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# **Advisory Board Meeting Minutes**

***May 13, 2003***

**Approved by Board 08/12/2003**

## Targeted Accessibility Fund of New York

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**Board Members Present:** Bill Salvatore (Chairperson), Patricia Knapp (Vice Chairperson), Barbara Bouton (Secretary/Treasurer), Charles Brennan, Juliana Janson, John Black, Robert Barry, Joe Dunbar, Lisa Purdy, and Doug Elfner.

**Others Present:** John Flack (TAF Administrator), Lou Piazza (TAF Manager), Jim Williams (TAF Analyst), Jim Kittleman (PSC Staff), and Bill Darcy (TAF Consultant).

- I. Bill Salvatore called the meeting to order at 10:00AM and took role call. He asked the Board to review the 2/11/2003 Board meeting minutes. A few changes were noted and made. A motion was then made by Charles Brennan to adopt the 2/11/2003 minutes with the noted changes. Bill Salvatore seconded the motion and the Board then unanimously approved it.
- II. Bill Salvatore asked Lou to conduct the election process for the new TAF executive committee. Lou named the existing board members and officers. He then asked if anyone was interested in being a TAF Officer. Hearing no response Lou then opened the floor for nominations, hearing no nominations Doug Elfner made a motion to elect the existing officers for another term, if they care to serve. The existing officers (Bill Salvatore - Chairperson, Patricia Knapp - Vice Chairperson, Barbara Bouton - Secretary/Treasurer) said they would, so the motion was seconded by Charles Brennan and then unanimously approved by the Board.
- III. Lou Piazza was asked to present the TAF status report. In January, TAF received 303 reports from TAF participants resulting in the issuance of 26 invoices/statements and 23 settlements summaries (9 settlements due to overpayments). In February TAF received 303 reports from TAF participants resulting in the issuance of 205 invoices/statements and 19 settlement summaries (4 settlements due to overpayments). In March TAF received 307 reports from TAF resulting in the issuance of 207 invoices/statements and 13 settlements summaries (3 settlements due to overpayments).
- IV. Lou provided the Board with copies of trending charts for the (2001-2003) assessable revenue, pre adjusted assessable revenue, TAF cost, and administrative cost. In summary, the revenues have trended downward over a two year period by 9%, whereas the costs have increased 7-10% for the same period.

Lou informed the Board that he and Jim have completed four onsite audits/reviews to date. They are waiting for a couple of cost studies. TAF is planning to perform several more audits through out the year.

Charlie Brennan made a motion to adopt and approve the TAF Status Reports as presented; it was seconded by Doug Elfner and approved unanimously by the Board.
- V. Lou Piazza provided a TAF Administrative Expense Report for the months of January 2003-March 2003. He explained that Barbara Bouton (Treasurer) reviewed a more detailed financial summary. Barbara reported that everything looked in order and that she was

satisfied. Charlie Brennan made a motion to adopt and approve the TAF Administrative Expense Summary as presented. This was seconded by John Black and unanimously approved by the Board.

- VI. Lou presented a sample copy of a bank collateral assignment letter for investments in a Money Market Fund (MMF) to the Board as requested. Lou recommended that the Board approve an investment of up to \$150K in the MMF as long as TAF receives an assignment letter/agreement of collateral for the TAF investment money market accounts. John Black was satisfied with the sample letter, but requested that when the investment is made, that TAF ask for a copy of the assignment agreement. Lou will also inform Barbara Bouton. Bill Salvatore made a motion that TAF approve Lou's recommendation to invest up to \$150K in a bank MMF. It was seconded by Barbara Bouton and approved unanimously by the Board
- VII. Lou informed the Board that TAF is now incorporated as a "Not for Profit" corporation effective 4/9/2003 and that Keith Roland, Esq. sent a copy of the certificate provided by the NYS Department of State. Lou sent Jim Kittleman of the PSC Staff a copy of the certificate. Bob Barry requested a copy of the certificate for his files. Lou will provide all Board members with a copy. Lou informed the Board that Keith will file the necessary paperwork with the IRS to get a Federal ID number. Keith is also working on drafting Corporation By Laws (same as TAF Manual), and will write a functional contract letter between the Pool and TAF. Upon completion of these documents, Lou will provide a copy to each Board member. Lou will check with the Pool CFO to determine if any change in insurance requirements is needed.
- VIII. Lou informed the Board that since TAF is now incorporated, Keith is working on a letter to NYSTA and the PSC accepting the transfer of the TRS oversight.
- IX. As previously notified, the review of the TRS RFP has been completed and Keith sent a copy to Jim Kittleman for his review prior to TAF's formal submission to the PSC. Also, Lou mentioned that Bill Darcy has set the RFP advertising into motion and the RFP bid advertising will be published in the Wall Street Journal, Telephony Magazine, and USTA's electronic news media. Bill Darcy has received contact information for ten companies interested in the RFP bidding process. The next step in the RFP process is to file the RFP with the Commission for final approval prior to sending it out for a formal bid. The Ad Hoc Committee anticipates maintaining the proposed timeline and sending the RFP out for bid in June 2003.
- X. Jim Kittleman explained that he has reviewed the RFP and felt that there were no major problems with it and anticipates final Commission approval. Jim mentioned that this RFP differs from the prior TRS RFPs in that it has a sample tariff attached and also, does not anticipate any problem in its approval process.

Jim informed the Board that in the legislative budget sent to the Governor, there was a section in the bill addressing relay service where it specifies the location of the NY Relay Center in NYS. The center would have to be located in the Municipality of Syracuse NY

(the Board was informed about this by Lou). If the Governor approves the bill, the RFP would have to be amended to reflect the location change. He will inform Lou by the end of the week or when he hears any additional information. Bill Darcy said he is ready to make any required changes. The Board felt we should move forward with the process, but make mention in the cover letter to the PSC that any changes in NYS law that affects the RFP would be addressed accordingly.

- XI. The next regular scheduled Board meeting will be held on Tuesday, August 12<sup>th</sup> 2003 in Albany.
- XII. There being no further business, Bill Salvatore made a motion to adjourn the meeting. Charles Brennan seconded the motion and the meeting was adjourned.