33.55 %
7003 FFAST Van	648.60	249.99	259.45 %		249.99		58.10	249.99	23.24 %	250.03			\$706.70	\$1,000.00	70.67 %
Total 5190 Public Awareness	18,597.08	14,598.00	127.39 %	19,152.58	14,598.00	131.20 %	11,417.51	14,598.00	78.21 %	14,598.05			\$49,167.17	\$58,392.05	84.20 %
5191 Public Awareness - The Annual Family Cafe							158.89						\$158.89	\$0.00	0.00%
5194 Public Awareness Travel		499.50			499.50			499.50		499.50			\$0.00	\$1,998.00	0.00%
5196 Contracted Services	4,900.00	975.00	502.56 %		975.00			975.00		975.00			\$4,900.00	\$3,900.00	125.64 %
5197 BOD Travel							698.44						\$698.44	\$0.00	0.00%
Total 5191 Public Awareness - The Annual Family Cafe	4,900.00	1,474.50	332.32 %		1,474.50		857.33	1,474.50	58.14 %	1,474.50			\$5,757.33	\$5,898.00	97.61 %
5198 Technical Assistance													\$0.00	\$0.00	0.00%
5003 Contract Activities		125.01		613.25	125.01	490.56 %		125.01		124.97			\$613.25	\$500.00	122.65 %
5026.2 BOD - Shipping		8.70			8.70			8.70		8.65			\$0.00	\$34.75	0.00%
5028 Insurance - Dir and Officers	642.58	177.51	362.00 %		177.51			177.51		177.47			\$642.58	\$710.00	90.50 %
5037 BOD Travel	1,416.71	4,692.00	30.19 %	2,961.25	4,692.00	63.11 %	1,714.50	4,692.00	36.54 %	4,692.00			\$6,092.46	\$18,768.00	32.46 %
5040 BOD - Professional Development				-54.48									\$ -54.48	\$0.00	0.00%
5065 Contract Monitoring	414.36	1,348.74	30.72 %	1,329.19	1,348.74	98.55 %	576.00	1,348.74	42.71 %	1,348.78			\$2,319.55	\$5,395.00	42.99 %
5070 Executive Director Travel	413.00	1,095.51	37.70 %	1,751.18	1,095.51	159.85 %	352.00	1,095.51	32.13 %	1,095.47			\$2,516.18	\$4,382.00	57.42 %
Total 5198 Technical Assistance	2,886.65	7,447.47	38.76 %	6,600.39	7,447.47	88.63 %	2,642.50	7,447.47	35.48 %	7,447.34			\$12,129.54	\$29,789.75	40.72 %
6060 State Leadership Activities Personnel													\$0.00	\$0.00	0.00%
6015 Salary	34,861.83	26,270.31	132.70 %	34,146.09	26,270.31	129.98 %	12,611.91	26,270.31	48.01 %	26,270.31			\$81,619.83	\$105,081.24	77.67 %
6016 SEP Retirement	2,440.29	1,838.91	132.70 %	1,937.74	1,838.91	105.37 %	578.96	1,838.91	31.48 %	1,838.96			\$4,956.99	\$7,355.69	67.39 %
6017 Payroll Tax	2,657.27	2,101.65	126.44 %	2,767.74	2,101.65	131.69 %	959.99	2,101.65	45.68 %	2,101.55			\$6,385.00	\$8,406.50	75.95 %
6018 Employee Insurance	3,745.04	2,757.48	135.81 %	3,899.27	2,757.48	141.41 %	891.33	2,757.48	32.32 %	2,757.55			\$8,535.64	\$11,029.99	77.39 %
6019 Workers Comp	463.92	551.13	84.18 %	453.87	551.13	82.35 %	167.83	551.13	30.45 %	551.12			\$1,085.62	\$2,204.51	49.25 %
Total 6060 State Leadership Activities Personnel	44,168.35	33,519.48	131.77 %	43,204.71	33,519.48	128.89 %	15,210.02	33,519.48	45.38 %	33,519.49			\$102,583.08	\$134,077.93	76.51 %
Total 5175 State Leadership Activities	154,025.89	164,887.95	93.41 %	152,753.08	164,887.95	92.64 %	109,194.67	164,887.95	66.22 %	164,887.94			\$415,973.64	\$659,551.79	63.07 %
5250 Operational Expense													\$0.00	\$0.00	0.00%

Florida Alliance for Assistive Services and Technology, Inc.

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

October 2022 - September 2023

	OCT - DEC, 2022			JAN - MAR, 2023			APR - JUN, 2023			JUL - SEP, 2023			TOTAL		
	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET
5000 Contractual Expense													\$0.00	\$0.00	0.00%
5008 Contracted Services	55,838.50	43,670.91	127.86 %	48,097.96	43,670.91	110.14 %	21,412.66	43,670.91	49.03 %	43,670.70			\$125,349.12	\$174,683.43	71.76 %
Total 5000 Contractual Expense	55,838.50	43,670.91	127.86 %	48,097.96	43,670.91	110.14 %	21,412.66	43,670.91	49.03 %	43,670.70			\$125,349.12	\$174,683.43	71.76 %
5005 Equipment Expense													\$0.00	\$0.00	0.00%
5014 Equipment - Under \$500	2,083.44	124.92	1,667.82 %	554.98	124.92	444.27 %	29.99	124.92	24.01 %	124.93			\$2,668.41	\$499.69	534.01 %
5015 Equipment - Over \$500	8,357.08	624.60	1,337.99 %	653.04	624.60	104.55 %	244.36	624.60	39.12 %	624.64			\$9,254.48	\$2,498.44	370.41 %
Total 5005 Equipment Expense	10,440.52	749.52	1,392.96 %	1,208.02	749.52	161.17 %	274.35	749.52	36.60 %	749.57			\$11,922.89	\$2,998.13	397.68 %
5021 Office Supplies	252.54	1,049.73	24.06 %	1,676.21	1,049.73	159.68 %	2.34	1,049.73	0.22 %	1,049.70			\$1,931.09	\$4,198.89	45.99 %
5022 Rent	18,000.00	13,491.57	133.42 %	13,500.00	13,491.57	100.06 %	9,000.00	13,491.57	66.71 %	13,491.54			\$40,500.00	\$53,966.25	75.05 %
5026 Postage/Shipping	82.82	179.88	46.04 %	1,338.09	179.88	743.88 %		179.88		179.91			\$1,420.91	\$719.55	197.47 %
5029 Insurance - General/Office Liab	8,060.13	2,209.65	364.77 %		2,209.65			2,209.65		2,209.64			\$8,060.13	\$8,838.59	91.19 %
5030 Legal		886.92		128.00	886.92	14.43 %	160.00	886.92	18.04 %	887.02			\$288.00	\$3,547.78	8.12 %
5031 Membership Fees		5,115.36		150.00	5,115.36	2.93 %		5,115.36		5,115.37			\$150.00	\$20,461.45	0.73 %
5032 Banking Fees - Operations	81.00	4.98	1,626.51 %	271.26	4.98	5,446.99 %	12.14	4.98	243.78 %	5.05			\$364.40	\$19.99	1,822.91 %
5033 Corporate Fees		36.24		80.25	36.24	221.44 %		36.24		36.19			\$80.25	\$144.91	55.38 %
5041 Local Travel	151.61	49.98	303.34 %	57.62	49.98	115.29 %		49.98		49.95			\$209.23	\$199.89	104.67 %
5053 Utilities	2,776.25	2,538.15	109.38 %	2,373.03	2,538.15	93.49 %	1,032.85	2,538.15	40.69 %	2,538.04			\$6,182.13	\$10,152.49	60.89 %
5252 Professional Development	959.30	298.53	321.34 %	564.67	298.53	189.15 %	74.83	298.53	25.07 %	298.66			\$1,598.80	\$1,194.25	133.87 %
5253 Professional Development - Travel		884.46			884.46			884.46		884.41			\$0.00	\$3,537.79	0.00%
5254 Payroll Service Fees	438.00	350.64	124.91 %	478.00	350.64	136.32 %	197.25	350.64	56.25 %	350.68			\$1,113.25	\$1,402.60	79.37 %
5300 Operations Personnel													\$0.00	\$0.00	0.00%
6001 Salary	27,627.72	36,257.25	76.20 %	27,966.39	36,257.25	77.13 %	12,475.69	36,257.25	34.41 %	36,257.15			\$68,069.80	\$145,028.90	46.94 %
6002 SEP Retirement	1,862.74	2,013.03	92.53 %	1,539.86	2,013.03	76.49 %	545.58	2,013.03	27.10 %	2,012.94			\$3,948.18	\$8,052.03	49.03 %
6003 Payroll Tax expense	2,113.49	2,857.35	73.97 %	2,262.41	2,857.35	79.18 %	969.71	2,857.35	33.94 %	2,857.38			\$5,345.61	\$11,429.43	46.77 %
6004 Employee Insurance	789.27	848.07	93.07 %	900.11	848.07	106.14 %	99.27	848.07	11.71 %	848.09			\$1,788.65	\$3,392.30	52.73 %
6006 Insurance - Workers Comp	367.64	408.48	90.00 %	372.08	408.48	91.09 %	166.00	408.48	40.64 %	408.41			\$905.72	\$1,633.85	55.43 %
Total 5300 Operations Personnel	32,760.86	42,384.18	77.30 %	33,040.85	42,384.18	77.96 %	14,256.25	42,384.18	33.64 %	42,383.97			\$80,057.96	\$169,536.51	47.22 %
Total 5250 Operational Expense	129,841.53	113,900.70	114.00 %	102,963.96	113,900.70	90.40 %	46,422.67	113,900.70	40.76 %	113,900.40			\$279,228.16	\$455,602.50	61.29 %
Total Expenses	\$515,836.27	\$518,428.44	99.50 %	\$399,935.23	\$518,428.44	77.14 %	\$264,578.43	\$518,428.44	51.03 %	\$0.00	\$518,427.88	0.00%	\$1,180,349.93	\$2,073,713.20	56.92 %
NET OPERATING INCOME	\$757,409.39	\$92,068.62	822.66 %	\$76,298.58	\$92,068.62	82.87 %	\$ - 243,312.25	\$92,068.62	-264.27 %	\$0.00	\$92,069.04	0.00 %	\$590,395.72	\$368,274.90	160.31 %
NET INCOME	\$757,409.39	\$92,068.62	822.66 %	\$76,298.58	\$92,068.62	82.87 %	\$ - 243,312.25	\$92,068.62	-264.27 %	\$0.00	\$92,069.04	0.00 %	\$590,395.72	\$368,274.90	160.31 %

Florida Alliance for Assistive Services and Technology, Inc.

Budget vs. Actuals: 2022-2023 Fiscal Budget - FY23 P&L Classes
66% of budget target

Unaudited through 6/2/2023.

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	33.07	25.00	132.28 %
4007.5 Staff - Monthly Donations		500.00	
4007.7 Miscellaneous Donation		5,000.00	
Total 4007.2 Unrestricted Donations	33.07	6,025.00	0.55 %
Total 4007 Donations	33.07	6,025.00	0.55 %
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	\$1,770,745.65	\$2,441,988.10	72.51 %
GROSS PROFIT	\$1,770,745.65	\$2,441,988.10	72.51 %
Expenses			
5075 State Level Activites			
5100 Device Loan			
5019 Assistive Technology	14,562.25	176,821.46	8.24 %
5020 Shipping for AT Loan Equipment	1,217.87	6,000.00	20.30 %
7027 Device Loan Activities	179,181.00	303,564.88	59.03 %
Total 5100 Device Loan	194,961.12	486,386.34	40.08 %
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	1,104.96	834.11	132.47 %
5026.1 NHLP Shipping	273.41	571.50	47.84 %
5061 Investment Services	11,886.09		

Florida Alliance for Assistive Services and Technology, Inc.

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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	575.00	8,000.00	7.19 %
7080 NHLP Doc Stamps	506.32		
Total 6000 State Financing	24,611.78	25,356.63	97.06 %
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	485,148.13	958,558.91	50.61 %
5175 State Leadership Activities			
5180 Trainings			
5008.01 GRANT Multimedia Consulting Fee	47,854.80	50,625.00	94.53 %
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	219,459.44	347,257.24	63.20 %
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		6,100.00	
5036.1 Registration and Exhibit Fees	11,150.00	4,255.20	262.03 %
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	49,167.17	58,392.05	84.20 %
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 %
5197 BOD Travel	698.44		
Total 5191 Public Awareness - The Annual Family Cafe	5,757.33	5,898.00	97.61 %
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	6,092.46	18,768.00	32.46 %
5040 BOD - Professional Development	-54.48		

Florida Alliance for Assistive Services and Technology, Inc.

Budget vs. Actuals: 2022-2023 Fiscal Budget - FY23 P&L Classes
66% of budget target

Unaudited through 6/2/2023.

October 2022 - September 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
5065 Contract Monitoring	2,319.55	5,395.00	42.99 %
5070 Executive Director Travel	2,516.18	4,382.00	57.42 %
Total 5198 Technical Assistance	12,129.54	29,789.75	40.72 %
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	415,973.64	659,551.79	63.07 %
5250 Operational Expense			
5000 Contractual Expense			
5008 Contracted Services	125,349.12	174,683.43	71.76 %
Total 5000 Contractual Expense	125,349.12	174,683.43	71.76 %
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	8,060.13	8,838.59	91.19 %
5030 Legal	288.00	3,547.78	8.12 %
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	5,345.61	11,429.43	46.77 %
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	80,057.96	169,536.51	47.22 %
Total 5250 Operational Expense	279,228.16	455,602.50	61.29 %
Total Expenses	\$1,180,349.93	\$2,073,713.20	56.92 %

Florida Alliance for Assistive Services and Technology, Inc.

Budget vs. Actuals: 2022-2023 Fiscal Budget - FY23 P&L Classes
66% of budget target
October 2022 - September 2023

Unaudited through 6/2/2023.

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET OPERATING INCOME	\$590,395.72	\$368,274.90	160.31 %
NET INCOME	\$590,395.72	\$368,274.90	160.31 %

100-Day Plan

FAAST Executive Director

Presented by Eric Reed

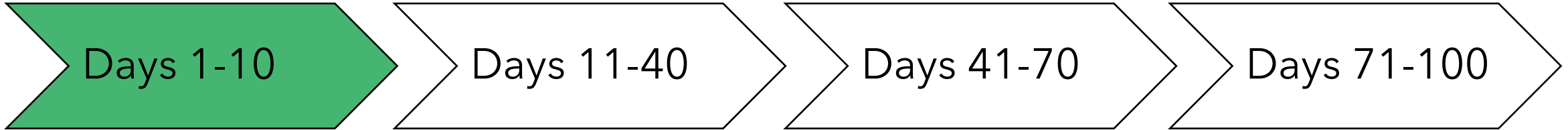
Three distinct but interwoven areas of focus over the first 100 days of my role as executive director will help lay the groundwork for the continued long-term success of FAAST:

FAAST Team/Staffing

Organizational Operations

Executing the Mission

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.

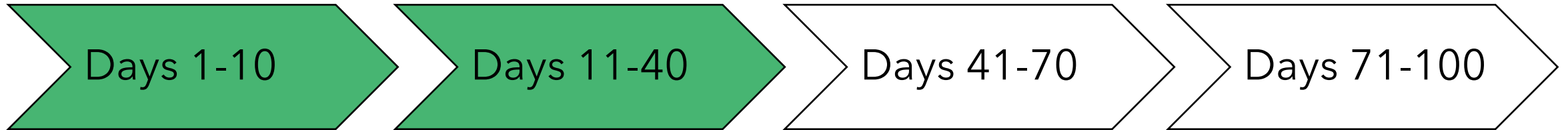
Conduct One on One meetings:

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?

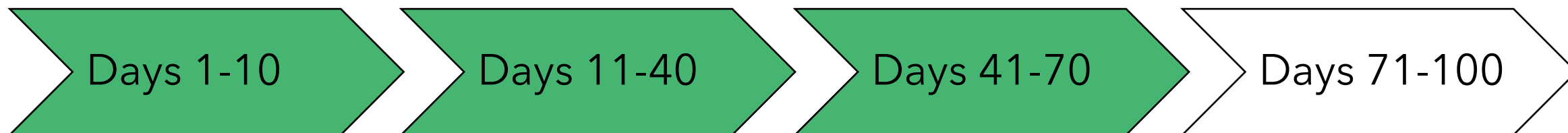
- Does team member utilize systems for efficiency?

- 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.

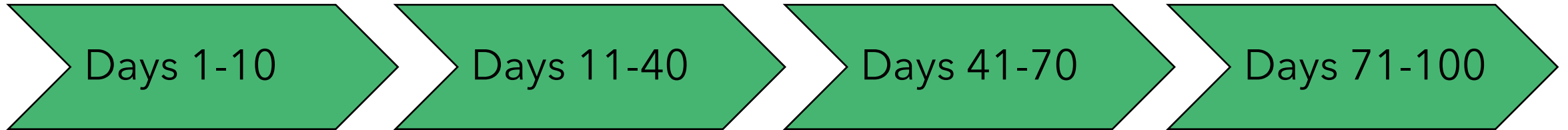
SWOT Team Meeting:

- 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.

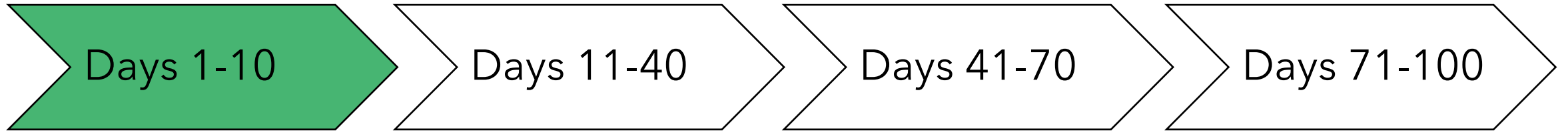
End of 100-days team retreat:

- 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.

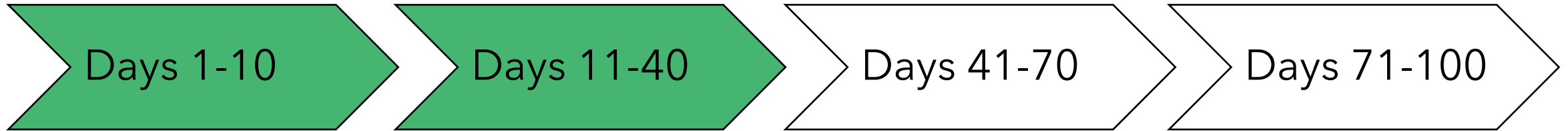
Inform contacts at ACL, AT3, ATAP, Neilsen Foundation, VR, and Step-Up* of the leadership change.

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.

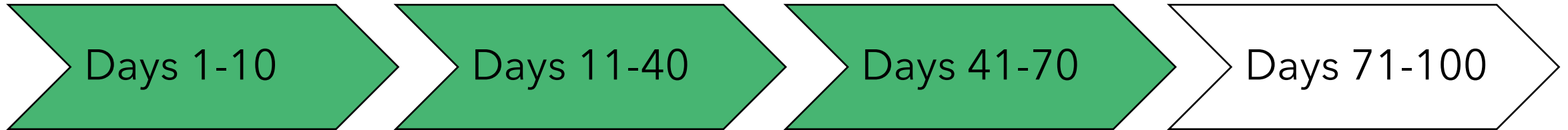
Review, study and gain a full understanding of each line item of the budget.

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.

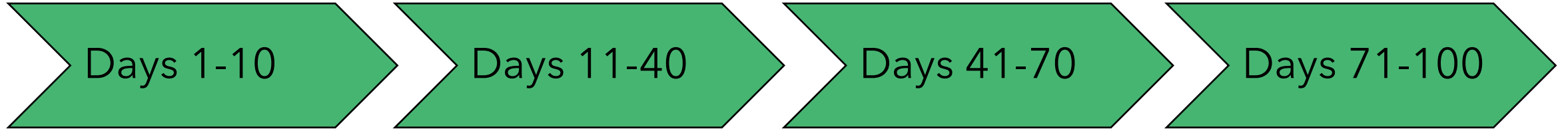
Meeting with VR accounting department :

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?

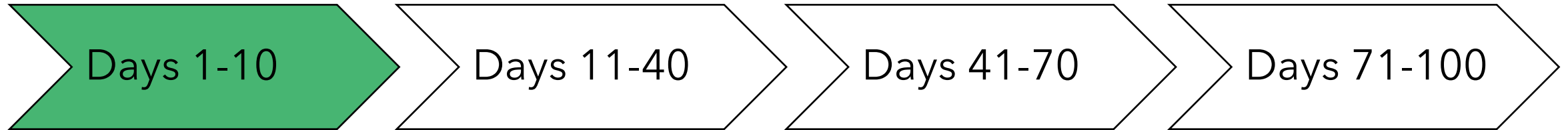
Budget analysis for year end reconciliation.

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.

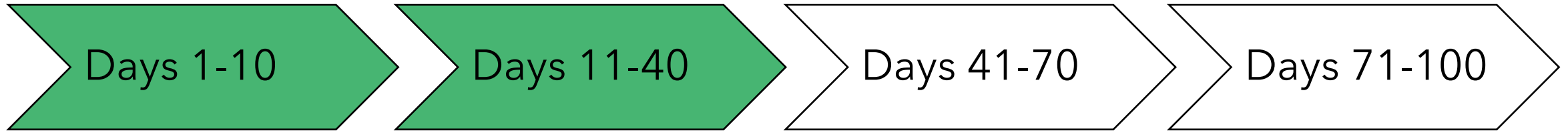
Send email message to all contract partners and RDC leadership.

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

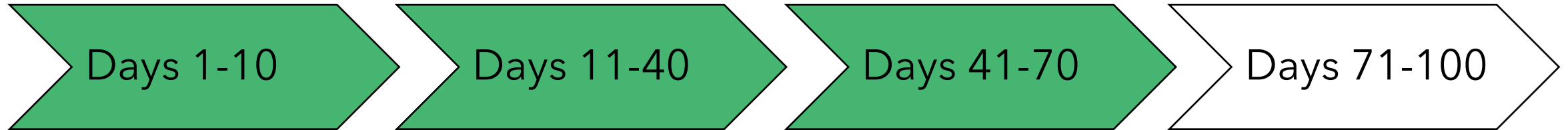
- Current and Past Stakeholders

- 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:

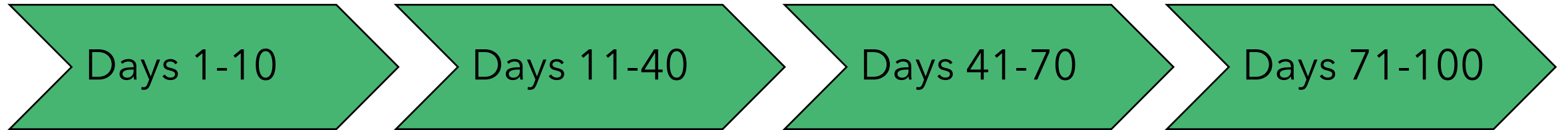
Seek a focus more related to FFAST mission, FFAST success stories and AT highlights.

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!**



Assistive Technology Advisory Council

Quarter 3 Meeting

Agenda

June 22, 2023

9:30 a.m.-3:00 p.m. ET

In-Person and Teleconference

- FAAST Headquarters, 2145 Delta Blvd, Suite 200, Tallahassee, FL 32303
Zoom Meeting Information:

Join Zoom Meeting

https://us06web.zoom.us/j/89061351494?pwd=STh0bjVSTk1lWitCTWJERDNJU1RxQT_09

Meeting ID: 890 6135 1494

Passcode: 371730

One tap mobile

+13052241968,,89061351494#,,,,*371730# US

+13092053325,,89061351494#,,,,*371730# US

1. Opening
 - a. Verbal Authorization to Begin Recording
 - b. Call to Order
 - c. Roll Call
 - d. Establishment of Quorum
2. Approval of Agenda
 - a. Public Comment on Agenda
 - b. Action Needed – Approve Agenda
3. Approval of Minutes
 - a. Attachment
 - i. March 2023 ATAC Minutes
 - b. Action Needed – Approve Minutes



4. ATAC Manual Changes | Eric Reed
 - a. Attachments
 - i. Discussion
 - b. Action Needed- Approve Manual Changes
5. Executive Director's Report | Eric Reed
 - a. Attachments
 - i. Executive Director's Report 20230316
 - ii. RDC Deliverable Report
6. Treasurer's Report | Brian Nerland / Eric Reed
 - a. Attachments
 - i. April 2023 Financial Statements
 - ii. 2022 Audit
 - b. Action Needed – approve Financial Statements
 - c. Action Needed – approve audit
7. ATAC Member Reappointments | Eric Reed
 - a. Attachments
 - i. ATAC Demographics and Skills
 - ii. ATAC Member Roster
 - iii. Reappointment packages
 - b. Action Needed – Approve ATAC applicants to be sent to VR for re/appointment.
8. Committee Reports
 - a. Public Policy and Advocacy | Enrique Escallon
 - b. Interagency | Eric Reed
 - c. Financial Loan Program | Brandon Palermo
 - d. Technology Awareness | Brian Nerland
 - e. Service Delivery | Lesa Kretschmer
 - f. Executive Director Search Committee | Brian Nerland
9. State Agency Representatives Report
 - a. Center for Independent Living | Kristi Warren



- b. Vocational Rehabilitation | Horace Brown
- c. Division of Blind Services | Eric Reed
- d. Department of Education | Eric Reed
- e. CareerSource Florida | Dan McGrew

10. Strategic Planning Discussion | Eric Reed

- a. Attachments
 - i. Strategic Plan 2022 Report

11. Legislator of the Year

- a. Action Needed
 - i. Approve Legislator of the Year

12. Closing

- a. Next Meeting
 - i. QTR 4 - ??, 9:30 a.m.-12:00 p.m. (Teleconference)
 - ii. QTR 1 - ??, 9:30 a.m.-5:00 p.m. in Tallahassee
- b. Call for Public Comment
- c. Adjourn

Accessible Meeting Statement

Materials in alternative formats, real-time captioning, and other accommodations will be made available upon request. Please make your request for an alternative format or other accommodations, to:

Megan Atkinson, 1-844-FL-FAAST (353-2278), Ext. 105,
TTY: 850-922-5951,
Text Message: 850-572-5764,
Email: matkinson@faast.org

Providing at least 72 hours' notice prior to the meeting will help to ensure availability.