

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

January 4, 2012

PRESENT

Dean Bonney, Chair
Rose Ann Janis, Treasurer
Dack Axselle, Vice-Chair

OTHERS PRESENT

Sandra Prince, Acting 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 January 4, 2012. Dean Bonney, Chair, called the meeting to order at approximately 8:35 am.

PUBLIC COMMENT

There was no public comment.

PROGRAM

Review of Minutes

The committee reviewed the minutes of the December 8, 2011 Executive Committee meeting. **A motion was made by Rose Ann Janis, Treasurer, to approve the minutes as presented. The motion was seconded by Dack Axselle, Vice-Chair, and unanimously carried.**

Old Business

Dean Bonney, Chair, provided the Executive Committee with an update on the interviewing and hiring of a Financial Director as authorized by the Board of Directors at the meeting on October 21, 2011. Dean Bonney noted that he, Rose Ann Janis and Sandra Prince interviewed a candidate for the Financial Director position on December 8, 2011. He informed the Executive Committee that Joe Stepp was offered the position effective January 3, 2012.

Budget and Selection of Attorney for Updating 501(c)3 IRS Application

Sandra Prince provided the Executive Committee with an update on the selection of an attorney for updating the IRS application. Only one law firm, Williams Mullen, responded to the inquiry out of the three selected by the Executive Committee at the December meeting. The engagement letter from William Mullens received by Sandra Prince has been sent to Rachel Baer, Office of the Attorney General, to negotiate the hourly rate and the contract. The attorney at Williams Mullen has been informed that the Office of the Attorney General (OAG) will be negotiating the rate and contract since we are a quasi-state agency with legal representation provided by the OAG.

Organizational Restructuring Update

Dean Bonney, Chair, noted that he, Amy Odhner and Sandra Prince met with the consulting firm, Floricane. Sandra Prince noted that a copy of the proposal from Floricane was included in the Executive Committee packets. A discussion was held regarding the scope of the work and services, the cost, and dates of future meetings with Floricane as they proceed with the work. Dean Bonney noted that the meetings will try to be held in conjunction with meetings of the Executive Committee and the full Board.

Legislative Discussion

Dean Bonney, Chair, noted that funding for the Consumer Service Fund did not get included in the Governor's budget. He also noted that he was discussing with Delegate Hope the possibility of introducing legislation to establish the CSF with the ATLFA being the agency to receive the funding. Sandra Prince noted that she was awaiting instruction from Keith Hare, Deputy Secretary of HHR, regarding the language change needed in the Code of Virginia for loan committee meetings. She noted that Keith Hare will let us know if we need to find a patron for this legislation or if the Secretary of HHR will carry the legislation. Ms. Prince also noted that she had a discussion with Sarah Stanton, Disability Commission staff, and that a meeting of the Disability Commission will be held sometime the week of January 9. Ms. Stanton said the legislators at that meeting may patron any legislation resulting from the workgroups that they recommended be moved forward. Ms. Stanton noted that she did not know if any budget amendments would be introduced by the members of the Disability Commission.

CLOSED SESSION

The Executive Committee did not convene in closed session.

The Executive Committee meeting date was changed from February 8, 2012 to February 1, 2012. Sandra Prince will send out a reminder notice to the Executive Committee of the change in the meeting date.

The meeting was adjourned by Dean Bonney, Chair, at 9:15 AM.