



June 26th 2023 Executive Committee Meeting

Minutes

June 26th, 2023

2:00-3:00 PM ET

1. Opening

Mr. Brian Nerland called the meeting to order at 2:00 pm ET.

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

Staff Present: Mr. Eric Reed; Hannah Brock

2. Approval of Agenda

There was no public comment or changes to the agenda. The agenda was approved with no dissent.

3. Approval of the Minutes

Minutes from 4/24, 5/5, 6/5, 6/6 were presented for approval. Ms. Good motioned to approve all four sets of minutes. Ms. Medlock seconded and the minutes were approved.

4. Audit Review

Mr. Nerland commented that there were no findings and the audit is a clean audit. Ms. Medlock motioned to accept the draft audit and Ms. Good seconded and the draft audit was approved. Mr. Reed stated that as long as the final version of the audit does not have any material changes as presented in the audit, he will consider it approved. If there are any material changes, he will bring it back for approval.

5. Strategic Plan Development Discussion

Mr. Nerland briefly recapped the decision to look for a new firm or individual to lead FFAST in a strategic planning process. He asked Mr. Reed if council member Dan McGrew had reached out with any references. He has not, so Mr. Reed will reach out to Mr. McGrew. Ms. Good stressed the importance of finding someone



with experience. Mr. Reed did mention that council member Brandon Palermo did send over a recommendation and he presented an example of the plan that had been made for the CILNFL. Mr. Nerland asked about getting ideas from council members and staff beforehand or if that is a part of the actual process. Ms. Medlock stated that there might be some of this information in the annual council member surveys. Ms. Medlock suggested evaluating other states programs to see how we might be able to grow and increase services. Mr. Reed stated that a full evaluation of all programs might be a good strategic plan topic as it would be a significant project. Ms. Medlock asked if it is possible to get other states strategic plans. Mr. Reed will send a request to AT3 to see if anyone will send one to us. Ms. Good mentioned the strength that we have in Florida with the relationships with FAAST, VR and DOE and getting information to families about these collaborated services is important, potentially a Family Café presentation.

6. ED Search Committee Process Review

Mr. Nerland gave a brief overview of the report of the ED Search Process Summary presented by Ms. Brock. He asked if interviewing staff prior to the search should be added to the report and that the price and company used for the Tier 3 background check should be added. Ms. Good asked if a formal interview of staff or just a info collection is recommended. Ms. Medlock suggested questions could be presented to staff about prior ED but there are pitfalls in doing this. Ms. Good stated that the Linked In paid advertising for the job created more issues with many non-qualified applications and suggested that this should not be used in the future. Ms. Good confirmed to make sure the committee standards are included in the document. Mr. Reed was asked about the process and he stated that to someone not within the organization, the process may have seemed slow at times but the process was thorough and professional. Mr. Nerland agreed but also believes that the process was completed as quickly as it could be but suggested that the amount of time that the application window is open could be one month instead of two. The committee was in agreement with this suggestion.

7. Closing

No public comment was made.

Next Meeting- July 24, 2023, 2:00pm-3:00 pm.

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet As of May 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash - Unrestricted	
1012 First Fed 4192 - FFAST Operating	267,709.18
1025 Capital City - Board Designated Operating Reserve	31,936.00
Total 1000 Cash - Unrestricted	299,645.18
1001 Cash - Restricted	
1047 First Fed 7286 - NHLP Operating	17,350.26
1048 First Fed 7294 - TW-DL	58,826.09
1049 First Fed 7302 - AFP-DL	170,683.90
1053 First Fed 7310 - Reserve Acct	132,056.28
1055 First Fed 4184 - CBA	2,005.00
Total 1001 Cash - Restricted	380,921.53
Suspense	6,336.84
Total Bank Accounts	\$686,903.55
Accounts Receivable	
1100 Accounts Receivable - Unrestr.	36,747.43
Total Accounts Receivable	\$36,747.43
Other Current Assets	
1120 Interfund	0.00
1200 Prepaid expense - Unrestric.	10,165.00
12000 Undeposited Funds	1,081.70
7055 AFP Direct Loans	487,577.76
7056 TW Direct Loans	137,033.23
7056.5 Credit Builders Alliance Loan	0.00
7061 Credit Builder Loan	0.00
Allowance for Doubtful Accounts	-1,423.94
Fraud	16,650.10
Total Other Current Assets	\$651,083.85
Total Current Assets	\$1,374,734.83
Fixed Assets	
1500 Furniture & Fixtures	176,427.36
1550 Accumulated Depreciation	-119,806.00
1555 Accumulated Amortization	-54,000.00
Total Fixed Assets	\$2,621.36
Other Assets	
1600 TD Ameritrade	
1605 AFP	
1610 TD Ameritrade AFP	1,326,780.28
1611 AFP Market Value Adjustment	469,441.95

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet As of May 31, 2023

	TOTAL
Total 1605 AFP	1,796,222.23
1615 Unrestricted	
1620 TD Ameritrade Board Operating Reserve	251,276.91
1621 Unrestricted Market Value Adj	47,006.45
Total 1615 Unrestricted	298,283.36
1625 Telework	
1630 TD Ameritrade TW	247,243.40
1631 TW Market Value Adjustment	174,945.86
Total 1625 Telework	422,189.26
Total 1600 TD Ameritrade	2,516,694.85
1650 Deposits	4,500.00
Total Other Assets	\$2,521,194.85
TOTAL ASSETS	\$3,898,551.04
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	50,075.56
Total Accounts Payable	\$50,075.56
Credit Cards	
2006 First Federal Company Credit Cards	-45,461.06
2007 First Fed CC - Whitney	17,369.93
2008 First Fed CC - Eric	12,304.19
2012 First Fed CC - Hannah	10,411.13
2013 First Fed CC - Tim	3,288.96
2014 First Fed CC - Marquesas	2,617.86
Total 2006 First Federal Company Credit Cards	531.01
Total Credit Cards	\$531.01
Other Current Liabilities	
2020 SS, Med and Fed W/H Tax Payable	0.00
2030 Employee Deductions Payable	80.86
2040 403-b Employee Ded. Payable	264.83
2050 Accrued Leave Payable	21,556.12
2060 FL Unemployment Taxes Payable	0.00
Deferred Revenue	0.00
Total Other Current Liabilities	\$21,901.81
Total Current Liabilities	\$72,508.38
Total Liabilities	\$72,508.38

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet As of May 31, 2023

	TOTAL
Equity	
3010 Unrestricted Net Assets	480,920.82
3020 Restricted Net Assets	2,758,096.03
Net Income	587,025.81
Total Equity	\$3,826,042.66
TOTAL LIABILITIES AND EQUITY	\$3,898,551.04

Florida Alliance for Assistive Services and Technology, Inc.

Profit and Loss

October 2022 - May 2023

	TOTAL
Income	
4001 HHS Grant-Voc Rehab	467,540.07
4002 Florida General Revenue	326,475.43
4006 Revenue from Step Up Grant	72,927.04
4007 Donations	
4007.2 Unrestricted Donations	
4007.3 Amazon Smile Donations	60.85
Total 4007.2 Unrestricted Donations	60.85
Total 4007 Donations	60.85
4019 Investments	
4020 Unrealized Gains/Losses	193,894.77
4022 Interest Income	357.13
4023 Interest Income on Direct Loans	16,964.00
4026 Dividend Income from Investments	38,898.79
Total 4019 Investments	250,114.69
4027 Miscellaneous Income	46,752.84
4037 Grant Income	676,343.00
Total Income	\$1,840,213.92
GROSS PROFIT	\$1,840,213.92
Expenses	
5075 State Level Activites	
5100 Device Loan	
5019 Assistive Technology	20,057.31
5020 Shipping for AT Loan Equipment	1,217.87
7027 Device Loan Activities	197,893.18
Total 5100 Device Loan	219,168.36
5150 Device Demonstration	
5151 Device Demo Activities	98,946.42
Total 5150 Device Demonstration	98,946.42
5700 ReUse	
5076 Device Exchange Activities	18,000.00
5077 Device Refurbish Activities	74,078.96
Total 5700 ReUse	92,078.96
6000 State Financing	
5008.02 Contract Services NHLP	16,496.00
5011 Credit Reports	1,104.96
5026.1 NHLP Shipping	273.41
5061 Investment Services	11,886.09

Florida Alliance for Assistive Services and Technology, Inc.

Profit and Loss

October 2022 - May 2023

	TOTAL
5071 NHLP Travel	424.43
7052 AFP Bank Charges	20.00
7058 NHLP Legal Fees	890.00
7080 NHLP Doc Stamps	490.18
Total 6000 State Financing	31,585.07
6050 State Level Activities Personnel	
6010 Salary	69,462.76
6011 SEP Retirement	3,984.61
6012 Payroll Tax	6,669.75
6013 Employee Insurance	7,636.43
6014 Workers Comp	924.02
Total 6050 State Level Activities Personnel	88,677.57
Total 5075 State Level Activities	530,456.38
5175 State Leadership Activities	
5180 Trainings	
5008.01 GRANT Multimedia Consulting Fee	47,684.50
5181 Training Activities	179,099.52
5182 Transition Training Activities	8,410.51
Total 5180 Trainings	235,194.53
5185 Information and Assistance	
5185.1 Information and Assistance Activities	29,683.91
Total 5185 Information and Assistance	29,683.91
5190 Public Awareness	19,300.58
5036.1 Registration and Exhibit Fees	11,150.00
5056 Public Awareness Travel	5,356.41
5060 RDC Travel	12,705.46
7003 FFAST Van	706.70
Total 5190 Public Awareness	49,219.15
5191 Public Awareness - The Annual Family Cafe	158.89
5196 Contracted Services	4,900.00
Total 5191 Public Awareness - The Annual Family Cafe	5,058.89
5198 Technical Assistance	
5003 Contract Activities	613.25
5028 Insurance - Dir and Officers	642.58
5037 BOD Travel	6,790.90
5040 BOD - Professional Development	-54.48
5065 Contract Monitoring	2,319.55
5070 Executive Director Travel	2,445.39
Total 5198 Technical Assistance	12,757.19

Florida Alliance for Assistive Services and Technology, Inc.

Profit and Loss

October 2022 - May 2023

	TOTAL
6060 State Leadership Activities Personnel	
6015 Salary	86,455.90
6016 SEP Retirement	4,956.99
6017 Payroll Tax	6,753.36
6018 Employee Insurance	9,344.02
6019 Workers Comp	1,149.99
Total 6060 State Leadership Activities Personnel	108,660.26
Total 5175 State Leadership Activities	440,573.93
5250 Operational Expense	
5000 Contractual Expense	
5008 Contracted Services	127,201.12
Total 5000 Contractual Expense	127,201.12
5005 Equipment Expense	
5014 Equipment - Under \$500	2,668.41
5015 Equipment - Over \$500	9,010.12
Total 5005 Equipment Expense	11,678.53
5021 Office Supplies	2,640.17
5022 Rent	36,000.00
5026 Postage/Shipping	1,429.39
5029 Insurance - General/Office Liab	8,060.13
5030 Legal	438.00
5031 Membership Fees	150.00
5032 Banking Fees - Operations	364.40
5033 Corporate Fees	80.25
5041 Local Travel	209.23
5053 Utilities	6,826.40
5252 Professional Development	1,541.80
5254 Payroll Service Fees	1,199.00
5300 Operations Personnel	
6001 Salary	72,149.63
6002 SEP Retirement	3,948.18
6003 Payroll Tax expense	5,678.54
6004 Employee Insurance	1,866.02
6006 Insurance - Workers Comp	697.01
Total 5300 Operations Personnel	84,339.38
Total 5250 Operational Expense	282,157.80
Total Expenses	\$1,253,188.11
NET OPERATING INCOME	\$587,025.81
NET INCOME	\$587,025.81

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash - Unrestricted	
1012 First Fed 4192 - FFAST Operating	97,572.52
1025 Capital City - Board Designated Operating Reserve	31,936.00
Total 1000 Cash - Unrestricted	129,508.52
1001 Cash - Restricted	
1047 First Fed 7286 - NHLP Operating	17,350.26
1048 First Fed 7294 - TW-DL	49,979.43
1049 First Fed 7302 - AFP-DL	155,072.23
1053 First Fed 7310 - Reserve Acct	132,113.82
1055 First Fed 4184 - CBA	2,005.00
Total 1001 Cash - Restricted	356,520.74
Suspense	7,426.47
Total Bank Accounts	\$493,455.73
Accounts Receivable	
1100 Accounts Receivable - Unrestr.	470,443.33
Total Accounts Receivable	\$470,443.33
Other Current Assets	
1120 Interfund	0.00
1200 Prepaid expense - Unrestric.	10,265.00
12000 Undeposited Funds	1,920.88
7055 AFP Direct Loans	505,400.28
7056 TW Direct Loans	146,330.12
7056.5 Credit Builders Alliance Loan	0.00
7061 Credit Builder Loan	0.00
Allowance for Doubtful Accounts	-1,423.94
Fraud	16,650.10
Total Other Current Assets	\$679,142.44
Total Current Assets	\$1,643,041.50
Fixed Assets	
1500 Furniture & Fixtures	176,427.36
1550 Accumulated Depreciation	-119,806.00
1555 Accumulated Amortization	-54,000.00
Total Fixed Assets	\$2,621.36
Other Assets	
1600 TD Ameritrade	
1605 AFP	
1610 TD Ameritrade AFP	1,336,947.27
1611 AFP Market Value Adjustment	524,007.04

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet As of June 30, 2023

	TOTAL
Total 1605 AFP	1,860,954.31
1615 Unrestricted	
1620 TD Ameritrade Board Operating Reserve	252,180.77
1621 Unrestricted Market Value Adj	51,996.47
Total 1615 Unrestricted	304,177.24
1625 Telework	
1630 TD Ameritrade TW	249,583.32
1631 TW Market Value Adjustment	188,715.30
Total 1625 Telework	438,298.62
Total 1600 TD Ameritrade	2,603,430.17
1650 Deposits	4,500.00
Total Other Assets	\$2,607,930.17
TOTAL ASSETS	\$4,253,593.03
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	3,556.57
Total Accounts Payable	\$3,556.57
Credit Cards	
2006 First Federal Company Credit Cards	-51,242.60
2007 First Fed CC - Whitney	17,117.36
2008 First Fed CC - Eric	11,968.84
2012 First Fed CC - Hannah	17,590.45
2013 First Fed CC - Tim	3,667.71
2014 First Fed CC - Marquesas	3,509.06
Total 2006 First Federal Company Credit Cards	2,610.82
Total Credit Cards	\$2,610.82
Other Current Liabilities	
2020 SS, Med and Fed W/H Tax Payable	0.00
2030 Employee Deductions Payable	0.00
2040 403-b Employee Ded. Payable	284.00
2050 Accrued Leave Payable	21,556.12
2060 FL Unemployment Taxes Payable	0.00
Deferred Revenue	0.00
Total Other Current Liabilities	\$21,840.12
Total Current Liabilities	\$28,007.51
Total Liabilities	\$28,007.51

Florida Alliance for Assistive Services and Technology, Inc.

Balance Sheet As of June 30, 2023

	TOTAL
Equity	
3010 Unrestricted Net Assets	486,814.70
3020 Restricted Net Assets	2,752,202.15
Net Income	986,568.67
Total Equity	\$4,225,585.52
TOTAL LIABILITIES AND EQUITY	\$4,253,593.03

Florida Alliance for Assistive Services and Technology, Inc.

Profit and Loss

October 2022 - June 2023

	TOTAL
Income	
4001 HHS Grant-Voc Rehab	725,637.39
4002 Florida General Revenue	465,450.86
4006 Revenue from Step Up Grant	90,582.89
4007 Donations	
4007.2 Unrestricted Donations	
4007.3 Amazon Smile Donations	60.85
Total 4007.2 Unrestricted Donations	60.85
Total 4007 Donations	60.85
4019 Investments	
4020 Unrealized Gains/Losses	267,219.32
4022 Interest Income	414.67
4023 Interest Income on Direct Loans	19,181.16
4026 Dividend Income from Investments	52,309.56
Total 4019 Investments	339,124.71
4027 Miscellaneous Income	66,752.84
4037 Grant Income	676,343.00
Total Income	\$2,363,952.54
GROSS PROFIT	\$2,363,952.54
Expenses	
5075 State Level Activites	
5100 Device Loan	
5019 Assistive Technology	46,322.78
5020 Shipping for AT Loan Equipment	1,342.87
7027 Device Loan Activities	204,778.27
Total 5100 Device Loan	252,443.92
5150 Device Demonstration	
5151 Device Demo Activities	102,388.96
Total 5150 Device Demonstration	102,388.96
5700 ReUse	
5076 Device Exchange Activities	18,000.00
5077 Device Refurbish Activities	74,103.54
Total 5700 ReUse	92,103.54
6000 State Financing	
5008.02 Contract Services NHLP	16,836.00
5011 Credit Reports	1,370.62
5026.1 NHLP Shipping	273.41
5061 Investment Services	11,886.09
5071 NHLP Travel	869.54
7052 AFP Bank Charges	20.00

Florida Alliance for Assistive Services and Technology, Inc.

Profit and Loss

October 2022 - June 2023

	TOTAL
7058 NHLP Legal Fees	890.00
7080 NHLP Doc Stamps	390.58
Total 6000 State Financing	32,536.24
6050 State Level Activities Personnel	
6010 Salary	76,632.62
6011 SEP Retirement	4,752.14
6012 Payroll Tax	7,215.44
6013 Employee Insurance	8,655.18
6014 Workers Comp	1,017.90
Total 6050 State Level Activities Personnel	98,273.28
Total 5075 State Level Activites	577,745.94
5175 State Leadership Activities	
5180 Trainings	
5008.01 GRANT Multimedia Consulting Fee	63,067.42
5181 Training Activities	184,659.23
5182 Transition Training Activities	8,703.12
Total 5180 Trainings	256,429.77
5185 Information and Assistance	
5185.1 Information and Assistance Activities	30,716.68
Total 5185 Information and Assistance	30,716.68
5190 Public Awareness	19,300.58
5036 Public Awareness Materials	1,200.00
5036.1 Registration and Exhibit Fees	12,600.00
5056 Public Awareness Travel	6,050.16
5060 RDC Travel	12,705.46
7003 FFAST Van	706.70
Total 5190 Public Awareness	52,562.90
5191 Public Awareness - The Annual Family Cafe	158.89
5194 Public Awareness Travel	2,441.52
5196 Contracted Services	4,900.00
Total 5191 Public Awareness - The Annual Family Cafe	7,500.41
5198 Technical Assistance	
5003 Contract Activities	613.25
5028 Insurance - Dir and Officers	642.58
5037 BOD Travel	6,790.90
5040 BOD - Professional Development	-54.48
5065 Contract Monitoring	2,319.55
5070 Executive Director Travel	2,655.09
Total 5198 Technical Assistance	12,966.89

Florida Alliance for Assistive Services and Technology, Inc.

Profit and Loss

October 2022 - June 2023

	TOTAL
6060 State Leadership Activities Personnel	
6015 Salary	95,417.07
6016 SEP Retirement	5,916.50
6017 Payroll Tax	7,435.68
6018 Employee Insurance	10,593.42
6019 Workers Comp	1,267.32
Total 6060 State Leadership Activities Personnel	120,629.99
Total 5175 State Leadership Activities	480,806.64
5250 Operational Expense	
5000 Contractual Expense	
5008 Contracted Services	144,945.30
Total 5000 Contractual Expense	144,945.30
5005 Equipment Expense	
5014 Equipment - Under \$500	2,668.41
5015 Equipment - Over \$500	9,010.12
Total 5005 Equipment Expense	11,678.53
5021 Office Supplies	3,238.35
5022 Rent	40,500.00
5026 Postage/Shipping	1,429.39
5029 Insurance - General/Office Liab	9,095.13
5030 Legal	438.00
5031 Membership Fees	150.00
5032 Banking Fees - Operations	364.40
5033 Corporate Fees	80.25
5041 Local Travel	209.23
5053 Utilities	8,373.65
5252 Professional Development	1,541.80
5254 Payroll Service Fees	1,340.50
5300 Operations Personnel	
6001 Salary	81,269.63
6002 SEP Retirement	4,796.64
6003 Payroll Tax expense	6,392.63
6004 Employee Insurance	2,171.15
6006 Insurance - Workers Comp	816.71
Total 5300 Operations Personnel	95,446.76
Total 5250 Operational Expense	318,831.29
Total Expenses	\$1,377,383.87
NET OPERATING INCOME	\$986,568.67
NET INCOME	\$986,568.67

Florida Alliance for Assistive Services and Technology, Inc.

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

October 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4001 HHS Grant-Voc Rehab	725,637.39	628,718.22	115.42 %
4002 Florida General Revenue	465,450.86	562,500.00	82.75 %
4006 Revenue from Step Up Grant	90,582.89	49,330.80	183.62 %
4007 Donations			
4007.2 Unrestricted Donations			
4007.12 Board - Monthly Donations		375.03	
4007.3 Amazon Smile Donations	60.85	18.72	325.05 %
4007.5 Staff - Monthly Donations		375.03	
4007.7 Miscellaneous Donation		3,750.03	
Total 4007.2 Unrestricted Donations	60.85	4,518.81	1.35 %
Total 4007 Donations	60.85	4,518.81	1.35 %
4019 Investments			
4020 Unrealized Gains/Losses	267,219.32		
4022 Interest Income	414.67	63.72	650.77 %
4023 Interest Income on Direct Loans	19,181.16	19,102.32	100.41 %
4026 Dividend Income from Investments	52,309.56		
Total 4019 Investments	339,124.71	19,166.04	1,769.40 %
4027 Miscellaneous Income	66,752.84	60,000.03	111.25 %
4037 Grant Income	676,343.00	507,257.28	133.33 %
Total Income	\$2,363,952.54	\$1,831,491.18	129.07 %
GROSS PROFIT	\$2,363,952.54	\$1,831,491.18	129.07 %
Expenses			
5075 State Level Activites			
5100 Device Loan			
5019 Assistive Technology	46,322.78	132,616.08	34.93 %
5020 Shipping for AT Loan Equipment	1,342.87	4,500.00	29.84 %
7027 Device Loan Activities	204,778.27	227,673.63	89.94 %
Total 5100 Device Loan	252,443.92	364,789.71	69.20 %
5150 Device Demonstration			
5151 Device Demo Activities	102,388.96	113,836.86	89.94 %
Total 5150 Device Demonstration	102,388.96	113,836.86	89.94 %
5700 ReUse			
5076 Device Exchange Activities	18,000.00	15,000.03	120.00 %
5077 Device Refurbish Activities	74,103.54	63,749.97	116.24 %
Total 5700 ReUse	92,103.54	78,750.00	116.96 %
6000 State Financing			
5008.02 Contract Services NHLP	16,836.00	7,137.45	235.88 %
5011 Credit Reports	1,370.62	625.59	219.09 %
5026.1 NHLP Shipping	273.41	428.67	63.78 %
5061 Investment Services	11,886.09		
5071 NHLP Travel	869.54	4,825.89	18.02 %

Florida Alliance for Assistive Services and Technology, Inc.

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

October 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7052 AFP Bank Charges	20.00		
7058 NHLP Legal Fees	890.00	6,000.03	14.83 %
7080 NHLP Doc Stamps	390.58		
Total 6000 State Financing	32,536.24	19,017.63	171.08 %
6050 State Level Activities Personnel			
6010 Salary	76,632.62	112,245.84	68.27 %
6011 SEP Retirement	4,752.14	7,857.18	60.48 %
6012 Payroll Tax	7,215.44	8,979.75	80.35 %
6013 Employee Insurance	8,655.18	11,782.08	73.46 %
6014 Workers Comp	1,017.90	1,660.32	61.31 %
Total 6050 State Level Activities Personnel	98,273.28	142,525.17	68.95 %
Total 5075 State Level Activities	577,745.94	718,919.37	80.36 %
5175 State Leadership Activities			
5180 Trainings			
5008.01 GRANT Multimedia Consulting Fee	63,067.42	37,968.75	166.10 %
5181 Training Activities	184,659.23	209,899.80	87.97 %
5182 Transition Training Activities	8,703.12	12,574.35	69.21 %
Total 5180 Trainings	256,429.77	260,442.90	98.46 %
5185 Information and Assistance			
5185.1 Information and Assistance Activities	30,716.68	63,102.60	48.68 %
Total 5185 Information and Assistance	30,716.68	63,102.60	48.68 %
5190 Public Awareness	19,300.58		
5036 Public Awareness Materials	1,200.00	4,575.06	26.23 %
5036.1 Registration and Exhibit Fees	12,600.00	3,191.40	394.81 %
5051 Website Modifications		809.10	
5056 Public Awareness Travel	6,050.16	6,181.47	97.88 %
5060 RDC Travel	12,705.46	28,287.00	44.92 %
7003 FFAST Van	706.70	749.97	94.23 %
Total 5190 Public Awareness	52,562.90	43,794.00	120.02 %
5191 Public Awareness - The Annual Family Cafe	158.89		
5194 Public Awareness Travel	2,441.52	1,498.50	162.93 %
5196 Contracted Services	4,900.00	2,925.00	167.52 %
Total 5191 Public Awareness - The Annual Family Cafe	7,500.41	4,423.50	169.56 %
5198 Technical Assistance			
5003 Contract Activities	613.25	375.03	163.52 %
5026.2 BOD - Shipping		26.10	
5028 Insurance - Dir and Officers	642.58	532.53	120.67 %
5037 BOD Travel	6,790.90	14,076.00	48.24 %
5040 BOD - Professional Development	-54.48		
5065 Contract Monitoring	2,319.55	4,046.22	57.33 %
5070 Executive Director Travel	2,655.09	3,286.53	80.79 %
Total 5198 Technical Assistance	12,966.89	22,342.41	58.04 %

Florida Alliance for Assistive Services and Technology, Inc.

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

October 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6060 State Leadership Activities Personnel			
6015 Salary	95,417.07	78,810.93	121.07 %
6016 SEP Retirement	5,916.50	5,516.73	107.25 %
6017 Payroll Tax	7,435.68	6,304.95	117.93 %
6018 Employee Insurance	10,593.42	8,272.44	128.06 %
6019 Workers Comp	1,267.32	1,653.39	76.65 %
Total 6060 State Leadership Activities Personnel	120,629.99	100,558.44	119.96 %
Total 5175 State Leadership Activities	480,806.64	494,663.85	97.20 %
5250 Operational Expense			
5000 Contractual Expense			
5008 Contracted Services	144,945.30	131,012.73	110.63 %
Total 5000 Contractual Expense	144,945.30	131,012.73	110.63 %
5005 Equipment Expense			
5014 Equipment - Under \$500	2,668.41	374.76	712.03 %
5015 Equipment - Over \$500	9,010.12	1,873.80	480.85 %
Total 5005 Equipment Expense	11,678.53	2,248.56	519.38 %
5021 Office Supplies	3,238.35	3,149.19	102.83 %
5022 Rent	40,500.00	40,474.71	100.06 %
5026 Postage/Shipping	1,429.39	539.64	264.88 %
5029 Insurance - General/Office Liab	9,095.13	6,628.95	137.20 %
5030 Legal	438.00	2,660.76	16.46 %
5031 Membership Fees	150.00	15,346.08	0.98 %
5032 Banking Fees - Operations	364.40	14.94	2,439.09 %
5033 Corporate Fees	80.25	108.72	73.81 %
5041 Local Travel	209.23	149.94	139.54 %
5053 Utilities	8,373.65	7,614.45	109.97 %
5252 Professional Development	1,541.80	895.59	172.15 %
5253 Professional Development - Travel		2,653.38	
5254 Payroll Service Fees	1,340.50	1,051.92	127.43 %
5300 Operations Personnel			
6001 Salary	81,269.63	108,771.75	74.72 %
6002 SEP Retirement	4,796.64	6,039.09	79.43 %
6003 Payroll Tax expense	6,392.63	8,572.05	74.58 %
6004 Employee Insurance	2,171.15	2,544.21	85.34 %
6006 Insurance - Workers Comp	816.71	1,225.44	66.65 %
Total 5300 Operations Personnel	95,446.76	127,152.54	75.06 %
Total 5250 Operational Expense	318,831.29	341,702.10	93.31 %
Total Expenses	\$1,377,383.87	\$1,555,285.32	88.56 %
NET OPERATING INCOME	\$986,568.67	\$276,205.86	357.19 %
NET INCOME	\$986,568.67	\$276,205.86	357.19 %

**Response to Request for Planning Assistance for Wise Planning Assistance
For Eric Reed, FFAST Florida Alliance for Assistive Services and Technologies (Client)
by Mark D. Bennett, Principal, Uniting by Design LLC (Consultant), July 2023**

QUOTATION

Scope of work

- Observations about current strategic plan and FY23 QTR3 Strategic Plan 2020 Report
 - The current plan is comprehensive, extensively analyzed and explained, and has been successfully implemented.
 - When an organization has already worked with a consultant who has delivered a successful plan, it is often most efficient to work with the same person, if he or she is available.
 - If you want to limit the cost and level of effort invested in the new strategic plan, you can be most efficient if you use the current plan as a framework and stress test its continued relevance to the current situation and emerging future.
 - It is important to carefully prepare before bringing the current planning participants together. Some elements of the current plan may be able to be affirmed and accepted without much if any time needed from the planning participants. For example,
 - Are the statements of values and principles accurate and well stated?
 - Is the mission statement unchanged, clear, and well stated?
 - How have the organization's strengths, weaknesses, opportunities and threats changed?
 - Can the PEST and TOWS analyses be used for framing goals and objectives with only a modest investment of time to review them?
- Meet with Executive Director and Board/Council Chair to discuss preparation checklist, identify preparation tasks, and set a schedule to assure readiness for the planning meeting. Determine scope of online preparation and onsite deliberation by planning team. Consider whether large planning team will develop the strategies/action plan or will stop with Goals and Objectives, leaving action planning to the executive director and staff with operational responsibilities. (1 hr)
- Conduct pre-meeting survey (or interviews) to gather useful feedback from stakeholders to assist planning participants with their work. TBD based on number of people and scope of effort. Estimate for survey (6 hrs). If interviews are preferred, estimate 45 minutes/interview times # of interviews.
- Work with Client representative(s) to support their preparation of a current situation analysis that informs the planning participants as they develop a new plan. This situation analysis includes an assessment of the previous strategic plan (accomplishments, unfinished work, and lessons learned), relevant information about important trends** that affect the organization's mission space, and themes identified in the pre-meeting survey. (3 hrs) ***There is often excellent analysis of trends available from national organizations that can be summarized for use by the planning participants. Also, when an organization's mission has a significant connection with technology delivery, rapid changes and forecasts for relevant technology must be considered for strategic success.*
- Consideration should be given to efficient meeting design (overall number of hours needed, length of meetings, and time of day) that assure a high level of participation and a high level of attention and energy that generates solid strategic thinking. Generally, I suggest meetings of 2-4 hours, scheduled 1-2 weeks apart. Until the scope of work has been determined, the exact number of meeting contact hours is not knowable. Estimate (8 hours) divided into a series of meetings that accommodate the needs of planning participants. Client provides a meeting notetaker to capture comprehensive notes.

- Client will determine whether meetings of the planning team will be virtual or hybrid. Consultant will participate via zoom and Client will supply necessary technology for quality video and audio connection with planning participants.
- Prepare a report of the meeting that includes key discussion points and conclusions, consultant recommendations, and follow up tasks to complete the plan document. (4 hours)
- Final review of proposed plan with ED and any other key people, e.g. Board/Council Chair, Executive Committee. Formal presentation of plan to Board for approval. (2 hrs)
- Possible schedule:
 - September – Preparation, gathering information, and receiving feedback from stakeholders
 - September – Work with participants online to use feedback, develop ideas, and assess operating environment (Situation Analysis)
 - October - Meet all together (online or in-person) (options full day or two half days)
 - November – Final report and plan document to present to Board

Cost: Professional Fee. In the nonprofit sector due to the wide range of size and capacity of organizations, I work on a sliding scale of \$200-300/hour. At \$200/hour, I estimate the total to be \$4,800. Once the scope of work is determined the contract amount will be fixed. Client provides meeting venue and covers any onsite costs.

SUMMARY OF QUALIFICATIONS Mark D. Bennett

Value Proposition: I bring substantial complementary expertise to my work as an experienced facilitator of wise, strategic planning. This work includes a wide range of clients in the private, public, and nonprofit sectors. I am the coauthor of *A Field Guide to Good Decisions: Values in Action* and have taught thousands of leaders, board members, and managers in the US and worldwide about values-based decision making, a practical approach to dialogue about core values and key decisions. The linkage of guiding values and action principles with strategy is particularly important for operating nonprofit organizations to develop a wise, strategic plan that demonstrates accountability to its public stakeholders, maintains credibility, and earns trust.

Although FFAST is not a typical coalition, it does have representatives of independent organizations in its governance structure. I have extensive experience with the issues and concerns of coalitions, alliances, and partnerships among independent organizations. Wise, strategic planning at its best generates unity for the organization. For public bodies and organizations with important community stakeholders, I have designed outreach and participation strategies to bring meaningful input from affected stakeholders into the planning process. I am the author of *Uniting by Design: the Architecture of Creative Collaboration*, a practical guide for leaders to build healthy, collaborative organizations.

As a professional mediator for over 25 years, a teacher of practical mediation skills, and coauthor of *The Art of Mediation*, I have a deep understanding of the skills necessary to help individuals and groups come together, bridge their differences, and reach durable agreements. These skills may be useful if participants have serious differences about planning priorities.

Client will gain capacity for future, successful planning work together. All participants will receive a detailed wise planning workbook with a *blueprint* that orients everyone to a common framework and fully explains each element of a wise strategic plan. The planning sessions will be designed for high participation that strengthens the organization's future capacity for meaningful dialogue and collaboration.

APPROACH

*Alone we can do so little.
Together we can do so much.*
Helen Keller Social visionary

Wise strategic planning is a cornerstone practice of healthy, adaptive organizations. Planning together provides a valuable opportunity for the organization to step back, envision its desired future, think through the challenges that lie ahead, and develop a strong consensus with shared commitment to execute the plan.

Coalitions, alliances, and partnerships among independent organizations, need a shared strategic framework that unifies them and aligns their separate efforts over time. The scope of the strategic framework may be less detailed than an individual organization's strategic plan. However, it will contain the same basic elements.

Clear mission focus, an inspiring, shared vision (usually 2-3 years), well-defined guiding values and principles, meaningful goals, clear success indicators, and detailed objectives and actions with responsibility and deadlines, are the essential parts of a wise plan. With this common framework, the organization's constituent members and key stakeholders are better able to:

- maintain a strong internal consensus about strategic direction;
- leverage limited resources and prioritize effort to increase mission impact;
- promote collaboration, generate broad support, and assure successful execution; and
- become more adaptable and able to navigate challenges in the operating environment.

Wise planning begins with the WHY of mission, values, and guiding principles and reexamines these foundation components when necessary.

Then, the strategic conversation must develop a good understanding of the external operating environment and a healthy regard for the uncertainties. This requires a dialogue among diverse perspectives to carefully consider the needs, concerns, and aspirations of the organization's community stakeholders.

Strategic thinking converts this understanding into intelligent action with the shared commitment to execute the plan with courage and creativity.

*Vision without action is merely a dream.
Action without vision just passes the time.
Vision with action can change the world.*

Joel Barker Futurist

Many "strategic" planning efforts do not live up to the name because the emphasis is on *the plan*. Wise planning emphasizes a dynamic, ongoing process of strategic conversation. The plan should not be understood as the end of the process. Too often, a strategic plan document sits on a shelf, only occasionally referenced. The planning must produce a *living plan* that functions like a high-quality *road map*. It is always available, regularly reviewed, and, when necessary, updated and modified. To be strategic, planning must intelligently anticipate the challenging realities of the organization's current and near-future environment. To be wise, planners must also discern the best way to honor the mission, integrate strategy, goals, and action with guiding values and principles, respect the needs and concerns of stakeholders, and creatively leverage limited resources. Too often, *strategic* planning processes are poorly designed and half-heartedly executed. Strategy is about selection of a small set of priorities that unify the organization so it can focus effort and increase leverage to

move the mission forward.

A planning team should prepare well to avoid three common mistakes.

Poor Design A sound planning approach begins with honest assessment of the key elements of the organization's current plan. Some planning starts with a 'blank page.' However, a new plan may build upon previous work that provides a sound foundation.

- Assess the need, scope of the effort, and **level of commitment** by leadership.
- Identify **necessary participants** and others to be consulted.
- Assemble the **resources needed** to implement an effective planning process.

Absence of Key Perspectives Wise planning requires thorough consideration of a range of issues and important values. A candid, 360° discussion is of fundamental importance. The right people with diverse perspectives need to be in the physical or virtual room (or consulted in a meaningful way) AND feel safe enough to express themselves. Wise planning depends upon practical foresight about what is coming and collective wisdom about what to do.

- Include **diverse perspectives** to eliminate blind spots, test assumptions about current plans, and determine HOW the organization should move into the future.
- Consider the value of soliciting targeted **input from stakeholders** who do not participate directly through survey, individual interview, focus group, or questionnaire.
- Develop a thoughtful agenda and use guidelines for discussion that establish a safe, **respectful climate for dialogue** and creative exploration.

Flawed Execution Beautifully written plans sometimes sit on a shelf. The planning process requires clarity about HOW the plan will be executed. The execution process must include review, assessment, and modification as needed to address changes in the operating environment and keep moving toward the desired outcomes. Commitment must be firm.

- Establish useful **success indicators** and determine how you will develop the information needed to assess progress.
- Update a **"blueprint," "dashboard," "scorecard,"** or other structured review document periodically to inform participants and other important stakeholders of the plan goals, indicators, and progress. Communication is necessary to establish accountability.
- Schedule **periodic reviews** to monitor the effectiveness of the plan and allow sufficient time for discussion and course correction.

The essence of strategy is choosing what not to do....
Strategy 101 is about choices. You can't be all things to all people.
Michael Porter leading international authority on strategy

EXAMPLES OF PROJECT EXPERTISE

FACIL (Florida Association of Centers for Independent Living)

- Developed three-year strategic plan with Executive Director and board
- Jane Johnson, Executive Director jane@floridacils.org

Center for Independent Living, North Central Florida

- Developed three-year strategic plan with involvement from staff and board
- Reviewed and updated original plan after three years
- Tony Delisle, Executive Director tdeslisle@cilncf.org

New Mexico Coalition Against Domestic Violence

- For over a decade, worked with statewide coalition of domestic violence shelters and advocates in planning and decision making at all levels: strategic planning for individual member organizations; the coalition board of directors; and internal task forces making key decisions on policy and priorities.
- Pam Wiseman, Executive Director pwiseman@nmcadv.org

New Mexico Access to Justice Commission

- Facilitation of Strategic Planning process for large alliance (30+) of civil legal justice organizations and advocates over several years
- Grace Spulak, Staff Director gspulak@gmail.com

New Mexico Conservation Coalition and Environment Alliance of New Mexico

- Facilitation of development of a coalition of independent environmental nonprofits to build a collaborative operating structure and plan their shared strategies to promote legislation and governmental policy.
- Demis Foster, Executive Director, Conservation Voters New Mexico, demis@cvnm.org

Board Application

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

Preferred Pronoun

Choose 

First Name *

Donald

Last Name *

Risavy

Contact Number *

8502081923

Email Address *

Street

329 Wilder Blvd. C102

City

Daytona Beach

State

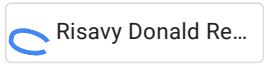
Please enter the State as the two letter abbreviation.

FL

Zip Code

32114

Please Upload Your CV or Resume in PDF Format *



Current Employer *

Division of Blind Services

Employer Contact Number

3862584444

Employer Address

408 White ST

Employer City

Daytona Beach

Employer State

Please enter the State as the two letter abbreviation.

FL

Employer Zip Code

32114

Reference First Name *

Megan

Reference Phone Number *

3862543844

Reference Email *

megan.martin@dbs.fldoe.org

Representation Categories

Applicant must represent ONE (1) of these categories:

Individual who has a disability that uses assistive technology.

Demographics and Skills

Racial and Ethnic Identity

White

Do You Identify As An Individual Who Has a Disability?

Yes

Gender Identity

Male

Age

65 - 74

Veteran Status

Are you a Veteran?

No



Additional Information

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

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

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

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

Committees You Would Like To Be A Part Of

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

Knowledge

Knowledge of Advocacy

- 1
- 2
- 3
- 4
- 5

Knowledge of Business Management

- 1
- 2
- 3
- 4
- 5

Knowledge of Clinical Skills (including assistive technology assessments)

- 1
- 2
- 3
- 4
- 5

Knowledge of Creating Business Opportunities

- 1
- 2
- 3
- 4
- 5

Knowledge of Dedication/Responsiveness

- 1
- 2
- 3
- 4
- 5

Knowledge of Educational Development & Delivery

- 1
- 2
- 3
- 4
- 5

Knowledge of Emerging Technologies

- 1
- 2
- 3
- 4
- 5

Knowledge of Ethical Practices

- 1
- 2
- 3
- 4
- 5

Knowledge of Financial Accounting in Nonprofits

- 1
- 2
- 3
- 4
- 5

Knowledge of Government Relations

- 1
- 2
- 3
- 4
- 5

Knowledge of Grant Management

- 1
- 2
- 3
- 4
- 5

Knowledge of Leadership Capability

- 1
- 2
- 3
- 4
- 5

Knowledge of Legal Implications for Nonprofits

- 1
- 2
- 3
- 4
- 5

Knowledge of Nonprofit Governance

- 1
- 2
- 3
- 4
- 5

Knowledge of Organizational Development

- 1
- 2
- 3
- 4
- 5

Knowledge of Public Speaking

- 1
- 2
- 3
- 4
- 5

Knowledge of Research

- 1
- 2
- 3
- 4
- 5

Knowledge of Strong Professional Networks

- 1
- 2
- 3
- 4
- 5

Knowledge of Visionary

- 1
- 2
- 3
- 4
- 5

Knowledge of Visionary Social Media/Networking

- 1
- 2
- 3
- 4
- 5

Board History

Have you previously served on a nonprofit board of directors

No

Previous Board Experience

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

To be able to provide and pass along my vast knowledge, skills, experiences and abilities with regards to access technology and disabilities

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

Google Forms

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Preferred Pronoun

She/Her ▼

First Name *

Melissa

Last Name *

Nelms

Contact Number *

850.980.3999

Email Address *

Street

1901 Longview Drive

City

Tallahassee

State


Please enter the State as the two letter abbreviation.

FL

Zip Code

32303

Please Upload Your CV or Resume in PDF Format *

 MNelms_DataAn...

Current Employer *

Contractor - FLDOH - Division of Children's Medical Services - Bureau of Early Steps and Newborn Screening

Employer Contact Number

850.445.4551

Employer Address

2390 Phillips Road

Employer City

Tallahassee

Employer State

Please enter the State as the two letter abbreviation.

FL

Employer Zip Code

32308

Reference First Name *

Marquesas Blimes

Reference Phone Number *

850.590.6421

Reference Email *

marquesasblimes@gmail.com

Representation Categories

Applicant must represent ONE (1) of these categories:

Family member/legal guardian of an individual who has a disability that uses assistive technology. ▼

Demographics and Skills

Racial and Ethnic Identity

White ▼

Do You Identify As An Individual Who Has a Disability?

Yes ▼

Gender Identity

Female ▼

Age

35 - 44 ▼

Veteran Status

Are you a Veteran?

No



Additional Information

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

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Knowledge of Organizational Development

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- 4
- 5

Knowledge of Public Speaking

- 1
- 2
- 3
- 4
- 5

Knowledge of Research

- 1
- 2
- 3
- 4
- 5

Knowledge of Strong Professional Networks

- 1
- 2
- 3
- 4
- 5

Knowledge of Visionary

- 1
- 2
- 3
- 4
- 5

Knowledge of Visionary Social Media/Networking

- 1
- 2
- 3
- 4
- 5

Board History

Have you previously served on a nonprofit board of directors

No 

Previous Board Experience

None.
.....

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

I am a mother to a son on the Autism spectrum. I am the wife of a man with OCD and Tourette's. I have severe ADHD myself. These circumstances are not what I would normally lead with to market my professional appeal, but in this case, it's my biggest strength. Loving people with disabilities has allowed me to see the barriers our society has implemented, both with and without intention, to those who have broad or diverse support needs. Serving on the ATAC/FAAST Board would allow me the opportunity to apply, not only the professional skills highlighted on my resume, but also the passion for advocacy and equity I have gained through my lived experience. It would be a privilege to be involved with an organization that is already doing so much to bring my hopes for a better world to fruition.

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

Google Forms