

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

**Minutes Adopted by Board of Directors on October 11, 2012**

August 8, 2012

**MEMBERS PRESENT**

Dean Bonney, Chair,  
Keri Hughes  
Michael VanDyke  
Barb Ostrander  
Jay McLaughlin  
Ron Lanier  
Brian Taylor

**ABSENT**

Rose Ann Janis, Treasurer  
Dack Axselle, Vice-Chair

**ALSO PRESENT**

Sandra Prince, Acting Executive Director  
Christy Crowther  
Joe Stepp, Financial Director

**CALL TO ORDER**

The Assistive Technology Loan Fund Authority Board of Directors met for a regular quarterly meeting at the office of ATLFA, 1602 Rolling Hills Drive, Suite 107, Richmond, Virginia on August 8, 2012. Dean Bonney, Chair, called the meeting to order at approximately 9:10 AM.

Dean Bonney, Chair, introduced the new Board member, Brian Taylor, and welcomed him to the Board of the Assistive Technology Loan Fund Authority. Dean Bonney, Chair, noted that Brian Taylor has been serving as a volunteer for the past five years on the Loan Review Committee. Mr. Taylor noted that he was looking forward to being a part of the Board of Directors and serving as the banker on the Loan Review Committee as an official Board member. Mr. Bonney also noted that Keri Hughes was reappointed to another four-year term.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

Dean Bonney, Chair, asked Board members to review the minutes of the April 19, 2012 meeting as presented. **A motion was made by Jay McLaughlin to approve the April 19, 2012 minutes as presented. The motion was seconded by Michael VanDyke and unanimously carried.**

**PROGRAM**

**Old Business**

No old business to be brought forward.

### **Financial Report**

Joe Stepp, Financial Director, requested that Board members refer to the statement of net assets as of June 30, 2012 and statement of revenues and expenditures from July 1, 2011 through June 30, 2012 with comparative information for 2011 provided to them in the Board packets. Mr. Stepp discussed the line items of the net assets and statement of revenues and expenditures. The total net assets as of June 30, 2012 are \$10,468,779. Loans receivable as of June 30, 2012 are \$1,375,496. Mr. Stepp noted that the interest income on CDs is still low and noted that the one year CDs had just been invested for another year. Sandra Prince noted that we have one year CDs coming due every six months, with the next CDs coming due on December 1. Keri Hughes asked if ATLFA could have two to three year CDs which would earn more interest. Mr. Stepp noted that he would check the rates in October 2012 with Old Point Bank since some CDs will be coming due December 1 that will require action by the Board.

The actual net expenditures in excess of revenues as of June 30, 2012 were negative \$289,374 versus 2011 with a negative of \$339,623. Mr. Stepp discussed the comparison of loan data with graphs that were provided in the Board packets. He noted that for the fiscal year ending June 30, 2012, 78 direct loans were booked totaling \$649,924 and 9 SunTrust loans were booked totaling \$356,186. There were four guaranteed loans to SunTrust totaling \$106,804 and one guaranteed SunTrust note purchased by ATLFA totaling \$26,997. Mr. Stepp noted that the SunTrust loan guarantees outstanding at June 30, 2012 is \$421,494.

Joe Stepp, Financial Director, provided a chart of the summary of the most recent direct loan payments as of June 30, 2012. He noted 95% of the loan holders have paid within the last 60 days, resulting in a low delinquency rate of 1.6%. A lengthy discussion was held regarding the loan applications, referral sources, defaults, and repayment history of the direct loan and SunTrust portfolios. Brain Taylor noted that developing relationships with the vendors is very important and appears to be a major source of application referrals as noted on documents from Loan Review Committee. Dean Bonney noted that this would be a great way to tell the story of the ATLFA based on the low delinquency rate, volume and dollar amount of loans, and percentage of consumers repaying their loans. He stated that further discussion and/or any action resulting from these discussions will be handled under New Business.

### **Chairperson's Report**

Dean Bonney noted that the Board is not at full capacity since there are still three slots that need to be filled by the Governor. He noted that the Executive Committee has been trying to hold monthly meetings to review issues and operations within the ATLFA. He provided five goals for consideration and discussion at the strategic planning session to be held in October that include re-establishing Consumer Service Fund, maintaining and strengthening operations of ATLFA, broaden community stakeholders, develop plan for ATLFA Fundraising Committee, and build government relations to strengthen the organization. He noted that the five goals will be sent out to the Board members in an email. Mr. Bonney noted that he attended the Remote Area Medical again this year, and connected with organizations such as Amerigroup that will prove to be beneficial in trying to fund raise. He stated that he and Sandy Prince also met with the Disability Commission workgroup and attended the full Disability Commission meeting. He will also be in attendance at the August 22 meeting of the Disability Commission.

### **ATLFA Loan Program Data**

Sandra Prince, Acting Executive Director, provided the Board with an update on loan program data included in the Board notebooks. She noted that included under the loan program data is the loan activity summary report since the April 19, 2012 Board meeting through June 30, 2012. Ms. Prince also briefly discussed updates on special initiatives/legislative activity, agency administration and marketing events since the last Board meeting as outlined in the handout. Ms. Prince discussed the MedCare Systems Med Cottage that was presented to the Disability Commission in July. She noted that the cottages are fully retrofitted with assistive technology so that someone with a disability could live independently. MedCare Systems worked with Virginia Tech engineering program on portions of the overall design. At this time, there has been only one cottage constructed in Virginia and that location was in Fairfax. Dean Bonney noted that the Med Cottage concept was very unique and might be an opportunity for the Board to consider funding loan requests as part of the loan program.

### **NEW BUSINESS**

#### **Increase Direct Loan Limit**

Dean Bonney, Chair, noted that during the previous discussion in the financial report of loan applications and related data, the issue of increasing the direct loan limit was brought forward. **After discussing the pros and cons of increasing the direct loan limit to \$30,000, a motion was made by Keri Hughes that the Board increase the direct loan limit to \$30,000. The motion was seconded by Barb Ostrander and unanimously carried.**

#### **Fiscal Procedures Manual Changes**

Sandra Prince, Acting Executive Director, noted that the proposed changes to the Fiscal Procedures Manual were included in the Board notebooks. She noted that the changes will eliminate the redundant check log prepared by the Financial Director and rely on the copies of the checks received in the mail to suffice as the check log to which deposits and account postings can be reconciled. The other proposed change to the manual is raising the capital asset threshold from \$2,500 to \$5,000 which will conform to state policy and will eliminate unnecessary journal entries for depreciation. **After discussion, a motion as made by Keri Hughes to adopt the changes as presented to the Fiscal Procedures Manual. The motion was seconded by Jay McLaughlin and unanimously carried.**

#### **Employee Handbook Changes**

Sandra Prince, Acting Executive Director, noted that the proposed changes to the Employee Handbook were included in the Board notebooks. She stated that the proposed policy provides for short-term disability for five weeks of full salary replacement after a one week waiting period. The long-term disability policy provides for a two year replacement of 60% of salary after expiration of short term disability. The other proposed change to the manual is to change the performance evaluation year from December/November to April/March to coincide with any salary adjustments proposed by the Board. **After discussion, a motion was made by Keri Hughes to adopt the proposed changes to the Employee Handbook as written except the Long-Term Disability policy should be revised to add criteria for review of request and length of time for ongoing disability period. The motion was seconded by Michael VanDyke and unanimously carried.**

### **Revised Bylaws of Board of Directors**

Sandra Prince, Acting Executive Director, noted that the revised bylaws were included in the Board notebooks. She noted that the additions are highlighted in blue and deletions highlighted in red. She stated that the current bylaws needed to be revised to bring the Board into compliance with the *Code of Virginia*. **After discussion, a motion was made by Michael VanDyke to adopt the revised bylaws as presented. The motion was seconded by Brian Taylor and unanimously carried.**

### **CLOSED SESSION**

**Keri Hughes made the following motion to go into closed session:**

**I, Keri Hughes, 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, and A(7) to consult with counsel. Additionally I move that Sandra Prince, Acting Executive Director and, if necessary, staff members Christy Crowther and Joe Stepp, attend the closed meeting because their presence will aid the Board in its consideration of these matters. The motion was seconded by Barb Ostrander and unanimously carried.**

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

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

**Dean Bonney, Chair, state 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, Hughes, McLaughlin, VanDyke, Lanier, Ostrander, Taylor**

**Nayes – None**

**A motion was made by Brian Taylor that the Board ratify the 35 pending Loan Committee decisions as presented to the Board. The motion was seconded by Keri Hughes and unanimously carried.**

**Dean Bonney, Chair, adjourned the meeting at 11.40 PM.** The next Board meeting is scheduled for October 10, 2012 at the Stonewall Jackson Hotel & Conference Center in Staunton, Virginia.