

Council Meeting
April 23, 2008
1700 Century Circle
Atlanta, GA

Wednesday 23rd, 2008 10:30 a.m.

Attendees: Allan Goldman, Beth Tumlin, Joanne Willis, Carolyn Phillips, Doris Chadwell, Norris Curtis, Yvonne Wright, Stephanie King, Starla Steinmann, Tom Bauer, Gigi Taylor, Liz Persaud, Gina Gelinas, Jerilyn Leverett, Adreena Patton, Anne Warley, Terry Warley, Tina Ivey, Chris Brand, Joy Kniskern, Martha Rust, Naomi Walker, Lu Nations-Miller, Daphne Brookins, Cassandra Baker, Pat Hanus, Glenn Moscoso

Note taker: Connie Freier

- Welcome and review the Agenda
 - **Purpose of the Council** - To serve in an advisory capacity in assisting TFL, Georgia's Tech-Act Project, in accomplishing its goal and mission with measurable outcome.
 - **TFL Mission** - We are committed to increasing access to appropriate Assistive Technology so Georgians with disabilities can live, learn, work and play independently in their own communities.
 - **TFL Goal** - To make Assistive Technology accessible, usable, timely and more affordable for Georgians with disabilities.
 - GPAT Meeting to be in Savannah 6/19-21/08
 - 3 yr plan – next 3 years discuss after Salt Lake City; AT fit nationally, state level.
 - Conference SERID Touch the Future Transition = Oct 22-26, 2008, open to the public Saturday.
 - Call for presentations from all over country.
 - Sessions review = Visit Conference site for details: www.touchthefutureandtransition.org
 - Richard Pimentel = Keynote speaker
 - Anil Lewis = Plenary speaker
 - 85 -101 Exhibitors planned
 - AT Lab
 - Sports Demo
 - Sponsorships needed = bags, breaks, t-shirts (will receive free ads, roll arounds w/name)
 - Hilton on Courtland
 - Put flyer in GPAT Flyers
 - Data update – Direct Service requests = 3659 DSR; 585 VR clients served; 688 Volunteers with 7609 volunteer hours; 11,476 AT donations.
 - Funding update: CA – under CFII – Center for Independence and Innovation, Inc.. New organization formed to promote financial independence among Georgians with disabilities.
- Services/programs under CFII:
- ✓ Credit Able, GA's Alternative Financing Program for Assistive Technology, home and/or vehicle modifications;

- ✓ home buying education seminar;
- ✓ Financial education workshops, including: (need 10 to participate)
 - * Money management/budgeting.
 - * Financing for AT.
 - * Understanding your credit.

Visit website at: www.theCFII.org

- Updates from Centers.
 - TA – funding raising; HS/HT laptops
 - DC – Home modes; foundations grant outreach to churches; FM loop system purchase and loaned out.
 - TTF – New brochure pkt handout to give to corporations.
 - West GA collaboration
 - Need laptops
 - 3 scholarships during April
 - Star depots in Warm Springs, Cols, and Athens by end of June.
 - Will go to Canada for recycle project: Joanne Willis and Bob Rust.
 - WO –
 - FODAC – consultant working on data base almost in place. 3000 a year for direct services
 - \$25 flat fee for repairs of any type
 - \$10 for children
 - Website is up and running: www.fodac.org
 - Ramps for champs expanded
 - \$470,000 Fed Home Loans Bank, not a loan direct grant to client
 - Home mods = Dekalb, Fulton, some_____.

- GA Advocacy: Protect advocacy for people, abuse and neglect; people who live in Institute setting; denied knowledge; access; Education can change.
- Send out By-Laws
- Elect new set of broads
- Next meeting 6/19 at St Simons
- To attends 6/19: Gigi, beth, Stephanie, Doris, Tina, Anne & Terry.
- 6/18 Audio conference, webinar. 2/1/2 day long, \$75 can waive registration for GPAT attendees, \$50 make and take fee can not waive; Lodging can not cover through GPAT,
- Need room for meeting at St Simon
- ATAP 2 day conf spring 2009 10- 8:00 pm – night before.
- Send Advisory Council members: why TFL important; why centers important
- Tom to send out language info.

Adjourn 1:20 p.m.

ByLaws to follow

**BYLAWS
OF THE
TOOLS FOR LIFE
ADVISORY COUNCIL**

ARTICLE I

Name: **Tools for Life Advisory Council**

ARTICLE II PURPOSE AND FUNCTIONS OF THE COUNCIL

Purpose:

To serve in an advisory capacity in assisting Tools for Life, Georgia's Assistive Technology Act 2004, in accomplishing its goal and mission with measurable outcome.

Tools for Life:

Our Mission: We are committed to increasing access to appropriate Assistive Technology so Georgians with disabilities can live, learn, work and play independently in their own communities.

Our Vision: Tools for Life will be an exemplary model for putting Assistive Technology into the hands of people with disabilities, through innovative consumer driven public private partnerships.

Our Goal: To make Assistive Technology accessible, usable, timely and more affordable for Georgians with disabilities.

Council areas of support to the Tools for Life Program:

- Advocacy
- Provide Direction
- Serve as Information Resource

Functions Areas:

Advocacy:

- Council will serve as a statewide **resource** of information to TFL project
- Council will review and give input on **programs & services**

- Council will be a statewide voice for **public awareness and advocacy** on increased access to Assistive Technology.

Actions: (See Appendix 3. Membership Handbook) describes the 3 functions. Advocacy, Provide Direction, Serve as knowledge Resource)

Provide Direction:

- Plans & priorities
- Programs & services
- Enhance visibility

Actions: (See Appendix 3. Membership Handbook)

Serve as Knowledge Resource:

- Own unique perspectives
- Trends & changes

Actions: (See Appendix 3. Membership Handbook)

ARTICLE III. MEMBERSHIP

- A. The Council shall be composed of not less than 12 and not more than 24 members. The Vocational Rehabilitation Division Director shall approve members. The council shall be composed of a majority of consumers, parents, and advocates across disabilities.
- B. Nominations shall be based on disability area, represent various areas of the state, skills and organization affiliation interested in the provision of Assistive Technology devices and services and diverse ethnic groups.

ARTICLE IV. TERMS OF OFFICE

- A. The length of term on the Council shall be three years.
- B. Consideration will be given to replacing members who are not able to attend two consecutive meetings.
- C. Limit number of terms one can serve as per nominating committee. Expected term limit of six years. Exceptions can be made by a recommendation of the nomination committee and a majority vote of Council Board Members.

ARTICLE V.

OFFICERS

- A. The Council shall designate one appointed member to serve as Chairperson and one member to serve a Vice-Chairperson of the council.
- B. The Chairperson, with input from the Council and Tools for Life Staff, may appoint Committee/Task Group Chairpersons as deemed necessary.
- C. Committee/Task Group Chairpersons include one or two members to serve in the following areas: Chairperson, Vice-Chairperson, Nominations, Advocacy and Co-Advocacy, and Lead Consortium Representative.
- D. The Tools for life state office will provide a non-voting secretary.

ARTICLE VII.

DUTIES OF OFFICERS

- A. Chairperson:
 1. To confer with support staff in developing the agenda and notices for meetings.
 2. To preside at all Council meetings.
 3. Act in the capacity of timekeeper at Council meetings.
 4. To appoint, with the Council Members and Tools for Life Staff, Committee/Task Group Chairpersons.
 5. To provide input on agenda items for each quarterly meeting.
- B. Vice-Chairperson:
 1. To maintain close contact with the Chairperson and be familiar with all Council transactions.
 2. To perform as Chairperson in the absence of the regular Chairperson.
 3. To accept and complete tasks as may be assigned by Chairperson.
 4. Advisory Council Meetings shall be governed by Roberts Rules of Order, Revised.
- C. Nomination Chair:
 1. To provide TFL Advisory Council with annual list of potential new members.
 2. To work with the secretary to monitor committee member term limits and provide orientation to new member.
- D. Lead Consortium Representative:
 1. Educate Legislators on Assistive Technology Resource Centers initiatives.
 2. Keep Board up-to-date on legislative updates.
 3. Advocate for state funds through the legislators.
 4. (Ex officio member).
- E. Advocacy Chair/Co-Chair:
 1. To work with TFL Advisory Council to prioritize and choose Advocacy initiatives on an annual basis.
 2. To select committee members to participate in initiatives.
 3. To work with TFL state office to insure measurable outcome with initiatives.
 4. To work with ATRC Consortium on legislative issues.
 5. To provide support on local and national advocacy issues revolving around the Tech-Act.

ARTICLE VIII. FUNCTIONS OF TOOLS FOR LIFE STAFF

- A. Participate in Council meetings as requested.
- B. TFL Director will help the chairperson facilitate advisory council meetings agenda line items.
- C. Serve as catalysts for Committee/Task Group discussions.
- D. With Chairperson, organize committee/task groups meetings at least once in between quarterly council meetings.
- E. Assure clerical support for committee reports (minutes, mailing, meeting notices and agenda).
- F. Serve as resource person (ex officio member).
- G. Assure quarterly communication between council members and staff.
- H. Assure TFL state office up-dates via email and phone on a quarterly time period.
- I. To execute logistical meeting set-up and travel accommodations for advisory council meetings.

ARTICLE IX. COMMITTEES

- A. The Chairperson, Council Members and Tools for Life representative shall appoint a Committee/Task Group Chairperson.
- B. Committees shall be developed in the areas of:
 - Membership/Nomination
 - Advocacy/Marketing

ARTICLE X. MEETINGS

- A. The Council shall meet at least bi-annually.
- B. The Chairperson or a simple majority of the total Council may call additional meetings as deemed necessary with appropriate notification.
- C. All meetings of the council shall be held in barrier-free meeting sites. Reasonable accommodations and alternative format shall be provided in means that are accessible to persons with disabilities. Location to be determined at end of each meeting.
- D. A quorum shall consist of a simple majority of the members in attendance.

ASSISTIVE TECHNOLOGY RESOURCES

1. **LEGAL AUTHORITY:** Assistive Technology Act of 2005, and Federal Public Law (State Vocational Rehabilitation Services Program (34 CFR Part 361).

2. **ADDRESS AND STAFF CONTACT:** GDOL/VR/TFL
Carolyn Phillips
1700 Century Circle, Suite 300
Atlanta, Georgia 30345
(404) 638-0389
carolynpphillips@mindspring.com
www.gatfl.org

- 3) **LEAD AGENCY & DIVISION** Department of Labor/ Division of Vocational Rehabilitation Services

3. **ADMINISTRATIVE SUPPORT:** Georgia Assistive Technology Project, Tools for Life

4. **NUMBER OF MEMBERS & MAKE UP:** **Not more than 24 or less than 12**
51% consumer driven this number would include family members

5. **LENGTH OF TERM:** three years, Six years being the most in consecutive terms

6. **APPOINTING AUTHORITY:** Director, Division of Vocational Rehabilitation Services

8. **MEETING FREQUENCY:** **Subject to Chair**
Bi-annually
Sub-committees set schedule as needed.

(3. Section of Advisory Council Bylaws Manual)

3. Actions: Council areas of support to the Tools for Life Program:

Actions: a. Advocacy

1. Identify sources of funding.
2. Advocate in local communities and among disability network
3. Participate in legislative/government advocacy through emails, letters, phone, and personal contacts.
4. Represent Council on other groups.
5. Develop partnerships with other organizations, community groups, businesses, etc.
6. Educate others about disability-related issues & TFL – i.e., public speaking, attending meetings.
7. Educate self about disability related issues.
8. Encourage coverage by local news media of TFL/disability issues.
9. Serve on Council committees.

Actions: b. Provide Direction

1. Evaluate programs – meeting needs? Effectiveness?
2. Provide input on outcomes – how we measure success.
3. c. Direction on strategic & operational plans – assist with development and implementation.
4. Provide feedback, information: support, guidance, referrals, and opportunities to staff.
5. Prioritizing legislative initiatives – participate in priority setting.
6. Accountability and stewardship – use of funds, staff.
7. Effective communication between staff and council.
8. Provide direction re: diversity of funding sources.
9. Direction re: collaboration with other organizations – identifying networking opportunities.
10. Making meetings useful.

Actions: c. Serve as Knowledge Resource

1. Hands on inter action with centers, other groups – visiting on site.
2. Being aware of consumer needs.
3. Being aware of trends/changes in Assistive Technology.
4. Serve as a link to other organizations.