

**Veterans Services Foundation Board of Trustees**  
**Virginia War Memorial**  
**621 South Belvidere Street, Richmond, VA**  
**Meeting Minutes**  
**March 25, 2015**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, March 25, 2015 at the Virginia War Memorial, 621 South Belvidere Street, Richmond, VA.

**Trustees Present**

- Brad Antle
- James Boyd
- Frank Driscoll
- Frank Finelli
- John Newby (Ex officio, voting, Commissioner of Department of Veterans Services (DVS))
- Chip Moran, (Ex officio, voting, Joint Leadership Council (JLC) of Veterans Service Organizations Chair)
- Don Kaiserman (Ex officio, voting, Board of Veterans Services (BVS) Chair)
- Jack Kavanaugh
- William Lechler
- John Lesinski
- Kathleen B. Levingston
- Al Pianalto
- Rich Schollmann (Board Chair)
- Meade Spotts
- Pat Webb
- Frank Wickersham
- Matice Wright

**Trustees Absent**

- Tom Gordy
- Randy West

**VSF Staff and Advisors Present**

- Tammy Davidson (Ex officio, non-voting, VSF Treasurer)
- Juanita Farrow (Advisor)
- Jack Hilgers (Ex officio, non-voting, VSF Executive Director)
- Pete Trainer (Advisor)

**Commonwealth of Virginia Officials Present**

- Brandi Jancaitis, DVS
- Regan Hertzler, DVS
- Danielle Weaver, DVS

**Materials Distributed and Attached**

- Meeting Agenda (*Attachment 1*)
- Board of Veterans Services Chair Report (*Attachment 2*)

- Joint Leadership Council of Veterans Service Organizations Chair Report (*Attachment 3*)
- Department of Veterans Services Commissioner's Report (*Attachment 4*)
- VSF Income (*Attachment 5*)
- VSF Expenses (*Attachment 6*)
- FY 14-15 Events (*Attachment 7*)
- Veterans Services Fund Quarterly Report (*Attachment 8*)
- FY15 Budget Adjustments (*Attachment 9*)
- VSF Bylaws (change pages only) (*Attachment 10*)
- VSF Planned Giving Program (*Attachment 11*)
- VSF-DVS Joint Policies #9 (*Attachment 12*)
- High Asset Charities (*Attachment 13*)
- DVS Request for V3 Funding (*Attachment 14*)
- FY15 Goals and Objectives (*Attachment 15*)
- VWWP Rebranding FAQs (*Attachment 16*)

### **Materials Distributed But Not Included**

- Board Roster 7-22-14

### **Materials Available But Not Included**

- VSF Meeting Minutes for November 5, 2014

### **Opening and Pledge of Allegiance**

Chair Rich Schollmann welcomed everyone and called the meeting to order at 11:04 a.m.

Mr. Pete Trainer led the board in the Pledge of Allegiance.

### **Roll Call of Trustees and Quorum Determination**

With 16 of 19 trustees initially present, a quorum was determined. The Board of Veterans Services Chair, Mr. Don Kaiserman, arrived at about 11:51 a.m. bringing the total to 17 trustees whose names are recorded above.

### **Introduction of Advisors**

Chair Schollmann stated that both Mr. Pete Trainer and Ms. Juanita Farrow were in attendance as board advisors. Both have served on the board and wanted to continue to be part of the board when their terms ended. They are advisors to the Development Committee.

### **Approval of Agenda**

Chair Schollmann recommended one change to the agenda. He said that the Commissioner had to leave early, therefore, his presentation would take place after review and approval of the board minutes of the last meeting. He then asked for a motion to approve the agenda as presented with the one change (*Attachment 1*). The agenda previously was forwarded to the Foundation members electronically and was in the materials distributed.

Mr. William Lechler **moved** to approve the agenda with the change as submitted and Mr. Jim Boyd **seconded** the motion. There was no discussion and the motion **passed unanimously**.

### **Review and Approval of November 5, 2014 Meeting Minutes**

Chair Schollmann stated that the November 5, 2014 meeting minutes were previously forwarded to the Foundation members electronically. Hard copies are available if anyone desired to see them.

Chair Schollmann asked for a motion to approve the November 5, 2014 Board meeting minutes. Mr. Meade Spotts **moved** to approve the minutes and Ms. Matice Wright **seconded** the motion. There was no discussion and the motion **passed unanimously**.

Chair Schollmann presented Danielle Weaver with a certification of appreciation plaque for her service with DVS from 2008 until 2015. He thanked her for her continued support to DVS and the VSF.

## **REPORTS**

### **Department of Veterans Services Report**

Commissioner John Newby announced that three DVS employees would be leaving. Deputy Commissioner Cathy Wilson will be retiring. Ms. Danielle Weaver will be leaving to go to work at the Virginia Department of Education. Ms. Sarah Slotnick, Human Resource Assistant, will be leaving to continue her schooling and a small business that helps veterans find jobs. They're last day will be April 9. All three will be greatly missed and DVS will need to fill these positions.

Commissioner Newby then reviewed the DVS report which is included in the material provided (*Attachment 4*). He stated that the Secretary of Veterans and Defense Affairs and the Commissioner have identified three focus areas for the next General Assembly session:

1. Veterans Docket – the Secretary wants to make this a Governor's initiative;
2. On-Campus support for military and veteran students – the Secretary wants to implement an on campus support system for students that already exists on some campuses in Virginia;
3. Spouse employment – the Secretary wants to focus on spouse support, particularly employment. It should be easy for a spouse to find employment.

Chair Schollman stated that attached to the Commissioner's report are the 2015 General Assembly Session Bills and Resolutions that passed the House and Senate and the 2015 General Assembly Session Budget Amendments that affect veterans and their families.

A general discussion ensued regarding the support of veterans in the higher education system and the value of their experience, both in college credits and in the workforce.

## **PRESENTATIONS**

### **VWWP Update**

Ms. Bandi Jancaitis gave a VWWP Update & Rebranding power point presentation. The presentation is available electronically on request from DVS. She covered VWWP direct support services to veterans and families which, in numbers, generally parallels last year. The Homeless Boot Camp in September was a great success. Since then with the 100 day challenge, 462 veterans gained direct access to housing with services. This accounted for 75% of the 2014 annual statewide "Point-in-Time Count." The state and local commitment has been significant in both leadership and funds committed.

In response to a question at the last VSF board meeting, Ms. Jancaitis said that VWWP provides an average of \$947.12 in financial assistance to veterans' households. The types of assistance include emergency shelter, rental, and utility assistance.

Ms. Jancaitis stated that as of October 1 the VWWP's name will be changed to "Virginia Veteran and Family Support" and she provided a frequently asked questions (FAQ) paper that explains the change (see *Attachment 16*). The change is needed to provide the proper focus on veterans' and family members' wellness and avoid brand confusion with the Wounded Warrior Project and other wounded warrior programs. She noted that the

title “Virginia Veteran and Family Support” is a functional title and that the word “Program” may be used by the Foundation to provide a sense of service. She concluded with an outline of the rebranding process through the rest of 2015.

Ms. Jancaitis provided the Trustees with copies of the VWWP 2014 Annual Report. Copies of the electronic version of the report are available from DVS. Mr. Finelli stated that DVS must ensure that the Virginia Veteran and Family Support Program differentiates itself from the Emergency Relief organizations of each of the military services. He also sensed that there may be an opportunity for enhanced collaboration across these federal and state programs.

Chair Schollmann thanked Ms. Jancaitis for the update and information.

*Commissioner Newby had to leave for another meeting and designated Ms. Tammy Davidson as his representative for the rest of the meeting.*

### **V3 Update**

Ms. Regan Hertzler gave a slide presentation update on V3 for Mr. Andy Schwartz who was not available. The pdf version of the presentation can be obtained electronically on request from DVS. She covered the V3 mission to educate employers on the value of hiring veterans, train organizations on how to recruit, train, and retain veterans, and connect engaged companies with qualified veterans.

Ms. Hertzler said that since June of 2012 there have been 256 V3 member companies who have pledged 11,149 jobs for veterans, and there have been 7,730 veterans hired based on member company reports. She described the tremendous funding support the program has received from the Governor and General Assembly. She noted some program changes including new webinar training opportunities, recertification standards, additional personnel support, curriculum updates, and dropping the Train-the-Trainer element of the program.

Mr. Frank Finelli said that he was concerned with the apparent lack of reporting from the certified companies because accurate feedback would be critical to program performance. He also wondered about the effect of dropping the Train-the-Trainer aspect of the program and not having the Virginia Employment Commission (VEC) providing outreach capacity as had been previously presented to the VSF. As such, the V3 Program risks migrating from a hands-on expert advisory model, to one based merely on webinars and conferences. He asked for a report at the next VSF meeting on the effectiveness of the changes and the lax reporting requirements.

Mr. Hertzlet said that V3 distributes a monthly newsletter with updates. Several trustees expressed a desire to receive the newsletter. Ms. Hertzler said that it would be arranged.

Chair Schollmann thanked Ms. Hertzler for the update and information.

*Chair Schollmann called for a lunch break at 12:41 p.m. He called the meeting back to order at 12:56 p.m.*

## **REPORTS**

Chair Schollmann called for the remainder of the reports, noting that the Commissioner had given the DVS report earlier.

### **Board of Veterans Services (BVS) Report**

Mr. Kaiserman gave a brief review of the BVS Report (*Attachment 2*). He stated the BVS has been working in close coordination with the JLC on the General Assembly legislative initiatives. BVS will have three additional board members and they value the five board members who are also members of the General Assembly. The next BVS meeting will be on May 12 and VSF Trustees are invited to attend.

Chair Schollmann thanked Mr. Kaiserman for his report.

### **Joint Leadership Council (JLC) of Veterans Service Organizations Report**

Mr. Chip Moran gave the JLC report (*Attachment 3*) they had six initiatives on which they are working. Four were successful. They failed to get additional needed funding for VWWP, but anticipate pursuing that again next year. The alternative funding source was the other one which may or may not be pursued in the future.

Chairman Moran announced that Old Dominion University is having their Second Annual Virginia Student Veterans Conference on Friday, March 27, 2015. The conference will be at the Ted Constant Convocation Center, Norfolk, Virginia. For more information, see <https://www.odu.edu/univevents/news/svc15>. Secretary John C. Harvey will be there as a guest speaker.

Chair Schollmann thanked Mr. Moran for the report.

### **Foundation Executive Director**

Mr. Hilgers stated that he covered his report earlier during the VSF Development Committee (DevCom) meeting where all but one of the Trustees were present. *Attachments 5, 6, 7 and 10* apply. He noted that the review of the DVS-MOU has been deferred to the next board meeting. He asked if anyone had questions or comments. None were presented.

### **Board Chair**

Chair Schollmann stated that since all but one of the Trustees were present during the VSF Development and Finance Committee meetings creating a committee of the whole, that if there was no objection, he would skip the two committee reports and the finance reports and go to unfinished business. No objection was posed.

### **Development Committee**

### **Finance Committee**

### **Veterans Services Fund FY15 Quarterly Report**

See *Attachment 8*.

### **FY15 Budget Adjustments**

See *Attachment 9*.

## **UNFINISHED BUSINESS**

### **Planned Giving Program**

Mr. Hilgers explained that the Planned Giving Program was handled during the VSF Development Committee (DevCom) meeting. See *Attachment 11*.

### **FY 16 Nominating Committee Appointments**

Chair Schollmann stated that he recommended that Mr. Frank Wickersham, Mr. William Lechler, and Mr. Meade Spotts be elected to the Nominating Committee.

### **VSF-DVS Joint Policy #9 Update**

Mr. Hilgers explained that the VSF-DVS Joint Policy #9 Update was discussed earlier in the VSF DevCom meeting. See *Attachments 12 and 13*.

### **FY15 Goals and Objectives**

Mr. Hilgers explained that the FY15 Goals and Objectives were discussed earlier in the VSF DevCom meeting. *See Attachment 15.*

### **Other Unfinished Business**

Chair Schollmann asked if there was any other Unfinished Business. Mr. Hilgers mentioned that the issue of V3 funding repayment had been handled during the VSF DevCom meeting earlier today. *See Attachment 14.*

### **NEW BUSINESS**

Chair Schollmann said that without objection, he would call for a motion to approve the Second Quarter Financial Report, the VSF Budget Adjustments, the VSF Bylaws Updates, Joint Policy #9, and his recommendations for a nominating committee of Mr. Wickersham, Mr. Lechler, and Mr. Spotts as a block. No objections were heard.

### **Approval of VSF FY15 Fund Second Quarter Report**

### **Approval of FY15 Budget adjustments**

### **Approval of VSF Bylaws Updates**

### **Approval of VSF-DVS Joint Policy #9 Updates**

### **Approval of FY15 Goals and Objectives**

### **Election of a Nominating Committee**

Mr. Jim Boyd so **moved** and Mr. John Lesinski **seconded** the motion. There was no discussion and the motion **passed unanimously**.

### **Confirm Dated and Locations of FY15 meetings**

Mr. Hilgers said that the meetings would be on May 6, August 5, and November 4, 2015. All would be at the War Memorial. He asked if any trustees had problems with these dates and location. No one voiced concern.

### **Other New Business**

Chair Schollmann asked if there was any other new business. None was heard.

### **Public Comment Period**

Chair Schollmann asked if there was any public comment. None was presented,

### **Adjournment**

The meeting adjourned at 1:26 p.m. The next meeting will be on May 6, 2015 at the Virginia War Memorial Freedom Hall.

# **ATTACHMENT 1**

## **DRAFT**

**Veterans Services Foundation Board of Trustees  
Virginia War Memorial  
621 South Belvidere Street, Richmond, VA  
March 25, 2015  
11:15 a.m. – 2:30 p.m.**

### **Development Committee Meeting 10:00 a.m. – 10:45 a.m.**

### **Finance Committee Meeting 10:45 a.m. – 11:15 a.m.**

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Visitors, Approval of Agenda – *Board Chair* (3 minutes)
- II. Review and Approval of November 5, 2014 Meeting Minutes – *Board Chair* (2 minutes)
- III. Presentations
  - a. VWWP Update & Rebranding – *Brandi Jancaitis* (20 minutes)
  - b. V3 Update – *Andy Schwartz* (10 minutes)
- IV. Working Lunch about 12:30 – 12:45
- V. Reports:
  - a. Board of Veterans Services – *Don Kaiserman* (5 minutes)
  - b. JLC – *Chip Moran* (5 minutes)
  - c. Department of Veterans Services – *John Newby* (10 minutes)
  - d. Foundation Executive Director (Incl. VSF Bylaws) – *Jack Hilgers* (10 minutes)
  - e. Board Chair – *Rich Schollmann* (2 minutes)
  - f. Development Committee – *Brad Antle* (3 minutes)
  - g. Finance Committee – *Jack Kavanaugh* (3 minutes)
  - h. Veterans Services Fund FY15 Quarterly Report – *Tammy Davidson* (5 minutes)
  - i. FY15 Budget Adjustments – *Jack Hilgers* (5 minutes)
- VI. Unfinished Business:
  - a. Planned Giving Program – *Jack Hilgers* (5 minutes)
  - b. FY16 Nominating Committee Appointments – *Board Chair* (3 minutes)
  - c. VSF-DVS Joint Policy #9 Update – *Board Chair* (2 Minutes)
  - d. FY15 Goals and Objectives – *Board Chair* (5 minutes)
  - e. Other Unfinished Business – *Board Chair* (5 minutes)
- VII. New Business:
  - a. Approval of VSF FY15 Fund 2nd Quarter Report – *Board Chair* (2 minutes)
  - b. Approval of FY15 Budget adjustments – *Board Chair* (2 minutes)
  - c. Approval of VSF Bylaws Updates – *Board Chair* (2minutes)
  - d. Approval of VSF-DVS Joint Policy #9 Updates – *Board Chair* (2 Minutes)
  - e. Approval of FY15 Goals and Objectives – *Board Chair* (2 minutes)
  - f. Confirm Dates and Locations of FY15 meetings – *Board Chair* (2minutes)
  - g. Election of a Nominating Committee – *Board Chair* (2 minutes)
  - h. Other New Business – *Board Chair* (2 minutes)
- VIII. Public Comment Period. (10 minutes)
- IX. Adjournment (Next Board Meeting: May 6, 2015, Virginia War Memorial)

**Note: All times approximate.**

## ATTACHMENT 2



900 EAST MAIN STREET  
RICHMOND, VA 23219

### COMMONWEALTH OF VIRGINIA BOARD OF VETERANS SERVICES

#### REPORT TO THE VETERANS SERVICES FOUNDATION March 25, 2015

*Donald B. Kaiserman,  
Chairman*

*Johnny G. Johnson,  
Vice Chairman*

*Susan B. Hippen,  
Secretary*

*Delegate Richard L.  
Anderson*

*Delegate Mamyé E.  
BaCote*

*L. Max Beyer*

*William G. Haneke*

*James O. Icenhour, Jr.*

*Thad A. Jones*

*Don Lecky*

*Sandra D. Love*

*William Nicholas*

*Belinda Pinckney*

*Senator Toddy Puller*

*Senator Bryce Reeves*

*Delegate Christopher P.  
Stolle*

*Chip Moran,  
Chairman, Joint  
Leadership Council of  
Veterans Service  
Organizations*

*Richard A. Schollmann,  
Chairman, Veterans  
Services Foundation*

*John L. Newby II,  
Commissioner of  
Veterans Services*

The Board of Veterans Services (BVS) met on January 12, 2015. At the meeting, the Board:

- Reviewed and discussed the 2015 General Assembly session, to include:
  - Overview (dates, meetings, etc.);
  - BVS and Joint Leadership Council of Veterans Service Organizations (JLC) 2015 initiatives;
  - Governor's introduced budget and legislative package;
  - Other veterans legislation;
  - General Assembly Military and Veterans Caucus.
- Reviewed and endorsed the Compact with Virginia's Veterans.

The BVS Benefits Committee met on December 22, 2014. The meeting focused on an in-depth briefing and review of the Department of Veterans Services (DVS) Benefit Services section.

The BVS will hold its next meeting on May 12. Additional meetings are scheduled for July 21 and October 26.

Meetings of the BVS Benefits and Cemeteries Committees will be held before the May meeting, likely in early to mid April. The BVS will alert the VSF Chairman when these meetings are scheduled in case the VSF wishes to send a representative.

The top priority for both the BVS and the JLC for the 2015 General Assembly was funding for the DVS Benefits Services section. Our combined advocacy resulted in an additional \$1,750,201 being proposed by the Governor and approved by the General Assembly.

We look forward to our continued partnership with the VSF in 2015.

Respectfully submitted,

Donald B. Kaiserman  
Chairman

## ATTACHMENT 3



900 EAST MAIN STREET  
RICHMOND, VA 23219

### COMMONWEALTH OF VIRGINIA JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS

*Air Force Association  
American Legion  
AMVETS  
Association of the United  
States Army  
Disabled American  
Veterans  
Fleet Reserve  
Association  
Korean War Veterans  
Association  
Legion of Valor of the  
U.S., Inc.  
Marine Corps League  
Military Order of the  
Purple Heart  
Military Officers  
Association of America  
Military Order of the  
World Wars  
National Association for  
Uniformed Services  
Navy Seabee Veterans of  
America  
Non-Commissioned  
Officers Association  
Paralyzed Veterans of  
America  
Reserve Officers  
Association  
Roanoke Valley Veterans  
Council  
Veterans of Foreign  
Wars  
Vietnam Veterans of  
America  
Virginia Army/Air  
National Guard  
Enlisted Association  
Virginia National Guard  
Association  
Women Marines  
Association*

#### **Report to the Veterans Services Foundation March 25, 2015**

The Joint Leadership Council of Veterans Service Organizations (the JLC) has held two regular business meetings and one conference since the last report to the Foundation.

Every year, the JLC adopts a set of initiatives for consideration by the Governor and General Assembly in the upcoming session. The JLC adopted six initiatives for the 2015 session in July, with revised versions being approved at the December 18, 2014 meeting.

The JLC held its annual *Conference at the General Assembly* on January 15, 2015. In its 8<sup>th</sup> year, the conference is a unique opportunity for the JLC members to meet with members of the Executive and Legislative branches. We were glad that several members of the Foundation could join us.

At the March 18, 2015 meeting, the JLC members received an in-depth presentation on the budget and legislative actions taken by the Governor and General Assembly before/during the 2015 session regarding the JLC 2015 initiatives. A summary is attached.

The JLC looks forward to continuing our partnership with the VSF in support of Virginia's veterans in 2015. Our next meeting is Wednesday, May 20. Our 2015 Action Plan is attached.

Respectfully submitted,

Thomas "Chip" Moran  
Chairman

**Joint Leadership Council of Veterans Service Organizations**  
**Summary of 2015 Initiatives**  
As of 3/18/15

<i>Initiative</i>	<i>JLC Recommendations: revised 12/18/14</i>	<i>Status – as of 3/18/15</i>
<b>JLC 2015-01</b>	That the Governor and General Assembly support the hiring, training, and retention of Department of Veterans Services (DVS) Veterans Service Representatives, the addition of representatives in understaffed locations, and the building of needed service capacity at Benefits Offices, by approving an additional \$1,750,000 (GF) in FY2016.	\$1,750,201 (GF) included in introduced budget; approved by General Assembly
<b>JLC 2015-02</b>	That the Governor and General Assembly support the continued delivery of critical core behavioral health, rehabilitative, and supportive services for Virginia veterans, Guardsmen, Reservists, and family members by appropriating an additional \$281,000 (GF) for the Virginia Wounded Warrior Program (VWWP) in FY2016.	No action taken
<b>JLC 2015-03</b>	That the Governor and General Assembly authorize \$161,000 (GF) (partial-year funding) and three new positions for the Virginia War Memorial in FY2016; two additional new positions in FY2017 (for a total of five); and full funding of \$404,000 (GF) for all positions in FY2017.	\$107,333 (GF) approved by General Assembly
<b>JLC 2015-04</b>	That the Governor and the General Assembly support the further reduction of veteran homelessness by approving additional funding in FY2016 for: <ul style="list-style-type: none"> <li>a. \$180,000 (GF) for DVS/VWWP to add three new Housing Resource Specialists in Hampton Roads, Northern Virginia, and Roanoke.</li> <li>b. \$1 million (GF) for the Department of Housing and Community Development (DHCD) to support increases in general statewide homeless prevention, rapid re-housing, and permanent supportive housing funding.</li> </ul>	\$180,000 (GF) included in introduced budget, approved by General Assembly  \$1 million (GF) included in introduced budget. General Assembly approved \$1 million, with \$500,000 earmarked for homeless veterans
<b>JLC 2015-05</b>	That the General Assembly and the Governor approve the establishment of a veterans' lottery as part of the Compact with Virginia's Veterans to supplement the General Fund's support of approved veteran's requirements, with any residual lottery funding reverting back to Education.	HJ536 (Lingamfelter) left in House P&E
<b>JLC 2015-06</b>	That the Governor and General Assembly increase the state funding commitment for the Hampton Roads and Northern Virginia veterans care center construction projects, and, once the higher state commitment is approved, that DVS request increased federal grant funding for the two projects.	Higher state commitment included in introduced budget.  General Assembly approved four bills (HB1275, HB1276, SB675, and SB676) tied to bond authorization in budget bill

## JLC 2015 Action Plan

### January 15 Conference at the General Assembly

- Advocate for 2015 JLC and BVS Initiatives
- Promote role of JLC, BVS, DVS, etc.

### Before March 18 meeting

- New JLC representative/alternate orientation (as required)

### March 18 meeting

- 2015 General Assembly review (legislation, budget)
- Look ahead to 2016 General Assembly: initial review and discussion of potential 2016 JLC Initiatives
- Report of the Constitution and By-Laws Review Committee (annual review)

### NLT April 30

- JLC members submit potential 2016 JLC Initiatives for discussion at May 20 meeting. NOTE: Must be in JLC Position Paper format

### NLT May 7

- Potential 2016 JLC Initiatives distributed to JLC members for review
- JLC members share potential 2016 JLC Initiatives with their VSO leadership and others in their VSO to solicit feedback, comment, additional ideas, etc.

### May 20 meeting

- Continued review and discussion of potential 2016 JLC Initiatives
- Review of prior-year JLC initiatives and current status
- Appoint Nominating Committee

### NLT June 25

- JLC members submit potential 2016 JLC Initiatives for discussion at July 15 meeting. NOTE: Must be in JLC Position Paper format

### NLT July 2

- Potential initiatives distributed to JLC members for review
- JLC members share potential 2016 JLC Initiatives with their VSO leadership and others in their VSO to solicit feedback, comment, additional ideas, etc.

### July 15 meeting

- New JLC representative/alternate orientation
- Review and discuss all proposed 2016 JLC Initiatives
- Adopt and prioritize 2016 JLC Initiatives
- Appoint JLC sponsors
- Elect Chair and Vice Chair

### NLT July 30

- JLC Chair appoints JLC Appointed Officers (who will serve in an acting capacity until approved by the Council at the October 21 meeting)

- Legislative Officer forms Legislative Operations Committee
- Legislative Operations Committee finalizes JLC Position Papers
- Distribute Position Papers to JLC and post on JLC website
- Submit initiatives to Governor McAuliffe through DVS

October 21 meeting

- Legislative Operations Committee recommends General Assembly Patrons for the JLC to recommend to the Governor
- Prepare for meetings with General Assembly members
- Approve JLC Appointed Officers for 2015-2016
- Ratify the Compact with Virginia's Veterans

October/November/December

- Submit recommended patrons to Governor McAuliffe through DVS
- Meet with General Assembly members
- Hold legislative forums

December 16 meeting (tentative). Could be rescheduled depending on the release date of the Governor's introduced budget

- Review Governor's Proposed Budget
- Report on General Assembly Patrons
- Plan for 2016 Conference at the General Assembly
- Adopt 2016 meeting schedule
- Adopt 2016 Action Plan

## **ATTACHMENT 4**



### **COMMONWEALTH of VIRGINIA** *Department of Veterans Services*

John L. Newby II  
Commissioner

Telephone: (804) 786-0286  
Fax: (804) 786-0302

Memorandum for: Chairman Rich Schollmann  
Members, Veterans Services Foundation

From: John L. Newby II, Commissioner

Date: March 25, 2015

Subject: Department of Veterans Services report

By any measure, the 2015 General Assembly session was a huge success for Virginia's veterans, Guardsmen and Reservists, active duty service members, and their families. Attached to this report are documents that summarize the wins made on the legislative and budget fronts, including House Bill 1967, which:

- Clarifies the responsibilities of the Veterans Services Foundation to both accept and raise revenue. The Foundation currently does both, but only the word "raise" is currently in the Code under the Foundation's purpose; and
- Will allow donors to request anonymity in connection with or as a condition of making a pledge or donation to the Veterans Services Fund, a requirement for some bequests.

Even as we celebrate the success of the 2015 session, we have already begun to identify critical issues for the 2016 General Assembly. Secretary Harvey and I have already identified three focus areas for the next session:

1. Veterans Dockets
2. On-campus support for military and veteran students
3. Spouse employment

We will be briefing you at future meetings to get your input and your buy-in on these and other items identified by the Department, the Joint Leadership Council of Veterans Service Organizations, the Board of Veterans Services, and others. We welcome any and all recommendations from the Veterans Services Foundation, especially those ideas that provide the Foundation with the flexibility and tools it needs to accept and raise revenue to support DVS programs and services.

**DVS REPORT TO VSF - 3/25/15 - ATTACHMENT 1**  
**2015 General Assembly Session**  
**Bills and Resolutions that passed the House and Senate**  
**as of 3/9/15**

<b>Bill Number</b>	<b>Chief Patron</b>	<b>Title</b>
HB1275	Cox	Hampton Roads Veterans Care Center; funding of project.
HB1276	Cox	Northern Virginia Veterans Care Center; funding of project.
HB1374	Tyler	License plates, special; issuance for veterans who have a service-connected disability.
HB1523	Byron	Workforce Development, Virginia Board of; qualification for services related to WIA.
HB1589	Krupicka	Personal property; tax relief on certain motor vehicles leased by members of the military.
HB1597	Anderson	Virginia National Guard; nonjudicial punishment.
HB1641	Stolle	Virginia Values Veterans Program; certification by state agencies & higher educational institutions.
HB1721	Ramadan	Real property tax; exemption for surviving spouses of members of armed forces killed in action.
HB1967	Taylor	Veterans Services Foundation; acceptance of revenue from all sources to support its mission.
HB2018	BaCote	Veterans Services, Board of; increases membership.
HB2354	Yancey	State Board for Community Colleges; policy for the award of academic credit for military training.
HB2373	Ramadan	Uniformed services-connected students; Department of Education shall establish process to identify.
HB2397	Taylor	Uniform Military and Overseas Voters Act; efficiencies reforms.
HJ557	O'Bannon	Veterans Services, Department of; JLARC to review.
HJ733	McClellan	Commemorating the 70th anniversary of the end of World War II.
SB675	Puller	Northern Virginia Veterans Care Center; funding of project.
SB676	Puller/Lucas	Hampton Roads Veterans Care Center; funding of project.
SB690	Black	Chaplains of the Virginia National Guard and Virginia Defense Force; sermons.
SB838	Alexander	Armed forces member; immediate family of a member of armed forces may obtain state resident license.
SB930	Howell	Virginia Military Family Relief Fund; benefits for state active duty missions.
SB931	Lewis	Veterans identification card; definition of veteran.
SB962	Lewis	Virginia Military Advisory Council (VMAC); reduces membership.
SB979	Ruff	License plates, special; issuance for recipients of Legion of Merit Medal.
SB1036	Hanger	Dependents of active duty military; DMAS to amend waiver eligibility criteria.
SB1106	Alexander	Veterans; unclaimed cremains.
SB1335	Cosgrove	State Board for Community Colleges; policy for the award of academic credit for military training.
SB1354	Reeves	Uniformed services-connected students; identification.
SJ243	Dance	Veterans Services, Department of; JLARC to review.

HB: 13; HJ: 2; SB: 12; SJ: 1

**DVS REPORT TO VSF - 3/25/15 - ATTACHMENT 2**

**2015 General Assembly Session  
Amendments to Chapter 3, Special Session I, of the Acts of Assembly of 2014  
as of February 26, 2015**

<b>Program</b>	<b>Introduced Budget (12/17/14)</b>	<b>General Assembly Budget (Approved 2/26/15)</b>	<b>Final Budget (Approved 4/15/15)</b>
DVS Benefits Services	\$1,750,201 (GF) and 8 FTEs	\$1,750,201 (GF) and 8 FTEs	
DVS V3/VTAP	\$474,000 (GF), \$100,000 (NGF)	\$474,000 (GF), \$100,000 (NGF)	
DVS Housing/Homeless	\$180,000 (GF)	\$180,000 (GF)	
DVS VMSDEP/GI Bill	\$67,090 (GF), \$42,000 (NGF) and 1 FTE	\$67,090 (GF), \$42,000 (NGF) and 1 FTE	
DVS Veterans Cemeteries	Language - authorize new burial sites at Suffolk cemetery	Language - authorize new burial sites at Suffolk cemetery	
DVS Veterans Care Centers	Budget item - increase state funding commitment for Hampton Roads and NoVa veterans care center projects	Budget item authorizes up to \$67 million in state bond funding (companion to bills HB1275/SB676 and HB1276/SB675 for Hampton Roads and NoVa veterans care center projects)	
DVS Employment Grants		\$500,000 (GF)	
DVS Virginia War Memorial		\$107,333 (GF) and 2 FTEs	
DVS - move/delete budget language		Moves language from Item 461 to Item 459 and deletes language from Item 461	
DVS Maintenance Reserve	\$265,846 (GF)	\$400,894 (GF)	
SVDA - transfer funding associated with the transfer of homeland security responsibilities	(\$538,463) (NGF)	(\$538,463) (NGF)	
SVDA - Military Mission Improvement and Expansion projects		Language: allows the Secretary of Veterans and Defense Affairs to submit to the MEI Project Approval Commission project requests related to federal or state military installations	
SVDA - Reuse of encroachment proceeds		\$2,350,000 (NGF)	
DMA - authorize land exchange between the Department of Military Affairs and the Town of Christiansburg	\$25,000 (NGF)	\$25,000 (NGF)	
DMA - provide federal appropriation to construct Bowling Green Field Maintenance Shop	\$8,527,400 (NGF)	\$8,527,400 (NGF)	

DMA - Line of Credit		Authorizes a \$5,000,000 line of credit to cover expenses incurred by the Department of Military Affairs when the Virginia National Guard is called up for State Active Duty	
DMA - Maintenance Reserve	\$668,203 (GF)	\$666,528 (GF)	
DMA - restores \$250,000 (GF) the second year from the general fund for maintenance of National Guard armories across the Commonwealth. These funds will be matched by federal funds		\$250,000 (GF)	
W&M - Puller Veterans Benefit Clinic		\$245,000 (GF) and 2.5 FTEs	
GMU - develop new bachelor's program in cybersecurity with pathways for veterans		\$153,000 (GF)	
GMU - increase veteran enrollment in the nursing bachelors program		\$162,500 (GF)	
DHCD: Homeless Rapid Rehousing and Housing Trust Fund	\$1,000,000 (GF) for rapid rehousing (all homeless)	Rapid rehousing - \$1 million: \$500,000 (GF) for all homeless, \$500,000 (GF) earmarked for homeless veterans; Housing Trust Fund: \$4 million (GF) per year in FY15 and FY16	

**ATTACHMENT 5**  
**VSF INCOME FOR FY15\***  
**Unaudited**  
**February 28, 2015**

**Income**

**VWWP**

Combat Veterans Motorcycle Assn	30,000.00
Wins for Warriors Grant	22,800.00
McDonalds Tidewater Assn	18,555.40
Ronald Minton Golf Tournament	12,022.30
Prince William Cruisers	7,900.00
Knights of Columbus Assembly 3349	6,746.00
Blue Canopy	5,010.00
Bailey's Crossroads Rotary Club	5,000.00
Childress Foundation	5,000.00
Attorney General Mark Herring	5,000.00
Whitney and Anne Stone Foundation	5,000.00
Manchester Moose 699	5,000.00
Lakeview Development Corp	4,709.09
American Legion Riders Post 146	4,523.00
Boshway Foundation	4,516.98
Southern Knights Cruisers	3,500.00
Papa John's Team, United	3,155.93
10 IS Booster Club, Langley AFB	3,007.56
Southwestern Computer Consultants	3,000.00
RECO Foundation	3,000.00
Al Stroobants Foundation	3,000.00
American Legion Post 89	3,000.00
Centurion Chapel, Ft Monroe	2,930.00
Witt's Harley-Davidson	2,446.00
Wolf Creek Country Club	2,235.00
Leuter Ranhorn Restaurant Group	2,080.32
Celebration Christian Fellowship	2,025.00
H-Assets Investments	2,000.00
Eva's Salon	2,000.00
Wilderness Baptist Church	2,000.00
University of Richmond Law Students	2,000.00
Revere Gas	2,000.00
Southern Knights Cruisers	2,941.00
Warwick Moose 1711	1,864.78
Schuyler Community Center	1,629.16
Associated Builders & Contractors	1,565.00
HQ ACC (Gen HJ Carlisle)	1,500.00
Un-refiners Golf Tournament	1,288.00
Hansen, Leslie (MarCor Marathon)	1,375.90
Chappell & Son Charitable Trust	1,250.00
Bevell's Hardware	1,219.00
Park & Co Schoekoe Vets Day Fundr	1,121.00
Ladysmith American Legion Post 221	1,058.66
Dominion Foundation	1,000.00
Augusta Expo	1,000.00
Restoration Christian Church	1,000.00
Staunton Elks Club 351	1,000.00
Richmond Area MOAA	1,000.00
Alfa Tau Omega Chapter UVA	1,000.00
Clapsaddle, Gene	1,000.00
Bradley, Harry & Linda	1,000.00
AMVETS Post 40	1,000.00

Potomac Chapter MOAA	1,000.00
Better Life Services	1,000.00
Sub-Total	211,075.08
Individual Donors	<u>73,317.37</u>
VWWP Revenue Balance	284,392.45

Care Centers	
VVCC	37,478.49
SBVCC	16,189.81

Cemeteries	
Amelia	250.00
Dublin	500.00
Suffolk	500.00

V3	
Altria Group, Inc.	100,000.00
Federal Street Consulting	500.00
Enterprise Management Systems	500.00
SHINE Systems Technology	1,000.00
Printpack, Inc.	500.00
Dominion Foundation	10,000.00
RR Donnelley	500.00
VWWP Homeless Boot Camp	
Virginia Housing Dev. Authority	33,549.00
Foundation Endowment	
Individual Donors	250.00
Non-VWWP Total	<u>201,716.80</u>
Total FY15 Income	486,109.25

\*Does not include In-kind Donations, Grants, or Interest

**ATTACHMENT 6**  
**VSF Support Fund Expenses**  
**Revised 12-31-14**

FY 2009	-0-	+ DVS Expenses (Tvl)	1,497.88
FY 2010	5,117.89	- Website	1,713.33 = 3,404.56
FY 2011	3,778.62	- Website	2,217.70 = 1,560.92
FY 2012	15,659.91	- NVWG	13,600.00 = 2,059.91
FY 2013	9,453.95	- Golf Carts (2)	7,200.00 = 2,621.77
FY 2014	3,000.54		3,000.54 = <u>3,000.54</u>
Total			14,145.58
Less DVS Expenses (2009)			12,647.70
Average Per Year			2,529.54

Detail for FY 2010

Travel*	2,196.13
Public Relations	763.77
APA Audit	340.00
Admin	104.09
Misc	.57

\*Travel included some DVS legislative requirements.

Detail for FY 2011

Travel	1,475.11
Public Relations	85.70
Misc	.11

Detail for FY 2012

Travel	1,759.66
Web Services	190.00
On-line Donation Svcs	106.15
Misc	4.10

Detail for FY2013

Travel	1,702.10
Lapel Pins	436.00
Public Relations	103.74
Web Services	115.00
On-line Donation Svcs	30.66
Professional Subscription	42.50
Admin	179.20
Misc	12.57

Detail for FY 2014

Travel	1,825.01
Advertising	750.00
Web Services	.06
Admin	161.80
On-line Donation Svcs	38.73
Professional Membership	150.00
Professional Subscription	<u>75.00</u>
	3,000.54

Detail for FY 2015 (December 31, 2014)

Travel	428.91
(Golf Cart	3,600.00)
On-line Donation Svcs	<u>1.08</u>
	429.99

**ATTACHMENT 7**  
**VSF and VWWP Fundraising\* Events FY15 & 16**

<b>Date</b>	<b>What</b>	<b>Where</b>	<b>POC</b>	<b>Donation</b>
7/5/14	Independence Day Cel*	Powhatan	Clyde Childress	5,060.00
7/26/14	Music Festival/Car Sho*	Buena Vista	Larry Tolly	500.00
7/26/14	CVMC Bull Run III*	Manassas	Bruce Hewston	30,000.00
8/4/14	MOAA Golf Tour*	Lexington	Pat Webb	7,000.00
8/23/14	Agusta Expo Concert*	Lynchburg	Bob Stolarz	900.00
8/24/14	Kickball Fundraiser*	King George	Seaver Woolfolk	850.00
8/30/14	Longboards*	Newport News	Sarah Long	2,080.32
9/1/14	Lakeview Golf T*	Harrisonburg	Mike Goodin	4,709.09
9/15/14	SCCI Golf Tourn*	Ruther Glen	Jeff Goodman	3,000.00
9/20/14	Honor Ride*	Troy	Becky Selzer	650.00
9/20/14	Prince Wm Cruisers CS*	Manassas	Steve Shifflett	12,900.00
9/27/14	ALRiders Ride & BBQ*	King George	Steven Heitmeyer	3,000.00
10/4/14	So.Knights Car Show*	Petersburg	Ricky Williams	6,121.00
10/10/14	KCA 3349 Golf T*	Hartfield	Al Langer	6,746.00
10/12/14	Gospel Singing*	Spotsylvania	Jim Rose	2,000.00
10/18/14	Un-Refiners Golf Tourn*	Yorktown	Vern Bartels	1,388.00
10/26/14	MC Marathon*	Washington DC	Leslie Hanson	1,184.33
10/28/14	Hard Times Concert*	Fredericksburg	Glen Melvin	275.15
11/1/14	Whitts Motorcycle R*	Manassas	Chris Taylor	2,446.00
11/1-30/14	McD Honor Wounded*	Hampton Roads	Jenn Tracy	16,541.20
11/11/14	Warwick Moose*	Newport News	Raymond Bliss	1,864.78
11/11/14	Schockoe Market Fndrser*	Richmond	Elliott Park	1,121.00
11/17-23/14	Papa Johns Pizza*	VA Peninsula	Elizabeth Costy	295.13
11/22/14	Moose Lodge 699*	Richmond	Chuck Lorenz	5,000.00
1/10/15	USA Dance*	VA Beach	Raymond Smith	500.00
1/17/15	UR Law Students Concr*	Richmond	Eric Postow	2,000.00
1/21/15	Dominion Pwr Chili CO*	Richmond	Kathy Johnson	700.00
1/29/15	Bailey's Celebration*	Richmond	Janie Goldberg-Dicks	760.00
2/24/15	Ice Skating Fundraiser*	DC Area	Brandon Hall	479.00
3/24/15	VA-ACME Golf Tourn*	Virginia Beach	Nora Graves	
3/25/15	Champps Benefit*	Arlington	Janie Goldberg-Dicks	
4/4/15	Concert and Ball*	Danville	Tony Lundy	
4/24-25/15	Tdwtr ST & Rod Assn*	Williamsburg	Ron Buchanan	
4/25/15	Spotsylvania Mall*	Spotsylvania	Don Thodos	
4/27/15	VA Tech Golf Tourn*	Blacksburg	Wayne Zellers	
5/8/15	GStek Golf Tourn*	Portsmouth	Gene Strother	
5/9/15	MOAA Clay Shoot*	Lexington	Ross Schmoll	
5/9/15	LaRS Golf Tournament*	Williamsburg	Jon Liebler	
5/15-16/15	Basketball Tourn*	Roanoke	Brad Booth	
5/23/15	Minton Golf Tourn*	Roanoke	Ron Minton	
TBD/15	Bicycle Hill Climb*	Roanoke	Kris Piemonte	
7/3/15	Independence Day Cel*	Powhatan	Clyde Childress	
8/3/15	MOAA Golf Tournament	Lexington	Pat Webb	
10/3/15	Southern Knights Show*	Petersburg	Ricky Williams	
11/11/15	Schockoe Market Fndrser*	Richmond	Elliott Park	

## **ATTACHMENT 8**

**Veterans Services Foundation  
Statement of Assets  
December 31, 2014  
(Unaudited)**

### **Assets:**

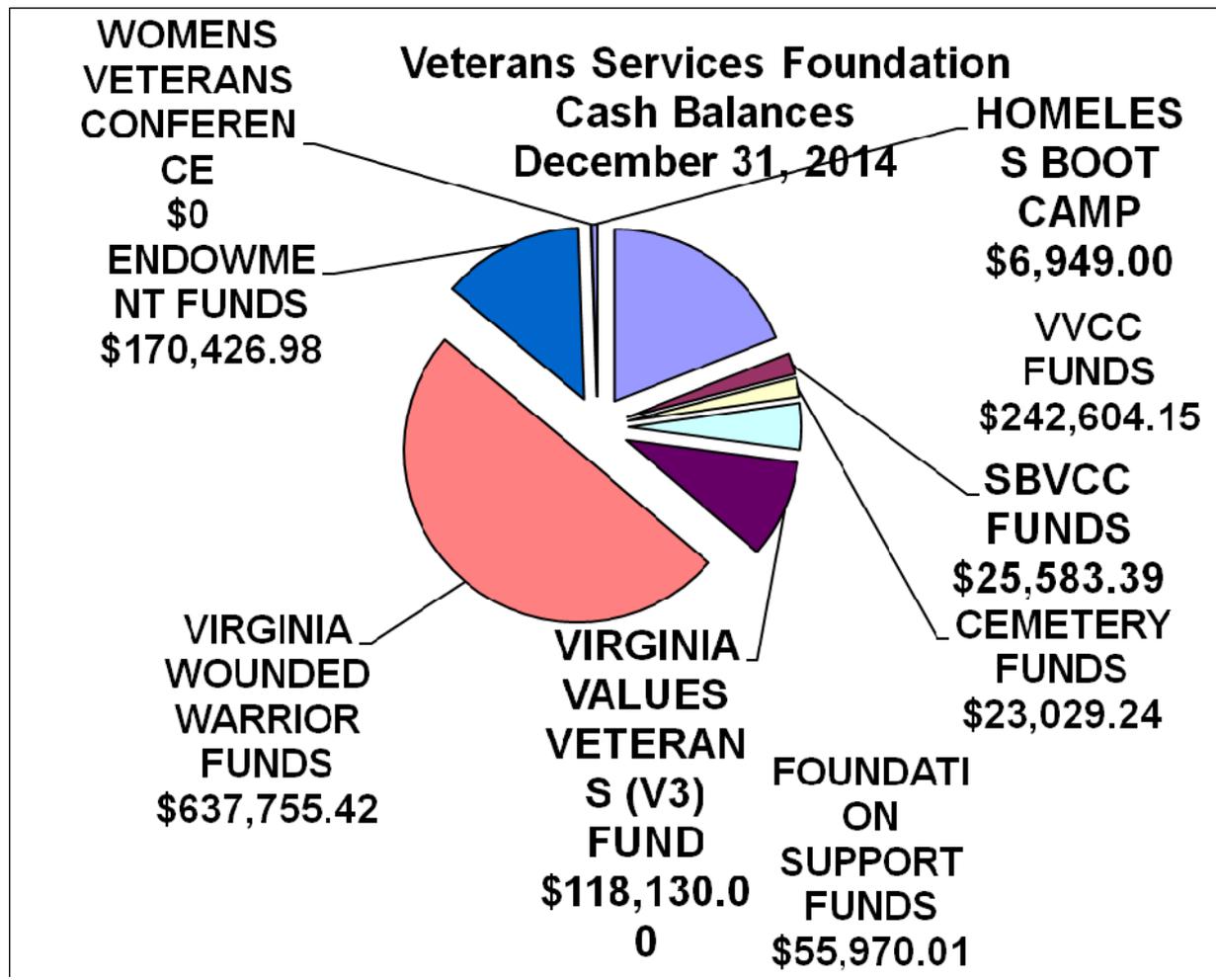
Cash held by State Treasurer	1,280,448.19
<b>Total Assets</b>	<b>\$ 1,280,448.19</b>

### **Fund Balances:**

Restricted Fund Balances:	
Restricted for VVCC Activities	242,604.15
Restricted for SBVCC Activities	25,583.39
Restricted for Cemetery Operations	23,029.24
Restricted for VWWP Funds	637,755.42
Restricted for Virginia Values Veterans (V3) Fund	118,130.00
Restricted for Foundation Support Fund	55,970.01
<b>Total Restricted Fund Balances</b>	<b>1,103,072.21</b>
Women's Veterans Conference	0.00
Homeless Boot Camp	6,949.00
Endowment Fund Balances	170,426.98
<b>Total Fund Balances</b>	<b>\$ 1,280,448.19</b>

### **Notes:**

- 1 All cash is held by the State Treasurer.
- 2 Restricted fund balances are donations given for a specific purpose, or are funds authorized by the Foundation for a specific expenditure purpose.
- 3 Endowment Fund Balance represents the funds remaining from the base funding that are not authorized for expenditure.



**Veterans Services Foundation**  
**Statement of Income, Expenditures and Changes in Fund Balances**  
**For the Month Ended December 31, 2014**  
**(Unaudited)**

<b>INCOME:</b>	<b>Y-T-D Actual</b>
Restricted gifts received for:	
Virginia Veterans Care Center	31,771.63
Sitter & Barfoot Veterans Care Center	8,589.31
Cemetery Funds	1,250.00
VWWP Funds	216,336.95
Virginia Values Veterans (V3) Fund	113,000.00
Foundation Support Fund	
Womens Veterans Conference	-
Homeless Boot Camp	11,949.00
Endowment Fund	250.00
<b>TOTAL INCOME</b>	<b>383,146.89</b>
<b>EXPENDITURES:</b>	
VVCC Indigent Resident Needs	2,007.56
VVCC Rehabilitation Equipment	
VVCC Activity Fund--Activities with Residents	1,965.63
VVCC Operation Holiday Spirit	13,314.87
VVCC Carnival Expenses	3,687.84
VVCC Restricted-Other	
SBVCC Other Donations	6,855.26
SBVCC Activities Fund	2,506.63
SBVCC Operation Holiday Spirit	
SBVCC Other Equipment	
SBVCC Indigent Resident Needs	6.65
VWWP Enabling Veterans Services	1,985.00
VWWP Outreach Services/Grant Matching	10,411.04
VWWP Direct Veterans Services	40,873.61
VWWP Homeless Veterans Fund	9,032.94
Virginia Values Veterans (V3) Fund	
Foundation Support Fund--Operating Expenditures and Web Site	4,029.99
Womens Veterans Conference	3,750.00
Homeless Boot Camp	5,000.00
Dublin Cemetery Avenue of Flags	
<b>TOTAL EXPENDITURES</b>	<b>105,427.02</b>
<b>Excess of Income over Expenditures</b>	<b>277,719.87</b>
Beginning Fund Balances	1,002,728.32
<b>Ending Fund Balances</b>	<b>1,280,448.19</b>

**NOTES:**

1. The purpose of restricted gifts is detailed on the Schedule of Receipts, Expenditures and Budget, by Activity.

**Veterans Services Foundation**  
**Schedule of Receipts, Expenditures and Budget, by Activity**  
**For the Month Ended December 31, 2014**  
**(Unaudited)**

Activity	Beginning Balance July 1, 2014 (Adjusted)	Receipts	Expenditures	Ending Balance December 31, 2014	FY 2015 Budget	Donations Needed to Meet Budget
<b>Virginia Veterans Care Center:</b>						
Indigent Resident Needs	16,688.89	5,055.20	2,007.56	19,736.53	2,000.00	-
Activities Fund	13,824.41	650.00	1,965.63	12,508.78	5,000.00	-
Operation Holiday Spirit	78,575.01	25,016.43	13,314.87	90,276.57	19,000.00	-
Carnival Fund	3,615.66	900.00	3,687.84	827.82	4,000.00	-
Rehabilitation Equipment	23,751.03			23,751.03	5,000.00	-
Other Equipment	17,061.97			17,061.97	5,000.00	-
Unit Projects and Functions	13,310.63			13,310.63	1,500.00	-
Other Donations Restricted for use at VVCC	64,980.82	150.00		65,130.82	500.00	-
<b>Total VVCC</b>	<b>231,808.42</b>	<b>31,771.63</b>	<b>20,975.90</b>	<b>242,604.15</b>	<b>42,000.00</b>	<b>-</b>
<b>Sitter &amp; Barfoot Veterans Care Center:</b>						
Indigent Resident Needs	921.86	250.00	6.65	1,165.21	1,000.00	-
Activities Fund	11,862.21	7,389.31	2,506.63	16,744.89	13,000.00	-
Operation Holiday Spirit	-			-	5,000.00	5,000.00
Other Equipment	-			-	4,500.00	4,500.00

Other Donations Restricted for use at SBVCC	13,578.55	950.00	6,855.26	7,673.29	4,500.00	-
<b>Total SBVCC</b>	<b>26,362.62</b>	<b>8,589.31</b>	<b>9,368.54</b>	<b>25,583.39</b>	<b>28,000.00</b>	<b>9,500.00</b>
<b>Cemetery Funds:</b>						
Virginia Veterans Cemeteries	750.00			750.00	1,200.00	450.00
Virginia Veterans Cemetery--Amelia	4,956.38	250.00		5,206.38	2,800.00	-
Albert G. Horton Jr. Memorial Cemetery--Suffolk	7,931.07	500.00		8,431.07	1,000.00	-
SW Virginia Veterans Cemetery--Dublin	8,141.79	500.00		8,641.79	-	-
<b>Total Cemetery Support Funds</b>	<b>21,779.24</b>	<b>1,250.00</b>	<b>-</b>	<b>23,029.24</b>	<b>5,000.00</b>	<b>450.00</b>
<b>VWWP Funds:</b>						
Outreach Services/Grant Matching	75,000.00		10,411.04	64,588.96	75,000.00	-
Direct Veterans Services	150,000.00		40,873.61	109,126.39	150,000.00	-
Enabling Veterans Services	25,000.00		1,985.00	23,015.00	25,000.00	-
Homeless Veterans Fund	50,000.00		9,032.94	40,967.06	50,000.00	-
Other Donations Restricted for use by VWWP	183,721.06	216,336.95		400,058.01	-	-
<b>Total VWWP Funds</b>	<b>483,721.06</b>	<b>216,336.95</b>	<b>62,302.59</b>	<b>637,755.42</b>	<b>300,000.00</b>	<b>-</b>
<b>Virginia Values Veterans (V3) Fund</b>	<b>5,130.00</b>	<b>113,000.00</b>		<b>118,130.00</b>	<b>-</b>	<b>-</b>
<b>Foundation Support Fund</b>	<b>60,000.00</b>		<b>4,029.99</b>	<b>55,970.01</b>	<b>60,000.00</b>	<b>-</b>
<b>Women's Veterans Conference</b>	<b>3,750.00</b>		<b>3,750.00</b>		<b>-</b>	<b>-</b>
<b>Homeless Boot Camp</b>		<b>- 11,949.00</b>	<b>5,000.00</b>	<b>6,949.00</b>	<b>-</b>	<b>-</b>
<b>Endowment Fund</b>	<b>170,176.98</b>	<b>250.00</b>	<b>-</b>	<b>170,426.98</b>	<b>-</b>	<b>-</b>

**Grand Total All Funds**

**1,002,728.32    383,146.89    105,427.02    1,280,448.19    435,000.00    9,950.00**

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**ATTACHMENT 9**  
**Veterans Services Foundation**  
**Budget Requests as of March 25, 2015**  
**For FY 2015**  
**(Unaudited)**

Activity	Cash Balances Feb. 28, 2015	FY 2015 Requested Budget	FY 2015 Budget Requests	Comments
<b>Virginia Veterans Care Center:</b>				
Indigent Resident Needs	19,684.68	2,000.00	2,000.00	
To be used for dentures, glasses, hearing aides, clothing, transportation, etc.				
Activities Fund	12,353.53	5,000.00	5,000.00	
To be used for resident luncheons, sporting events, Easter egg hunt, Entertainment, etc.				
Operation Holiday Spirit	90,641.62	19,000.00	19,000.00	
To be used for resident gifts, supplies, etc.				
Carnival Fund	927.82	4,000.00	4,000.00	
To be used to hold an actual carnival for residents and families. These funds will be spent for prizes, bands, clowns, a black jack game, tent rentals, supplies, etc.				
Rehabilitation Equipment	27,137.89	5,000.00	5,000.00	

Specialty cushions, miscellaneous restorative therapy equipment for new addition

Other Equipment	17,061.97	5,000.00	65,000.00	Request \$60,000 for patient lift replacement
Misc. equipment for resident activities.				
Unit Projects and Functions	13,310.63	1,500.00	1,500.00	
For special programs, and for a new family support group program.				
Other Donations Restricted for use at VVCC	65,630.82	500.00	500.00	
<b>Total VVCC</b>	<b>246,748.96</b>	<b>42,000.00</b>	<b>102,000.00</b>	

**Sitter & Barfoot Veterans Care Center:**

Indigent Resident Needs	1,165.21	1,000.00	1,000.00	
To replace Lost Resident Items				
To Provide necessities for residents with no resources.				
Activities Fund	21,107.72	13,000.00	13,000.00	
Purchase Bingo Table & Accessories				
Purchase Games & Activity Supplies				
Operation Holiday Spirit		5,000.00	5,000.00	
Decorations & Supplies for residents				
Gifts for Residents (@\$30 each)				
Other Equipment		4,500.00	4,500.00	
Purchase door openers for corridor bathrooms				
			4,000.00	
Other Donations Restricted for use at SBVCC	7,673.29	4,500.00	4,500.00	
Donations received in memory of Coloner Barfoot	(3,220.00)	3,500.00	3,500.00	
<b>Total SBVCC</b>	<b>29,946.22</b>	<b>28,000.00</b>	<b>28,000.00</b>	No adjustment needed

**Cemetery Funds:**

Cemeteries General Fund	750.00	1,200.00	1,200.00	
Virginia Veterans Cemetery--Amelia	5,206.38	2,800.00	2,800.00	
Albert G. Horton, Jr. Memorial Veterans Cemetery--Suffolk	8,431.07	1,000.00	1,000.00	
SW Virginia Veterans Cemetery--Dublin	8,641.79			
<b>Total Cemetery Funds</b>	<b>23,029.24</b>	<b>5,000.00</b>	<b>5,000.00</b>	\$10,000 increase pending

**VWWP Funds:**

Outreach Services	64,588.96	109,000.00	75,000.00	
Direct Veterans Services	99,361.66	131,000.00	150,000.00	
Enabling Veterans Services	14,515.00	10,000.00	25,000.00	
Homeless Veterans Services	32,506.48	50,000.00	50,000.00	
Wins for Warriors	22,800.00			
Other Donations Restricted for use by VWWP	445,313.51			
<b>Total VWWP Funds</b>	<b>679,085.61</b>	<b>300,000.00</b>	<b>300,000.00</b>	<u>No adjustment needed</u>

**Virginia Values Veterans (V3) Fund**      **118,130.00**      100,000.00      110,000.00      \$10,000 for pre-Summit expenses

**Foundation Support Funds**

	<b>55,859.06</b>	<b>60,000.00</b>	<b>60,000.00</b>
<b>Endowment Fund</b>	<b>170,426.98</b>		
<b>Grand Total All Funds</b>	<b>1,323,226.07</b>	<b>506,000.00</b>	<b>505,000.00</b>

## **ATTACHMENT 10**

# **VETERANS SERVICES FOUNDATION**

## **Board of Trustees**

### **BYLAWS**

#### **Article I – Authority and Statement of Purpose**

- 1.01 Authority: The authority for the Veterans Services Foundation (the Foundation) is §§ 2.2-2715 – 2.2-2719 of the Code of Virginia. The Foundation is a state agency under the Secretary of Veterans *and Defense Affairs* ~~and Homeland Security~~ and is separate and distinct from the Department of Veterans Services (the Department) as set forth in § 2.2-230. The relationship between the Foundation and the Department shall be detailed in a memorandum of understanding which shall be an attachment to these Bylaws.
- 1.02 Statement of Purpose: The Foundation serves as an independent body politic and corporate agency supporting the Department in the executive branch of state government. The Foundation is governed and administered by a board of trustees (the Board). The Foundation shall (i) administer the Veterans Services fund (the Fund), (ii) provide funding for veterans services and programs in the Commonwealth through the Fund, and (iii) accept and raise revenue from all sources including private source fundraising to support the Fund.
- 1.03 Mission Statement: The Virginia Veterans Services Foundation will administer and develop fundraising and other resources to provide supplemental, revenue for the Veterans Services Fund for veterans' services and programs, and work with the Department of Veterans Services and supporting organizations to assure veterans services programs are enhanced.

#### **Article II – Membership**

- 2.01 Composition and appointment of members: The board of trustees (Board) of the Foundation consists of (i) eight non-legislative citizens appointed by the Governor; (ii) five nonlegislative citizens appointed by the Speaker of the House of Delegates; and (iii) three nonlegislative citizens appointed by the Senate Committee on Rules. The Commissioner of Veterans Services and the Chairmen of the Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations, serve as ex officio voting members.
- 2.02 Terms – Vacancies: After initial appointments, members shall be appointed for a term of four years. Appointments to fill vacancies, other than by expiration of a term, shall be for the unexpired terms. All members may be reappointed. However, no member shall serve more than two consecutive four-year terms. The remainder of any term to which a member is appointed to fill a vacancy shall not constitute a term in determining the member's eligibility for reappointment. Vacancies shall be filled in the same manner as the original appointments. The appointing authority at its pleasure may remove any member of the Board.
- 2.03 Qualifications for membership: A majority of the trustees shall be active or retired chairmen, chief executive officers, or chief financial officers for large private corporations or nonprofit organizations and individuals who have extensive fundraising experience in the private sector. Trustees shall, insofar as possible, be veterans. Each appointing authority shall endeavor to ensure a balanced geographical representation on the Board to facilitate fundraising efforts across the state.

### Article III – Officers

- 3.01 General: The Trustees shall elect from their number a Chairman (Chair) and Vice Chairmen (Chairs). By separate agreements contained in the attached memorandum of understanding and VSF-DVS Joint Policy 2 (Foundation Operations), the Department of Veterans Services Director of Finance acts as the Treasurer without bond because financial controls exist to assure fiscal accountability.
- 3.02 Duties of the Chair: The Chair shall preside over all meetings of the Board unless absent, shall have general supervision of the affairs of the Board, and shall perform all other such executive duties as are reasonably necessary or are properly required by the Board. The Chair may appoint committees from within the Board membership as deemed necessary or appropriate to carry out the purposes of the Foundation.
- 3.03 Duties of the First Vice Chair: Upon the death, resignation, absence, or disability of the Chair, or upon the Chair's refusal to act, the Vice Chair shall perform the duties of the Chair. In the absence or disability of the Chair, the Vice Chair shall perform the duties of the Chair only so long as the Chair is absent or disabled. In all other instances, the Vice Chair shall serve for the remainder of the Chair's term or until a substitute is elected by the Board. In the event that an issue arises concerning whether or not the Vice Chair should assume or retain the duties of the Chair, the issue shall be decided by a majority vote of the Board, excluding the Vice Chair.
- 3.04 Duties of the Second Vice Chair: The Second Vice Chair shall act in the absence, for whatever reason, of the Chair and First Vice Chair under the same provisions of those set forth for the First Vice Chair.
- 3.05 Other duties as assigned: When not performing the duties of the Chair, the Vice Chairs shall perform such duties as may be assigned by the Chair.
- 3.06 Duties of the Treasurer: ~~The Treasurer shall serve as financial officer for the Board and keep accurate, auditable records of donations received and expenditures made from the Fund. The Treasurer shall submit a quarterly report to the Board and the Commissioner of Veterans Services on the Foundation's funding levels and services. See sub-sections 4.05 and 7.01.~~
- 3.07 Term of service: Elected officers shall serve a term of one year. While this term will nominally run from July 1 – June 30 (see paragraph 3.08). Officers shall be eligible for reelection, not to exceed two years of consecutive service.
- 3.08 Elections: Election of officers will be held every year during the regular third quarter (July – September) meeting. If a quorum is not present, elections will be held at the next meeting at which there is a quorum.
- 3.08.1 Nominating Committee. The Nominating Committee is a special committee responsible for nominating Board members for Board Chair and Vice Chair positions. Annually, at the regular March meeting of the Board, a Nominating Committee of an odd number of not less than three or more than five voting members shall be elected by the Board from volunteers without undue influence by the current Board officers. Current Board officers and ex officio members shall not serve on the Committee. The Committee shall meet at the same meeting during which it is created to elect its chair or as soon thereafter as possible. The Nominating Committee shall consult with the Chair and all other Board members about the needs of the Foundation without being bound by their suggestions. The Nominating Committee may be assisted in its duties by the Foundation Executive Director, if the Committee so desires.

a. Nominations. The Nominating Committee shall post a call for nominations for Chair and Vice Chairs from the Board no later than 10 working days following the Committee's first meeting. The Foundation Executive Director may forward the call on behalf of the Committee, if the Committee Chair so requests. Members of the Board may feel free to nominate themselves for an office to the chair of the Nominating Committee. Board members may be nominated regardless of time served or time remaining on the Board, except that Board members who are in their last year of service of a four-year term shall not be eligible for nomination. The nominee for Board Chair must have more than one year remaining on his/her term of appointment. The foregoing would not preclude a reappointed member being nominated from the floor as set forth below. Ex officio members shall not be eligible to serve as Board Chair. The Nominating Committee should give priority to nominating members for office whose terms of appointment on the Board do not expire simultaneously so the Board shall not be without a presiding officer.

b. Presentation of Nominations. The Nominating Committee shall meet at least fifteen working days prior to the second quarter (April – June) Board meeting to determine the nominations to be presented to the Board at that meeting. The recommendation of the nominating committee shall be distributed with the announcement of the second quarter meeting of the Board. At the second quarter meeting, the nominating committee shall present candidates for each office for election at that meeting. Nominations from the floor may be made prior to such election.

c. Committee Vacancies. In the event a member of the Nominating Committee cannot serve or becomes a candidate for an office for which the committee is selecting candidates, he/she shall resign from the committee immediately and the Board Chair shall immediately appoint a replacement.

d. Officer Vacancies. The Nominating Committee may be elected by Board members at a regular or special meeting to fill vacant officer positions that may be created. The Nominating Committee shall then meet as required. The vacancy shall be filled for the unexpired term by the Board at the meeting during which the vacancy is first created or discovered by immediately electing a Nominating Committee and electing an officer or officers at the current, or special, or next regular meeting to fill vacancies. The election shall require an affirmative vote of at least ten voting members of the Board. In the temporary absence of all three officers, the Board shall elect one of its voting members to preside.

3.08.1 Election. Elections shall be by voice vote. Elections shall be decided by a majority of the votes cast. If a candidate fails to achieve a majority vote on the first ballot, the two candidates with the most votes will be voted on by a second ballot. Newly elected officers shall assume the responsibility of the position to which they were elected on 1 July of the year for which they are elected.

## **Article IV – Administrative Support**

4.01 Administrative and other services: The Secretary of Veterans *and Defense* Affairs ~~and Homeland Security~~ has designated the Department to provide the Foundation with administrative and other services.

4.02 Executive Director: The Board may elect a Foundation Executive Director, who will be provided by the Department *who shall serve at the will of the Board of Trustees*. The Executive Director shall be an agent of the Board to act on the Foundation's behalf and only shall perform those duties and have such powers as designated by the Board in accordance with section 10.01 of these Bylaws. The Executive Director's duties shall be:

- 4.02.1 Support the efforts of the Foundation to seek, promote, and stimulate contributions to the Fund, including:
- a. Plan and implement an effective capacity-building and development strategy consistent with the programs and mission emphasis of the Department;
  - b. Establish and maintain productive on-going relationships with legislative and development entities at the municipal, regional, state, and national levels;
  - c. Coordinate and sustain state legislative and funding efforts in support of the Foundation;
  - d. Support efforts to more effectively brand and market veterans services.
- 4.02.2 Manage the Foundation's finance (e.g., accountability) initiatives in collaboration with the Department's Director of Finance and Department finance staff.
- 4.02.3 Oversee all Department efforts in support of the Foundation, including:
- a. Develop Department and Foundation policies and procedures related to mutual support of both agencies;
  - b. Serve as the Foundation and Department daily point of contact and coordination for development activities with public and private development-related organizations and other interested parties.
- 4.02.4 Attend Board meetings as an ex officio, non-voting participant and Board Committee meetings as a non-Board advisor authorized by section 6.06 of these Bylaws.
- 4.02.5 Report activities to the Board as required, but at least at every Board meeting.
- 4.02.6 Perform other coordination and duties as necessary to support the mission and authority of the Foundation.
- 4.03 Proceedings of the Board: The Executive Director shall serve as the Secretary to the Board. The Secretary to the Board shall keep a true record of the Board's proceedings and shall be custodian of the minutes and other records of the Board in conjunction with Department staff involved in maintaining such records. At the Chair's request, the Secretary shall communicate the Chair's notice of meetings to members of the Board. The Secretary shall post minutes of meetings to the Commonwealth Calendar and to the website of the Department of Veterans Services, in accordance with § 2.2-3707.1 of the Code of Virginia.
- 4.04 Reports: The Executive Director shall ensure that the reports required of the Foundation are submitted. The Foundation shall submit a quarterly report to the Commissioner of Veterans Services on the Foundation's funding levels and services and an annual report to the Secretary of Veterans Affairs and Homeland Security on or before November 30 of each year.
- 4.05 Treasurer: *The Board may elect a Foundation Treasurer, who will be provided by the Department. The Treasurer shall be an agent of the Board to act on the Foundation's behalf and only shall perform those duties and have such powers as designated by the Board in accordance with section 10.01 of these Bylaws. The Treasurer's duties shall be to serve as financial officer for the Board and keep accurate,***

*auditable records of donations received and expenditures made from the Fund. The Treasurer shall submit a quarterly report to the Board and the Commissioner of Veterans Services on the Foundation's funding levels and services.*

## **Article V – Meetings and Compensation**

- 5.01 **Meetings:** The Board shall meet at least quarterly, at a time and place determined by the Trustees. Additional meetings may be called by the Chair or at the request of at least four members. Meetings shall be conducted in accordance with public meeting and Virginia Freedom of Information Act (FOIA) guidelines.
- 5.02 **Quorum and Manner of Acting.** A majority of the members of the Board who are serving shall constitute a quorum for the transaction of business. The act of a majority of the members present at any meeting at which a quorum is present shall be the act of the Board. In the absence of a quorum, a majority of the members present may adjourn the meeting until a quorum is attained or convene either a special or emergency meeting of the executive committee or other committees to accomplish the business at hand.
- 5.03 **Compensation:** Members of the Board shall be reimbursed for their actual expenses incurred while attending meetings of the trustees or performing other duties. However, such reimbursement shall not exceed the per diem rate established for members of the General Assembly pursuant to § 30-19.12 of the Code of Virginia.
- 5.04 **Meeting Procedures:**
- 504.1 **Meeting Notification.** Meetings are assemblages, including work sessions, of the committee members. No business shall be conducted unless a quorum of voting members is determined. All meetings, except as noted in 5.04.6 below, shall be open to the public and notice of the date, time, and location of the meeting shall be posted on the Commonwealth Calendar, on the Department of Veterans Services website, and in a prominent public location. The notice shall state whether public comment will be received. The provisions of FOIA, particularly § 2.2-3707 of the Code of Virginia, shall be observed. For meetings involving electronic communications, see § 2.2-3708 of the Code of Virginia.
- 504.2 **Regular Meetings.** Regular meetings of the Foundation and Standing Committees should be held at least four times each year on such dates and in such places as may be set by the Board Chair or Committee Chair. Regular meetings shall be announced to Foundation Board members, Department staff, and the public at least 10 days prior to the day the regular meeting is to be convened to assure maximum participation, the three day FOIA statutory notification not withstanding.
- 504.3 **Special Meetings.** Special meetings may be called by the Board or Committee Chairs, or by any three committee members at such dates, times, and places, with agenda, as may be specified in the call for such meeting in accordance with § 2.2-3707 of the Code of Virginia. For special meetings, seven days' notice shall be given of the date, time, place, and agenda, the three day FOIA statutory notification not withstanding.
- 504.4 **Emergency Meetings.** Emergency meetings are special meetings. They may be called by giving reasonable notice to all members and the public whenever in the judgment of the Board or ....

## Article XII – Miscellaneous

- 12.01 Adoption and Amendment of Bylaws: These bylaws may be adopted and amended by a two-thirds majority vote of all Board members, excluding any vacant positions. Notice regarding matters related to the bylaws shall be given to all members ten days prior to voting.
- 12.02 Effective Date of Bylaws and Amendments: These bylaws and any amendments shall become effective on ~~November 6, 2013~~ *March 25, 2015*. All former bylaws of the Foundation will hereby be repealed on ~~November 6, 2013~~ *March 25, 2015*.
- 12.03 Procedure: Except as otherwise provided by these bylaws, every attempt should be made to conduct meetings of the Board in accordance with the current edition of Robert's Rules of Order Newly Revised.

**ATTACHMENT 11**  
VIRGINIA VETERANS SERVICES FOUNDATION  
VIRGINIA DEPARTMENT OF VETERANS SERVICES  
Veterans Services Fund – Planned Giving  
Policy and Procedures

DRAFT

**J11.0 Notice**

This policy is not legal advice. Potential donors should contact their attorneys to obtain advice relating to planned gifts.

**J11.1 Purpose**

- A. The Virginia Veterans Services Foundation (VSF or Foundation) seeks to offer planned gift opportunities to donors by establishing a Planned Giving Program. To that end, this policy is established to recognize that VSF understands its primary responsibility is to the donors and VSF shall always remain cognizant of the donor's needs and desires. Recognizing this, VSF only will be able to accept distributions that are lump-sum payments because VSF is not organized or staffed to process and track installment payments under certain types of participatory life insurance programs, annuity distributions, or other similar agreements.
- B. Planning and coordination are essential to successful planned giving and to avoid duplication in approaching potential donors in the name of the VSF and the Virginia Department of Veterans Services (DVS). To preserve the credibility of VSF and DVS among their financial supporters and the public, as well as to optimize resources, this policy will govern all private planned giving requests made on behalf of VSF and DVS and/or activities related to these two agencies and groups affiliated therewith.
- C. To implement this policy, a Planned Giving Sub-committee of the VSF Development Committee is formed to supervise the Planned Gift Program and make appropriate recommendations when required. The Subcommittee shall be chaired by the Vice Chair of the Development Committee and contain an odd number of members not to exceed five. Development Committee advisors also may participate and assistance may be sought from the Office of the Attorney General.

**J11.2 References**

This policy is made in accordance with *Code of Virginia* §§ 2.2-2715 et seq. and 64.2-1100 et seq., DVS-VSF Memorandum of Understanding, and VSF Bylaws. Additionally, the Partnership for Philanthropic Planning guidelines for planned giving/gift planning ([www.pppnet.org](http://www.pppnet.org)) shall be followed as they apply to the VSF and its organizational and operational capabilities.

**J11.3 Application**

The Executive Director of VSF or his designee shall be responsible for the application of this policy.

**J11.4 Interpretation**

The Chairman of the Board of Trustees of VSF (the Trustees), with the assistance of the VSF Planned Giving Sub-committee, is responsible for the interpretation of this policy.

## **J11.5 Planned Giving Program**

Broadly defined, a planned gift is one which is planned for during the donor's lifetime but whose principle benefits do not accrue to the VSF until some future date.

## **J11.6 Policy**

- A. VSF shall, in coordination with DVS, oversee and ensure that the establishment of planned giving priorities and oversight of planned giving rests with the VSF Trustees. The Trustees' Development Committee, under the Trustees Bylaws, is responsible for making recommendations regarding fundraising and organizing fundraising programs, which includes planned giving. The Trustees have designated the VSF Executive Director as having oversight of private fundraising activities. The VSF Executive Director shall assist the Development Committee's Planned Giving Sub-committee plan, organize, and conduct programs to implement the Planned Giving Program.
- B. VSF may, in coordination with DVS, accept gifts in the following forms:
  1. Bequests that do not include real estate or personal property such as artwork, jewelry, antiques, clothing, etc;
  2. Whole life insurance policies where the VSF is named as:
    - a. Owner and beneficiary of 100% of the policy or contract and the policy or contract is equal to or greater than \$10,000.00; or
    - b. Partial beneficiary of the policy or contract and the policy or contract is equal to or greater than \$10,000.00.
  3. Retirement plan beneficiary designations where the VSF is named the beneficiary and the distribution is in the form of a lump-sum payment.
  4. *Other forms of gifts may be considered for acceptance on a case-by-case basis.*
- C. VSF reserves the right to refuse any planned gift or enter into any planned gift arrangement that is not in the Foundation's best interest. VSF shall not accept the following:
  1. Current, Deferred, and Commercial Charitable gift annuities;
  2. Pooled Income Fund Gifts and Charitable Remainder Trusts;
  3. Term Life Insurance;
  4. Charitable Funds Managed by Others and Charitable Lend Trusts; and
  5. Retained Life Estates.
- D. Prospective donors are to obtain and be represented by their own legal counsel for review of the gift and the advisability of the gift in light of the donor's overall estate plan. VSF and DVS staff members shall not give legal advice to donors or act as an executor of an estate that has an obligation to the Foundation.
- E. VSF and DVS staff shall only inform, serve, and otherwise assist donors, but never pressure or unduly persuade perspective donors. The staff shall encourage donors to discuss proposed gifts with their advisors.
- F. If a donor or prospective donor requests all information obtained from or about that donor will be kept in confidence. This information is specifically excluded from the records disclosure requirement of the Virginia Freedom of Information Act (*Code of Virginia § 2.2-3705.7.29*). Additionally, no public announcement will be released or published without written permission of the donor.

- G. The VSF Development Committee's Planned Gift Subcommittee shall judge the merits of each planned gift offered and approve the receipt of the gifts that are considered appropriate for VSF acceptance.
- H. Acceptance and distribution of unrestricted gifts to VSF shall be at the discretion of the Board of Trustees as determined by the provisions contained in the *Code of Virginia*. Acceptance and distribution of restricted gifts shall be as designated by the donor. However, if the purpose of the donation has been met or no longer exists, the remaining funds may be used at the discretion of the VSF Board of Trustees to provide other support to veterans and their families.

## **J11.7 Definitions**

The most common forms of estate provisions are bequests, life insurance beneficiary designations and retirement plan beneficiary designations. The following definitions apply:

- A. **Bequests** are a written statement in a donor's will directing that specific assets, or a percentage of the estate, shall be transferred to a charity at the donor's death. Bequests can take many forms and are completely controlled by the donor until his or her death. Types of bequests can include:
  - 1. Specific bequests can be made for a specific dollar amount.
  - 2. Residual bequests provide for the distribution of assets remaining after payment of all debts, expenses, and specific bequests.
  - 3. Contingent bequests provide for distribution of assets if certain conditions or circumstances exist at the time of death.
- B. **Life Insurance** policies are contracts with an insurance company. In exchange for premiums (payments), the insurance company provides a lump-sum payment, known as a death benefit, to beneficiaries in the event of the insured's death. Donors may give an existing policy, either fully paid or partially paid, or a new policy. The proposed gift to a charity is accomplished by naming the charity as a beneficiary of the policy on the beneficiary designation form. Insurance policies that are accepted by VSF may take the following forms:
  - 1. An existing paid-up policy where the Virginia Veterans Services Foundation is named the owner and beneficiary.
  - 2. An existing paid-up policy where VSF is designated as a co-beneficiary to share the proceeds with another beneficiary.
- C. **Retirement Plans.** A retirement plan is a financial arrangement designed to replace employment income upon retirement. These plans may be set up by employers, insurance companies, trade unions, the government, or other institutions. When a participant in a retirement plan passes away, the benefits to which the participant would have been entitled are paid to the participant's designated beneficiary in a form provided by the terms of the plan (i.e., lump-sum or annuity). VSF shall accept only lump-sum payments.

## **J11.8 Planned Giving Responsibilities and Procedures**

- A. **Overview.** VSF shall conduct planned giving in a manner that does not conflict with DVS policies. Donors should be encouraged to leave outright gifts to VSF in their wills or living trust agreements.
- B. **Responsibilities.**
  - 1. **Planned Gift Subcommittee.** The VSF Development Committee's Planned Gift Subcommittee shall supervise the Planned Gift Program and make appropriate recommendations as required. The Subcommittee also shall evaluate proposed gifts, which do not clearly fall within the scope of this policy, but merit consideration and further clarification. Determination of which

proposals warrant review by the Subcommittee shall be made at the discretion of the VSF Executive Director.

2. VSF Executive Director. The Executive Director shall:
  - a. Be responsible for the proper negotiation, administration, and closure of all planned gifts made to VSF. All DVS staff made aware of any planned giving arrangement shall provide such information to the VSF Executive Director. The Executive Director shall keep appropriate DVS staff informed of the status of the Planned Gift Program and specific gifts.
  - b. Maintain a record of information about known bequest donors and the provisions of the bequest.
  - c. Be responsible for recording life insurance information including: the name of the donor, name of the insured, insured's date of birth, date of gift, face value of the policy, type of policy, cash surrender value, timing and amount of premium payments, name and address of the insurance company, and account number of the policy.
  - d. Recommend the procedures to follow and administer once a bequest gift has been realized or matured for the timely distribution of funds for approval by the Planned Gift Subcommittee.
  - e. Recommend the acceptance and distribution of unrestricted gifts to VSF for approval by the Planned Gift Subcommittee. The Subcommittee shall forward such recommendations through the Development Committee for Board of Trustees approval.
  - f. Ensure that acceptance and distribution of restricted gifts shall be as designated by the donor.

### C. Procedures.

#### 1. Background.

- a. Planned giving gifts are realized as the result of the death of the donor (estate gifts). Because of the magnitude of these gifts and the fact that gifts of this nature are revocable, it is important to solicit and steward this type of gift during the donor's lifetime. It is equally important from a fiscal standpoint to follow through to assure timely collection of the proceeds on the death of a donor.
- b. In planned giving, the owner retains complete control over the distribution of the assets during their lifetime. Although a donor may tell VSF that they have included VSF as a beneficiary in their estate planning, it likely will be sometime before VSF actually receives the gift. These gifts do not become irrevocable until the death of the donor. To secure the stream of revenue for the future, VSF should:
  - (1) Solicit gifts of estate provisions through wills and beneficiary designations during the donor's lifetime;
  - (2) Determine the donor's interest regarding the use of the gift when it is received by VSF;
  - (3) Keep VSF and DVS connected to the donor through regular communications and stewardship activities; and
  - (4) Monitor and become involved in the process of estate settlement as necessary so VSF can receive the benefits of the gift in a timely manner.
- c. Life insurance gifts may take many years to realize, and the cost of administration and premium payments can be time-consuming and expensive for VSF. It is imperative that policies are in place to assure that the value of the gift outweighs the possible expense and liability.

#### 2. Procedures. The following procedures apply to the processing of all deferred/planned gifts.

- a. *Bequests*. When making a will, the donor should obtain the assistance of an attorney. If a donor indicates that they intend to name VSF as a beneficiary, VSF requests that the donor notify VSF by completing the Declaration of Intent attached as Appendix A.
  - (1) If a donor notifies the VSF that they have provided for the Foundation in their estate plan, encourage the donor to provide VSF with a copy of the documentation. This may be a copy of the will (or the relevant codicil), the retirement plan designation, or other such documents.

- (2) If the donor is willing, request the donor sign a Declaration of Intent so that VSF can recognize the donor for their total commitment to VSF.
  - (3) The Declaration of Intent shall state the amount the donor intends to contribute.
- b. *Insurance.*
- (1) All policy information will be maintained by the office of the Executive Director.
  - (2) If an individual names VSF both owner and beneficiary of a policy, it is an irrevocable gift. If the donor intends to claim a charitable deduction of \$5,000 or more, he/she will be required to obtain a qualified appraisal to substantiate the value of the property. The donor's deduction will generally be the lesser of cash surrender value or the premiums paid to date on the policy.
  - (3) In order for the gift of insurance to be complete, the donor will need to deliver the original policy and/or a fully executed owner and beneficiary designation form to the office of the VSF Executive Director.
  - (4) Policies where VSF is not named as both owner and beneficiary such as an individual whole life insurance policy where a donor names VSF as beneficiary, but retains all incidents of ownership, are not completed gifts. These gifts will be treated in the same manner as will provisions, retirement plan designations, and other gifts over which the donor retains control during their lifetime.
  - (5) Paid-up Life insurance policy gifts are valued, for VSF accounting purposes, at the policy's replacement cost (the cost to purchase a replacement policy). If the policy is partially paid, the value of the gift for VSF accounting purposes is the policy's cash surrender value. For IRS purposes, the donor's charitable income tax deduction is limited to the cash surrender value or the net premiums paid on the policy – whichever is less.
- c. *Retirement Plans.* In order to accomplish such a donation, the donor should execute a Beneficiary Designation form with their plan administrator to name VSF as a beneficiary of the plan and a Declaration of Intent form (Appendix A) indicating that they intend to make charitable contributions to VSF.
- d. *Valuation of realized bequests and insurance.* They will be received at face value and acknowledged as such to the estate executor or insuring company. Acknowledgements to the deceased's next of kin will be determined by the estate executor.

## **J11.9 Reporting Planned Giving Status and Results**

The Executive Director shall submit a quarterly report to the Foundation Board. The report shall include a complete list of all planned gifts managed by VSF. It also will include a list of all gifts received.

## **J11.10 Adoption and Amendment**

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all Trustees at least ten (10) days prior to the vote being taken. Biennial review of this policy is the VSF Development Committee's responsibility.

## **J11.11 Policy Effective Date**

The effective date of the policy, or any policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy.

**ATTACHMENT 12**  
**VIRGINIA VETERANS SERVICES FOUNDATION**  
**VIRGINIA DEPARTMENT OF VETERANS SERVICES**  
**Subsidiary Fund Balances**  
**Policy and Procedures**

**DRAFT**

**J9.1 Purpose**

The purpose of this policy is to establish operating procedures for subsidiary fund balances in the funds maintained by the Veterans Services Foundation (VSF) for accounts held on its own behalf and on behalf of the Virginia Department of Veterans Services (DVS) and its veterans programs

**J9.2 Application**

The VSF Executive Director, in conjunction with the DVS Director of Finance, and the program administrators/directors are responsible for the application of this policy.

**J9.3 Interpretation**

The DVS Commissioner, in consultation with the VSF Trustees Chairman, is responsible for the interpretation of this policy.

**J9.4 Overview**

- A. VSF in conjunction with and on behalf of DVS programs and services solicits and accepts donations to foster the aims of each program. The use, allocation, and expenditure of donations shall be controlled by §64.2-1100 et seq.
- B. Donations are placed into program subsidiary funds of the Veterans Services Fund. All donations shall be managed in accordance with the provisions of §§ 2.2-2715 et seqq. of the *Code of Virginia*, applicable sections of the Virginia Appropriations Act, and Commonwealth of Virginia regulations.
- C. Donors expect that their contributions will be used as they have specified in a prompt and timely manner by VSF and DVS programs and services. If donations are not so used, then VSF, DVS, and the Commonwealth can be exposed to criticism because they hold the public trust, which cannot be violated.
- D. Additionally, when there are excesses of donated funds, a disconnect is created between requested income and expenses that directly carries over to appropriated funds for DVS and its programs. This disconnect can cause DVS general funding to be lost when general fund budget reductions occur.
- E. There are two possible exceptions to prompt and timely expenditure of subsidiary funds: (1) donations that are held for nonrecurring expenses such as construction, technology, and others that transcend one year's operations; and (2) those funds held for contingency purposes because revenues in any one given year may not be sufficient to fund recurring annual expenses.

**J9.5 Policy**

- A. VSF and DVS shall oversee and ensure that monies collected for VSF subsidiary funds are promptly and properly expended, unless they are held for nonrecurring expenses or contingencies.

- B. VSF and DVS shall ensure that subsidiary funds held for nonrecurring expenses shall not exceed the estimated cost of the nonrecurring expense and funds held for contingency purposes shall not exceed the total of ~~two~~ **three** year's expenditures *unless an exemption has been approved by the VSF Board of Trustees with the concurrence of the DVS Commissioner.*
- C. VSF and DVS shall strive to see that contingency funds that have not been used for over ~~two~~ **three** years shall be transferred to the program sub-fund titled "Other Donations Restricted for use at \_\_\_\_\_ (the name of the program in question; e.g. cemeteries). If balances in the "Other Donations Restricted..." sub-fund continue to grow, then the Foundation may allocate such funds for use by other VSF or DVS programs – providing the funds were donated without a specific purpose designated. For those donations with a purpose designated, the contributions received will be used as specified by the donor. However, if the purpose of the donation has been met or no longer exists, the remaining funds may be used at the discretion of the VSF Board of Trustees to provide other support to Virginia's veterans and their families. All DVS reallocations shall have the concurrence of the DVS Commissioner.

## **J9.6      Subsidiary Fund Procedures**

- A. VSF and DVS activities shall justify their need to retain excess funds by submitting an annual spending plan that details excess fund use.
- B. The spending plans will be due with the annual FY budget submissions.
- C. If a question exists regarding the propriety of a fund overage, it shall be referred to the VSF Executive Director and the DVS Director of Finance for mutual resolution among VSF, DVS, and the program involved.
- D. In addition to the annual spending plan, other reports on expenditures may be requested as required by the DVS Commissioner, the VSF Trustees or others for review. Expenditure reports also shall include under funded or unfunded needs, if any.
- E. Financial records shall be maintained according to the State Comptroller's guidance and shall be audited by the Auditor of Public Accounts.

## **J9.7      Adoption and Amendment**

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the DVS Commissioner. Notice regarding such actions shall be given to the DVS Commissioner and board members at least ten (10) days prior to the vote. Biennial review of this policy is the responsibility of the VSF Executive Committee in conjunction with the DVS Director of Finance.

## **J9.8      Policy Effective Date**

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy. Revisions approved: May 4, 2011, August 7, 2013, November 5, 2014, **March 25, 2015.**

November 3, 2010

## **ATTACHMENT 13**

### **High Asset Charities\***

CharityWatch believes that, “Because charitable dollars are limited and society's needs are not, it is vital that charities do not hoard the funds they raise.” Excessive funds for possible future needs that may or may not occur are usually restricted and are unavailable for other uses to address more urgent needs. “Charities that hoard donations also are ignoring the intentions of donors who contributed in response to a solicitation for a charity's current programs, not programs that might be conducted five, eight, or even ten years in the future.”

Donors often seek out charities that are financially *stable*, meaning that the charity is able to stay out of debt and fund its current programs. “But a charity with three years' worth of assets is not more worthy of a donation than a charity with only one year's worth. This is because a charity that hoards rather than spends the donations it receives is not supporting donors' goals.”

For example a donor wants to contribute \$100 to a charity to help veterans. The donor has been told that there is a great need for donated funds to help veterans. One charity has an annual budget of \$100,000 and \$600,000 worth of resources saved up, and each year raises \$200,000 in contributions while spending only half that amount. This charity is very financially stable, consistently raising more than it spends. But, if the donor contributes to this veterans charity, it will likely be about ten years before the donation is used to help a veteran. When there are so many veterans who need help, and scarce resources to assist all of them, the donor will not be pleased that the donation will not help those veterans now. This situation could adversely affect the reputation of the well-funded charity with the perception that the charity is more interested in its own security versus helping veterans. Conversely, another veterans charity has about one year's worth of assets in reserve, therefore, it likely will use the donation to help a veteran within the next twelve months. This charity would be more attractive and creditable since it is both financially stable and will spend the donation to help meet the immediate needs of a veteran.

When the charity, or program which the charity supports, is a branch of government subject to scrutiny by the Executive (Department of Planning and Budget) and Legislative (Appropriations and Finance) branches, the periodic questions regarding fund usage and having excess funds have to be answered with credible responses.

“CharityWatch believes it is reasonable for a charity to set aside less than three years' worth its annual budget for financial stability and possible future needs. When a charity's available assets in reserve exceed three years' worth of its annual budget, CharityWatch downgrades its final letter grade rating.”

“For example, if a charity annually spends about one million dollars, CharityWatch will not downgrade the charity's rating for high assets as long as it has less than three million dollars of available assets in reserve. CharityWatch reduces the letter grade ratings of charities holding available assets in reserve equal to between 3 and 4 years their annual budgets. CharityWatch downgrades to an F rating any charity holding available assets in reserve equal to 5 years or more of its annual budget.”\*\*

\*Mostly derived from CharityWatch website [www.charitywatch.org](http://www.charitywatch.org).

\*\*See the attached example of CharityWatch grading.

## **ATTACHMENT 14**

### ***Department of Veterans Services Office of the Commissioner***

Paul E. Galanti  
Commissioner

Telephone (804) 786-0286  
Fax: (804) 786-0302  
E-mail: Paul.Galanti@dvs.virginia.gov

July 12, 2013

Mr. Richard A. Schollmann  
Chairman  
Veterans Services Foundation  
707 E. Main Street, Ste 1615  
Richmond, Virginia 23219

Subject: Request for allocation of \$60,000 for the V3 Program

Dear Chairman Schollmann,

The Virginia Department of Veterans Services (DVS), in partnership with other government agencies and the private sector, launched the Virginia Values Veterans (V3) Program last year. The goal of the V3 Program is to create employment opportunities for Virginia veterans by helping Virginia employers sharpen their focus on recruiting, hiring, training, and retaining veterans.

#### **Background**

During its first year, the V3 Program achieved a sterling record of success. In just one year, the V3 Program:

- Trained 346 employers on the basics of recruiting, hiring, training, and retaining veterans;
- Assessed 114 employers to determine their readiness and suitability for employing veterans;
- Certified that 91 of those employers were “Vet Ready” – that they were committed to hiring veterans and that they had the leadership and management structure in place to enable veterans to succeed in their new workplace;
- Secured pledges from the 91 employers to hire 4,010 veterans;
- Assisted the 91 employers in actually hiring 2,463 veterans. The remaining 1,600 veterans are expected to be hired over the next six months.

#### **Funding**

The Appropriations Act for Fiscal Year 2014 provides \$450,000 from the General Fund for the V3 Program and other DVS expenses related to employment. As a result of the expected growth in the V3 Program and the need to create maximum employment opportunities for Virginia veterans, the funding requirements of the V3 Program cannot be met through General Funds alone. It is imperative that other sources of funding be pursued. Additional sources of funding could include, but are not limited to:

1. Donations from corporations and private citizens;
2. Funds paid to TMG by corporations as the result of a contract for the delivery of specific services;
3. Grants from corporations, foundations, government agencies, and other sources.

DVS has contracted with TMG, Inc. to operate the V3 Program. TMG, with the assistance of DVS and the Veterans Services Foundation (VSF) as resources permit, has worked and will continue to work diligently to identify and secure other sources of funding for the V3 Program. These efforts are expected to pay dividends in the months ahead but, at present, only \$14,000 in donated funds is available – an insufficient amount to meet expected requirements over the next six months.

### **Request**

In order to keep the momentum of the V3 Program going, DVS requests that the VSF allocate \$60,000 from the Veterans Services Fund to DVS to support the V3 Program. The funds will be expended by DVS, through a contract with TMG, Inc., to pay the costs associated with at least twelve “Vet Ready Assessments” – evaluations conducted by TMG of Virginia employers to determine their readiness and suitability for employing veterans.

As noted above, efforts are underway to raise donated funds to support the V3 Program. A total fundraising goal of at least \$150,000 has been set for the period July 1 – December 31, 2013. If sufficient donations are received, DVS will be able to replace the funds allocated by the VSF to DVS pursuant to this request. DVS will provide regular updates to the VSF on the expenditure of any funds allocated by the VSF, including the number of assessments conducted and the results achieved.

I hope you will support this important request. If additional information is required, please do not hesitate to contact me or Deputy Commissioner Cathy Wilson.

Thank you for your consideration,

Paul E. Galanti  
Commissioner

## **ATTACHMENT 15**

### **Proposed VSF Goals and Objectives for FY2015 Revised**

#### **DRAFT**

#### **VSF Development Committee Responsibilities:**

**Goal:** Support DVS and VSF executive and legislative direction to realize \$300,000 in FY15 for the Virginia Wounded Warrior Program (VWWP) as a top priority.

**Objective(s):** Maintain an agenda of fundraising events, corporate outreach and individual contribution plans, a capability to respond to ad hoc opportunities, and coordination with DVS/VWWP staff designed to raise at least \$ 75,000 per quarter.

**Goal:** Organize seeking, promoting, and stimulating contributions for the Fund to initiate funding for the unmet needs of DVS programs giving high priority to fundraising for improving the services to veterans in Virginia.

**Objective:** Maintain an agenda of unmet funding needs. Determine what elements of fundraising program will best assist VWWP *including* Homeless Veterans, *V3 and employment*, Care Centers, Cemeteries, and Benefits. ~~Support updating the Virginia Tech report of veterans' unmet needs.~~

**Goal:** Build partnerships with VSOs, corporations, and individuals by creating methods of getting commitments for other potential supporters/donors to contribute and be recognized for their support.

**Objective(s):** Establish targeted sponsored activities to which sponsors can attach their identification (name or logo/brand) to build a core of annual activities that will sustain sponsors who can identify with veterans' sacrifices. In each instance, the activity should be able to be budgeted and that budget becomes the benchmark to attract funds. Establish rewards within the supported programs and for individual and organizational donors to attract additional funds.

**Goal:** Enhance the image of the Foundation through imaging/branding of its fundraising programs as a conduit for addressing unmet veterans' needs among stakeholders and the community at large.

**Objective(s):** Coordinate through DVS communications office on communications efforts. Coordinate with VWWP communications program. Maintain and refine the Foundation web site. Develop additional forms of donor recognition and identify donors. Develop specific recognition programs that give donors a sense of pride and ownership. Be clear on relationships with all stakeholders, including DVS staff.

## ATTACHMENT 16



# COMMONWEALTH of VIRGINIA

## *Department of Veterans Services*

**Statement of Intent:** The Virginia Department of Veterans Services (DVS) intends on rebranding the “Virginia Wounded Warrior Program” as “Virginia Veteran and Family Support”

### **Frequently Asked Questions:**

#### **Why change the program’s name?**

DVS strives to take a **wellness approach** in our services to veterans and families. It has become obvious to those of us conducting the Virginia Wounded Warrior Program (VWWP) that the words, “wounded” and “warrior”, have been over-used and may detract veterans and families from seeking support from VWWP. Military service is characterized by an adherence to a strong, courageous, can-do spirit. Veterans coping with behavioral health concerns may not identify with the “wounded” label unless they are physically injured or disabled. Veterans may also feel that other ‘wounded’ veterans may be in greater need of help. The term “warrior” may either be inaccurate or, worse, not apply to all those eligible for VWWP assistance. Many non-combat veterans do not identify with the “warrior” label and may avoid reaching out for critical support. Non-veterans served by VWWP such as family members do not see themselves as “wounded” or “warriors”. The name change will **avoid brand confusion** between VWWP and the national nonprofit organization called the Wounded Warrior Project. The national project has many objectives that are not the same as VWWP. Virginia takes a focused and comprehensive approach to the behavioral health, rehabilitative, and supportive services needs of its’ veterans, therefore, VWWP stands apart from the national Wounded Warrior Project.

#### **Why was “Virginia Veteran and Family Support” chosen?**

We at DVS see the need to refocus on the core services we provide directly to veterans and their families. VWWP needed a new brand that presents a more effective, powerful, united message. Our program’s **new brand communicates every aspect of what our program represents** to everyone touched by it – consumers, employees, and community partners. A positive, consistent message about who we are and how we serve empowers all members of our team to effectively serve our veteran community. The new brand also helps to ensure those we serve are comfortable seeking and accepting help.

#### **When will the rebranding take place?**

The official date is **October 1, 2015**. On that date we will stop using the VWWP brand. There will be a transition period that will begin on March 1, 2015 where we will start using “Virginia Veteran and Family Support” or “VVFS”. While the words and images will convert, all use of the original VWWP brand Licensed Marks will remain with DVS and all use of those and the new VVFS Licensed Marks shall conform to proper trademark usage.

### **Will program services change?**

No, our **services will remain the same**. Virginia Veteran and Family Support or VVFS will carry-on serving Virginia veterans coping with the impact of military service, deployments, Traumatic Brain Injuries, and stress- or trauma-related conditions such as Post-Traumatic Stress Disorder from military service. We will do this through peer and family support, and comprehensive care coordination services. VVFS will continue serving as a healthcare safety net with an integrated medical and behavioral healthcare focus for all Virginia veterans, including National Guard and Reserve Component service members, and their families. VVFS will also continue to provide dedicated outreach and care coordination to Virginia's most vulnerable veterans including those exiting jail or prison and veterans experiencing a housing crisis or homelessness.

### **How will the new VVFS Logo look?**

The new logo (depicted below) utilizes the new name Virginia Veteran and Family Support with graphic and textual elements that tie VVFS back to the main DVS umbrella brand. We want our veteran community to have a clear understanding that the Virginia Veteran and Family Support service line is one of six core service lines offered by the Virginia Department of Veterans Services. Additional service lines include: (1) benefits; (2) cemeteries; (3) care centers; (4) education, training and employment; and (5) the Virginia War Memorial. DVS wants all Virginia veterans and their families to be aware of this collective group of resources offered by the Commonwealth.



### **How can I help with the rebrand?**

Virginia Veteran and Family Support (VVFS) will need **brand ambassadors**. DVS needs your help to spread the word about the name change. With all of our consumers, partners, and donors alerting their personal and community networks, there will be minimal degradation in services. If you would like updated marketing materials (brochures, flyers, business cards etc.) for VVFS, please contact our central office at 804-371-4675 or 877-285-1299 and we will send materials to you.

### **How do I donate to Virginia Veteran and Family Support (VVFS)?**

As VWWP did before, **VVFS will rely on donations to enhance core services** to veterans and families. You can make checks payable to the Virginia Veterans Services Foundation (VVSF) on behalf of Virginia Veteran and Family Support and send to 900 East Main Street 6<sup>th</sup> Floor West Wing Richmond, VA 23219 or donate online at <http://vvsf.org> or <http://dvs.virginia.gov> and click on the Donate button. As with VWWP, VVFS donations will remain in Virginia and 100% of the charitable contributions will go in direct support of Virginia veterans and their families. Donations help VVFS pay for behavioral health treatment and emergency financial assistance to veterans and families, emergency and permanent housing for homeless veterans, and resilience

skills building weekend retreats for veteran couples and families. The Virginia Veterans Services Foundation will accept donations made out to either VVFS or VWWP before and after October 1, 2015.

**Who can I contact for more information?**

Brandi Jancaitis, Executive Director, Virginia Veteran and Family Support  
[Brandi.jancaitis@dvs.virginia.gov](mailto:Brandi.jancaitis@dvs.virginia.gov), 804-371-4675.

*About Department of Veterans Services (DVS): ([www.dvs.virginia.gov](http://www.dvs.virginia.gov)): The Virginia Department of Veterans Services operates 23 benefit services offices that assist veterans and their family members in filing claims for federal veterans' benefits. DVS operates two long-term care facilities offering nursing, assisted living, and domiciliary care for veterans and three veterans' memorial cemeteries. DVS also provides veterans with direct linkages to needed services including behavioral healthcare, housing, education and training assistance, transition and employment support, and other public and private assistance programs.*

*The name Virginia Department of Veterans Services, its' initials "DVS" and its' logo are the exclusive property of the Department as are those of its subordinate programs, such as the Virginia Wounded Warrior Program, its' initials "VWWP", and the VWWP Logo. This applies as well to Virginia Veteran and Family Support, its' logo, and all other DVS programs and activities. They are Licensed Marks which shall not be altered. All use of the Licensed Marks shall conform to proper copy-write and trademark usage. Use of each of the Virginia Department of Veterans Services' brands requires prior written permission from the Department.*

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