

Pursuant to the Governor's First Supplemental Order dated March 18, 2020, the Alabama Institute for Deaf and Blind Board of Trustees met via phone/zoom conference on May 19, 2020 at 9:00 AM. A summary of the meeting follows:

Alabama Institute for Deaf and Blind
Board of Trustees
Virtual Meeting
May 19, 2020

Mrs. Frances Taylor, Chair, called the meeting to order and welcomed everyone to the meeting. She called on Rev. John Whitfield to offer the invocation.

The following is response to roll call by Mrs. Amanda Fuller, Secretary.

Present

Mr. Chip Dobbs
Mr. Ron Garrett
Mr. Pat Greene
Mr. Clarence Haynes
Mr. Joseph Johnson
Mr. Robert Kelly
Mr. Mitch Kemmer
Ms. Crystal Richardson
Mrs. Hope Scarborough
Mr. Jackie Smith
Mrs. Frances Taylor
Rev. John Whitfield

Absent

Mr. Terry Dunn
Governor Kay Ivey
Ms. Gerri Robinson

A quorum was declared.

Also present were:

Dr. John Mascia, President
Mrs. Amanda Fuller, Secretary

Dr. John Mascia provided a brief overview of the meeting and what he learned from participating in a webinar on April 21 put on by the Alabama Association of School Board Association regarding the parameters of a virtual meeting. They stressed that while we have been given leeway to hold these meetings in virtual fashion given the current situation in our State and nation, they strongly stressed that we should be very careful not to abuse our ability to be transparent. Dr. Mascia said we are only transparent. We were told we should only have things that cannot wait – getting our seniors graduated, personnel, and legal issues. Other regular business that can wait

we do not plan to bring up during this meeting. We wanted to make sure you saw the financial reports and the facilities report. These items are on the agenda for discussion and not action items. We want to focus on getting our students graduated and we do have a purchase for Gentry which Jessica Edmiston and Jonathan will explain to you. This will be our road map for today's meeting.

Dr. Mascia requested authorization to award seniors as listed below the proper certificate or diploma on May 28. .

Alabama School for the Blind

Dalton Lee Amos	Southside
Kaleigh Elizabeth Gable	Talladega
Kameron L. Hardy	Birmingham
Donavan J. Perman	Birmingham
Chassidy Shaiana Thomas	Goodwater
Anaya M. Williams	Birmingham
Tanner Grayson Wood	Birmingham

Alabama School for the Deaf

Ben Aust	Alexander City
Brittney Bailey	Dothan
Christina Cooper	Talladega
Suri De La Cruz	Bessemer
Whitnye Maldonado	Mobile
Emma Maynor	Cave Springs, GA
Cory McKinnie	Dothan
Myles Morman	Montgomery
Victoria Needham	Pell City
David Palacios-Campos	Vestavia Hills
Hannah Rains	Sylacauga
JaQuan Rankin	Franklin

Jessika Rawls	Huntsville
Joao Sierra	Leeds
Cody Steward	Sheffield
Hunter Stults	Florence
Tyler Thompson	Sylacauga
Isabella Underwood	Gadsden
Hunter Weaver	Birmingham

Helen Keller School of Alabama

Taylor Jordan Barrow	Lafayette
Xavier DeAndre Erskine	Harvest
Lisa Marie Evans	Smiths Station
Dekendrick Rodriquez Graves	York
Kelsie Brianna Headley	Clanton
Jeffrey Dale Oliver	Talladega
Jacob William Seago	Roanoke
Aubrey Lynn Smith	Anniston

On motion of Rev. John Whitfield, second by Mr. Chip Dobbs, unanimous authorization was given to Dr. Mascia to provide the proper certificate or diploma to the 34 graduates of the Alabama Institute for Deaf and Blind on May 28, 2020.

Mrs. Taylor reported that the purchase of GRIN software is the next agenda item and she reminded the members of the Board that this had been discussed during a previous Board meeting and was approved for a lesser amount. The request on the table today is for an additional amount needed to purchase more software.

Dr. Mascia informed the Board that \$179,000 is being requested for AIDB's portion of a software program to develop a data base to justify our outcomes to Alabama Department of Rehabilitation Services (ADRS). The original software was purchased 15 years ago and initially it was thought this could be updated and that was the original request which was around \$78,000, but it was determined that the software we had was antiquated and has to be replaced. We actually do not have a choice in this as this is required to fulfill requirements of the several million dollar contract with ADRS.

Mrs. Jessica Edmiston explained that this software is needed in order to move the Institute to the next level. It has implications to E. H. Gentry, the Alabama Freedom

Center for the Blind and the Regional Centers. This is a national company with localized support. It is a premier organization with a team working to solve problems. This will provide a much more robust platform and the expenditure will not take away from any services. Our E. H. Gentry and Freedom Center budgets can support this and we have close to a \$10 million contract with ADRS. The return on the investment will be less staff time as currently a lot of the data needed is done by hand and we are working within an antiquated system. This will take us to the next level.

Mr. Jonathan Sherbert stated that the funds to pay for this is in the Gentry and Freedom Center budgets and he feels the time is now to make this purchase. ADRS has money allocated for this year and we are not sure about what is going to happen in the future. He also said this can be integrated into the same platform as Bradley Hurd is using for the Children and Youth Program.

Mr. Robert Kelly moved that authorization be given to move forward with the purchase of the GRIN software. Second was made by Mrs. Hope Scarborough.

Mr. Ron Garrett asked who would be using the software and if it is accessible for people who are blind. Mrs. Edmiston responded that the software will be accessible to individuals who are blind and deaf/blind. Individuals within Gentry and the Regional Centers and Freedom Center will be utilizing the software as will the Assistive Technology personnel and Field Services personnel as well as Case Managers and Directors within Regional Centers, Job Developers within Regional Centers and all Instructors and Directors including the Executive Director of Gentry as well as other staff who may have the need to utilize the software.

Mr. Sherbert also said that we will not have the equipment unless it is accessible to the blind and deaf/blind. Joel Stephens and Doug Nixon have been involved with the discussions and will continue to be involved and we have a commitment from the company that it will be accessible.

There being no objection to the motion, the motion carried.

Mr. Sherbert provided the following financial report for the 2nd Quarter.

“Due to the required BASB adjustments and one-time adjustments at year end for capital assets, compensated absences and debt, showing the entire Statement of Net Position (balance sheet) skews our financial position as reviewing quarter to quarter. Exhibit 1 has been modified to focus on the material changes of our accounts in our Statement of Net Position.

Exhibit 1 – Collective Comparison of Material Net Position Statement Accounts –

Note 1 - Cash decreased by \$1,648,446. The decrease in cash is related to timing of the normal accounts receivable collection process. This decrease is mainly due to the increase in our accounts receivable balance shown in Note 2.

Note 2 –Accounts receivable increased by \$1,412,220. This increase is due to increased accounts receivable balances in Adult Programs and Grant related activities. Accounts Receivable increases and decreases are normal and related to timing in the collections process.

Note 3 – Inventories increased by \$817,734. The increase is mainly due to normal fluctuations in inventory levels related to the sales cycle at AIB.

Note 4 – Accounts payable decreased by \$170,114. Accounts payable is managed by paying out what is owed immediately and fluctuates mainly due to timing. This decrease is due to timing of normal payment activity.

Note 5 – Net Position increased by \$585,739. The increase is a result of the excess revenue received not yet spent, and by fluctuations in other asset and liability accounts.

Exhibit 2 – Comparison of FY Operating Budget to Actual by Division

This exhibit reports on unrestricted fund type revenues and expenditures in our three major divisions, but also shows Restricted and Construction In Progress (CIP) revenues and expenditures together. Capital related expenses are included in YTD Actual Expenditures, but are shown separately for informational purposes. This exhibit also includes the allocation of shared services among the three divisions as Restricted and CIP.

The results for the second quarter for each division are as follows:

Adult Division – Total Revenue earned was \$8,903,485. Total Expenses were \$8,225,215. In total, Adult division revenues were \$678,270 over total expenditures not yet expended..

AIB Division – Total Revenue earned was \$16,344,260 and total Expenses were \$15,955,494. Industries ended the quarter with expenses of \$388,766 under revenue.

Children and Youth Division – Total Revenue at the end of the second quarter was \$18,516,576. Total Expenses were \$17,159,092. In total, Children and Youth expenses were \$1,557,484 under received revenues. These excess revenues are encumbered and are expected to be expended by the end of the fiscal year.

Capital Expenditures totaled \$539,999 for the second quarter. The major projects included in capital expenses were the new Graves Hall Renovation, the Rogers Hall construction (demolition at this time), Loan Payments and Vehicle purchases.

Exhibits 3 & 4 – Performance by Responsible Unit/Actual Expenditures by Unit.

Exhibit 3 shows the breakout of unrestricted fund type expenditures by unit. This exhibit provides a look at the actual expenses in detail by category. The breakdown of expenses is listed by category of salaries/wages, benefits, operating expenses, capital expenditures and shared services.

Adult and Industries only contain their direct areas. Children and Youth (C&Y) division has multiple units that fall under their division. Details for those specific units under Children and Youth are seen in Exhibit 4.

Mr. Joseph Johnson reported that he and Mr. Sherbert had met and discussed the financial report and everything looked good. Industries sales are down a little but that is to be expected during this time.

Mr. Pat Greene asked about the prospects for moving forward and maybe getting some new and different products for Industries. Both Dr. Mascia and Mr. Challender responded that discussions are being held in this regard. Mr. Challender stated that we had some projects that we are currently addressing. Workers are being brought back slowly.

Mr. Clarence Haynes asked if we are still paying all AIB employees. The response was "yes." Mr. Haynes asked if we are eligible for some of the stimulus money. Dr. Mascia responded that we are eligible for the part for K-12 but there is another part that the Governor has control over and we are trying to see if we are eligible for a portion of those funds. Staff in Senator Shelby's office are looking at this to make sure we do not get left out.

Mr. Johnson moved approval of the financial report. Second was made by Mr. Haynes. There being no objection, the motion carried.

Mr. Joe Hutto reported that the demolition of Rogers Hall has been completed and the bid for the new building came in at \$1,895,672 from Douglas Builders. The plans are before the Building Commission at this time. Hopefully those will be sent back within the next two weeks and work can begin on the new building. This is a seven month project.

Plans for renovation of Graves are at the Building Commission and should be received soon.

The restoration of AIB due to the water damage is \$205,832 total. Douglas Builder was awarded the bid on this project as well. Should receive approval on this at any time.

The plans for the HVAC replacement at AIB is also before the building commission.

Paving has been completed at E. H. Gentry, AIB, and the Birmingham Regional Center.

The Physical Plant Department staff will be installing sound proof windows at Riser Cottage in the next few weeks.

The PPD staff are also completing major repair work to the boiler system for Taylor, Henderson, and McDonald Hall dorms on the Alabama School for the Deaf Campus.

Dr. Mascia requested the Board go into executive session. Mrs. Fuller read a letter from Attorney Clay Carr certifying that the Board may properly meet in an executive session to discuss personnel matters under §36-25A-7(a)(1) and in compliance with Alabama Open Meetings Act §36-25A-1 *et seq.*, Code of Alabama (1975). Roll call vote resulted in all members voting “yes” to go into executive session.

Following executive session, the meeting was called back to order. Mr. Haynes moved that all personnel actions discussed in executive session be approved. Second was made by Mr. Kelly. There was no opposition so the motion passed.

Mrs. Taylor requested any member of the Board who planned to attend Graduation to please let Mrs. Fuller know so seating arrangements can be made.

Mr. Kelly asked when production workers would be going back to work. Dr. Mascia said we are working on that but Birmingham has more stringent rules. We are working on plans.

Mr. Garrett commended Dr. Mascia and his staff and Board members who contributed to the success with the Alabama Legislature. Dr. Mascia said we really had a wonderful outcome this year. He recognized several champions we have in Montgomery including Representative Bill Poole, Senator Arthur Orr, Governor Ivey, Kelly Butler, Lt. Governor Will Ainsworth, and many others. He also expressed appreciation to Mr. Sherbert for his budget presentation to the Finance Director.

Dr. Mascia expressed appreciation to the members of the Board for their support.

Mrs. Taylor thanked the Interpreters, Rosemary Guy and Randy Chappell, for their outstanding job and to Patrick Smith for his technology expertise in making sure this meeting was successful.

There being no further business, the meeting was adjourned.

Respectfully submitted: _____
Amanda Fuller, Secretary

