

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

September 15, 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 September 15, 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 August 11, 2011 Executive Committee meeting. The minutes were approved.

Old Business

No old business for discussion.

Consumer Service Fund update

Dean Bonney updated everyone on the status of the Consumer Service Fund. Following a meeting with Jim Rothrock, Commissioner of DRS, the ATLFA put forward a \$150,000 budget amendment that has been included in the DRS budget recommendations that have been submitted to the Secretary of Health and Human Resources. Additionally, the Disability Commission will be submitting a recommendation to the Governor to restore the Consumer Service Fund. The Commission has requested we send our support letters directly to the Governor with a cover letter. Joey Wallace will draft the ATLFA cover letter from Dean Bonney. Joey Wallace discussed his schedule of visits between Board members and money committee legislators that will be occurring over the next two months to develop support and patrons for a possible budget amendment.

Fiscal Management Discussion

Joey Wallace made a recommendation to the Executive Committee that the ATLFA hire a CPA for the position of Financial Director. He distributed position descriptions for the Financial Director and Bookkeeper positions. He also shared a cost estimate and advertisement for the Financial Director position. Rose Ann Janis suggested some modifications to the position descriptions. Joey Wallace will make those changes. The Committee suggested we approach Steve Fletcher, consultant to identify possible candidates before advertising. Joey Wallace will contact Steve Fletcher and email the results to the Executive Committee.

Audit Report Response

Joey Wallace reviewed the items identified by the auditors regarding enhancing employee handbook and employment contracts and the improvement of password management. Dean Bonney suggested that Steve Fletcher be approached about assisting with a draft Executive

Director contract and that Joey Wallace present it to the Executive Committee at the next meeting.

Organizational Action Plan

Joey Wallace distributed the FY 2011 – 2012 Organizational Action Plan to the Committee and discussed its connection to the Strategic Plan. He described how it will serve to guide the staff and organization and be modified as needs and priorities evolve. Joey Wallace will distribute it to the Board.

Executive Director update

Joey Wallace stated that we are waiting on a copy of the original 501 c 3 application to the IRS to determine what was listed as the organizational mission of the ATLFA. This will help in determining if we are appropriate to serve as a non-profit organization. He stated we are able to continue to manage the Richmond Eye and Ear Foundation grant and have been assured by the Richmond Community Foundation that if we distribute grant funds, and then determine we are not a 501 c 3, we will not be liable for those funds. Also, he stated the Foundation has put our grant application to Sheltering Arms on hold until we receive this determination.

CLOSED SESSION

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

I, Dean Bonney, 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, or Shilpa Joshi attend the closed meeting because their presence will aid the Board 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 Rose Ann Janis, Treasurer and unanimously carried.

The meeting was adjourned at 9:45 am.