

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

**Minutes Adopted by Board of Directors on April 24, 2008**

January 24, 2008

**MEMBERS PRESENT**

Amy Odhner, Chairwoman  
Dean Bonney  
Mike Haydon  
Linda Harris  
Amy Henley  
Thomas Hock  
Susan Klein  
Ronald Lanier  
Richard Luck (part of meeting)  
Barbie Ostrander  
Juan Martinez

**MEMBERS ABSENT**

Robin Jefferson

**ALSO PRESENT**

Joey Wallace, Executive Director  
Gail Casalaspi, Financial Director  
Sandra Prince, Program Manager  
Christy Crowther, Program Manager  
Jack Kotvas, Assistant Attorney General

**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 January 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 October 18, 2007 meeting. **A motion was made by Linda Harris to approve the October 18, 2007 minutes. The motion was seconded by Amy Henley and unanimously carried.**

**PUBLIC COMMENT**

There was no public comment.

**PROGRAM**

**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 December 31, 2007 and statement of revenues and expenditures from July 1, 2007 through December 31, 2007. She noted that the current assets are approximately \$11.5 million. Ms. Casalaspi provided an update on the line item "due from employee" and she was advised by the Office of the Attorney General that it finally went before the courts after 2+ years. The employee has not paid and it now has become a default judgment. The Office of the Attorney General will proceed with the collection process and the "due from employee" will finally be removed from the net assets.

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 December 31, 2007 were \$84,320, with the net expenditures in excess of revenues per budget of a negative \$88,500.

Ms. Casalaspi pointed out that expenses are around 50% of the budgeted amount. She noted that the funding for the Consumer Service Fund (CSF) was transferred back to the Department of Rehabilitative Services since the CSF funding was eliminated in the Governor's budget reduction plan. She also informed the Board that the audit for Fiscal Year 2007 by the Auditor of Public Accounts has begun, and the Board members will receive a copy of the report when completed.

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

#### **DIRECTOR'S REPORT**

Amy Odhner asked Dr. Richard Luck to introduce his replacement to the Board. Dr. Luck noted that Barbie Ostrander, Director of Medical Admissions from the Woodrow Wilson Rehabilitation Center, will replace him on the Board. Amy Odhner asked each Board member to introduce themselves and welcomed Ms. Ostrander to the Board.

Amy Odhner presented Dr. Richard Luck with a plaque, honoring him for his dedicated service as a member of the Board of Directors, and thanked him for all his valuable time he has devoted to the ATLFA.

Dr. Wallace provided an update on what staff and the Board had jointly accomplished over the last year. A few of the major accomplishments were completion of governance manual and strategic plan, updating bylaws, and holding an open house and launching a new name. He also noted that the Virginia loan program has been represented nationally in trainings and institutes.

Dr. Joey Wallace directed the Board members to the Director's Report that is included in the Board packets and discussed the accomplishments from November 2007 through January 2008. He noted that the loan committee had reviewed 44 applications and approved 28 loans in the last quarter of 2007 which did not include the 13 non-guaranteed loans approved by SunTrust Bank. He noted that staff has been meeting with Scott Hansen of SunTrust Bank to finalize the application processing for the transition of underwriting to a central location.

Christy Crowther provided the Board with a copy of the Loan Activity Summary Report for the period October 1, 2007 through December 31, 2007. She noted that there were a total of 68 applications received during that period, with a total of 42 applications being approved. Ms. Crowther was pleased to report that there was a 23 percent increase in application volume from the same period last year. She noted that there has been an increase in direct loan requests as well as an increase in bank approved loans.

## **BOARD ISSUES FOR DISCUSSION**

### **SunTrust Financial Agreement**

Dr. Wallace provided an update on the progress of the financial agreement with SunTrust Bank. He noted that the agreement was updated into one document that includes the original contract and all amendments. The agreement was sent to both the Financial Committee and Jack Kotvas for review. Jack Kotvas noted that he reviewed the contract and offered changes and that SunTrust had accepted most of the changes, with one change being revised. Dr. Wallace stated that a copy of the contract will be provided to the Board members once it has been signed by both parties.

Joey Wallace noted that he has had additional contact with the Virginia Credit Union and the Credit Union will arrange a meeting with their staff to discuss a possible partnership with the NewWell Fund. Dr. Richard Luck asked if the NewWell Fund could take full responsibility for all loans instead of using the banks. Dr. Wallace stated that this issue has been discussed among staff and other states, and that it might be possible to become a revolving loan program. A discussion was held regarding a revolving loan fund and Dean Bonney stated that a discovery would have to be done as to how we could operate as a bank. Linda Harris asked what type of credentials would staff have to have to operate as a bank. Jack Kotvas stated that the Board under the "Powers of the Authority" has the authority to establish revenues for loans and can do this as they desire. Jack Kotvas asked what advantage does the Authority have to tie-in with a bank that has various types of loans. Christy Crowther stated that if someone is coming to the Authority for a vehicle, they can walk into a bank to close. Sandy Prince stated that if a loan is approved by the bank on its own merit, then they are using the bank's funds and not funds from the Authority, and the only cost to the Authority is the buy down rate. Joey Wallace stated that maybe the Centers for Independent Living could be used as a place to close a loan if the Authority became a revolving loan fund. Thomas Hock stated that he thinks it is time to set-up a committee to look at making all loans from the Authority.

**A motion was made by Dean Bonney that an ad-hoc committee be formed to determine if the Authority should be making all loans and become a revolving loan fund. The motion was seconded by Susan Klein and unanimously carried. Dean Bonney, Mike Haydon, Susan Klein and Thomas Hock were appointed by Amy Odhner to the ad-hoc committee.**

Amy Odhner requested that the ad-hoc committee hold two meetings to discuss this issue and report the results back to the Board at the next Board meeting.

### **Loan Resolutions**

Dr. Wallace noted that it had come to the attention of staff that the Loan Guaranty Resolution that is being signed by the Chair for each loan approved by the Loan

Committee has been used in error. Staff discovered that Mike Scione implemented this practice for each loan approved by the Loan Committee, when in fact it should have been only signed for loans that the Loan Authority guaranteed to SunTrust Bank. The form was developed by SunTrust Bank for use by the Loan Authority only for SunTrust loan guarantees. The Board ratifies at each Board meeting all loans approved by the Loan Committee since the last Board meeting via a motion after closed session. Dr. Wallace noted that the Board will need a motion giving authorization to Joey Wallace, Executive Director, and a designee in the absence of Joey, to sign the Loan Guaranty Resolution for any loan that is guaranteed to SunTrust Bank.

**A motion was made by Linda Harris that authorization be given to Joey Wallace, Executive Director, and a designee, Sandra Prince, in Joey Wallace's absence, to sign the Loan Guaranty Resolution for any loan that is guaranteed to SunTrust Bank. The motion was seconded by Mike Haydon and unanimously carried.**

### **Consumer Service Fund Update**

Dr. Wallace noted that the Consumer Service Fund (CSF) was eliminated in the Governor's budget reduction plan, and the Centers for Independent Living have made restoring the CSF as part of their legislative agenda. He stated that there is a budget amendment language in both the House and Senate to restore CSF funding in the amount of \$473,394. Sandra Prince provided the Board members with copies of the budget amendment language and noted that Senator Puller was the patron in the Senate and Delegate Morgan and Delegate Orrock were the patrons in the House. Dr. Wallace noted that due to the economic downturn there may be no additional funds to restore the funding, but the consumers and advocates are talking to their legislators. Juan Martinez noted that January 28 is legislative day for the Centers for Independent Living and that the Centers for Independent Living will be meeting with the appropriate legislators to discuss the legislative agenda.

Dr. Wallace noted that as a direct result of the CSF being eliminated, a new position description has been developed for Sandy Prince that he will provide to the Board in closed session for discussion.

### **Marketing**

Dr. Wallace asked the Board members to review the new brochure included in their Board packets and provide any comments they may have on any suggested changes/additions. He thanked the Board members who took time from their schedules to have photos taken for inclusion in the brochure, and noted that positive feedback has been received on the first printing and distribution of the brochures. He also noted that some language is being revised in the brochure and additional pictures added before a second printing is finalized.

Dr. Wallace noted that staff has been working on the design and inserts for an 8 ½ x 11 pocket folder that can be used as we continue to market the program. He noted that the next project to be undertaken is a new design for the web site, and that we have to follow the state standards for accessibility. Amy Henley stated that she has a web developer who could work on the web design, and Dr. Wallace stated that he could get the state template to this individual. Thomas Hock suggested that before Amy Henley moves forward with the web design that staff discuss with DRS to make sure that they can put this design on the server since DRS provides information technology support. Linda Harris stated that it is a state law that web sites are accessible and that the new

web needs to be accessible to everyone. Dr. Wallace noted that he will make sure that everyone is at the table during the design of the web site to ensure that all compliances are met.

Sandra Prince noted that the one of the marketing initiatives was to obtain embroidered shirts so that staff could be uniform in dress when presenting at conferences and exhibits and easily recognizable when someone visits the displays. With such a small staff, it is difficult to meet the minimum order required from most vendors. The Board members noted that they would like to have embroidered shirts with the new logo so they can market the program in their communities. Barbie Ostrander noted that the Woodrow Wilson Rehabilitation Center has ordered shirts from a vendor who is on state contract and she will provide the contact information for that vendor. Sandra Prince stated that she would contact the Board members for their size and color when a vendor had been selected and the order ready to be placed.

### **CLOSED SESSION**

**Dean Bonney, 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 and loan approvals. Additionally I move that Joey Wallace and staff member Christy Crowther and Counsel Jack Kotvas attend the closed meeting because their presence will aid the Board in its consideration of these matters. The motion was seconded by Ron Lanier 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, 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 Susan Klein and unanimously carried.**

**A motion was made by Linda Harris to approve the position description for Program Manager and the position to be held by Sandra Prince as presented by Executive Director Joey Wallace. The motion was seconded by Amy Henley and unanimously carried.**

Jack Kotvas announced that he will be retiring effective March 1, 2008. Amy Odhner thanked Mr. Kotvas for his service to the Board and the Board wished Mr. Kotvas success in any future endeavors.

Amy Odhner noted that the Board needs to establish dates for future Board meetings. Future meetings for 2008 are as follows:

April 24, 2008  
July 17, 2008  
October 23, 2008

The meeting was adjourned at 11:50 AM by Amy Odhner, Chairwoman. The next ATLFA Board meeting is scheduled for April 24, 2008 at the office of the ATLFA in Richmond, Virginia.