

**COMMONWEALTH OF VIRGINIA
ASSISTIVE TECHNOLOGY LOAN FUND AUTHORITY/NEWWELL FUND
Executive Committee Meeting**

October 5, 2011

PRESENT

Dean Bonney, Chair
Dack Axselle, Vice-Chair
Rose Ann Janis, Treasurer

OTHERS PRESENT

Joey Wallace, Executive Director

CALL TO ORDER

The Assistive Technology Loan Fund Authority Executive Committee met for a monthly meeting at the ATLFA, 1602 Rolling Hills Drive, Suite 107, Richmond, Virginia on October 5, 2011. Dean Bonney, Chair, called the meeting to order at approximately 8:45 am.

PUBLIC COMMENT

There was no public comment.

PROGRAM

Review of Minutes

The committee reviewed the minutes of the September 15, 2011 Executive Committee meeting. Rose Ann Janis made a motion to approve the minutes and Dack Axselle seconded the motion. The minutes were approved unanimously.

Old Business

No old business for discussion.

Lender Agreement Update

Dean Bonney asked for a status of the draft lender agreement reviewed by the Board at the July 2011 meeting. Joey Wallace stated that Rachel Baer, Assistant Attorney General, had the draft agreement and was reviewing it as agreed to ensure required state language was included. He said he expected the final draft to be put before the Board at the October 20, 2011 meeting.

Certified Public Accountant discussion

Joey Wallace stated he had received three potential CPA resumes from Steve Fletcher. Only one of them had the public accounting experience and that individual wanted more part time hours than we were offering. He stated he had made no other contacts. After reviewing the Governance Manual, he stated his interpretation was that a recommendation to hire should be put before the Board. The Executive Committee felt that private accounting firms should be contacted directly to see if one or more might have someone with availability. Those names could then be put before the Board. Rose Ann Janis suggested some contacts and Joey Wallace said he would make those contacts immediately.

Consumer Service Fund Update

Joey Wallace summarized the distribution of his support letter to the Governor. This began with Dean Bonney and Joey Wallace drafting a letter from Dean Bonney to Governor McDonnell requesting his support for the Consumer Service Fund budget recommendation coming from the Disability Commission. The Governor's office then requested the Secretary of Health and Human Resources to respond who then asked Commissioner Rothrock to respond and then finally Joey Wallace to respond. Joey Wallace drafted a letter to Dean Bonney on behalf of the Secretary of Health and Human Resources. Once received at the ATLFA, Sandra Prince and Joey Wallace called Dean Bonney who then drafted a letter back to the Governor requesting a

direct response on support for the budget amendment. Joey Wallace then directed the Committee to the legislator contact summary sheet which included dates and times for appointments with Board members and legislators.

ED Contract Review

Joey Wallace distributed a draft Executive Director contract which included all elements identified by the Auditor of Public Accounts in their 2011 audit findings. Dean Bonney suggested this be included as an agenda item for the October 20, 2011 Board meeting.

Draft Policies Discussion

Joey Wallace distributed the six draft policies with Action Item summary sheets for Committee review. It was suggested that the Action Item summary sheets be grouped together followed by the individual policies in the Board binders for ease of review.

Board Meeting Agenda Review

Joey Wallace reviewed the draft agenda with the Executive Committee for review and revisions. The Committee stated it did not want a Financial Report delivered from Shilpa Joshi and Joey Wallace said he would provide it. Under New Business, items will include Policy Review, Lender Agreement Review, Non-Profit Status Review, Public Accounting position discussion, and Executive Director contract template.

Executive Director Update

Joey Wallace directed the Committee to the copy of the original 501(c)3 application to the IRS. He stated that Rachel Baer, Assistant Attorney General, is reviewing it to determine if we still meet the mission as described in the original application. Dean Bonney asked to have Sandra Prince number the grant pages due to the size of the document. Joey Wallace also shared the draft language from the House Appropriations Committee which states that at least 25% of Assistive Technology State Program grant dollars be given to Alternative Financing Programs. He will keep the Board informed as this process goes forward.

CLOSED SESSION

Dean Bonney, Chair, made the following motion to go to closed session:

I, Dean Bonney, move that the Executive Committee of the Board of Directors convene in closed meeting pursuant to Virginia Code Section 2.2-3711A(1) and A(4) for discussion of personnel issues and other Board matters that are appropriate. Additionally I move that if necessary, Joey Wallace and Sandra Prince attend the closed meeting because their presence will aid the Executive Committee in its consideration of these matters. The motion was seconded by Rose Ann Janis, Treasurer, and unanimously carried.

RESULTS OF THE CLOSED SESSION

Dean Bonney, Chair, convened the Board meeting in regular session.

I, Dean Bonney, Chair, 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 – Bonney, Axselle, Janis

Nayes – None

Dean Bonney, Chair, moved that the meeting be adjourned. The motion was seconded by Rose Ann Janis, Treasurer, and unanimously carried.

The meeting was adjourned at 9:45 am.