

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

**MINUTES ADOPTED BY BOARD OF DIRECTORS ON OCTOBER 14, 2010**

July 15, 2010

**MEMBERS PRESENT**

Amy Odhner, Treasurer  
Dean Bonney, Vice-Chair  
Mike Haydon  
Thomas Hock  
Ron Lanier  
Juan Martinez  
Barbie Ostrander

**ABSENT**

Linda Harris, Chairperson  
Robin Jefferson

**ALSO PRESENT**

Joey Wallace, Executive Director  
Rachel Williams, Assistant Attorney General  
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 ATLFA, 1602 Rolling Hills Drive, Suite 107, Richmond, Virginia on July 15,, 2010. Dean Bonney, Vice-Chair, called the meeting to order at approximately 10:10 AM.

Joey Wallace introduced Rachel Williams, Assistant Attorney General, who will now provide legal expertise for the loan program. He noted that she will replace Eric Gregory who has been assigned other duties. Ms. Williams noted that she looks forward to working with the Board and providing necessary legal advice as they carry out their Board duties.

**APPROVAL OF MINUTES**

Dean Bonney, Vice-Chair, asked if everyone had an opportunity to review the Board minutes of the April 22, 2010 meeting.

**A motion was made by Amy Odhner to approve the April 22, 2010 minutes. The motion was seconded by Mike Haydon and unanimously carried.**

**PUBLIC COMMENT**

There was no public comment.

## **PROGRAM**

### **Old Business**

Joey Wallace, Executive Director, noted that Dean Bonney had requested bios of the Board members be shared with each other and had requested development of a template for this purpose. Dr. Wallace handed out a copy of the template. Dean Bonney noted that the template includes five major sections and members could put as much or as little information as that they would like to share with others. Mr. Bonney requested that the bios be included in the Board packets for each meeting.

### **Financial Report**

Shilpa Joshi, Financial Director, requested that the Board members refer to the statement of net assets through June 30, 2010 and statement of revenues and expenditures from July 1, 2009 through June 30, 2010 provided to them in the Board packets. Ms. Joshi noted that the current assets are approximately \$9.9 million, with total assets of \$11 million. Ms. Joshi noted she listed all the accounts on the statement of net assets including the certificates of deposit with Old Point National Bank with annual interest through June 30. She pointed out that we currently have \$1.2 million in direct loans receivable.

Shilpa Joshi pointed out that the contingent liabilities (SunTrust guaranteed loans) at June 30, 2010 are \$712,957. The actual net expenditures in excess of revenues as of June 30, 2010 were negative \$410,000. Amy Odhner noted that the loss this year was attributed to low investment income and the change in the provision for loan loss based on the audit report. Ms. Odhner also noted that the bottom line will improve for next year because there will be more investment income and the contractual obligation to Children's Hospital has been completed.

Ms. Joshi discussed the Statement of Revenue and Expenditures from July 1, 2009 through June 30, 2010. She noted that the budget was developed using 1% for interest income, but the rate of return on the LGIP accounts was .25% which caused a loss in the interest income. Mike Haydon asked what are the current interest rates with Old Point National Bank. Ms. Joshi noted that the rates are 0.46% for 13 weeks, 0.86% for 26 weeks, and 1.12% for 52 weeks.

Ms. Joshi discussed the handout of the comparison of select data for the direct loans, booked SunTrust loans and cash receipts for Fiscal Years 2009 and 2010. She noted that cash receipts, SunTrust loans and direct loans have significantly increased in FY 10 as compared to FY 09.

Ms. Joshi also discussed the handout of comparison data with business plan projections as of June 30, 2010, noting the differences in projection versus actual. Amy Odhner, Treasurer, requested that a column be added to note the difference as percentage of variance. Ms. Odhner noted that the current cash flow as noted is less than ½ percent variance.

### **Director's Report**

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

Dr. Wallace noted that the loan committee met monthly from April through June 2010, reviewing 51 applications and approving 29 direct loans totaling \$161,697, and 3

guaranteed loans totaling \$81,763. This does not include the six non-guaranteed loans approved by SunTrust Bank totaling \$147,504. Christy Crowther provided a loan activity summary report for the period April 1 thru June 30 for FY 10 and a comparison for the same time period for FY 09. She noted that the number of applications received and dollar amount approved is holding steady for FY 10. She noted that one telework loan was included in the direct loan applications and that six approved SunTrust loans were closed.

Dr. Wallace reported that he met with both a SCORE counselor and Bullis Financial to discuss business plan consultant possibilities. He noted that he had a previous discussion with Amy Odhner, Treasurer, regarding Bullis Financial being an investment firm and will work with Ms. Odhner to identify other business consultants that can assist with a business plan. Dean Bonney, Vice-Chair, requested that a Request for Proposal as required by state guidelines be developed and submitted to him within the next 30 days prior to release to the public.

Dr. Wallace noted that an application had been submitted for the National Rehabilitation Association Organizational Award. He stated that many support letters had been received for submission with this award. Dean Bonney, Vice-Chair, asked how would this award assist the NewWell Fund with its mission. Dr. Wallace noted that applying for awards was part of the Strategic Plan and if awards are received, the NewWell Fund will get publicity and help with the marketing efforts. Amy Odhner, Treasurer, requested that Dr. Wallace aggressively pursue other award opportunities.

Amy Odhner, Treasurer, asked Dr. Wallace if he is involved in any legislative activities or contact with other state agencies since the NewWell Fund reports administratively to the Secretary of HHR. Dr. Wallace noted that he has not had any contact other than one meeting or participated in any activities. Amy Odhner, Treasurer, noted that this is an important part of raising awareness of the program and connecting with other agencies. Dean Bonney, Vice-Chair, noted that it is critical for the NewWell Fund to have a partnership with other disability agencies and the Secretary's office. Ron Lanier, designee for Secretary of HHR, stated that he would follow-up with the Secretary's office regarding the Board's concerns. Dean Bonney, Vice-Chair, requested that any activities and presentations included in the Director's report reflect what, why and how it relates to the Strategic Plan.

Dr. Wallace noted that Sandy Prince and he met with Colleen Miller, Director of the Virginia Office of Protection and Advocacy, to discuss internal controls. This meeting was facilitated by the Auditor of Public Accounts. Amy Odhner, Treasurer, asked Dr. Wallace if he felt that the NewWell Fund has enough controls in place to prevent audit findings. Dr. Wallace said that he believes that the controls are in place. Sandra Prince noted that new procedures for second party review of data entered into DownHome Loan and Access databases were implemented July 1 which will strengthen the internal control in this area.

Dr. Wallace reported that staff have been presenting or attending various events around the state. He noted that Dean Bonney, Amy Odhner and Linda Harris as well as staff attended the RESNA conference in Northern Virginia. Dean Bonney, Vice-Chair, stated that he was surprised at the variety of organizations and types of services provided by these organizations attending the conference. Mr. Bonney noted that he now has a better understanding of why the programs in the states cannot be consolidated because it is not just "apples and oranges". Amy Odhner, Treasurer, stated that she has attended

many of the RESNA conferences and it is an eye opener as to struggles the other loan programs have to serve their consumers. Ms. Odhner noted that not all the programs are as structured as Virginia since we are a political subdivision of the State and operate as a state based entity.

Dr. Wallace noted that staff presented or attended events such as Say Yes to College, Hampton Interagency Community Exposition, Area Planning and Services Committee conference, VATS Council, and Richmond Partners in Healthcare. He noted that the workshop on social media had been cancelled and he did not attend. He noted that staff will be meeting with the Centers for Independent Living in Richmond, Manassas and Arlington, and will be staffing a booth at the Virginia Agr Expo. He noted that he will attend the Virginia Microenterprise Conference on July 19-20 in Richmond. Amy Odhner, Treasurer, noted that the NewWell Fund with \$12 million dollars does not qualify for microenterprise. Dr. Wallace noted that this was just a connection he had made with Georgia's loan program and he is trying to promote telework. Amy Odhner, Treasurer, noted that there is a small business center in Springfield that the NewWell Fund should contact for possible telework loans.

Dean Bonney, Vice-Chair, asked if there is a calendar for the next two months of marketing efforts that can be posted on the web. Dr. Wallace noted that no calendar exists that can be posted. Dean Bonney requested that a calendar be developed and posted on the web site for Board members to access in case there are meetings in the area that Board members wish to attend. Mr. Bonney noted that he will attend the meetings with the Centers for Independent Living in Manassas and Arlington if his schedule permits.

Sandra Prince noted that over 1,147 brochures have been given out from April 1 until July 15, 2010. She noted that the NewWell Fund had an article published in the VRS News Notes. Ms. Prince informed the Board that Dr. Wallace had developed the Facebook page for the NewWell Fund and noted that a meeting will be held with our web master to discuss issues surrounding Facebook. Ms. Prince noted that she has contacted Equifax to inquire about reporting consumer loan payment history and would provide an update at the October meeting. She noted that staff had worked on adding language to the guaranteed loan letter to reflect repayment of any rescue payments made on their behalf. Rachel Williams, Assistant Attorney General, requested that a copy of this letter be sent to her for review.

## **BOARD ISSUES FOR DISCUSSION**

### **Strategic Plan Review**

Joey Wallace, Executive Director, directed the Board to the strategic plan document included in the notebook. Dr. Wallace noted that a column had been added to the strategic plan to include the ongoing status of each task. The strategic plan was discussed by Dean Bonney, Vice-Chair, and he requested that the plan be revised in order to track the goals directly to a broader plan, a marketing calendar and the director's report. Dr. Wallace noted that a section had been included on telework because the telework program needed to be revamped to try to increase loan activity. He highlighted some areas such as creating success stories, identifying grant possibilities through Richmond Community Foundation for the consumer service fund, and visiting Centers for Independent Living (CILs) or participating in CIL Directors conference calls.

Juan Martinez asked when were the CILs targeted for next visit. Dr. Wallace stated that the CILs are in the two year rotation for a visit. Juan Martinez felt that the CILs should be visited each year due to staff turnover. Dean Bonney noted that the CILs are fertile area for telework loans. Dr. Wallace noted that he will be participating in the CIL Directors conference call in August. Amy Odhner noted that maybe something like news notes could be published about the program and sent to the CILs. Barb Ostrander noted that maybe a short newsletter be sent each quarter to the CILs updating them on the program. Dean Bonney, Vice-Chair, requested that the Strategic Plan be changed to increase the target audience beyond the newspapers to CILs, DSBs, VRA, etc.

### **Review of Loan Manual**

Sandra Prince noted that the proposed revisions to the loan manual were sent electronically for review prior to the meeting and were also discussed at the April 22, 2010 meeting. She noted that the AFP and Telework Loan Manuals have now become one document to decrease duplication. Ms. Prince noted that the filing of UCC form was not deleted from the manual in case there was a need to file the form for any telework equipment. Thomas Hock requested that the final loan manual be sent electronically to the loan committee members.

**A motion was made by Amy Odhner, Treasurer, to accept the revised unified loan manual. The motion was seconded by Mike Haydon and unanimously carried.**

### **Direct Loan Interest Rate**

Joey Wallace, Executive Director, directed the Board members to the rate survey and earnings projection included in the notebooks. Mike Haydon noted that banks will not publish their interest rates, and discussed the rate survey chart. He noted that the rates are reasonable as to where we are now, but asked if the Board wanted to raise the rates to increase loan revenue or do we stay with existing rates. Shilpa Joshi discussed the earnings projection for secured and unsecured direct loans. Amy Odhner, Treasurer, requested that a column with the current 5% rate be included on the earnings projection. Dean Bonney, Vice-Chair, stated that this is one key to moving toward breaking even with increased loan volume and should be included in the Request for Proposal. Mr. Bonney felt that the Board needs to review, discuss and make a decision later. Thomas Hock stated that it might be a good idea to increase the interest rate.

### **Board Retreat**

Dean Bonney, Vice-Chair, discussed the need for a Board retreat, especially with the turnover of Board members, to be held sometime in January, 2011. He felt that the retreat should be held in Richmond as a cost savings measure with staff attendance. He requested that Sandy Prince provide information on a Board retreat at the October meeting. It was the consensus of the Board that staff consider the dates of January 21, January 28, and February 3 as they research meeting options.

### **Other Business**

Ron Lanier, Director of Deaf and Hard of Hearing, asked the Board to save the date of September 23, from 4:00 -7:00 PM, for an open house for Deaf Awareness Week. The disability service agencies within the Forest Office complex which includes Deaf and Hard of Hearing, Department of Rehabilitative Services and Department of Aging will be hosting an open house. He noted that additional information will be provided prior to the event.

Amy Odhner, Treasurer, requested that the minutes from the Board meetings be distributed to the Board members within 30 days of the meeting date.

Juan Martinez provided a copy of the brochure for the Peninsula Center for Independent Living that has been published in Spanish. He also noted that some of the websites have Spanish as an alternative, and noted that this may be something that the NewWell Fund should consider.

### **CLOSED SESSION**

**Amy Odhner, Treasurer, made the following motion to go to closed session: I, Amy Odhner, 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 Thomas Hock and unanimously carried.**

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

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

**Amy Odhner, Treasurer, amended the closed session reading to include Rachel Williams, Assistant Attorney General.**

**Dean Bonney, Vice-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, Odhner, Ostrander, Martinez, Hock, Haydon, Lanier, Williams  
Nayes – None**

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

**A motion was made by Amy Odhner, Treasurer, to forgive one loan in the amount of \$803 and to release the title to the vehicle for one loan that has already been written off. The motion was seconded by Juan Martinez and unanimously carried.**

Amy Odhner, Treasurer, directed Sandy Prince and staff to develop notebooks for Board members with relevant reference materials and a history of the program.

**Dean Bonney, Vice-Chair, moved that the meeting be adjourned. The motion was seconded by Amy Odhner, Treasurer, and unanimously carried. The meeting was adjourned at 1:55 PM. The next ATLFA Board meeting is scheduled for October 14, 2010, at the ATLFA office, Richmond, Virginia.**