

**Veterans Services Foundation Board of Trustees
American Legion Building
1708 Commonwealth Avenue, Richmond**

**Meeting Minutes
August 5, 2015**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, August 5, 2015 at the American Legion Building, 1708 Commonwealth Avenue, Richmond.

Trustees Present

- Brad Antle
- Jim Boyd
- Jim Cuthbertson (*ex officio*, voting, representing the Joint Leadership Council of Veterans Service Organizations (JLC))
- Frank Driscoll
- Don Kaiserman (*ex officio*, voting, Board of Veterans Services (BVS) Chair)
- Jack Kavanaugh
- Bill Lechler
- James Boyd
- John Lesinski
- Kathleen Levingston
- Meade Spotts
- Pat Webb
- Randy West
- Frank Wickersham
- Matice Wright

Trustees Absent

- Frank Finelli
- Tom Gordy
- Al Pianalto
- Rich Schollmann

VSF Staff Present

- Tammy Davidson (Ex officio, non-voting, VSF Treasurer)
- Jack Hilgers (Ex officio, non-voting, VSF Executive Director)

Commonwealth of Virginia Officials Present

- Glendalynn Glover, DVS
- Brandi Jancaitis, DVS
- Judy Reid, DVS
- Andrew Schwartz, DVS
- Annie Walker, DVS
- Donna Williams, DVS

Vistors Present

- Drew Dickinson, representing the Joint Legislative Audit and Review Commission (JLARC)
- Liana Major, JLARC

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 15-16 Events (*Attachment 7*)
- Veterans Services Fund Quarterly Report (*Attachment 8*)
- FY16 Legislation (*Attachment 9*)
- DVS-VSF Joint Policy update (*Attachment 10*)
- VSF FY 16 Goals and Objectives (*Attachment 11*)
- VSF Website Update (*Attachment 12*)
- VSF FY16 Milestone Plan Update (*Attachment 13*)

Materials Available But Not Included

- VSF Committee and Board Meeting Minutes for May 6, 2015

Materials Distributed Separately

- VWWP Update Presentation
- V3 Program Update Presentation
- DVS Benefits Program Presentation

Opening and Pledge of Allegiance

Chair Brad Antle welcomed everyone and called the meeting to order at 11:02 a.m. He led the group in reciting the pledge of allegiance.

Roll Call of Trustees and Quorum Determination

With 15 of 19 trustees present, a quorum was determined. Mr. Jack Hilgers introduced and welcomed the representative from the JLC, Mr. Jim Cuthbertson, and noted that Ms. Tammy Davidson would be representing DVS Commissioner Newby bringing the number of voting members to 16. He also introduced two visitors from the Joint Legislative Audit and Review Commission (JLARC), Mr. Drew Dickinson and Ms. Liana Major, that were attending this meeting. They are engaged in a study of DVS requested by the legislature during the session this year. VSF also is involved in the study, which should be completed by the end of this year.

Approval of Agenda

The agenda was previously forwarded to the Foundation members electronically and was in the materials distributed. Mr. Hilgers said that there was an addition to the agenda that addresses the VSF Website and the need for it to be updated. This item will be discussed in the unfinished business section of the meeting and a vote will be needed to move forward on this project. Chair Brad Antle asked for a motion to approve the agenda as presented. The amended agenda is at *Attachment 1*.

Mr. John Lesinski **moved** to approve the agenda as presented and Mr. Randy West **seconded** the motion. There was no discussion and the motion **passed unanimously**.

Review and Approval of May 6, 2015 Meeting Minutes

Chair Antle stated that the May 6, 2015 meeting minutes were previously forwarded to the Foundation members electronically. Hard copies are available if anyone desired to see them. Chair Antle asked for a motion to approve the May 6, 2015 Board meeting minutes as read.

Mr. Bill Lechler **moved** to approve the minutes and Mr. Frank Driscoll **seconded** the motion. There was no discussion and the motion **passed unanimously**.

Administrative Remarks

Mr. Hilgers noted that the grand opening of the Sitter and Barfoot Veterans Care Center extension was commemorated by challenge coins for attendees. For the Trustees that could not attend, there was a coin for each. The coins were made possible through a generous grant from the Military Order of the Purple Heart, of which Mr. Jim Cuthbertson is the JLC representative for the Order. Also at each Trustees' place was a Virginia Wounded Warrior Program (VWWP) polo shirt which were provided by the VWWP Director, Brandi Jancaitis.

PRESENTATIONS

VWWP Update

Ms. Brandi Jancaitis provided an oral and a visual update on VWWP, which soon will be renamed Virginia Veteran and Family Support. She furnished statistics that shows how VWWP has grown and continues to grow having served 2,551 veterans and family members and delivered 7,774 total services in FY15. She also spoke about the couples retreat at the Roanoke Hotel on August 17-19, 2015 and the positive feedback VWWP received from the attendees.

Mr. Cuthbertson asked how the couples were chosen to attend the retreat. Ms. Jancaitis said that attendees were current consumers of VWWP services and/or referrals from community partners.

Mr. Driscoll asked about the possibility of VWWP being located on community colleges campuses. Ms. Jancaitis said that they are working on co-locating with Benefits offices where possible and on campus where possible. Current plans are for co-location with Benefits include the Fairfax, Petersburg, and Wytheville offices.

Ms. Jancaitis said that Operation Family Caregiver (<http://www.prorationfamilycaregiver.org>), a comprehensive military and veteran caregiver coaching program will come to Virginia for the first time through VWWP and the Riverside Center for Excellence in Ageing and Lifelong Health. The three year grant begins on September 1, 2015.

Mr. Lesinski asked if VWWP had a grant writer. Ms. Jancaitis answered that they do not have a dedicated grant writer, but that the VWWP team participates and she finalizes the requests before providing them to VSF for submission.

As of June, VWWP has reached 100% of the total services target (7,774 total services delivered) for FY15. However, it is the personal stories of the veterans and not numbers that really tell the impact VWWP is making in the Community. Ms. Jancaitis mentioned that VWWP is working closely with V3 and the DVS Transition

Program to be able to service the veterans utilizing a team approach. Ms Jancaitis stated that the Trustees will be receiving an electronic copy of her presentation.

Chair Antle thanked Ms. Jancaitis for the report.

V3 Update

Mr. Andrew Schwartz, V3 Program Manager, provided an audio-visual update of his program. He started with the eleven companies trained using \$55,000 from VSF funds. He then provided an update on the V3 Program's history, present success, and future plans. Mr. Schwartz stated that this program is growing quickly and that the additional three staff personnel were very much needed to support its growth. He introduced Mr. Fernandez or "Dez" Scott as one of the new employees.

Mr. West asked how Southern States has been such an asset to V3. Mr. Schwartz said that was because of a very large interest in the military culture and the discipline it brings with it, as well as a growing interest in Agriculture related occupations among the veterans population.

Mr. Don Kaiserman wanted to know how many state agencies are currently onboard. To date 24 state agencies have joined and 89 are in negotiations.

Ms. Matice Wright asked a question regarding the training and certification of health care providers program and how many companies are actually committing to participating in the program. There are 14 companies that have joined the V3 Program. Working with major health care providers has opened doors for a healthcare-specific training day, which is in the works now.

Mr. Cuthbertson said that he was particularly interested in translating military training into college credits because he was on the Virginia Community College Board and that perhaps V3 should be coordinating more with the Community College system. Mr. Schwartz said that they were working with the Community Colleges.

Mr. Schwartz provided statistics to show the growth in his program and its cost effectiveness as had been requested by Trustees at the May 2015 meeting. 11,082 vets have been hired since June of 2012 and 1,494 vets were hired in this past quarter. Mr. Schwartz stated that the Trustees would be receiving a copy of his presentation as well.

Chair Antle thanked Mr. Schwartz for the update.

DVS Benefits Program

Ms. Donna Williams, Eastern Region Benefits Program Manager, provided an oral and visual briefing on the DVS Benefits Program. She explained how the Benefits Program has grown and how most of the offices have undergone a face lift. She explained how the benefits staff had received more training and the implementation of a Benefits Quality Assurance Section to catch any errors before the claims are actually submitted. She also explained the future plans for the Benefits Program and how implementing these changes will help in getting the claims to the U.S. Department of Veterans Affairs (VA) in a more-timely manner with fewer mistakes.

Mr. Jack Kavanaugh asked about the location of the offices in Norfolk. Mr. Hilgers said that they are located on Center Drive in what was formerly called the Kroger Center. Specifically they are located at 6350 Center Drive, Building 5, Suite 100. The phone number is 757-455-0814.

Mr. Driscoll asked about the time frame for the claims to actually move forward and also asked about their outreach efforts to inform the veterans. Additionally, perhaps Benefits should investigate participating in VWWP fundraising events as part of outreach. Ms. Williams said that their goal was to have a claim submitted

from the Benefits Office to the Benefits Center of Excellence to be screened for errors then forwarded to the U.S. Department of Veterans Affairs (VA) in 10. They are on their way to meeting that goal. Currently it takes about 10 to 15 days. Donations would be a great help in providing Benefits outreach to let veterans know that Virginia is working for them and reducing the skepticism that the VA has created. She will check into VWWP events.

Chair Antle asked about staffing, retention, and the cost of semi-annual training events.

Ms. Williams responded regarding staffing. The Benefits Program is currently improving the staffing shortfalls by adding offices and Veteran Service Representatives in Petersburg, Chesapeake, and Fredericksburg. They are looking at increasing personnel and adding offices in such area as Hampton, Loudon, and Manassas.

On retention, Benefits continues to have retention concerns, but are moving in the right direction. They lost 32 of 36 Veteran Service Representatives since 2008. About 60% stated the reason for leaving was pay and the lack of training on the job. Benefits is in the process of correcting these problems by having some salary increases with funds provided by the Governor as well as establishing a "Career Development Plan" to continually give salary increase consideration as it relates to the complexity of the position. This is an ongoing process to correct salaries which will increase retention rates.

Ms. Williams said that the cost of annual training was about \$65,000. This includes meals, travel per diem, rental cars, hotels, and training/instructional material for Benefits team members.

Ms. Williams stated that the Trustees will be receiving a copy of her presentation.

Chair Antle thanked Ms. Williams for the presentation.

Chair Antle called for a lunch break at 12:10 p.m. Mr. Spotts and Ms. Wright had to depart brining the voting Board members to 14 and maintaining a quorum. Chair Antle called the meeting back to order at 12:40 p.m.

REPORTS

Chair Antle called for reports.

Board of Veterans Services (BVS) Report

Mr. Don Kaiserman briefly reviewed the BVS Report (*Attachment 2*). The BVS meeting was held on May 12, 2015 and VSF Trustees are invited to attend. He stated that BVS committees have been active with the Benefits Committee meeting on April 20, 2015, the Cemeteries Committee meeting on April 21, 2015, and the Care Center committees on April 27, 2015. Also, the Care Centers Committee had their meeting at Sitter & Barfoot Veterans Care Center.

Mr. Kaiserman spoke about trying to get more land near the Amelia cemetery for expansion and Amelia will run out of space in 90 years. The Suffolk cemetery should run out of space in 40 years, but there is room for expansion there.

Mr. Kaiserman stated that Admiral Harvey has been instrumental in supporting the JLC in getting the initiatives to the Governor and the General Assembly. He has made himself available for meeting monthly to stay abreast of issues facing veterans today and to work on the current initiatives that are being sent forward to the General Assembly. Admiral Harvey has been a great supporter of the JLC and he is doing a spectacular job.

It is partially because of him that the JLC is successful in the initiatives reaching the Governor and the General Assembly for consideration.

Chair Antle thanked Mr. Kaiserman for the report and his service on the BVS Board.

Joint Leadership Council (JLC) of Veterans Service Organizations Report

Mr. Jim Cuthbertson gave the JLC report in the absence of the Committee Chair Harold Barton. (*Attachment 3*). The JLC has had two meetings since the last meeting of the Foundation, The meetings were held on May 20 and July 15, 2015.

The JLC adopted eight initiatives for consideration by the Governor and the General Assembly which are included in the attached report and are posted on the JLC website. He also reported that the Veteran Homeless Boot Camp was held on July 31, 2015 with great success.

Elections were held at the July 15, 2015 meeting. Mr. Harold Barton was elected as Chair and Ms. Marie Juliano as the Vice Chairman. All other officers will be appointed at the October 21, 2015 meeting, which is the next meeting of the JLC.

Chair Antle thanked Mr. Cuthbertson for the brief report and his service on the JLC.

Department of Veterans Services Report

Ms. Tammy Davidson, DVS Director of Finance, gave the DVS report (*Attachment 4*) for Commissioner John Newby who could not attend the meeting and appointed her as his representative. Ms. Davison stated that she found a change that needed to be made in the report. Under the benefit section line four states that one service administrator was hired when it was two. (The report has been corrected.) Ms. Davison stated that she will not be reviewing the areas that were already covered under the previously given presentations. She also stated that some of the numbers might be off a little bit because of the time frame when the Commissioners report was prepared and the Benefits presentation finalized. The presentation was more current.

Ms. Davidson said that the Department of Veterans Affairs (VA) is working on a grant for phase two of the Suffolk Cemetery's expansion. There is plenty of in-ground burial space, but space in the columbarium will run out in about two years. The grant will expand the columbarium and allow funds for some additional grounds improvements. We hope to hear sometime in the fall whether the grant will be approved.

She asked if there were any questions. None were asked.

The Chair thanked Ms. Davidson for the report.

Foundation Executive Director

Mr. Hilgers stated that the Secretary of the Commonwealth has finished the appointments to the BVS, but has not started working on the appointments or reappointments to the Foundation. They expect that may happen toward the end of this month. As the Code of Virginia states, members are obligated to continue to serve until their replacements have been appointed or they are reappointed.

Mr. Hilgers addressed the VSF income (*Attachment 5*) and stated that while the number of donors has remained flat, at about 975 per year for the last two years, the total revenue is up about 32%, mainly thanks to the Altria \$100,000 grant, and that funding for the Wounded Warrior Program was up by 18%.

Mr. Hilgers then covered VSF expenses (*Attachment 6*) that were about half of the previous year and a low by a few dollars for the past seven years. Again, travel was the primary expense followed by advertising which was

contained in "Virginia's Directory of Candidates for Public Office" published late last month. A copy was provided to each Trustee. It is anticipated that expenses will return to their FY04 level due to a proposed website update and related travel.

The next agenda item was VSF fundraising events for VWWP in FY15 and those projected for FY16 (*Attachment 7*). Mr. Hilgers noted that for FY15 the proceeds of the MOAA Clay Shoot and the FY16 MOAA Golf Tournament would be presented at the George C. Marshall Chapter December meeting as they have in the past. Additionally, a check for about \$13,000 is on its way from Ron Minton from the proceeds of his golf tournament. FY16 events are taking shape and of note are the two year-long initiatives of Womack Publications who are donating a portion of newspaper sales to VWWP and Reyes Insurance that is donating the cost of veterans' appraisal estimates to VWWP.

Mr. Lesinski asked about the lack of fund raising events in northern Virginia where there is a lot of income. Mr. Hilgers said that question had come up before and that there used to be several events in northern Virginia, but they had died out over the past three years as donors focused on other programs that were closer to their locations. Mr. Lesinski said that he thought northern Virginia should be a lucrative area for events.

A general, lengthy discussion followed and the Trustees agreed, but said that each area has its own particular problems and may wish to focus on them first. Mr. Webb spoke about the veterans not knowing about the state benefits and about the restricted nature of donations, which should be alleviated with the VWWP name change and expansion of services.

Chair Antle observed that the discussion could go on all day, but they have to move on with the agenda.

Board Chair

Chair Antle stated that he had nothing of interest to report and asked Ms. Tammy Davidson to make the financial report.

Veterans Services Fund FY15 Quarterly Report

Ms. Davidson said that a copy of the report was included in the Trustees packages and proceeded to cover the: Statement of Assets; Statement of Income, Expenses, and Changes in Fund Balances; and the Schedule of Receipts, Expenditures and Budget by Activity. See *Attachment 8*. VSF has increased its total assets by about \$595,000, but there only has been about \$313,000 in expenses with VWWP experiencing the greatest decrease in expenses due to some program changes. It is anticipated VWWP expenses will increase next year. Additionally, the Virginia Veterans Care Center will be spending about \$60,000 in FY16 that are carry-overs from FY15 and this should serve to reduce their excess funds.

Ms. Davidson asked for questions. None were posed and Chair Antle asked Mr. Webb if he had a report.

Development Committee Acting Chair

Mr. Webb said that as Committee Vice Chair, he was the Committee Acting Chair since Mr. Antle was elected to Board Chair. Mr. Webb asked if any Committee members had any issues they wished to raise. None were posed. Mr. Webb said that Mr. Frank Wickersham would be leaving the Board as he has completed eight years during his two terms. Mr. Webb proposed that Mr. Wickersham be nominated to serve as a Development Committee Advisor as permitted under the Board Bylaws and join Ms. Juanita Farrow and Mr. Pete Trainer in that role. Mr. Webb said a vote on the matter would be taken under New Business, FY16 Committee Appointments.

Finance Committee Chair

Chair Antle asked Committee Chair Kavanaugh if he had any report. Mr. Kavanaugh said that unless any Committee member had an issue, he had no report. No member brought issues forward.

UNFINISHED BUSINESS

FY16 Committee Appointments

Chair Antle said that he proposes Mr. Pat Webb for Development Committee Chair and Mr. Frank Finelli as Vice Chair. For the Finance Committee, he recommends that Mr. Kavanaugh continue as Chair and Mr. Driscoll continue as Vice Chair. Chair Antle said that other nominations would be taken from the floor under New Business and asked Mr. Hilgers to cover proposed legislation for FY16.

FY16 Proposed Legislation

Mr. Hilgers stated that at the last Board meeting the composition of the Foundation was discussed and it was recognized that VSF was composed of more than the Board of Trustees and included staff, donors, volunteers, and other interested parties. The Board passed the Bylaws changes and it was noted that similar changes to the Code of Virginia would be needed. The proposed changes are at Attachment 9. To that effect, Code changes will be proposed to state the composition of the Foundation and refer to Board members as "Trustees." Also reflected is the type of board "supervisory" as required by section 2.2-600 of the Code of Virginia. Mr. Hilgers recommended that the Board approve the proposed legislation under New Business. He asked if there were any questions. None were asked.

VSF-DVS Joint Policy #3 Revision

Mr. Hilgers said that the revisions are on pages 1 and 2 of the Policy (Attachment 10). The changes on page 1 are primarily grammatical to reduce redundancy. The two additions to the Policy on page 2 are designed to protect DVS employees and VSF Trustees from liability when handing cash and reiterate that DVS employees cannot receive money for services they give to others as state employees. Mr. Hilgers asked if there were any questions.

Chair Antle said there were none and asked Mr. Hilgers to proceed with FY16 Goals and Objectives.

FY16 VSF Goals and Objectives

Chair Antle asked Mr. Hilgers if there were any changes to the Goals and Objectives from FY15. Mr. Hilgers responded that there were not any. He said that he had discussed them in detail with Commissioner Newby, particularly in view of the new budget allocation lines that were added by the General Assembly this year; which were V3 and Benefits. The commissioner indicated that he had no changes at this time and that VSF should continue to pursue last year's Goals and Objectives as reflected in Attachment 11. Mr. Hilgers asked if there were any questions. None were heard.

VSF Website Considerations/Discussion

Mr. Hilgers said that the next item in the meeting package was the status of the changes to be considered for the VSF website (Attachment 12). He said that several items had been done and some were still in the works. A few needed more clarification. However, work on the website has been complicated by a hacker getting into the site and running scripts on credit card numbers. Fortunately on this occasion, they all were expired numbers. This is the sixth time in as many years that the site has been compromised.

In 2011 the site was compromised two times and then the card numbers were valid and funds were received before they could be stopped. They had to be refunded to the card holders, a very time consuming process. A

similar thing happened in November and December of 2013 on three occasions. We thought the site had been secured in 2014 by using a captcha. However, as the latest case has shown, that was not the case. Accordingly, we had to shut down the on-line donation page last week. This has caused some consternation among donors, particularly those sponsoring VWWP fundraising events who relied on on-line donations being available. The most notable on was Mary Spear who will be running 55 miles in one day to raise funds for VWWP on October 5, 2015.

Considering the forgoing and the fact that the site is six years old and many of the links are dated and have changed, the consensus of opinion was that we should find another site vendor and update/refurbish the site. This will facilitate many of the changes Mr. Webb identified at the last meeting. The problem is cost. When the original site was built, it cost the Foundation over \$4,000, which mostly came from donations for that purpose. Today, it will cost over \$10,000 to get it done right. To mitigate the cost, we plan on approaching V3 and VWWP because the site is part of outreach, and VSF has brought in thousands of dollars for them. Mr. Hilgers called for questions or comments.

Mr. Cuthbertson asked if the requirement has to be put out for bid. Mr. Hilgers said that it does not because it is under \$50,000 and we would be seeking a Small, Woman, and Minority (SWaM) vendor.

Mr. Lesinski asked about DVS participation/ownership and whether Tina Parlett-Calhoun would be involved. Mr. Hilgers responded that the site would be owned by VSF as registered authority and not DVS. Ms. Parlett-Calhoun would be the VSF back-up in her role as the VSF Communications advisor. Mr. Hilgers would work in partnership with her and the DVS IT Director, Mr. Lee Tinsley.

Mr. Hilgers asked for other questions or thoughts. Hearing none, he proposed that the Board grant the Foundation Executive Director authority to expend up to \$10,000 for VSF Website development and implementation at this Board meeting in order that another meeting of the Board or Executive Committee would not be required before November. This would be subject to Board approval under New Business.

Other Unfinished Business

Chair Antle asked if there was any other Unfinished Business. None was presented, but Mr. Hilgers noted that there would be an agenda item under New Business to approve FY16 Board meeting dates and locations. He said that the only change was to add the locations for the March and May 2016 meetings, which would be at the Virginia War Memorial. Chair Antle added that Mr. Hilgers also had included the JLC Conference at the General Assembly on 14 January 2016, to which all Board members are invited. Chair Antle said that he attended last year and found it highly beneficial.

NEW BUSINESS

Chair Antle said that due to the nature of several items under New Business, he would have the Board consider some separately. He said, without objection, he would call for a motion to approve the final Quarter FY15 Financial Report and the Revision to Policy #3 as a block. No objections were heard.

Approval of VSF FY15 Fund Third Quarter Report

Approval of VSF-DVS Joint Policy #3 Revisions

Mr. Driscoll so **moved** and Mr. Kaiserman **seconded** the motion. There was no discussion and the motion **passed**.

Approval of VSF FY16 Committee Appointments

Chair Antle said that Mr. Webb had been nominated to be Development Committee Chair and Mr. Finelli Vice Chair and that Mr. Kavanaugh had been nominated to continue as Finance Committee Chair and Mr. Driscoll as Vice Chair. Chair Antle opened to floor to additional nominations.

Mr. Webb **moved** to close the nominations and elect the nominations by acclamation. Mr. Kaiserman **seconded** the motion. There was no discussion and the motion **passed by acclamation**.

Chair Antle said that Mr. Wickersham had been nominated to be a Development Committee Advisor. He asked for a motion to approve the nomination.

Mr. Webb so **moved** and Mr. Lesinski **seconded** the motion. There was no discussion and the motion **passed**.

Approval of FY16 Proposed Legislation

Chair Antle said that approval of the proposed FY16 Legislation was next on the agenda and called for a motion to approve the proposed legislation and support it in the 2016 session of the General Assembly

Mr. Driscoll so **moved** and Mr. Lesinski **seconded** the motion. The motion **passed without discussion**.

Approval of VSF FY16 Goals and Objectives

Approval of VSF TF16 Meeting Dates and Locations

Chair Antle, without objection, called for a motion to approve the FY16 Goals and Objectives and meeting dates and locations.

Mr. Driscoll so **moved** and Mr. Lechler **seconded** the motion. The motion **passed without discussion**.

Approval of VSF Website Restructuring

Chair Antle asked for a motion to approve the expenditure of up to \$10,000 by the VSF Executive Director for VSF Website restructuring.

Mr. West so **moved** and Mr. Lechler **seconded** the motion. The motion **passed without discussion**.

Other New Business

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

Chair Antle noted that this probably was Mr. Wickersham's last meeting as a Trustee. He asked Mr. Wickersham to come forward and receive a plaque commemorating his service. The plaque was inscribed to Mr. Frank Wickersham, III for distinguished service from 2007 to 2015 and Board Chairman 2007-2009.

Public Comment Period

Chair Antle asked if there was any public comment. None was presented. Mr. Hilgers noted that Ms. Wickersham was present. Chair Antle invited her to say a few words, which she politely declined.

Adjournment

Chair Antle said that without objection, the meeting was adjourned. The meeting ended at 1:50 p.m. The next meeting will be on November 4, 2015 at the American Legion Building.

ATTACHMENT 1

**Veterans Services Foundation Board of Trustees
American Legion Department of Virginia Building
1708 Commonwealth Avenue, Richmond, VA
August 5, 2015
11:00 a.m. – 2:00 p.m.**

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Visitors, Approval of Agenda – *Board Chair* (5 minutes)
- II. Review and Approval of May 6, 2015 Board Meeting Minutes– *Board Chair* (5 minutes)
- III. Presentations
 - a. VWWP Update – *Brandi Jancaitis* (10 minutes)
 - b. V3 Update – *Andy Schwartz* (10 minutes)
 - c. DVS Benefits Program – *Tom Herthel* (20 Minutes)
- IV. Working Lunch (Approximately 12:00 p.m.)
- V. Reports:
 - a. Board of Veterans Services – *Don Kaiserman* (5 minutes)
 - b. JLC – *Bart Barton* (5 minutes)
 - c. Department of Veterans Services – *John Newby* (5 minutes)
 - d. Foundation Executive Director (VSF Income, Expenses, Events) – *Jack Hilgers* (5 minutes)
 - e. Review of FY15 Final Quarter Financial Report – *Tammy Davidson* (5 minutes)
 - f. Board Chair – *Brad Antle* (5 minutes)
 - g. Development Committee – *Pat Webb* (5minutes)
 - h. Finance Committee – *Jack Kavanaugh* (5 minutes)
- V. Unfinished Business:
 - a. FY16 Committee Appointments – *Board Chair* (4 minutes)
 - b. FY16 Legislation – *Jack Hilgers* (5 minutes)
 - c. VSF-DVS Joint Policy #3 Revision – *Jack Hilgers* (5 minutes)
 - d. FY16 Goals and Objectives – *Jack Hilgers* (5 minutes)
 - e. VSF Website Considerations/Discussion – *Jack Hilgers* (5 minutes)
 - f. Other Unfinished Business – *Board Chair* (1 minute)
- VI. New Business:
 - a. Approval of FY15 Final Quarter Financial Report – *Board Chair* (2 minutes)
 - b. Approval of VSF-DVS Joint Policy #3 Revision – *Board Chair* (2 minutes)
 - c. Approval of FY16 Committee Appointments – *Board Chair* (2 minutes)
 - d. Approval of FY16 Legislation – *Board Chair* (2 Minutes)
 - e. Approval of FY16 Goals and Objectives – *Board Chair* (2 minutes)
 - f. Approval of FY16 Meeting Dates and Locations – *Board Chair* (2 minutes)
 - g. Approval of Website Restructuring, if required. – *Board Chair* (2 minutes)
 - h. Other New Business – *Board Chair* (2 minutes)
- VII. Public Comment Period. (5 minutes)
- VIII. Adjournment (Next Board Meeting: 4 November, American Legion Bldg)

ATTACHMENT 2

REPORT TO THE VETERANS SERVICES FOUNDATION

August 5, 2015

The Board of Veterans Services (BVS) met on May 12, 2015. The Board's three standing met on April 20 (Benefits Committee), April 21 (Cemeteries Committee), and April 27 (Care Centers Committee).

The BVS is made up of fourteen citizen members, five legislators, and three *ex officio* members. All are important to the Board's success. Citizen members drive the work of the committees, which advance issues to the entire Board, while the legislative and *ex officio* members work hard to ensure those ideas gain the support of the Governor and General Assembly.

The legislative members of the Board of Veterans Services worked diligently to ensure the passage of important veteran- and military-related legislation and budget items during the 2015 session, working in close partnership with the Department of Veterans Services (DVS), Secretary of Veterans and Defense Affairs John Harvey, and Governor Terry McAuliffe.

Delegate Rich Anderson and Senator Bryce Reeves co-chaired the General Assembly Military and Veterans Caucus. Senator Toddy Puller's SB675 and SB676 created a new funding pathway for the planned veterans care centers in Hampton Roads and Northern Virginia. These bills, and the companion House bills, had the unanimous support of the General Assembly. Delegate Chris Stolle's HB1641 requires state agencies, to the maximum extent possible, to become certified under the DVS Virginia Values Veterans (V3) Program. Senator Reeves' SB1354 directs the creation of a military-related student identifier, while Delegate Anderson's budget amendments added funding for veterans education programs at George Mason University. Finally, Delegate Mamyé BaCote's HB2018 adds three citizen members to the Board of Veterans Services (increasing from 11 to 14). Appointments are expected to be made in the near future.

Respectfully submitted,

Donald Kaiserman
Chairman

ATTACHMENT 3

Joint Leadership Council of Veterans Service Organizations

Report to the Veterans Services Foundation

August 5, 2015

The Joint Leadership Council of Veterans Service Organizations (the JLC) has met twice since the last meeting of the Foundation – on May 20 and July 15.

The terms of 21 of the 23 Veterans Service Organization (VSO) representatives expired on June 30, 2015. Appointments and reappointments were announced on June 19, with most new members being sworn in at the July 15 meeting.

At the July 15 meeting, the JLC adopted eight initiatives for consideration by the Governor and General Assembly for the 2016 General Assembly session. A summary of those initiatives is attached. Position papers for each initiative are posted on the JLC page of the Department of Veterans Services (DVS) website.

Elections were held at the July 15 meeting, with Harold Barton being elected Chair and Marie Juliano the Vice Chair. The new Chairman will appoint or name other JLC officers before the October 21 meeting.

The JLC looks forward to continuing our partnership with the VSF in support of Virginia's veterans in 2015. Our next meeting is Wednesday, October 21.

Respectfully submitted,

Harold H. Barton, Jr.
Chairman

**Joint Leadership Council of Veterans Service Organizations
Summary of 2016 Initiatives**

<i>Initiative</i>	<i>Recommendation</i>
JLC 2016-01 <i>Veterans Care Centers</i>	That the Governor and General Assembly continue state support for the Hampton Roads and Northern Virginia veterans care center construction projects by appropriating additional state funding to complete the construction of both centers.
JLC 2016-02 <i>DVS Benefits Services</i>	That the Governor and General Assembly support funds to provide continued improvement to training, services, compensation, facilities, and equipment for DVS Benefits Services' staff in the FY17/18budget.
JLC 2016-03 <i>Virginia Veteran and Family Support Services</i>	That the Governor and General Assembly support increased funding for Virginia Veterans and Family Support services in the FY17/18 budget.
JLC 2016-04 <i>Virginia War Memorial</i>	That the Governor and General Assembly authorize three additional positions for the Virginia War Memorial in the FY17/18 budget and appropriate the necessary funding for these positions and other requirements.
JLC 2016-05 <i>In-state tuition for all members of the Reserve Components</i>	That the Governor and the General Assembly change the eligibility for in-state tuition to include all members of the Virginia National Guard and the Reserve components, thus recognizing their service to the Commonwealth and treating them equality to the active components and veterans
JLC 2016-06 <i>Guard Income Tax Subtraction</i>	That the Governor and General Assembly increase the state income tax subtraction level for members of the Virginia National Guard from \$3,000 to \$5,000 per year.
JLC 2016-07 <i>VMSDEP</i>	That the Governor and General Assembly <ul style="list-style-type: none"> a. When determining eligibility for higher education benefits under the Virginia Military Survivors and Dependents Education Program (VMSDEP), remove the requirement that a veteran's disability rating be combat related. Instead, a permanent disability rating of at least 90%, plus satisfaction of the other requirements currently in the Code, would qualify a veteran's spouse or child for education benefits. b. Evaluate whether funding from other programs could potentially offset the increased cost to the VMSDEP.
JLC 2016-08 <i>Electronic Ballot Return</i>	That the Governor and General Assembly promote the development, approval, and budgeting of secure procedures to permit the electronic return of absentee ballot by overseas uniformed military voters.

ATTACHMENT 4

DEPARTMENT OF VETERANS SERVICES

Memorandum for: Chairman Brad Antle
Members, Veterans Services Foundation

From: John L. Newby II, Commissioner

Date: August 5, 2015

Subject: Department of Veterans Services report

Your Department of Veterans Services continues to “move out” on multiple fronts:

- Benefit Services: in June and July, DVS brought on board 20 new veterans service representatives (VSRs) – 10 internal promotions, 10 new hires; this brings the number of VSRs from 36 at the start of FY15 to 60 at the start of FY16. Also hired were two regional managers and one veterans service administrator. The new Chesapeake office opened in June; work continues on locations for the new offices in Fredericksburg and Petersburg.
- Ending Veterans Homelessness: over 875 homeless veterans have been housed since November 2014. The 2nd Annual *Ending Veterans Homelessness* Summit was held June 17. A Veteran Homelessness Bootcamp and kick-off for a *100-Day Challenge* in the Crater Planning District was held July 31.
- Virginia Values Veterans (V3) Program: the new *V3 Veteran Employment Grant* program launched July 1. The first grants were awarded July 21.
- Veterans care centers: the new 40-bed *Richmond Wing* of the Sitter & Barfoot Veterans Care Center was dedicated July 8. The first residents were admitted July 21. Localities have nominated sites for consideration for the Hampton Roads and Northern Virginia centers. Evaluation will begin in the near future.
- Virginia Wounded Warrior Program (VWWP) will become the Virginia Veteran and Family Support (VVFS) program on October 1. In FY15, VVFS delivered over 7,500 individual services to veterans and families (compared to 5,606 in FY14).
- The U.S. Department of Veterans Affairs has given initial approval of the DVS grant request for phase expansion at the Albert G. Horton, Jr. Memorial Veterans Cemetery (Suffolk). The project will be considered for VA funding in FFY16.

ATTACHMENT 5
VSF INCOME FOR FY15*

Unaudited
June 30, 2015

VWWP	Income
Combat Veterans Motorcycle Assn	30,000.00
Wins for Warriors Grant	22,800.00
McDonalds Tidewater Assn	18,555.40
George C Marshall Chapter MOAA	12,500.00
Ronald Minton Golf Tournament	12,022.30
Pete Dye (VA Tech) Golf Tournament	11,000.00
Prince William Cruisers	7,900.00
Knights of Columbus Assembly 3349	6,746.00
Southern Knights Cruisers	6,441.00
Lieber Golf Tournament	6,300.00
Defiance Darts	5,105.00
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
Exelis – Night Vision	5,000.00
Whitney and Anne Stone Foundation	5,000.00
Manchester Moose 699	5,000.00
Gavin, Peter & Andria	5,000.00
Lakeview Development Corp	4,709.09
American Legion Riders Post 146	4,523.00
Boshway Foundation	4,516.98
VA-ACME	4,000.00
Gstec Golf Tournament	4,000.00
Papa John's Team, United	3,155.93
Funeral Choices of Chantilly	3,075.97
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
Revere Gas	3,000.00
Fort Lee Federal Credit Union	3,000.00
Centurion Chapel, Ft Monroe	2,930.00
JW Overton Fundraiser	2,750.00
Old South Ball	2,648.00
Cellebration Christian Fellowship	2,625.00
Witt's Harley-Davidson	2,446.00
Hampton Roads Autobody Assn	2,500.00
Wolf Creek Country Club	2,235.00
Tidewater Street Rod Assn	2,117.17
Leuter Ranhorn Restaurant Group	2,080.32
Cox Chiropractic Clinic	2,049.00
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
Warwick Moose 1711	1,864.78
Schuyler Community Center	1,629.16
Associated Builders & Contractors	1,565.00
Al Coke Associates	1,545.36
Champps	1,513.04
HQ ACC (Gen HJ Carlisle)	1,500.00
Bethesda Presbyterian Church	1,500.00
First Presbyterian Women Richmond	1,440.00

OFB Club	1,407.00
Hansen, Leslie (MarCor Marathon)	1,398.62
Pepsi Beverage Co Wytheville	1,369.06
Un-refiners Golf Tournament	1,288.00
Goody's Wytheville	1,281.00
Chappell & Son Charitable Trust	1,250.00
IOOB	1,250.00
Bevell's Hardware	1,219.00
Collegiate School	1,215.75
Johnson, Kathryn	1,200.00
Park & Co Schoekoe Vets Day Fund	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
Hampton Roads Rotary Club	1,000.00
Hampton Roads Chapter MOAA	1,000.00
Better Life Services	1,000.00
Sun Trust Banks	1,000.00
GFRLC	<u>1,000.00</u>
Sub-Total	304,364.15
Individual Donors	<u>79,956.43</u>
VWWP Revenue Balance	384,320.58
Care Centers	
VVCC	42,318.86
SBVCC	18,049.31
MOPH Wing Opening Coins	2,000.00
Cemeteries	
Amelia	750.00
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
Other	25.00
VWWP Homeless Boot Camp	
Virginia Housing Dev. Authority	33,549.00
Foundation Endowment	
Individual Donors	250.00
Non-VWWP Total	<u>210,942.17</u>
Total FY15 Income	<u>595,262.75</u>

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

ATTACHMENT 6
VSF Support Fund Expenses
Revised 6-30-15

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 = 3,000.54
FY 2015	5,026.85	- Golf Cart	3,600.00 = <u>1,426.85</u>

Total		15,572.43
Less DVS Expenses (2009)		14,074.55
Average Per Year		2,345.76

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
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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 (June 30, 2015)

Travel	764.97
Web Services	52.00
Advertising	375.00
Admin	103.49
(Golf Cart	3,600.00)
On-line Donation Svcs	<u>131.39</u>
	1,426.85

ATTACHMENT 7
VSF and VWWP Fundraising* Events FY15 & 16

Date	What	Where	POC	Donation
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	Augusta 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	1,400.00
1/29/15	Bailey's Celebration*	Richmond	Janie Goldberg-Dicks	760.00
2/24/15	Ice Skating Fundraiser*	DC Area	Brandon Hall	479.00
3/25/15	Champps Benefit*	Arlington	Janie Goldberg-Dicks	1,513.04
4/4/15	Concert and Ball*	Danville	Tony Lundy	2,648.00
4/24-25/15	Tdwtr St & Rod Assn*	Williamsburg	Ron Buchanan	2,117.17
4/25/15	Spotsylvania Mall*	Spotsylvania	Don Thodos	9,172.00
4/25/15	HR Autobody Car Show*	Chesapeake	Carol Dail	2,500.00
4/27/15	VA Tech Golf Tourn*	Blacksburg	Wayne Zellers	11,000.00
5/8/15	GStek Golf Tourn*	Portsmouth	Gene Strother	4,000.00
5/9/15	MOAA Clay Shoot*	Lexington	Ross Schmoll	
5/9/15	LaRS Golf Tournament*	Williamsburg	Jon Liebler	6,300.00
5/15-16/15	Basketball Tourn*	Roanoke	Brad Booth	Cancelled 1,750.00
5/15/15	TRADOC MC Run	Newport News	David Clay	197.00
5/23/15	Minton Golf Tourn*	Roanoke*	Ron Minton	
5/23/15	Overton Fundraiser*	Chesapeake	Johnny Johnson	2,750.00
5/30/15	Poker Run*	Colonial Beach	Diane King	1,407.00
5/30/15	Dart Tournament *	Newport News	Staci Roush	5,105.00
6/4/15	Tango's Golf Tourn*	Oceana	Terry Long	1,100.00
6/14/15	BAE Golf Tournament*	Christiansburg	Walker Suthers	5,075.00
6/20/15	ALR Ride for Warriors*	Hopewell-Richmond*	Dennis Hubbs	4,200.00
6/26/15	NXL Golf Tournament*	Richmond	Ally Martin	5,942.00
7/2/15	James River Equip*	Ashland	Jaime Fogg	2,300.00
7/3/15	Independence Day Cel*	Powhatan*	Clyde Childress	5,140.00
7/12-8/2/15	Pleasure House Brewing*	VA Beach	Tim O'Brien	
7/25/15	RC Health & Fitness*	Chesterfield	Rotha Covington	
8/3/15	MOAA Golf Tournament*	Lexington*	Pat Webb	
8/27/15	Bailey's Fundraiser*	Newport News	Janie Goldberg-Dicks	
9/7/15	Lakeview Golf Tourn*	Harrisonburg*	Mike Goodin	

9/12/15	Motorcycle Run*	Lynchburg	Tom Bushley
9/14/15	SCCI Golf Tournament*	Ruther Glen	Jeff Goodman
10/3/15	Southern Knights Show*	Petersburg	Ricky Williams
10/3/15	The Landmark Gr Golf T*	Stuart	Peggy Rogers
10/3/15	Ariya Chiropractic Cl*	Ashland	I Pool
10/5/15	Run the Extra Mile*	Virginia Beach*	Mary Spear
11/1-30/15	McD Honor Wounded*	Hampton Roads	Jenn Tracy
11/11/15	Schockoe Market Fndrser*	Richmond*	Elliott Park
4/2/16	Concert & Ball*	Danville	Tony Lundy
5/20/16	GStek Golf Tourn*	Portsmouth	Gene Strother
TBD	Bicycle Hill Climb*	Roanoke	Kris Piemonte
8/15-7/16	Womack Publications*	Richard Ingram	VA/NC
8/15-7/16	Reyes Insurance Agency*	Gilbert Reyes	Stafford

ATTACHMENT 8

**Veterans Services Foundation
Statement of Assets
June 30, 2015
(Unaudited)**

Assets:

Cash held by State Treasurer	1,284,992.01
Total Assets	<u><u>\$ 1,284,992.01</u></u>

Fund Balances:

Restricted Fund Balances:	
Restricted for VVCC Activities	234,980.66
Restricted for SBVCC Activities	28,264.29
Restricted for Cemetery Operations	23,529.24
Restricted for VWWP Funds	725,166.10
Restricted for Virginia Values Veterans (V3) Fund	45,651.59
Restricted for Foundation Support Fund	54,973.15
Total Restricted Fund Balances	1,112,565.03
Women's Veterans Conference	0.00
Homeless Boot Camp	0.00
Endowment Fund Balances	172,426.98
Total Fund Balances	<u><u>\$ 1,284,992.01</u></u>

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 June 30, 2015
(Unaudited)

INCOME:	Y-T-D Actual
Restricted gifts received for:	
Virginia Veterans Care Center	42,318.86
Sitter & Barfoot Veterans Care Center	18,049.31
Cemetery Funds	1,750.00
VWWP Funds	384,320.58
Virginia Values Veterans (V3) Fund	113,025.00
Foundation Support Fund	-
Womens Veterans Conference	-
Homeless Boot Camp	33,549.00
Endowment Fund	2,250.00
TOTAL INCOME	595,262.75
EXPENDITURES:	
VVCC Indigent Resident Needs	3,838.87
VVCC Rehabilitation Equipment	
VVCC Activity Fund--Activities with Residents	3,434.09
VVCC Operation Holiday Spirit	13,774.82
VVCC Carnival Expenses	4,730.44
VVCC Restricted-Other	
VVCC Other Equipment	13,368.40
SBVCC Other Donations	6,855.26
SBVCC Activities Fund	9,285.73
SBVCC Operation Holiday Spirit	
SBVCC Other Equipment	
SBVCC Indigent Resident Needs	6.65
VWWP Enabling Veterans Services	10,994.00
VWWP Outreach Services	5,591.35
VWWP Direct Veterans Services	93,326.08
VWWP Homeless Veterans Fund	23,872.23
VWWP Wins for Warriors	9,091.88
Virginia Values Veterans (V3) Fund	72,503.41
Foundation Support Fund--Operating Expenditures and Web Site	5,026.85
Womens Veterans Conference	3,750.00
Homeless Boot Camp	33,549.00
Dublin Cemetery Avenue of Flags	-
TOTAL EXPENDITURES	312,999.06
Excess of Income over Expenditures	282,263.69
Beginning Fund Balances	1,002,728.32
Ending Fund Balances	1,284,992.01

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended June 30, 2015
(Unaudited)

Activity	Beginning Balance July 1, 2014 (Adjusted)	Receipts	Expenditures	Ending Balance June 30, 2015	FY 2015 Budget
Virginia Veterans Care Center:					
Indigent Resident Needs	16,688.89	7,250.20	3,838.87	20,100.22	2,000.00
Activities Fund	13,824.41	2,776.00	3,434.09	13,166.32	5,000.00
Operation Holiday Spirit	78,575.01	25,841.43	13,774.82	90,641.62	19,000.00
Carnival Fund	3,615.66	1,650.00	4,730.44	535.22	4,000.00
Rehabilitation Equipment	23,751.03	3,386.86		27,137.89	5,000.00
Other Equipment	17,061.97	714.37	13,368.40	4,407.94	65,000.00
Unit Projects and Functions	13,310.63			13,310.63	1,500.00
Other Donations Restricted for use at VVCC	64,980.82	700.00		65,680.82	500.00
Total VVCC	231,808.42	42,318.86	39,146.62	234,980.66	102,000.00
Sitter & Barfoot Veterans Care Center:					
Indigent Resident Needs	921.86	250.00	6.65	1,165.21	1,000.00
Activities Fund	11,862.21	16,849.31	9,285.73	19,425.79	13,000.00
Operation Holiday Spirit	-			-	5,000.00
Other Equipment	-			-	4,500.00
Other Donations Restricted for use at SBVCC	13,578.55	950.00	6,855.26	7,673.29	4,500.00
Total SBVCC	26,362.62	18,049.31	16,147.64	28,264.29	28,000.00
Cemetery Funds:					
Virginia Veterans Cemeteries	750.00			750.00	1,200.00
Virginia Veterans Cemetery--Amelia	4,956.38	750.00		5,706.38	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	-
VWWP Funds:					
Outreach Services	75,000.00		5,591.35	69,408.65	75,000.00
Direct Veterans Services	150,000.00		93,326.08	56,673.92	150,000.00
Enabling Veterans Services	25,000.00		10,994.00	14,006.00	25,000.00

Homeless Veterans Fund	50,000.00	15.04	23,872.23	26,142.81	50,000.00
Wins for Warriors		22,800.00	9,091.88	13,708.12	
Other Donations Restricted for use by VWWP	183,721.06	361,505.54		545,226.60	-
Total VWWP Funds	483,721.06	384,320.58	142,875.54	725,166.10	300,000.00
Virginia Values Veterans (V3) Fund	5,130.00	113,025.00	72,503.41	45,651.59	100,000.00
Foundation Support Fund	60,000.00		5,026.85	54,973.15	60,000.00
Women's Veterans Conference	3,750.00		3,750.00	-	-
Homeless Boot Camp	-	33,549.00	33,549.00	-	-
Endowment Fund	170,176.98	2,250.00	-	172,426.98	-
Grand Total All Funds	1,002,728.32	595,262.75	312,999.06	1,284,992.01	595,000.00

ATTACHMENT 9

PROPOSED VSF LEGISDLATION 2016

§ 2.2-2715. Veterans Services Foundation; purpose; membership; terms; compensation; staff.

A. The Veterans Services Foundation (the Foundation) is established as an independent body politic and corporate agency supporting the Department of Veterans Services in the executive branch of state government. *The Foundation shall be composed of a governing board of trustees, supporting staff, donors, volunteers, and other interested parties which make-up the Foundation's membership.*

The Foundation shall be governed and administered by a *supervisory* board of trustees. 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) raise revenue from all sources including private source fundraising to support the Fund. 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 and Defense Affairs on or before November 30 of each year. The quarterly report and the annual report shall be submitted electronically.

B. The board of trustees of the Foundation shall consist of the Commissioner of Veterans Services and the Chairmen of the Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations or their designees, who shall serve as ex officio voting ~~members~~ *trustees*, and 16 ~~members~~ *trustees* to be appointed as follows: eight nonlegislative citizens appointed by the Governor; five nonlegislative citizens appointed by the Speaker of the House of Delegates; and three nonlegislative citizens appointed by the Senate Committee on Rules. 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 or individuals who have extensive fundraising experience in the private sector. Trustees appointed 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.

After initial appointments, ~~members~~ *trustees* 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~~ *trustees* may be reappointed. However, no ~~member~~ *trustee* shall serve more than two consecutive four-year terms. The remainder of any term to which a ~~member~~ *trustee* is appointed to fill a vacancy

shall not constitute a term in determining the ~~member's~~ *trustee's* eligibility for reappointment.

Vacancies shall be filled in the same manner as the original appointments. Any ~~member~~ *trustee* of the Board of Trustees may be removed at the pleasure of the appointing authority.

C. Trustees 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](#).

D. The Secretary of Veterans and Defense Affairs shall designate a state agency to provide the Foundation with administrative and other services.

E. The trustees shall adopt bylaws governing their organization and procedures and may amend the same. The trustees shall elect from their number a chairman and such other officers as their bylaws may provide. Ex officio ~~members~~ *trustees* shall not be eligible to serve as chairman. The trustees shall meet four times a year at such times as they deem appropriate or on call of the chairman. A majority of the voting ~~members~~ *trustees* of the board of trustees shall constitute a quorum.

F. Any person designated by the board of trustees to handle the funds of the Foundation or the Fund shall give bond, with corporate surety, in a penalty fixed by the Governor, conditioned upon the faithful discharge of his duties. Any premium on the bond shall be paid from funds available to the Foundation.

(2003, cc. [657](#), [670](#); 2004, c. [697](#); 2006, c. [150](#); 2008, cc. [467](#), [486](#), [768](#), [872](#); 2009, c. [368](#); 2010, c. [64](#); 2011, cc. [780](#), [795](#), [858](#); 2014, cc. [115](#), [490](#).)

ATTACHMENT 10

VIRGINIA VETERANS SERVICES FOUNDATION
VIRGINIA DEPARTMENT OF VETERANS SERVICES
Veterans Services Fund – Fundraising
Policy and Procedures

J3.1 Purpose

- A. Planning and coordination are essential to successful fundraising and to avoid duplication in approaching potential donors in the name of the Virginia Veterans Services Foundation (VSF) and the Virginia Department of Veterans Services (DVS).
- B. To preserve the credibility and integrity of VSF and DVS among their financial supporters and the public, as well as to optimize resources, this policy will serve to govern all private fundraising made on behalf of VSF and DVS and/or activities belonging to these two agencies and groups affiliated therewith.
- C. In the interest of promoting maximum effectiveness and avoiding duplication of effort, conflict of events, and dilution of effectiveness, all fundraising activities are required to receive prior approval of their initiatives from the VSF Executive Director and a member of DVS responsible for the DVS program being supported.

J3.2 References

This policy is made in accordance with Va. Code §§ 2.2-2715 et seq, the DVS-VSF Memorandum of Understanding, and the VSF Bylaws.

J3.3 Application

The Executive Director of the VSF and the DVS Director of Policy and Planning or their designee(s) shall be responsible for the application of this policy.

J3.4 Interpretation

The Chairman of the Board of Trustees of the VSF (the Trustees), with the assistance of the Commissioner of Veterans Services, is responsible for the interpretation of this policy.

J3.5 Policy

- A. ~~It is the policy of~~ VSF, in coordination with DVS, ~~to~~ **shall** oversee and ensure that the establishment of fundraising priorities and oversight of private fundraising rests with the VSF Trustees. The Trustees' Development Committee, under the Trustees Bylaws, is responsible for making recommendations regarding fundraising and organizing fundraising programs. The Trustees have designated the VSF Executive Director as having oversight of private fundraising activities. The VSF Executive Director shall assist the Development Committee plan, organize, and conduct programs to obtain private gift support.
- B. ~~It is the policy of~~ DVS, in coordination with VSF, ~~to~~ **shall** allow DVS activities (i.e., care centers, cemeteries, etc.) to accept unsolicited donations on behalf of VSF to be deposited in the Veterans Services Fund (the Fund). All plans for DVS fundraising activities involving the solicitation of funds or in-kind material shall be coordinated through the VSF Executive Director on behalf of the VSF Trustees' Development Committee and the DVS Deputy Commissioner. These plans must be approved by the VSF Executive Director on behalf of the VSF Trustees' Development Committee. The

Commissioner or his/her designee shall be regularly updated on all approved plans. Exceptions to this policy for approval of recurring events may be granted by the Commissioner or his/her designee.

- C. ~~It is the policy of VSF that~~ All ~~other non-DVS activities~~, persons, and groups wishing to raise private fund gifts for DVS veterans programs or services shall be required to receive prior VSF approval before engaging in planning or conducting such activities to preserve the credibility of VSF and DVS among their financial supporters as well as the public and optimize resources.
- D. ~~It is the policy of~~ VSF ~~to~~ reserves the right to refuse donations.
- E. *DVS and VSF trustees, employees, affiliated agency personnel, or volunteers shall not accept cash donations or serve as collection agents at any fundraising event conducted on behalf of VSF, DVS, or DVS programs by other activities, organizations, or individuals.*
- F. *DVS and VSF trustees, employees, affiliated agency personnel, or volunteers shall not accept honorariums or other pay for services they provide as employees of the Commonwealth, however, such honorariums or pay for services may be made to the VSF as donations for use in the DVS program of the donor's choice.*

J3.6 Authorization to Conduct Fundraising

- A. VSF Executive Director must approve all persons or groups wishing to raise private fund gifts for veterans programs or services provided by DVS or, VSF endowment or support funds, or other authorized veterans programs or services. All of these private fundraising efforts shall adhere to VSF approved policies and guidelines.
- B. No individual, group, or DVS activity shall solicit funds in the name of or on behalf of VSF or DVS unless they have organized and coordinated such activities with the VSF Executive Director on behalf of the VSF Trustees' Development Committee. Such coordination shall begin before making formal contact with a funding source or sources. This coordination shall continue until the specific fundraising event is concluded. Once an event is concluded, it shall not be used to initiate another fundraising effort without pursuing approval of all interested parties set forth in the foregoing.

J3.7 Fundraising Authorization Procedures

- A. VSF shall coordinate all of its fundraising activities with the Commissioner of Veterans Services and/or his/her designee(s).
- B. All DVS requests to plan and execute fundraising activities in support of any DVS activity shall be presented to the Commissioner of Veterans Services through the DVS Director of Development and the Deputy Commissioner for DVS activities. Each request shall include sufficient detail to adequately define the scope of the initiative. Appendix A contains an outline of a typical request. For currently approved, on-going DVS fundraising activities, latitude shall be considered in applying this requirement. If the Commissioner favorably endorses the request, it shall be forwarded to the VSF Executive Director for approval on behalf of the VSF Trustees' Development Committee.
- C. All other persons or groups wishing to raise private fund gifts for DVS veterans programs or services shall designate a sponsor who shall submit a request to plan and execute activities for VSF approval before engaging in planning or conducting such activities. The request shall contain sufficient detail to adequately define the scope of the initiative. Appendix A can be used as an outline for a typical request. Requests shall contain acknowledgement that the event sponsor generating multiple donations from many individuals shall meet the stewardship requirement of acknowledging the individual gifts with receipts or thank-you letters. Such request shall be submitted to the VSF Executive Director who shall

follow the procedures contained in the preceding paragraphs for approval to promote maximum effectiveness and avoid duplication of effort, conflict of events, dilution of effectiveness, and maintain the integrity of DVS programs and services.

- D. Approved fundraising requests shall be expeditiously provided to the requestor. The approval, if appropriate, shall contain additional guidance for the conduct of the initiative and/or restrictions that may apply. Most fundraising events conducted by non-state government organizations or individuals will require a "Letter of Agreement" from the VSF Executive Director. Letters of Agreement shall conform to guidance provided by the Office of the Attorney General.
- E. Donors wishing to give unsolicited gifts in support of VSF or DVS and its programs and services shall be referred to the VSF Executive Director.

J3.8 Procedures for Accepting Donations

Trustees or DVS employees accepting donations on behalf of the Fund shall follow the procedures contained in VSF-DVS Joint Policy 4 – Processing of Financial Donations, VSF-DVS Joint Policy 5 – In-Kind Donations and VSF-DVS Joint Policy 11 – Planned Giving.

J3.9 Reporting Fundraising Results

Upon completion of the fundraising event or initiative, when required the sponsor shall complete and submit a report to VSF detailing the results achieved. An outline of such a report is contained at Appendix B. DVS activities shall submit the report through the DVS Director of Development to the Commissioner and VSF Executive Director.

J3.10 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 responsibility of the VSF Development Committee.

J3.11 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. Revised: May 4, 2011, May 1, 2013, August 6, 2014, *August 5, 2015*.

May 6, 2009

VIRGINIA VETERANS SERVICES FOUNDATION
Veterans Services Fund – Fundraising Request

Appendix A

REQUEST TO CONDUCT FUNDRAISING ACTIVITIES

Requests to conduct fundraising activities shall contain the following elements.

1. Identity and authority (e.g., 501 (c) (3), registered in Virginia, etc.) of the fundraising organization.
2. Purpose of the fundraising activity to be conducted.
3. Timelines involved including the start and end dates.
4. Capabilities and limitations of the fundraising organization.
5. Number and identity of volunteers.
6. Identification of donor groups for targeting the fundraising effort.
7. List the fundraising methods to be employed.
8. Specify the public relations program and advertising/marketing plan associated with the fundraising effort.
9. Provide an estimate of fundraising costs detailed by function*.
10. Provide an estimate of expected revenue to include milestones to achieve objectives.
11. Specify the support required from state agencies.
12. Procedures for assuring accountability of funds collected.
13. Procedures for assuring donor satisfaction.
14. Implementation agenda.

*See Appendix B (Report of Fundraising Activities) to VSF-DVS Joint Policy Number 3 for details by function.

Virginia Veterans Services Foundation
Report of Fundraising Activities
Appendix B

**FUNDRAISING ACTIVITIES CONDUCTED BY ORGANIZATIONS
ON BEHALF OF THE VIRGINIA VETERANS SERVICES FUND**

The report of fundraising activities shall be sent to the Virginia Veterans Services Foundation, 900 E. Main St, 6th Floor, West Wing, Richmond VA 23219 (Attn: Jack Hilgers) and shall include, as appropriate:

INCOME

Total Revenues Raised and Received

Total of Pledged Revenues Not Yet Received

Total Value of In-Kind Donations by Type:

- Advertising (by type of media)
- Beverages
- Catering
- Mailing
- Printing
- Professional Services
- Rental Space
- Travel & Lodging
- Other (List and Itemize)

EXPENSES

Total Expenses

Expenses by Category:

- Advertising (by type of media)
- Beverages
- Catering
- Mailing
- Printing
- Professional Services
- Rental Space
- Travel & Lodging
- Other (List and Itemize)

In-Kind Expenses (Should Equal In-Kind Income)

Fundraiser's Commission and its basis/rationale

Sponsoring Organization's portion of the income and its basis/rationale

Please attach:

- A list of financial donors, their contact info, amount of contribution, date received, and if receipt and thank you letter has been sent
- A list of in-kind donors, their contact info, amount of contribution, date received, and if receipt and thank you letter has been sent
 - A list of pledged donations by donor, contact info, amount of contribution, and expected date of receipt of pledged revenues

ATTACHMENT 11

VSF Goals and Objectives for FY2016

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 employment and transition, Care Centers, Cemeteries, and Benefits.

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.

VSF Finance Committee Responsibilities:

Goal: Continue to refine and develop financial reports so they adhere to requisite accounting practices and procedures, define available revenue and needs for expenditures in order to determine cash flow requirements.

Objective(s): Produce financial reports that can be easily understood by Trustees, DVS staff, donors, potential donors, and other stakeholders and ensure they are disseminated to the stakeholders. Ensure statements are backed up with sufficient information on revenues and expenses, both for transparency and budget planning.

Goal: Clarify existing Foundation Policies on at least a biennial basis or more often, if needed, and institute other policies as needed for the effective administration of the Fund by the Foundation and DVS.

Objective(s): Ensure the Foundation policies meet the requirements for which they were established through a regular review with the stakeholders. Examine and advise the Board of Trustees on any financial issues for which new or revised policy guidance is necessary.

Goal: Develop and implement a plan for effective use, growth and maintenance of a sustainable Fund endowment.

Objective: Maintain an endowment level that will support operational and contingency needs from revenues.

Goal: Continue to ensure Fund integrity.

Objective(s): Allocate fundraising income and expenses to insure a maximum percentage of revenues go to support veterans and their families. Produce quarterly and annual public reports that characterize the use of funds by the Foundation.

Goal: Assist DVS program managers in developing realistic budgets for use of VSF funds.

Objective: Participate, as requested by program managers, in annual and more frequently, if needed, FY budget development and interim reviews.

Goal: Provide quarterly briefings on Foundation finances that provide a better understanding of the issues involved to interested stakeholders.

Objective: Work with the DVS staff, at least quarterly, to ensure the Board of Trustees, DVS staff, and other stakeholders remain current on Foundation finances.

Goal: Monitor data developed by DVS managers for uses of Foundation funds in a manner that assures public accountability and supports fundraising efforts on a quarterly basis.

Objective: Work with DVS staff continuously to monitor effectiveness of services provided using VSF contributed funds.

Goal: Resolve multiyear funding accumulation.

Objective: Establish and disseminate policy and procedures to provide oversight to ensure the objectives of the Foundation and the intent of the donors are recognized in a timely manner.

ATTACHMENT 12

VSF Website Update

ACCURACY. The VSF site is a reliable source of correct information regarding the VSF and its operations, donations, and how they are used. The site appears to have been regularly reviewed by a webmaster.

AUTHORITY. The site clearly represents the VSF. There are links that take the viewer to detailed information that amplify the points being made in the website. These include but are not limited to the Financial Reports, link to the DVS page, and links to the “six service delivery sections” of DVS. The “About Us” page describes the purpose of the VSF and key information about the organization.

OBJECTIVITY. The website is straight forward showing no bias. It is there clearly to inform.

CURRENCY. While the site is current for the most part, there are some areas that need to be updated. The last meeting minutes are dated November 5, 2014. **(Done)** The pictures and some of the information on the VWWP are dated. The link to the VWWP website, “Learn More,” goes to a notice that says website has expired. **(Done)**

COVERAGE. While the site provides accurate and authoritative information about the VSF its appearance does not necessarily catch the viewer’s eye.

DESIGN, ORGANIZATION, and EASE of USE. The site is clearly organized, easy to read, use and navigate. There are a few areas that could improve the site and make it more appealing to the user. These include.

- A Site Map for ease of searching. **(Not Necessary)**
- Links to social media such as Facebook, Twitter, or YouTube. **(To Be Done)**
- The link to “News” goes directly to the DVS News site. While this news is important, it is DVS news and not VSF news. The VSF site is for the VSF. If the news is for DVS then the News link/tab should be changed to reflect that the news is not VSF. **(Change Made to Reflect DVS News)**
- The look of the VSF site is okay but not necessarily eye catching.
 - It shouldn’t look like the DVS site but could look more interesting and reflect the forward looking nature of the VSF. **(Working)**
 - The use of pictures and reduction in amount of text could help. Note the text can remain but be made available by linking the topic to separate narration. **(Working)**
 - The colors are okay but with the use of graphics could be more appealing. **(Working)**
- The donation page could be updated to include:
 - Include a phone number and or an email link to go to in the event the donor has a question. **(Done)**
 - If the gift is a one time or recurring gift. **(Not Necessary)**
 - If the gift is a pledge or a donation. **(Not Necessary)**

VSF logo on each page, not just the donation page. **(Working)**

ATTACHMENT 13
VSF Milestones FY16*

July 1, 2015

Board Officers assume duties

August 5 meeting (American Legion)**

Review FY15 Goals and Objectives

Consider Goals and Objectives for FY16

Approve 4th Quarter FY15 Financial Statement

Approve review of VSF-DVS Policies, as required

Board Chair appoints Committee Chairs/Vice Chairs

Approval of Committee Chair/Vice Chair appointments

Approve tentative dates and locations (if available for 2016)

November 4 meeting (American Legion)**

Approve 1st Quarter FY16 Financial Statement

Approve budget adjustments, if any

Approve review of VSF-DVS Policies, if needed

Approve Bylaws and MOU changes, if any

January 14, 2016

JLC Conference at the General Assembly

March 14, 2016

Request Budget input for FY17 due April 15

March 30 meeting (Virginia War Memorial)

Approve 2nd Quarter FY16 Financial Statement

Approve budget adjustments, if any

Approve review of VSF-DVS Policies, if needed

Confirm dates and locations of 2016 Board meetings

Elect a nominating committee

April 4

Nominating Committee put out call for candidates for officers' positions

May 4 meeting (Virginia War Memorial)***

Approve 3rd Quarter FY16 Financial Statement

Approve budget adjustments, if any

Approve FY17 budget

Elect officers for FY17

*At all meetings, as appropriate, receive VWWP, V3, and other DVS activity updates.

**In odd numbered years review all VSF-DVS Policies, Bylaws, and MOU

***In Odd numbered years, receive report on APA audit, if available