

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

**Minutes Adopted by Board of Directors on July 17, 2008**

April 24, 2008

**MEMBERS PRESENT**

Amy Odhner, Chairwoman  
Dean Bonney  
Mike Haydon  
Linda Harris  
Amy Henley  
Thomas Hock  
Robin Jefferson  
Susan Klein  
Ronald Lanier  
Barbie Ostrander  
Juan Martinez

**MEMBERS ABSENT**

Sevilla Allen

**ALSO PRESENT**

Joey Wallace, Executive Director  
Gail Casalaspi, Financial Director  
Sandra Prince, Program Manager  
Christy Crowther, Program Manager

**CALL TO ORDER**

The Assistive Technology Loan Fund Authority Board of Directors met for a regular quarterly meeting at the ATLFA, 1602 Rolling Hills Drive, Richmond, Virginia on April 24, 2008. Amy Odhner, Chairwoman, called the meeting to order at approximately 9:05 AM.

**APPROVAL OF MINUTES**

Amy Odhner, Chairwoman, asked if everyone had an opportunity to review the Board minutes of the January 24, 2008 meeting. **A motion was made by Thomas Hock to approve the January 24, 2008 minutes. The motion was seconded by Ron Lanier and unanimously carried.**

**PUBLIC COMMENT**

There was no public comment.

**PROGRAM**

**DRAFT AUDIT REPORT**

Dr. Joey Wallace, Executive Director, provided the Board members with a draft copy of the audit report. The draft report was provided for discussion purposes only because the final report has not been released by the Auditor of Public Accounts (APA). A discussion was held by the Board members on the preliminary recommendations of the

APA and strategies that will be considered for implementation of these recommendations. Dr. Wallace noted that a response will be provided in writing to the APA. Dr. Wallace also noted that a final copy of the audit report will be sent to each Board member by the APA once the document is submitted to the Governor and General Assembly.

Amy Odhner asked that the Finance Committee consisting of Mike Haydon, Robin Jefferson and Thomas Hock, with input from Amy Odhner on investments, develop a business plan that addresses operations and financial sustainability as recommended in the draft audit report.

## **FINANCIAL REPORT**

Gail Casalaspi, Financial Director, requested that the Board members refer to the financials provided to them in the Board package. Gail Casalaspi provided the Board with an update on the statement of net assets through March 31, 2008 and statement of revenues and expenditures from July 1, 2007 through March 31, 2008. She noted that the current assets are approximately \$11.9 million. The current interest rate on funds held in the seven accounts at the State Treasurer is 3.2%. Ms. Casalaspi provided an update on the line item "due from employee" and noted that the garnishment is scheduled for May 7. Ms. Casalaspi noted that she would be happy to provide more detailed information on any specific line item that might be of interest of anyone.

Gail Casalaspi pointed out that the contingent liabilities (SunTrust guaranteed loans) at December 31, 2007 is approximately \$1.2 million.

The actual net expenditures in excess of revenues as of March 31, 2008 were \$8,812, with the net expenditures in excess of revenues per budget of a negative \$88,500. Ms. Casalaspi pointed out that expenses are around 75% of the budgeted amount.

Ms. Casalaspi asked the Board members to refer to the proposed budget for fiscal year 2009 included in the Board packets. She noted that the interest and dividends are down for fiscal year 2009 as compared to fiscal year 2008. Ms. Casalaspi noted areas where there are proposed increases such as pay increase for employees, board retreat, and marketing.

A discussion was held regarding the proposed budget. It was the consensus of the Board that a budget for marketing be developed with concrete numbers that can be used as backup to the line item in the 2009 budget. Amy Odhner stated that the Board still needs to hold some type of gathering so the Board members can have uninterrupted time to interact with one another outside a regular meeting. It was agreed that a dinner will be held on the night before the Board meeting for Board and staff. The dollar figure in the budget will be lowered for the Board Retreat to \$8,600 resulting in a decrease of this line item by \$5,000.

Amy Odhner appointed a marketing committee comprised of Susan Klein, Juan Martinez, Joey Wallace and Sandy Prince to develop the marketing budget and marketing plan for presentation at the next Board meeting. Ron Lanier requested that any commercials or public service announcements that are developed be closed captioned.

**A motion was made by Thomas Hock to approve the budget with the decrease in the Board Retreat line item by \$5,000. The motion was seconded by Robin Jefferson and unanimously carried.**

Ms. Casalaspri discussed the handout of the comparison of select data for the direct loans, booked SunTrust loans and cash receipts for the first nine months (July-March) of FY 07 and FY 08.

Ms. Casalaspri provided a handout of fiscal year 2008 financial figures of interest showing the percent increase in loan volume and percent decrease in investment income for the first nine months of this year over the first nine months of last year.

### **DIRECTOR'S REPORT**

Dr. Joey Wallace directed the Board members to the Director's Report that is included in the Board packets and discussed training and activities that staff have been involved in since the last Board meeting. He noted that the loan committee had reviewed 56 applications and approved 24 loans in the first quarter of 2008 which did not include the 19 non-guaranteed loans approved by SunTrust Bank.

Dr. Wallace noted that he has been involved in the Virginia Assistive Technology Solutions' Easy Living Home venture. This is a home that is certified as Easy Living that started in Georgia and is now a mentor for Virginia. Dr. Wallace also noted that he has provided training for new loan program directors in Indiana and Delaware to assist with program development.

Dr. Wallace noted that Gail Jaspen, Deputy Secretary of Health and Human Resources, visited the NewWell Fund and sat in on the last loan committee review. He noted that he had discussed with Ms. Jaspen the concept of pursuing funding for the Consumer Service Fund through corporate donations with a possible state match. He noted that this concept has also been discussed with the Commissioner of DRS. After discussion by the Board and staff, it was the consensus of the Board that Dr. Wallace proceed with the development of the proposed funding concept for the Consumer Service Fund.

### **MARKETING AND LOAN COMMITTEE REPORT**

Sandy Prince updated the Board on accomplishments resulting from the new position description. She noted that a process is now in place for contact with delinquent loan holders that are 30 + days delinquent, and a form has been developed for this purpose. Ms. Prince has made contact with 22 individuals during February-March, with 15 making a payment after the initial contact. Ms. Prince noted that she, along with the Executive Director, will have access to the Down Home Loan program that is maintained by the Financial Director to assist with the delinquent loan holders.

Ms. Prince noted that approximately 3,300 of the new brochures have been distributed through vendor fairs or mail requests since March 6, 2008. She noted that once the new pocket folders and inserts are received, contact will be made with trauma centers and hospitals around the state for inclusion of the NewWell Fund materials in these facilities. Ms. Prince also noted that she had a meeting with the Adjutant for American Legions State of Virginia to get the information out to all the American Legion Chapters around the State. The NewWell Fund was invited to participate in their annual meeting to be held in Richmond in 2009. She also noted that Dr. Wallace and she met with the Paralyzed Veterans of America (PVA) and will have NewWell Fund information included

in their newsletter and new member packets. As an outcome of this meeting, the NewWell Fund was able to participate with PVA at the VA Center in Richmond for PVA recognition week.

Christy Crowther provided the Board with a copy of the Loan Activity Summary Report for the period January 1, 2008 through March 31, 2008. She noted that there were a total of 65 applications received during that period, with a total of 43 applications being approved. Ms. Crowther was pleased to report that there was a 30 percent increase in application volume from the same period last year. This increase could be a result of the marketing and the state of the economy.

Ms. Crowther was pleased to report that all the data required by RESNA for each state loan program has been entered for Virginia into the University of Illinois data collection site.

## **BOARD ISSUES FOR DISCUSSION**

### **SunTrust Financial Agreement**

Dr. Joey Wallace stated that the new agreement is in place with SunTrust and the cost to the program is less under the new agreement. He noted that the loan loss reserve at SunTrust has been reduced to 30% versus 50%. The NewWell Fund currently pays an administrative fee of \$400 for each loan processed by SunTrust.

### **Loan Review Committee Update**

Mike Haydon presented the results of the two meetings of the ad-hoc committee comprised of Mike Haydon, Dean Bonney, Susan Klein and Thomas Hock that was formed to determine if the Authority should be making all loans and become a revolving loan fund. Mr. Haydon explained that the committee considered all options from incrementally raising loan amounts for direct loans all the way to not sending loans to the bank. He noted that Gail Casalaspri had developed a handout for the committee which summarized the projections of direct loans up to \$15,000 and \$20,000. These scenarios looked at loan data from the previous three years. After much discussion of the projected data on direct loans up to \$15,000, the ad hoc committee recommends that the Board consider raising the direct loan amount to \$15,000. The possibility of the loan review committee meeting twice monthly also was discussed, and it was the consensus of the Board that the loan review committee will try to meet two times a month to increase turn around time on loan decisions for the loan holders if the loan volume warrants.

**A motion was made by Mike Haydon to raise the direct loan limit from \$10,000 to \$15,000 effective with the motion being passed. The motion was seconded by Dean Bonney and unanimously carried.**

Dr. Joey Wallace recognized Ken Knorr, former Director of VATS who just recently retired, for his contributions to the Assistive Technology Loan Fund Authority. Dr. Wallace presented Mr. Knorr with a monogrammed shirt from the New Well Fund.

Amy Odher presented Ken Knorr with a plaque for his dedicated commitment in helping establish the loan program in Virginia. Ken Knorr noted that Virginia's program is held with high standards across the country, and the Board and staff are to be commended for their dedication to the program.

### **Election of Officers**

Amy Henley stated that this is her last Board meeting because she will let her term expire. Ms. Henley stated that she does not think her experience represents the slot of a person with investment finance experience that she is currently filling.

The Board members selected the slate of officers as follows:

Amy Odhner, Chairperson  
Linda Harris, Vice Chairperson  
Robin Jefferson, Treasurer  
Joey Wallace, Secretary

**A motion was made by Susan Klein to accept the slate of officers as presented. The motion was seconded by Mike Haydon and unanimously carried.**

### **CLOSED SESSION**

**Amy Henley, made the following motion to go to closed session:**

**I, Amy Henley, 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 and loan approvals. Additionally I move that Joey Wallace and staff member Christy Crowther attend the closed meeting because their presence will aid the Board in its consideration of these matters. The motion was seconded by Mike Haydon and unanimously carried.**

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

**Amy Odhner, Chairwoman, convened the Board meeting in regular session.**

**Amy Odhner 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 – Odhner, Bonney, Harris, Martinez, Ostrander, Henley,  
Jefferson, Lanier, Hock, Haydon, Klein**

**Nayes – None**

**A motion was made by Dean Bonney that the Board ratify the Loan Committee decisions as presented to the Board. The motion was seconded by Robin Jefferson and unanimously carried.**

**A motion was made by Mike Haydon to forgive the first loan discussed in the amount of \$13,000. The motion was seconded by Susan Klein and unanimously carried.**

**A motion was made by Mike Haydon to forgive the second loan in the amount of approximately \$10,000. The motion was seconded by Susan Klein and unanimously carried.**

The meeting was adjourned at 1:25 PM by Amy Odhner, Chairwoman. The next ATLFA Board meeting is scheduled for July 17, 2008 at the office of the ATLFA in Richmond,

Virginia. A dinner for the Board members will be held at 7:00 PM on July 16, 2008 at the Embassy Suites in Richmond.