



## TARGETED ACCESSIBILITY FUND OF NEW YORK

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### Advisory Board Meeting Minutes

May 10, 2005

#### \* Approved by Board September 20, 2005\*

**Board Members Present:** Juliana Janson (Vice-Chairperson), Barbara Bouton Secretary/Treasurer), Charlie Brennan, Chris Duryea, John Sutphen, Mary Burgess, Gregg Collar, Joe Dunbar (via proxy)

**Others Present:** Lou Piazza (TAF Manager).

- I. Juliana Janson, Vice-Chair person called the meeting to order and took role call. A quorum was present, including proxy votes, and the meeting proceeded. Gregg Collar was introduced and is co-board member (with Doug Elfner) representing consumers. Also, Lou Piazza announced that Jim Williams has left TAF to accept another opportunity.
- II. The Board reviewed the minutes of the February 8, 2005 Board Meeting. Charlie Brennan made a motion to accept the minutes, seconded by Barbara Bouton, and was unanimously approved by the Board.
- III. Lou Piazza advised the Board of several audits that are underway. As part of the TAF rules, every two years companies should be reviewed. One on-site audit has been completed and two more are presently ongoing. Audit reviews also include review of new cost studies that companies have made. A consultant with expertise in cost studies has been hired to assist TAF in cost study review and analysis.
- IV. Lou Piazza reviewed the status reports for the months of January through March 2005.
  - a. Reserves – In 2003 a reserve of \$250,000 was established commensurate with the industry risks at that time. During January and February, excess reserves were applied to monthly expenses, without Board approval, to reduce impacts of large adjustments, minimize assessment ratio changes, and to reflect current risk levels in the reserve. The current reserve is \$100,000.

Charlie Brennan made a motion 1) to retroactively approve the decision to lower reserves to reflect current economic conditions that do not require a higher reserve and 2) future adjustments to the reserve will be made with Board approval. John Sutphen seconded the motion and the Board unanimously approved.

- b. The cash management account is now paying higher interest (1+ %) than the money market account. Therefore, the money market account was closed and the \$150,000 was moved to the cash management account.
  - c. Lou provided an overview of the assessable revenues and costs.
  - d. Barbara Bouton made a motion that the status reports be accepted and John Sutphen seconded the motion. The Board unanimously approved.
- V. Lou Piazza explained that the Pool CFO left and that a new CFO is performing those duties. Most of the new CFO's time was spent on closing the books for 2004. In addition, the new CFO provided January through March 2005 expense information, but was unable to provide the detail and direct/indirect information in time for today's board meeting. Barbara Bouton recommending that approval of the expense information be postponed until the August meeting. At that time a more detailed review can be completed. Charlie Brennan made a motion that the expense reports review be delayed until August. Chris Duryea seconded the motion and the Board unanimously agreed.
- VI. Juliana Jansen asked Lou Piazza to provide an overview to the Board of his plans to backfill the position recently vacated by Jim. Lou is looking for the potential candidate to have some form of telecommunications experience and an understanding of accounting. It is not anticipated that this should cause a large variance in this year's budget.
- VII. During April Lou Piazza sent an e-mail to board members about the new TAF website. The new website offers more automation to the monthly process and that mechanization worked well during the April cycle.
- VIII. Lou Piazza presented an overview of the Relay status and issues:
- a. On April 29<sup>th</sup> Lou distributed a FCC notice with the NECA reimbursement recommendations. Those recommendations were an overall reduction:
    - i. TTY - \$1.31 (from \$1.40)
    - ii. Speech to Speech - \$1.58 (from \$1.60)
    - iii. Video Relay - \$5.92/conversation minute (from \$7.60)
  - b. Lou met with the provider regarding the outreach educational programs. New York residents should soon see information regarding the relay service and operations in various media forms. The program is geared to the hearing community so that knowledge will be gained that communication with the speech and impaired hearing community is possible. In addition, there are relay ambassadors whose job it is to ensure that the message gets made throughout the state, including rural areas.
  - c. The next Relay Advisory Board Meeting is scheduled in June. Lou is working on a letter to the New York State Public Service Commission request additional board members representing the speech and hearing communities.

- d. Lou reports that TAF receives numerous inquiries on CapTel. CapTel is a proprietary technology providing an enhance voice carry-over system. This is an expensive per minute service and that currently New York is in compliance with all federal standards and regulations. Should the federal requirements change, then TAF will address.

As a special note, Juliana Janson wanted to recognize all of the work that Lou does, such as fielding lots of questions, etc. Good job, Lou!

- IX. The next meeting is scheduled for August 9, 2005 in Albany.
- X. Charlie Brennan made a motion to adjourn, Mary Burgess seconded that motion and the Board unanimously agreed.