

**COMMONWEALTH OF VIRGINIA  
ASSISTIVE TECHNOLOGY LOAN FUND AUTHORITY  
Board of Directors Meeting**

**Minutes Adopted by the Board of Directors on July 21, 2011**

April 15, 2011

**MEMBERS PRESENT**

Linda Harris, Chairperson  
Dean Bonney, Vice-Chair  
Juan Martinez  
Amy Odhner  
Mike Haydon  
Thomas Hock  
Ron Lanier

**ABSENT**

Rose Ann Janis  
Jay McLaughlin  
Barb Ostrander  
David Axselle

**ALSO PRESENT**

Joey Wallace, Executive Director  
Sandra Prince  
Christy Crowther  
Shilpa Joshi

**CALL TO ORDER**

The Assistive Technology Loan Fund Authority Board of Directors met for a regular quarterly meeting at the Westin Hotel, Richmond, Virginia on April 15, 2011. Linda Harris, Chairperson, called the meeting to order at approximately 9:10 AM.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

Linda Harris, Chairperson, asked if everyone had an opportunity to review the Board minutes of the January 21, 2011 meeting.

**A motion was made by Thomas Hock to approve the January 21, 2011 minutes. The motion was seconded by Juan Martinez and unanimously carried.**

**PROGRAM**

**Introduction of Secretary Hazel**

Linda Harris, Chairperson, introduced Secretary of Health and Human Resources, Dr. William Hazel, and welcomed him to the Board meeting. Secretary Hazel asked each Board member and staff to introduce themselves prior to him addressing the Board. Secretary Hazel discussed major issues within his Secretariat and challenges to resolving health care reform. He touched briefly on the ongoing Department of Justice's legal case within the mental health system and also discussed major gaps in services

within the disability community. The Board thanked Secretary Hazel for taking time from his busy schedule to meet with the Board, and the Board looks forward to his attendance at future meetings as his schedule would permit.

### **Old Business**

There was no old business brought forward.

### **Financial Report**

Shilpa Joshi, Financial Director, requested that the Board members refer to the statement of net assets through March 31, 2011 and statement of revenues and expenditures from July 1, 2010 through March 31, 2011 provided to them in the Board packets. Ms. Joshi noted that the current assets are approximately \$9.6 million, with total assets of approximately \$10.5 million. She pointed out that total assets depletion in the last 12 months is \$339,957.

Shilpa Joshi pointed out that the contingent liabilities (SunTrust guaranteed loans) at March 31, 2011 are \$670,904. The actual net expenditures in excess of revenues as of March 31, 2011 were negative \$222,567. Ms. Joshi discussed the Statement of Revenue and Expenditures from July 1, 2010 through March 31, 2011. She noted that the NewWell Fund is a little under the total budget with expenditures, and would be glad to provide more detail on any line items in question. Ms. Joshi highlighted areas that were over budget and provided an explanation for each item.

Ms. Joshi noted that a draft FY 2012 budget was included in the Board packets for review and will be discussed later in the meeting. She noted that this budget will require action by the Board to become effective July 1, 2011.

Ms. Joshi pointed out that the Certificate of Deposits invested through the CDARS program at Old Point National Bank will mature on June 2, 2011, and action will need to be taken by the Board regarding these funds. A discussion was held on interest rate projections for the coming year and the disposition of the Certificates of Deposits. **A motion was made by Amy Odhner that when the Certificate of Deposits (CDs) mature on June 2, 2011, the total amount of the CDs should be split between 26 and 52 weeks because the rate for 13 weeks is too low. The motion was seconded by Juan Martinez and unanimously carried.**

Ms. Joshi discussed the handout of the comparison of select data for the direct loans, booked SunTrust loans and cash receipts for Fiscal Years 2010 and 2011. Ms. Joshi noted that only one guaranteed loan has been purchased from SunTrust, but the activity for closed SunTrust loans increased significantly. Cash receipts also increased in FY 11 as compared to FY 10.

### **Director's Report**

Dr. Joey Wallace, Executive Director, directed the Board members to the Director's Report included in the Board packets. He briefly discussed training and activities that staff have been involved in during the last quarter.

Dr. Wallace noted that the loan committee met monthly from January through March 2011, reviewing 52 applications and approving 22 direct loans totaling \$140,648.923, and 2 guaranteed loans totaling \$49,245.00. This does not include the eight non-guaranteed loans approved by SunTrust Bank totaling \$204,223.83. Christy Crowther provided a loan activity summary report for the period January through March for FY 11

and a comparison for the same time period for FY 10. She noted that the number of applications received for FY 11 has increased, while the dollar amount requested has remained about the same as compared to the same time last year.

Dr. Wallace reported that staff have been presenting or attending various events around the state. He stated that the C&F Bank had made a presentation to the Finance Committee regarding potential partnership and that additional discussions will be held with C&F to clarify issues resulting from this meeting. He noted that he attended the grant recipient ceremony at the Richmond Community Foundation to pick up the check for \$25,000 which is the first installment of the \$50,000 grant to establish the Consumer Service Fund. He noted groups that staff had exhibited at such as the Transition Conference in Norfolk, Greater Richmond Hearing Loss Association, and National MS Society Blue Ridge Chapter.

Sandy Prince noted that approximately 975 brochures have been given out since the last Board meeting in January. She also noted that contact had been made with the Virginia Credit Union regarding a possible partnership, but there is an issue with consumers becoming members through our organization in order to qualify for a loan. At this time research is being done by Virginia Credit Union relative to the membership issue. Ms. Prince noted that an article on the NewWell Fund will be sent to the Disabled Dealer Magazine for publication along with a picture of a loan holder that purchased a modified vehicle. Ms. Prince noted that she and Christy Crowther had exhibited at the Connections Fair for Children the first Saturday in April and made contacts with several vendors in attendance that were looking for funding sources for co-pays or funding for equipment for their consumers.

#### **Report on Operating Policies**

Dean Bonney, Vice-Chair, stated that part of his duties as Vice-Chair as outlined in the Governance Manual is to report each year on changes in operating policies. He noted that the report included in the Board packets outlines the changes to the manuals as reflected by the motions from the minutes beginning in 2007. He also noted that this document speaks volumes on behalf of the Board's accomplishments as the Board continually strives to implement internal controls.

### **BOARD ISSUES FOR DISCUSSION**

#### **Nomination Committee Report and Election**

Thomas Hock presented the Nomination Committee Report with the slate of officers as noted below:

**Dean Bonney, Chair**  
**David Axelle, Vice-Chair**  
**Rose Ann Janis – Treasurer**

Linda Harris, Chairperson, asked if there were any nominations from the floor. There being none, the slate of officers were presented for election. **A motion was made by Amy Odhner to accept the slate of officers for election as presented by the Nominations Committee. The motion was seconded by Juan Martinez and unanimously carried.**

### **Finance Committee Report**

Mike Haydon noted that the Finance Committee met and approved the contract with Steve Fletcher at \$85.00 per hour up to 100 hours on consulting time. He noted that it was prudent to have Mr. Fletcher involved with his expertise as the Board tries to get to a break even status. Thomas Hock asked who can approve the hours for Mr. Fletcher. Joey Wallace, Executive Director, noted that the contract outlines the allowable items and the hours will have to be approved prior to Mr. Fletcher beginning the assigned task. Dean Bonney noted that Joey Wallace can approve the hours based on the items contained in the contract with Mr. Fletcher.

Mike Haydon noted that Steve Fletcher presented several scenarios to the Finance Committee on increasing the direct loan limit with projections on the rising interest rate and lower interest rate. Mr. Haydon stated that it is the recommendation of the Finance Committee to increase the direct loan limit to \$22,500. **A motion was made by Amy Odhner to accept the recommendation to increase the direct loan limit from \$15,000 to \$22,500. The motion was seconded by Juan Martinez and unanimously carried.**

A discussion was held regarding the presentation by the C&F Bank to the Finance Committee. There were several questions that needed to be addressed prior to C&F submitting a final proposal for consideration by the Board. Dean Bonney noted that Joey Wallace, Executive Director, needs to develop a model that can be used for negotiations with any potential banking partner.

### **Approval of Budget**

Shilpa Joshi, Financial Director, presented the budget for Fiscal Year 2012. She noted that two different scenarios of the draft budget are included in the Board packets for consideration. Ms. Joshi stated that one draft includes a lower interest rate on investment income and one is based on the projections of investment income as presented by Steve Fletcher. She also noted that several items had changed since the Board received the first draft at the January meeting. A discussion was held on the various scenarios and changes that had been made from the original draft submitted in January 2011. Dean Bonney noted that the \$25,000 grant income needs to be expensed out in a line item under expenditures. Sandra Prince noted that \$300.00 of the grant income was expensed in the line items for copier, printing and postage, but there are no other grant funds that can be used for salaries if the expenditures exceed the \$1,700 included for salaries in the grant. Funds from the AFP and Telework grants cannot be used for other grant activity. Based on previous audits, the salary for one staff member was totally covered by Consumer Service Fund grant and did not have to be split. **A motion was made by Amy Odhner to approve the low interest rate budget with changes that reflect the line item expenditures for the new grant. The motion was seconded by Mike Haydon and unanimously carried.**

### **CLOSED SESSION**

**Linda Harris, Chairperson, made the following motion to go to closed session: I, Linda Harris, move that the Board convene in closed meeting pursuant to Virginia Code Section 2.2-3711A(1) and A(4) for discussion of personnel issues, loan approvals and other Board matters that are appropriate. Additionally I move that Joey Wallace and, if necessary, staff members Sandra Prince, Christy**

Crowther and Shilpa Joshi, attend the closed meeting because their presence will aid the Board in its consideration of these matters. The motion was seconded by Amy Odhner and unanimously carried.

#### **RESULTS OF THE CLOSED SESSION**

Linda Harris, Chairperson, convened the Board meeting in regular session.

Linda Harris, Chairperson, stated that a roll call vote will be held and all those who certify to the best of their knowledge that only business lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and that only business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting certify by stating your name and saying "Yea". Those who do not certify say "Naye".

Yeas – Harris, Hock, Martinez, Odhner, Bonney, Lanier, Haydon,

Nayes – None

A motion was made by Juan Martinez that the Board ratify the Loan Committee decisions as presented to the Board. The motion was seconded by Amy Odhner and unanimously carried.

A motion was made by Thomas Hock to extend the contract for the Executive Director. The motion was seconded by Mike Haydon and unanimously carried.

A motion was made by Dean Bonney that the Board support the attendance of Joey Wallace at the Virginia Executive Institute in Richmond, Virginia. The motion was seconded by Amy Odhner and unanimously carried.

A motion was made by Amy Odhner that the Board forgive the loan in the amount of \$2,530.72 based on the hardship case presented. The motion was seconded by Dean Bonney and carried. Mike Haydon opposed the motion.

Linda Harris noted that this is the last meeting for Thomas Hock because he has served two terms on the Board and is not eligible for reappointment. Ms. Harris presented Mr. Hock with a plaque on behalf of the Board recognizing his contribution to the Board and thanking him for his service.

**Mike Haydon moved that the meeting be adjourned. The motion was seconded by Amy Odhner and unanimously carried.** The meeting was adjourned at 1:20 PM. The next Board meeting is scheduled for July 21, 2011 at the NewWell Fund, 1602 Rolling Hills Drive, Richmond, Virginia.