

Veterans Services Foundation Board of Trustees
Virginia State Capitol
1000 Bank Street, Richmond, VA
Senate Room 3
Meeting Minutes
June 13, 2019

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Thursday, June 13, 2019 at the Virginia State Capitol, Richmond, VA. The meeting was called to order at 11:00 AM, immediately following the Development Meeting and Finance Meeting that started at 10:15 AM.

TRUSTEES PRESENT

- Brad Antle
- Jim Boyd
- Allan Burke
- Frank Finelli (*Veteran Services Foundation Chairman*)
- Paul Haughton
- Jack Hilgers
- Jack Lanier (*Second Vice Chair*)
- John Lesinski (*Development Committee Vice Chair*)
- Tom Mulrine (*P&P Chair*)
- Al Pianalto (*First Vice Chair*)
- Meade Spotts
- Walter Stosch (*Finance Committee Chair*)
- Matice Wright (*Finance Committee Vice Chair*)
- Carlos Hopkins (*ex officio, voting, Secretary of Veterans and Defense Affairs*)
- Jim Icenhour (*ex officio, voting, Board of Veterans Services (BVS) Chair*)
- Richard Oertel, (*ex officio, voting, Joint Leadership Council (JLC) of Veterans Service Organizations Representative*)

TRUSTEES ABSENT

- Nicole Carry (*Development Committee Chair*)
- Frank Driscoll
- Anthony Gitalado

VSE STAFF PRESENT

- Karla Williams Boughey (*ex officio, nonvoting, Veterans Services Foundation (VSF) Executive Director*)

DVS REPRESENTATIVES PRESENT

- Carol Berg (*Director Virginia Veteran and Family Support*)
- Steven Combs (*DVS Deputy Commissioner*)
- Tammy Davidson (*ex officio, non-voting, VSF Treasurer*)
- Glendalynn Glover (*DVS Staff*)
- Tiffany Robertson (*DVS Staff*)

OFFICE OF THE ATTORNEY GENERAL

- Flora Hezel

GUESTS PRESENT

- Rich Schollmann

Materials Distributed and Attached

- Meeting Agenda (*Attachment 1*)
- VSF Priorities Presentation (*Attachment 2*)
- Alleghany Highlands Community Services Board (AHCSB) TelePSYCH Initiative Presentation (*Attachment 3*)
- BVS Chair Report (*Attachment 4*)
- JLC Chair Report (*Attachment 5*)
- Department of Veterans Services Report (*Attachment 6*)
- Foundation Executive Director Report (*Attachment 7*)
- Nominating Committee Report (*Attachment 8*)
- Procedures and Policy Committee Report (*Attachment 9*)
- FY19 Third Quarter Financial Report (*Attachment 10*)
- Proposed Dates for 2020 Board of Trustees Meetings (*Attachment 11*)

Opening and Pledge of Allegiance

Chair Frank Finelli called the meeting to order at 11:00 a.m. He then led the group in reciting the Pledge of Allegiance. He welcomed Ms. Carol Berg, Director Virginia Veteran and Family Support, and new trustee, Mr. Jack Hilgers.

Roll Call of Trustees and Quorum Determination

With 16 of 19 trustees present, a quorum was determined.

Approval of Agenda

The Agenda was sent out electronically and provided in the packet. Chair Finelli asked for a motion to approve the agenda. (*Attachment 1*) Mr. John Lesinski **moved** to approve the agenda, and Mr. Paul Haughton **seconded** the motion. There was no discussion, and the motion passed unanimously.

REVIEW AND APPROVAL OF MARCH 28, 2019 MEETING MINUTES

A copy of the March 28, 2019 board meeting minutes was previously emailed to the trustees, and a printed copy was available for review. Chair Finelli asked for a motion to approve the minutes. Mr. Brad Antle **moved** to approve the minutes as presented, and Mr. Al Pianalto **seconded** the motion. There was no discussion, and the motion passed unanimously.

PRESENTATIONS

Chairman's Update (*Attachment 2*)

Chair Frank Finelli provided a presentation to update the VSF Priorities. He highlighted five accomplishments of the Board: development of marketing materials and donor pipeline, improved donor recognition, increased social media presence, implemented process for expenditure analysis, and updated the VSF-DVS MOU. VSF Priorities include: increasing donations, continuing to exercise fiduciary oversight, and getting the required and funded administrative capacity that is supposed to be provided by DVS. Chair Finelli also recognized the four trustees who are retiring from the Board: Jim Boyd, Meade Spotts, Rich Schollmann, and Tom Mulrine.

VVFS Presentation

Ms. Carol Berg, Director Virginia Veteran and Family Support introduced Leanna Craig, VVFS West Region Director, by phone. Ms. Craig gave a presentation regarding the Alleghany Highlands Community Services Board (AHCSB) TelePsych Initiative (*Attachment 3*). After the presentation, Trustees had the opportunity to ask questions. Mr. Paul Haughton asked how easy, in regards to cost and speed, it would be to replicate this program elsewhere. The equipment exists but barriers include getting an MOU in place, hiring a nurse, and training a nurse. The cost is about \$1,900 per month to operate.

Mr. Lesinski asked if broadband service is available in the west region. The clinical site and Community Services Board (CSB) site have it but many veterans don't have good access to broadband in their homes. Mr. Lesinski asked if there are any internet service providers in the area. Many CSBs have clinics in various communities and have access in clinics and will take it into homes when they can. The lack of access to broadband is being discussed.

Facetime is a great idea but only for people who are not in crisis, have access to the technology, and know how to

use it. Telepsychiatry has to have an RN available and access to medication. Telepsychiatry looks different in structure than tele mental health.

Transportation is also an issue for people to get to the clinics/CSBs.

Secretary Hopkins stated that the General Assembly approved several million dollars to help get broadband out in the west region and into the homes. However, it's going to cost more than what was approved. This effort is being pursued.

People have asked why this program can't be done all across the Commonwealth. This is a problem of capacity because in order to do so, doctors, nurses, staff, assistants, etc. have to be hired/trained. Steps are being taken to move in this direction.

REPORTS

Secretary's Guidance for Virginia FY20 Priorities

Secretary Hopkins shared that the Suicide Prevention committee will be looking into what programs and projects can be put in place. Additional funding may be requested but not until November. The Secretary will be receiving a report that shows several different factors and how Virginia ranks. From that information, his office will be working on what can be put into place so that those gaps can be closed.

There has been an increase in housing requests due to an increase in housing costs. As the budget is considered, the increased cost in housing and the number of veterans served should be considered.

Women Veterans Summit took place in May and has grown over the past few years. This might be a budget request in the future. Richmond is being considered for next year's conference. The date has not yet been set for 2020, but the summit usually takes place around the third weekend in May.

It was asked if there are any developments at federal level that could impact the Commonwealth. Secretary Hopkins stated that the biggest development is the Mission Act that was rolled out last week. There has not been an impact as of yet but the idea is to streamline the ability for Veterans to get healthcare.

Board of Veterans Services (BVS)

Mr. Jim Icenhour provided the report for BVS (**Attachment 4**). Mr. Icenhour asked if there were any questions. Chair Finelli asked if the expanded membership would impact any coverage areas. Mr. Icenhour responded that it will add more people for the work groups. Mr. Al Pianalto shared that he has been in contact with two widows who have been trying to get benefits from the VA. The problem they have had is that the wait time to get an appointment with a DVS Benefits office is three-four weeks. Several others shared that the wait times in their localities are lengthy as well. The DVS Benefits offices are keeping track of numbers. Mr. Jack Lanier stated that in the case of veteran suicides there has been research that states there is a direct correlation to the frustration of the Veterans and their families regarding the lack of access to systems and that there is already enough data to move forward. Mr. Icenhour agreed and stated that the current information needs to be put into the legislative agenda to be considered at the next General Assembly session.

Joint Leadership Council of Veterans Service Organizations (JLC)

Mr. Rick Oertel provided the JLC report. (**Attachment 5**) Mr. Oertel asked if there were any questions. None were posed.

Department of Veterans Services

Deputy Commissioner Steve Combs provided the report on behalf of DVS (**Attachment 6**).

The Oceana Benefits Office is now open, and the Fort Belvoir Benefits Office will be opening soon.

The cemetery expansion at the Albert G. Horton, Jr. Memorial Veterans Cemetery in Suffolk is coming along. The War Memorial expansion is on track for a September 11 Grand Reopening Ceremony on Patriot Day.

DVS is waiting on notification from the VA of the final grant before beginning construction on the two new care centers. Both are scheduled to be completed in 2021 with the first residents admitted in the summer of 2021 and a grand opening in November 2021. At this time, there is not a need in the budget for the care centers, but DVS should have an update at the fall meeting. There will be 128 beds at each new care center plus the 440 total at current two centers.

The Virginia Women Veterans Summit was successful. There were 1000 registered and 800 actually attended.

A new DVS organization chart was included in the handouts. This will not change any of the interactions between

DVS and the Foundation, but DVS requests that VSF please add new deputy commissioners to the cc line on emails.

DVS is continuing to work on the Governor's Challenge for Suicide Prevention and will keep VSF informed of any new programs or initiatives.

Deputy Commissioner Combs provided a handout of examples of what a donation to VSF can provide. Chair Finelli shared that this information can be used when talking to donors and that the objective is to get general donations which are not restricted.

The 75th Anniversary of the G.I. Bill will take place on June 21, 2019 at John Tyler Community College. Veterans Day Ceremonies are currently being planned for November 11.

A WORKING LUNCH WAS PROVIDED

Foundation Executive Director

Ms. Karla Boughey, VSF Executive Director, presented her report (*Attachment 7*). Her report included the VSF income/expense comparison from FY15 to the present, the most current financial report (FM11 and FM10), a list of donations \$500 and above received in FY19 through May 31st, and FY19 events and outreach. Ms. Boughey shared that donations have increased, and currently expenditures have doubled since 2015. There are several events scheduled for the coming months.

Nominating Committee

Mr. Antle shared the Nominating Committee Report (*Attachment 8*). However, since the report was submitted, some changes have taken place. Mr. Haughton is not eligible to serve as an officer because he has not yet been reappointed. In addition, Mr. Rich Schollmann has resigned his position on the board, and Mr. Jack Hilgers was appointed to the Board of Trustees. As a result, the Nominating Committee recommended that Mr. Hilgers be nominated for First Vice Chair along with Mr. Finelli for Chair and Mr. Pianalto for Second Vice Chair.

Development Committee Report

Prior to the full Board of Trustees meeting, a Development Committee meeting was held. Mr. John Lesinski shared that the committee is working to update the donor pipeline. The committee discussed the Veterans Day Fundraiser packet that could be used to get restaurants to host fundraisers near Veterans Day. Mr. Lesinski shared that the VSF received a donation from Kroger Community Rewards and told the group about the opportunity to donate through the Birdies for Charity program associated with the Dominion Energy Charity Classic Golf Tournament, which brings VSF an extra 10% donation, sponsored by TowneBank.

Finance Committee Report

A Finance Committee meeting was held prior to the full Board of Trustees meeting. The Finance Chair, Senator Walter Stosch stated that the committee reviewed the latest financial report. The committee's focus has been on the upcoming needs of the FY20 budget. The committee has not received any requests for changes to the existing FY20 budget.

The committee discussed the next two year budget (FY21-FY22) that will be presented in September. DVS is working on preparing a conservative and an aggressive budget to submit.

Senator Stosch stated that the committee recommends acceptance and approval of third quarter financial report.

Procedures and Policies Committee Report

Mr. Jack Hilgers made the report on behalf of the committee. (*Attachment 9*).

The P&P Committee met on May 22 and will continue to meet ahead of board meetings to give time to read and respond to any documents. There have been some adjustments to the P&P Committee Plan. Mr. Hilgers reviewed edits made by the committee to the Trustees Bylaws which included adding the duties and responsibilities and some other clarifying edits. The P&P Committee recommends approval of the Bylaws. Mr. Hilgers reviewed the edits to the DVS-VSF MOU which included eliminating some of the unnecessary verbiage which is already in the Code of Virginia and formalizing the reporting procedures between DVS and VSF. The Commissioner has signed it, and the committee recommends approval by the Board. Mr. Hilgers then reviewed the possible changes to the Code of Virginia which are in bold. These edits are for consideration and will be brought up at another meeting for approval before submitting to the Department of Legislative Services. The committee has started updating the Foundation

policies. Updated Policies 1 and 2 are included.

It has been discussed that there is a position of Secretary that is to be provided by DVS. The P&P committee recommends that Ms. Tiffany Robertson be appointed as Board Secretary as she has been filling that position without being designated.

Ms. Flora Hezel asked if Ms. Robertson could be secretary if she is not a board member. Mr. Hilgers replied that the Code requires that DVS provide a Secretary and Treasurer to the Board.

Review of FY19 Third Quarter Financial Report

Ms. Tammy Davidson, DVS Director of Finance, provided the financial review of the FY19 Third Quarter report. **(Attachment 10)**. The Operation Family Caregiver Grant under VVFS has a negative account balance because there wasn't a budget requested for that category. Therefore, Ms. Davidson recommends moving the Outreach Services budget (\$1,000) and the Enabling Veterans Services budget (\$1,000) to Operation Family Caregiver Grant. That would make the budget for the Operation Family Caregiver Grant \$2,000 and leave a budget balance of \$75.81. Chair Finelli pointed out that in the Third Quarter Report, the Altria Grant is a separate line but doesn't have a budget. In March, the Board voted to move \$100,000 from the V3 budget to the Altria budget, however, that is not reflected in this report. Chair Finelli asked that it be noted that the V3 budget should be \$125,000 and the Altria budget should be \$100,000 in the amended financial report.

Ms. Davidson asked if there were any questions. None were posed.

UNFINISHED BUSINESS

DVS FY19 Budget – Projected Execution

Ms. Davidson stated that there are no anticipated adjustments for the remainder of FY19. The VVFS Homeless budget will probably be spent in its entirety, and the majority of the VVFS Direct Veterans Services budget will be spent. There may be some additional expenditures coming in for VETE.

DVS Proposed FY20 Projected Spending

Ms. Davidson stated that at this point, the prior approved budget for FY20 is sufficient. VETE may request an increase at some point going forward. This will be discussed and requested at the September meeting if needed. Ms. Davidson will have a high and low budget for FY21-FY22 in September but may prepare a middle budget as well.

Support for VVFS Peer Groups

At our previous meeting, the Board discussed how the Foundation can support the VVFS Peer Groups with food and beverages. At other events, food and beverages are provided to attendees. However, those items are not able to be provided for the VVFS Peer Groups. Ms. Carol Berg shared that there is no way of knowing exactly how many will attend a particular group on a particular day and the group leaders can't wait until people arrive to place the order prepared foods because of timing. There are groups taking place in different areas of the state and there needs to be equitable resources across the groups. VVFS has purchased a large coffee pot and bulk snacks and supplies for each center. VVFS would like to avoid purchasing food because they don't feel that it's a good use of donor dollars at this time. Ms. Davidson stated that VVFS can't purchase food items over the per diem amount for the area and orders under \$10,000 are required to use a microvendor. VSF could help with the funding for the bulk snacks and supplies.

Ms. Berg stated that this solution is meeting the need for refreshments at the meetings at this time, but something more substantial may be an option as the groups grow.

Mr. Haughton stated that at the last meeting the AG representative mentioned that state agencies can't solicit a business to donate pizzas. This means that DVS can't, but VSF can. However, other DVS employees solicit sponsorships for conferences, which seems inconsistent with Virginia Code. Ms. Hezel stated that state agencies must have written authorization from the Governor and that if DVS has not gone through this process with DPB to get permission to solicit sponsorships then they should not be soliciting funds for its conferences.

Secretary Hopkins stated that there is some language in the budget that provides incentives for V3 companies, so it may not be in contradiction.

If donor funds are being used to purchase food, per diem rules still apply. VSF would need to be the group to go out and solicit the donations.

Mr. Haughton asked if we could do the same for transportation issues. Secretary Hopkins stated that VSF supports

existing programs so if there's an existing program, then VSF can support it. Secretary Hopkins said he would meet with Ms. Hezel to discuss and get back to the VSF Board about supporting peer groups and transportation projects. Mr. Hilgers shared that those who write the appropriations act are aware of this issue and are planning to address in the future.

Other Unfinished Business

Senator Stosch stated that there are 4 major donors that would influence the budget (low, middle, high) and that the Board needs to be sure to preserve the relationships with these donors.

Mr. Hilgers stated that the P&P Committee would like to have comments on the policies and code changes by July 1, 2019.

NEW BUSINESS

Approval of FY19 Third Quarter Financial Report

Senator Stosch **made** the motion to approve the FY19 Third Quarter Financial Report as amended, and Mr. Pianalto **seconded**. There was no discussion, and the motion passed unanimously.

Approval of Dates for 2020 Board of Trustees meetings

Chair Finelli reviewed the dates for the 2020 Board of Trustees Meetings (**Attachment 11**). Mr. Lesinski **made** the motion to approve the dates, and Mr. Antle **seconded**. There was no discussion, and the motion passed unanimously.

Approval of Bylaws and MOU

Mr. Pianalto **made** the motion to approve the Bylaws and the MOU, and Mr. Boyd **seconded**. There was no discussion, and the motion passed unanimously.

Election of Board Officers and Other Positions

Mr. Antle **made** the motion for Frank Finelli for Chair, Jack Hilgers for First Vice Chair, and Al Pianalto for Second Vice Chair, and Mr. Haughton **seconded**. There was no discussion, and the motion passed unanimously. Chair Finelli stated that committee chairs, committee vice chairs, and other responsibilities will be discussed at a later time.

Chair Finelli asked for a motion to approve Tiffany Robertson as Secretary of the VSF. Mr. Haughton **made** the motion, and Ms. Wright **seconded**. There was no discussion, and the motion passed unanimously.

Other New Business

Chair Finelli stated that it is likely that VSF will be drafting some legislative provisions that may need to be submitted by mid-August and reminded Trustees to look for information and possibly a short meeting prior to that time.

Secretary Hopkins shared that the office of Secretary Wilkie of the VA wants to arrange a meeting to discuss any issues or concerns Virginia has. Trustees can send input to Secretary Hopkins or through Chair Finelli. The meeting will likely take place in July.

PUBLIC COMMENT PERIOD

Chair Finelli asked if there was any public comment. There was none.

ADJOURNMENT

Chair Finelli called for a motion to adjourn the meeting. Mr. Haughton **made** the motion to adjourn the meeting, and Mr. Lesinski **seconded** the motion. There was no discussion and the motion passed unanimously. The meeting adjourned at 1:50 p.m.

The next VSF Board of Trustees Meeting will be held on Sept 19 at the American Legion Building, 1708 Commonwealth Avenue, Richmond, VA.

Veterans Services Foundation Board of Trustees

Virginia State Capitol
1000 Bank Street, Richmond, VA
Senate Room 3
June 13, 2019
11:00 a.m. – 1:30 p.m.

Guided Tour of the Capitol: 9:00 – 10:00 AM

DEVELOPMENT Committee Meeting 10:15 – 10:45 AM

FINANCE Committee Meeting 10:15 -10:45 AM

- I. **Opening** and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Staff and Visitors, Approval of Agenda – *Board Chair* (5 minutes)
- II. **Review and Approval** of March 28, 2019 Board Meeting Minutes– *Board Chair* (5 minutes)
- III. **Presentation:**
 - a. Chairman’s Update (15 minutes)
 - b. Virginia Veteran and Family Support (VVFS)
Alleghany Highlands Community Services Board (AHCSB) TelePSYCH Initiative - *Carol Berg*,
VVFS Director (15 minutes)
- IV. **Reports:**
 - a. Secretary’s Guidance for Virginia FY20 Priorities – *Secretary Hopkins* (5 minutes)
 - b. Board of Veterans Services – *Jim Icenhour* (5 minutes)
 - c. JLC – *Rick Oertel* (5 minutes)
 - d. Department of Veterans Services – *Commissioner Newby* (5 minutes)
 - e. Foundation Executive Director – *Karla Boughey* (5 minutes)
 - f. Nominating Committee – *Brad Antle* (5 minutes)
 - g. Development Committee – *John Lesinski* (10 minutes)
 - h. Finance Committee – *Walter Stosch* (10 minutes)
 - i. Procedures and Policy Committee – *Jack Hilgers* (10 minutes)
 - j. Review of FY19 Third Quarter Financial Report – *Tammy Davidson* (5 minutes)
- V. **Working Lunch** (Approximately 12:30 PM)
- VI. **Unfinished Business:**
 - a. DVS FY19 Budget – Projected Execution – *Tammy Davidson* (5 minutes)
 - b. DVS Proposed FY20 Projected Spending – *Tammy Davidson* (5 minutes)
 - c. Support for VVFS Peer Groups – *Board Chair* (1minute)
 - d. Other Unfinished Business – *Board Chair* (1 minute)
- VII. **New Business:**
 - a. Approval of FY19 Third Quarter Financial Report – *Board Chair* (2 minutes)
 - b. Approval of dates for 2020 Board of Trustees meetings – *Board Chair* (2 minutes)
 - c. Approval of Bylaws and MOU – *Board Chair* (2 minutes)
 - d. Election of Board Officers and other positions – *Board Chair* (2 minutes)
 - e. Other New Business – *Board Chair* (2 minutes)
- VIII. **Public Comment Period** (5 minutes)
- IX. **Adjournment:**
Next Board Meeting: Thursday, September 19, 2019. Location: American Legion Building,
1708 Commonwealth Avenue, Richmond, Virginia

ATTACHMENT 1



VIRGINIA VETERANS SERVICES FOUNDATION

VSF Priorities for FY19 Update

For VSF Board of Trustees Meeting 06/13/19

**Our veterans served us.
Now, it's our turn to serve them.**

www.virginiaVeteransServicesFoundation.org

VFY2019 Significant Accomplishments



1. Developed marketing materials for Board outreach and enhanced donor pipeline development
2. Streamlined donor recognition levels on website and created donor appreciation certificates
3. Increased social media presence
 - Facebook post on 4/19/19 for NOVA Chamber Event
 - > Reached 383, 10 reactions, comments, shares
 - Facebook post on 5/23/19 of AI presenting certificate
 - > Reached 208, 27 reactions, comments, shares
4. Implemented process for expenditure analysis to support fiduciary responsibility
5. Updated VSF-DVS Memorandum of Understanding (MOU) and VSF Bylaws



Five Star	☆☆☆☆☆
\$100,000+	
Four Star	☆☆☆☆
\$25,000-\$99,999	
Three Star	☆☆☆☆
\$5,000-\$24,999	
Two Star	☆☆☆☆
\$1,000-\$4,999	
One Star	☆☆☆☆
\$250-\$999	

www.virginiaVeteransServicesFoundation.org

VSF FY19 Priorities



- **Increase donations through collaborating with DVS to build a pipeline of past & new donors and conduct fundraising events**
 - **STATUS: Progress Being Made, MUCH MORE TO DO**
- **Develop a process to support VSF fiduciary responsibilities for donations and DVS expense reimbursements**
 - **STATUS: Monthly Reporting process in place**
- **Increase administrative capacity with full-time Assistant and VSF Board Secretary**
 - **STATUS: Still in the works with DVS, uncertain timeline**

www.virginiveteransservicesfoundation.org

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VSF Fundraising Update



- **VSF approved FY2019 budget for DVS at \$796,500**
 - **On track for execution in most categories, with increased VVFS Homeless program request from \$155k to \$215k which was approved, bringing VVFS budget from \$415k to \$447k**
- **Donations have accelerated with strategy in-tact and pipeline process firming**
 - **Donations thru May 31 \$615k**
 - **Donations goal for FY2020 at \$800k and FY2021 at \$1M**
- **Key FY19 Fundraising Status**
 - **Large Donor Accounts largely came through**
 - **New Events: e.g. Northern Virginia Chamber (April 30); with Harris Williams planning for fall event in Richmond**
 - **Corporate CEO and Association Outreach pushed for FY2020 priority: Direct Engagement & Letter Campaign**

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Office of the Secretary of Veterans and Defense Affairs

The Honorable Carlos L. Hopkins
Secretary of Veterans and Defense Affairs,
Commonwealth of Virginia



Who Are We?

The Office of the Secretary of Veterans and Defense Affairs distinguishes and elevates issues and opportunities for veterans and transitioning service members in the Commonwealth of Virginia.

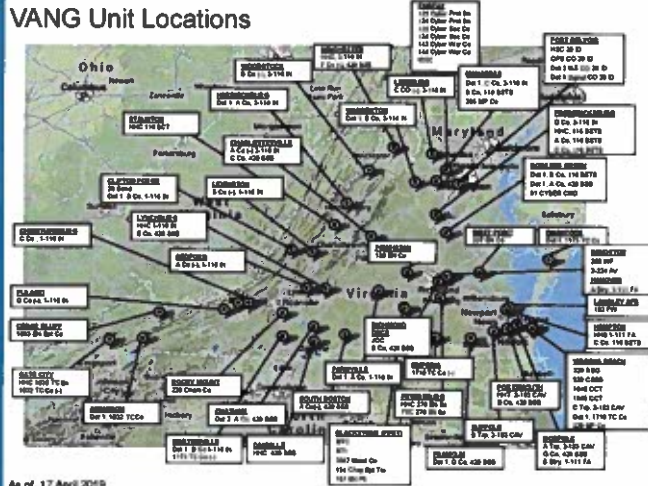
The Secretariat also leads the Governor's initiatives focused on relationship building with and support of our military and defense installations and the communities surrounding them. Through the Governor's Virginia Military Advisory Council (VMAC) and active Secretariat community involvement, the Commonwealth continues to be an engaged host in support of the military and defense missions in the state.

Our agencies include the Department of Veteran Services (DVS) and the Department of Military Affairs (DMA) as well as Veterans Services Foundation Board.

The Secretariat also leads the Governor's initiatives focused on relationship building with and support of our military and defense installations and the communities surrounding them.

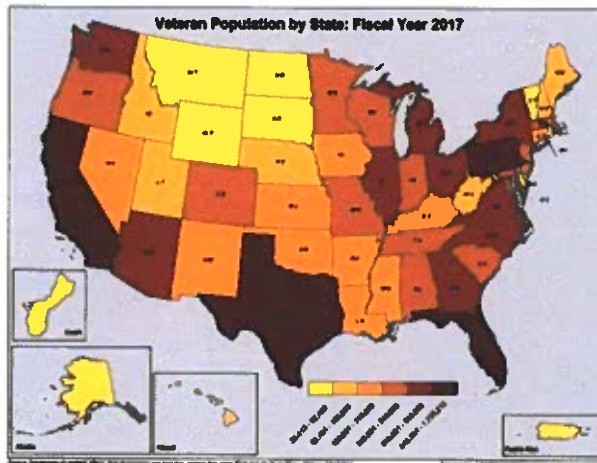
The Virginia National Guard is essential to growing our military mission and to protecting national defense assets in the Commonwealth of Virginia, a charge that is led by the Secretary of Veterans and Defense Affairs.

VANG Unit Locations





As of 17 April 2019

Of primary importance are the employment, health care, and education needs of our veterans. With the Nation's fastest growing veteran population and the greatest number of veterans in the workforce per capita, the Secretariat maintains a particular focus on employment of our newest generation of veterans who have the new and current skills needed here in the Commonwealth.



The Virginia Department of Veterans Services (DVS) advocates for Virginia veterans and connects them to earned benefits and services they have earned. Information on current federal, state and local veterans' programs, entitlements and referral services is available in Virginia through a network of 31 benefit service offices.

Virginia Department of Veterans Services
DVS Locations - FY19

Benefit Service Offices

- Alexandria
- Arundel
- Big Stone Gap
- Charlottesville
- Chesapeake
- Frontline
- Landis
- Fort Belvoir (Pennell)
- Fort Lee
- Loudoun/Fallsburg
- Mountain
- Pulaski/WV Medical Center
- Roanoke
- Loudoun
- Loudoun
- Massanutten
- Northern VA Medical Center (Richmond)
- Roanoke
- Shenandoah Valley (Southampton)
- Petersburg

Core Centers

- ★ Prior & Postwar Veterans Care Center, Richmond
- ★ Virginia Whiskey Case Center, Reston

Virginia Veterans and Family Support Regions

- South
- East
- Central
- West

Connectives

- ▲ Virginia Veterans Cemetery, Ashland
- ▲ Albert G. Mumford, Jr. Memorial Veterans Cemetery, Yorktown
- ▲ Southeast Virginia Veterans Cemetery, Dublin
- ▲ Virginia War Memorial, Williamsburg

* VVSF Underfunded offices include all locations of VVFS and Benefits Service Offices.

Virginia Veterans Services Foundation

VIRGINIA VETERANS SERVICES FOUNDATION

- VSF is established as a nonprofit, independent Corporate Agency of the Commonwealth of Virginia

MISSION

- Administer the Veterans Services Fund to provide supplemental funding for Virginia's veteran programs and services through the Department of Veteran Services
- Accept and raise donations from all sources, including communities, individuals, businesses, & associations to support the fund



100% of donated funds support Virginia's veterans and their families

Our Goal



Our Goal: Keep Virginia The Most Veteran-Friendly State in the U.S.

- Virginia is home to more than 725,000 veterans, plus their families
- 8th Largest veteran population in United States
- Virginia's veterans have served in all military branches and conflicts from WWII, Korea, Cold War and Vietnam through Desert Storm, Afghanistan and today's Global War on Terrorism



www.virginiaveteransservicesfoundation.org

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What We Do



Virginia Veterans Services Foundation provides funding for selected services and special programs offered through the Virginia Department of Veterans Services.

- Helping to alleviate and prevent veteran homelessness
- Providing financial assistance for medical, psychological and rehabilitative care: Virginia Veteran and Family Support Program
- Promoting veteran hiring in the civilian workforce: Virginia Values Veterans (V3) Program
- Assisting with various resident programs in the long-term veteran care centers.
- Honoring veterans through funding for the Veterans Cemeteries in Suffolk, Dublin, and Amelia

www.virginiaveteransservicesfoundation.org

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Virginia's Special Commitment



104,000 veterans in Virginia are women



- Virginia ranks #1 for the percentage of women veterans, when compared to the total veteran population
- Ranks #4 in the nation for its total women veteran population
- Virginia conducts an Annual Women Veterans Summit and regional round tables are currently being planned.

www.virginiaVeteransServicesFoundation.org

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Continuing Our Mission



We Need and Appreciate Your Generosity To Continue Our Important Mission

Donations can be made on the Virginia Veterans Services Foundation website:
www.virginiaVeteransServicesFoundation.org

or by contacting: Karla Williams Boughey
Executive Director
101 North 14th Street, 17th Floor
Richmond, VA 23219
(804) 225-4748
Karla.Boughey@vsf.virginia.gov

A donation to the Veterans Services Fund may be tax deductible under section 170 (c) (1) of the Internal Revenue Code for federal taxes and tax exempt from the Virginia state and local taxes in accordance with section 2.2-2719 of the Code of Virginia.



www.virginiaVeteransServicesFoundation.org

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VSF Special Thanks



- **Meade Spotts, 11 consecutive years of service to VSF**
- **Jim Boyd, 10.5 consecutive years of service to VSF**
- **Rich Schollmann, 9.5 consecutive years of service to VSF**
- **Tom Mulrine, 4 consecutive years of service to VSF**
- **Gratitude to Karla Boughey, Tiffany Robertson, Kendra Ellison, and Glendalynn Glover for their tremendous support**



Virginia Department of Veterans Services



Virginia Department of Veterans Services Virginia Veteran and Family Support

Telehealth and Serving our Rural SMVF Population

Leanna Craig
VVFS West Region Director
June 13, 2019

www.dvs.virginia.gov

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Virginia Department of Veterans Services



Proudly Serving Our Veterans Across the Commonwealth

The Virginia Department of Veterans Services (DVS) connects Virginia's veterans and their families to federal and state benefits, support, quality care, and recognition they have earned through service and sacrifice

www.dvs.virginia.gov

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Virginia Department of Veterans Services



Virginia Veteran and Family Support (VVFS)

Mission: VVFS provides resource referrals, care coordination, and supportive services to Virginia's Veterans, National Guard, Armed Forces Reserves, caregivers, and family members

www.dvs.virginia.gov

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Virginia Department of Veterans Services



Who We Serve

- ✓ Any Virginia Veteran, no matter the discharge status, in need of behavioral health support
- ✓ Members of the Virginia National Guard not on active federal service
- ✓ Virginia residents in the Armed Forces Reserves not on active federal service
- ✓ Family members and caregivers of these Veterans and service members



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Virginia Department of Veterans Services

Serving Veterans in Rural Areas



Why is this important?

- How many of you have served in the U.S. Military?
- How many of you have immediate family members that have served?
- How many of you have worked with a SMVF in the last 90 days?

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Virginia Department of Veterans Services

Serving Veterans in Rural Areas



A look at our rural SMVF population (service members, veterans and families) and showcase programs and initiatives that help with their behavioral health and other supportive service needs

- America's veterans are disproportionately from rural areas and small towns
- Rural veterans make up over 40 percent of enrollees in the VA's system
- While 21 percent of the US population is rural, 25 percent of the nation's veterans live in rural communities
- Within a decade, an astounding 70 percent of rural veterans will be age 65+

Source: ruralhome.org 2019

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Virginia Department of Veterans Services



What we're doing now to meet the need

We often work to meet the SMVF "where they are". This includes technology, travel, networking with providers, and many other avenues we work at to ensure we capture and continuously grow in meeting the needs of veterans in rural SWVA.

Telepsychiatry

- Partner with local CSBs and VAMC to provide telepsychiatry to veterans with transportation and medical barriers
- Work to ensure we educate the veteran community on telehealth and telepsychiatry services available at the VAMCs and private/community providers

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Virginia Department of Veterans Services



Telepsychiatry Initiative

- Current standing initiative between Salem VAMC, Alleghany Highlands CSB, and VDVS VVFS
- The continuing objective is to ensure telepsychiatry availability in the AHCS medical clinic to all eligible veterans in the catchment area
- The consultations increase the quality and timeliness of triage, assessment and initial treatment of patients and break down the barriers of ability for veterans to receive psychiatric services at the Salem VAMC campus

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Virginia Department of Veterans Services



Telepsychiatry Initiative cont.,

- Currently over 2,600 veterans reside in Alleghany County
- **ACCESS TO CARE:** Weekly visits, RN VA trained nurse available – onsite access to medicine, pharmacy, case mgmt. and VVFS resources at the AH clinic immediately after the appointment
- Designed issues can be: cost to operate equipment, streamlining the federal, local and state policies around billing and security, long term funding

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Virginia Department of Veterans Services




Telepsychiatry Initiative cont.,


- Telepsychiatry is held on Monday's. There are up to 20-25 sessions a month that can be had
- Due to psychiatry availability at SVAMC (capacity) unable to expand upon telepsychiatry at this time
- Designed issues can be: cost to operate equipment, streamlining the federal, local and state policies around billing and security, long term funding

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 Virginia Department of Veterans Services 

Telepsychiatry Initiative cont.,



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 Virginia Department of Veterans Services 

Itinerate and Community Partner Sites

- Partner with local CSBs to utilize their catchment area offices and ensure for a direct connect to the provider and SMVF member
- Work with local VSOs in the community to provide regular scheduled itinerate sites in partnership with our DVS Benefits office in the rural communities
- Work with VAMCs CBOCs, Vet Centers and rural outreach initiatives

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Virginia Department of Veterans Services



Community Based Services

- Work as force extenders in the community with the SMVF population and the community providers to assist in setting up services with SMVF and providers for those that are eligible for the Mission Act
- Provide Military Cultural Competency, ASIST, Mental Health First Aid, and Crisis Intervention trainings in the community

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Virginia Department of Veterans Services



Telehealth Emerging Initiatives

VHA Telehealth Services uses health informatics, disease management and telehealth technologies to target care and case management to improve access to care, improving the health of Veterans

VHA Telehealth Services, located in Washington DC, divides Telehealth into three modalities and has established training centers for each to support the provision of quality telehealth-based care to Veterans:

Clinical Video Telehealth

- Uses real-time interactive video conferencing
- Assess, treat and provide care to a patient remotely (this is like our AHCSB initiative)

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Virginia Department of Veterans Services



Telehealth Emerging Initiatives

Home Telehealth

- Programs which Veterans are enrolled that applies care and case management principles to coordinate care using health informatics, disease management and Home Telehealth technologies to facilitate access to care

Store-and-Forward Telehealth

- Acquire and store clinical information (such as data, image, sound and video) that is then forwarded to or retrieved by a provider at another location for clinical evaluation

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Virginia Department of Veterans Services



DMAS Emerging Initiatives

- Virginian Mental Health Access Program (VMAP)
- VMFA is a program to improve access to mental health care mainly for children and adolescents. Possible future opportunities for alignment in working around military families
- DMAS is currently updating Medicaid policies that relate to telemedicine/telehealth, and prioritize behavioral health in these efforts
- Looking at ways to utilize secure sessions via phone/computer/iPad where the patients reside (similar to the Anthem Health keepers program)

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Virginia Department of Veterans Services



Future Outlook and Needs for Telehealth in Rural SWVA?

Potential Discussion Points

1. What coordinated efforts between Federal, State, Local agencies exist? What can we expand upon?
2. Funding Availability?
3. HRSA Grants?
4. Broadband Service Availability?

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Virginia Department of Veterans Services



Contact Information

Leanna Craig

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Virginia Veteran and Family Support
Virginia Department of Veterans Services

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COMMONWEALTH OF VIRGINIA BOARD OF VETERANS SERVICES

101 N. 14TH STREET, 17TH FL.
RICHMOND, VA 23219

*James O. Icenhour, Jr.,
Chairman*

*Michael Dick,
Vice Chairman*

Victor Angry

Carl Bedell

Carl Bess

Paige Cherry

Delegate Gordon Helsel

Susan B. Hippen

Nick Kesler

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Murphy*

Senator Bryce Reeves

Efrain "Frank" Reyes

Julie Waters

Senator Jennifer Wexton

*Frank Wickersham, III
Chairman, Joint
Leadership Council of
Veterans Service
Organizations*

*Frank Finelli,
Chairman, Veterans
Services Foundation*

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

REPORT TO THE VETERANS SERVICES FOUNDATION (VSF) June 13, 2019

Since the last VSF meeting, the Board of Veterans Services (BVS) met on May 2, 2019 at the Virginia National Guard Headquarters in Richmond.

At our May meeting we had two very informative presentations. DVS Policy Director Carrie Ann Alford provided a review of 2019 DVS legislation and budget outcomes, and Mary Roberts of the Eastern Virginia Medical Schools discussed her organization's ongoing partnership with our Virginia Veterans and Family Service (VVFS) efforts.

Two pieces of DVS legislation that affect the BVS and have been signed by the Governor, will add three seats to BVS as of January 1, 2020 as well as the Chairman of the War Memorial Foundation Board as *ex officio*. Additionally, on January 1, 2020 the Virginia War Memorial Board will sunset and BVS will assume all duties of support to the Virginia War Memorial.

We received progress reports from our three new working groups: Benefits, Carl Bedell, Chair; Education, Mike Dick, Chair; and Veterans and the Arts, Julie Waters, Chair. All three groups have one year to conduct their research and report their findings and recommendations. We expect progress reports at our August meeting and final reports at our November meeting.

The BVS consists of twenty-two members: fourteen citizen members, five legislators, and three *ex officio* members. Board members are in regular contact with the Department of Veterans Services to provide policy input on key operational issues.

Our next meeting will be at the State Cemetery at Amelia on Thursday, August 22 at 10:00 a.m.

Respectfully submitted,

Jim Icenhour
Chairman

ATTACHMENT 4



COMMONWEALTH OF VIRGINIA
JOINT LEADERSHIP COUNCIL OF
VETERANS SERVICE ORGANIZATIONS

101 N. 14TH ST., 17TH FLOOR
RICHMOND VA 23219

Air Force Association
American Legion
AMVETS
Association of the United States Army
Disabled American Veterans
Fleet Reserve Association
Fifth Baptist Veterans Ministry
Iraq & Afghanistan Veterans of America
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
Navy Mutual Aid Association
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

**JOINT LEADERSHIP COUNCIL
REPORT TO THE VETERANS SERVICES FOUNDATION
June 13, 2019**

The Joint Leadership Council of Veterans Service Organizations (JLC) met on April 17, 2019 at the Virginia National Guard Headquarters in Richmond, VA.

We received an update on the DVS legislation and budget as it stands post-Session, from Carrie Ann Alford, DVS Director of Policy and Planning, as well as beginning our process of reviewing policy initiatives for 2020.

We received an update on the Governor's Challenge to Prevent Suicide among Service Members, Veterans and Families, from Ms. Brandi Jancaitis, Military and Veterans Affairs Manager with the Virginia Dept. of Behavioral Health and Developmental Services (DBHDS). We also heard a presentation from JLC member John Cooper on suicide prevention that he gives to groups around Hampton Roads. The JLC decided to send a formal letter of support to Governor Northam regarding the Governor's Challenge and affirm that the JLC stands at the ready to assist.

The Council provides advice and assistance to the Governor, General Assembly and the Department of Veterans Services (DVS) on matters of concern to the veterans community and provides a conduit of information to and from the veterans service organizations on policy and legislation, pending and enacted, as well as information on existing services.

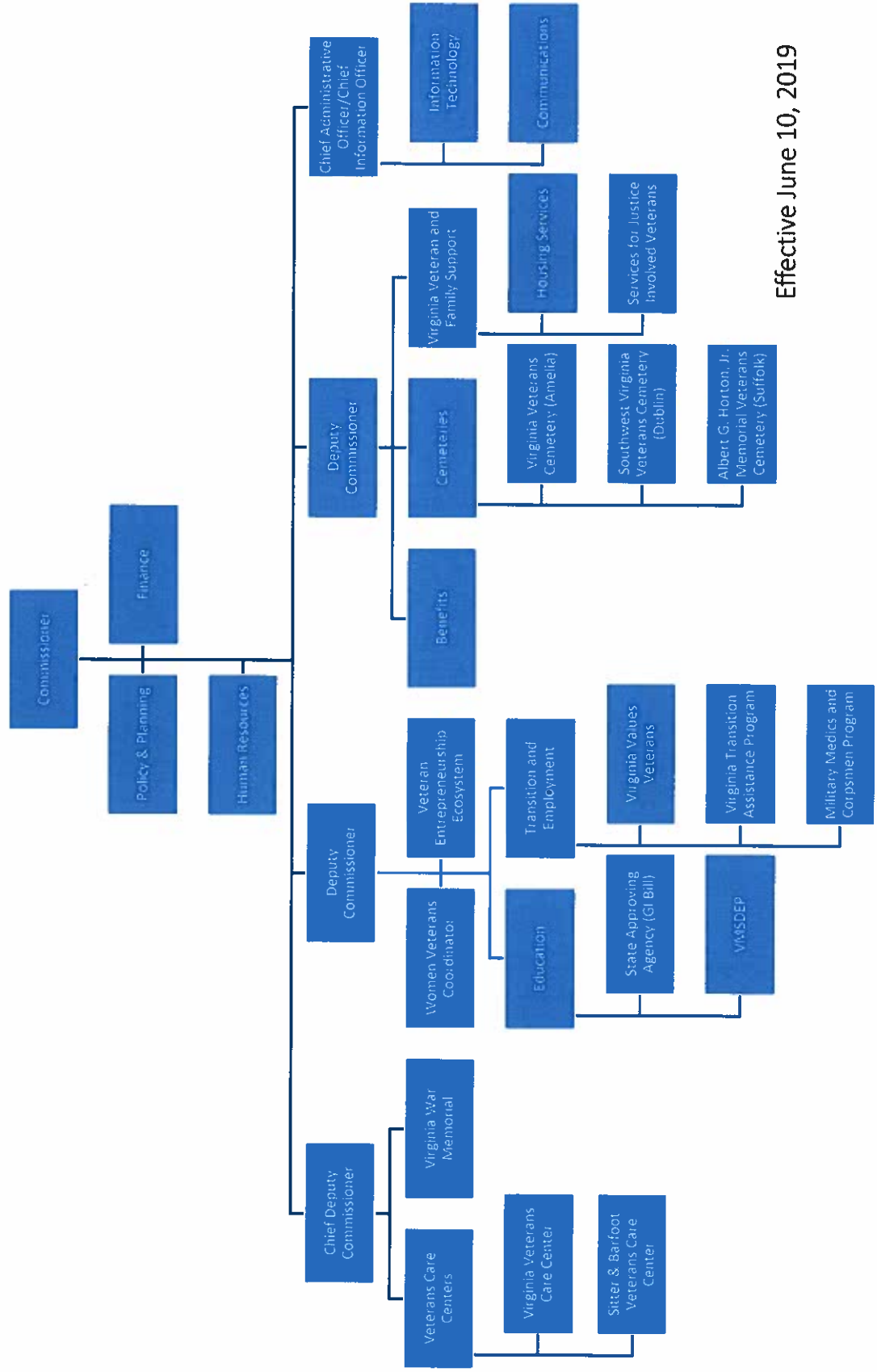
Our next meeting will be at the Dept. of Military Affairs (Virginia National Guard) Headquarters on Wednesday, July 24 at 10 a.m. at the American Legion Headquarters building in Richmond.

Respectfully submitted,

Frank G. Wickersham, III
Chairman

ATTACHMENT 5

DVS ORG CHART



Effective June 10, 2019

Examples of what a donation to VSF can provide

Virginia Veteran and Family Support

- \$25 can assist a veteran get an ID;
- \$50 can pay for 30 minutes of behavioral health treatment for a veteran with PTSD;
- \$100 can pay for 60 minutes of behavioral health treatment for a veteran with PTSD;
- \$100 can pay for a hotel room for a night for veteran family experiencing homelessness;
- \$750 can pay for a security deposit for a veteran experiencing homeless to move into an apartment;
- \$1,500 can pay for a security deposit and first month's rent for a veteran experiencing homeless to move into an apartment.

Veterans Education, Transition, and Employment

- \$4 can pay for a veteran lead on LinkedIn;
- \$5.40 can pay for veteran engagement (referrals, direct services such as resume writing, education briefings, etc.);
- \$102 can pay for training for an employer to become V3 certified;
- \$2,500 can pay for veteran attending manufacturing training.

Veterans Care Centers

- \$300 can pay for prescription glasses for a veteran;
- \$300 can pay for hearing aids for a veteran;
- \$500 can pay for a regular mattress for a veteran;
- \$1,700 can pay for an air mattress for a veteran;
- \$2,600 can pay for a regular bed for a veteran;
- \$3,000 can pay for dentures for a veteran;
- \$4,500 can pay for a patient lift for a veteran;
- \$4,800 can pay for a bariatric bed for a veteran;
- Costs for some activity events/entertainment for veterans can range from \$100 to \$500, which helps pay for food, decorations, vendors, etc.

Updated 6/10/19

VSF Income & Expense Comparison APRIL (FM10)			
	Apr. 30, 2019	Apr. 30, 2018	Apr. 30, 2017
Total Fund Balance	\$ 1,689,673.48	\$ 1,641,320.98	\$ 1,601,497.68
INCOME	\$ 610,845.03	\$ 559,805.34	\$ 565,730.68
EXPENDITURES	\$ 541,392.16	\$ 426,826.57	\$ 493,601.34
Excess of Income over Expenditures	\$ 69,452.87	\$ 132,978.77	\$ 72,129.34
Remaining Fund Balances By Activity:			
VVCC	\$ 160,937.44	\$ 152,412.48	\$ 127,630.91
SBVCC	\$ 34,454.79	\$ 35,809.70	\$ 25,077.72
Cemetery	\$ 41,526.15	\$ 28,851.24	\$ 26,626.24
VVFS (VWWP 2015)	\$ 636,829.45	\$ 678,766.08	\$ 945,241.82
Benefits	\$ 1,325.52	\$ 675.52	\$ 475.52
V3/VTAP	\$ 487,005.65	\$ 476,287.51	\$ 228,014.59
Women's Summit	-	\$ 5,569.34	\$ 8,647.88
VSF Support	\$ 8,589.87	\$ 58,704.03	\$ 53,409.09
Homeless Boot Camp	N/A	N/A	N/A
Non-general funds	\$ 319,004.61	\$ 204,245.08	\$ 186,373.91
Total All Funds	\$ 1,689,673.48	\$ 1,641,320.98	\$ 1,601,497.68
			\$ 1,594,417.49
			\$ 1,275,756.11
			\$ 616,935.57
			\$ 307,510.09
			\$ 309,425.48
			\$ 234,188.12
			\$ 21,564.59
			\$ 25,429.24
			\$ 974,558.22
			\$ 455.52
			\$ 149,150.59
			\$ 5,000.00
			\$ 41,976.75
			\$ 6,963.86
			\$ 186,095.47
			\$ 170,426.98
			\$ 1,594,417.49
			\$ 1,275,756.11

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended May 31, 2019 (FM11)
FY 2019 Year-To-Date
(Unaudited)

Activity	Fund 09410			Fund 09410		FY 2019 Budget Balance YTD
	Balance July 1, 2018 Adjusted	Receipts YTD	Expenditures YTD	Balance 31, 2019 YTD	May FY 2019 Budget YTD	
Virginia Veterans Care Center:						
Indigent Resident Needs	30,470.51	4,395.00	216.54	34,648.97	2,000.00	1,783.46
Activities/Carnival Fund	12,640.99	7,435.00	3,558.35	16,517.64	7,000.00	3,441.65
Operation Holiday Spirit	74,472.88	25,280.00	13,144.38	86,608.50	21,000.00	7,855.62
Unit Projects & Functions	11,331.00	-	9,088.64	2,242.36	19,500.00	10,411.36
Other Donations Restricted	16,099.97	15,320.00	10,500.00	20,919.97	10,500.00	-
Total VVCG Funds	145,016.35	62,430.00	36,507.91	160,937.44	60,000.00	23,492.09
Sitter & Barfoot VCC:						
Indigent Resident Needs	6,107.52	200.00	65.00	6,242.52	1,000.00	935.00
Activities Fund	28,980.18	1,400.00	8,489.91	21,890.27	16,500.00	8,010.09
Other Donations Restricted	1,692.00	4,830.00	-	6,522.00	10,500.00	10,500.00
Total SBVCC Funds	36,779.70	6,430.00	8,554.91	34,664.79	28,000.00	19,445.09
Cemetery Funds:						
Va Veterans Cemeteries- Other Donations Restricted	787.00	55.00	-	842.00	500.00	500.00
Va Veterans Cemetery--Amelia	8,091.38	570.00	-	8,661.38	5,000.00	5,000.00
Memorial Cemetery--Suffolk	10,111.07	11,204.91	-	21,315.98	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	10,731.79	75.00	-	10,806.79	5,000.00	5,000.00
Total Cemetery Support Funds	29,721.24	11,904.91	-	41,626.16	15,500.00	15,500.00
Virginia Veterans' and Family Support						
Outreach Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Direct Veterans Services	230,000.00	-	150,576.26	79,423.74	230,000.00	79,423.74
Enabling Veterans Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Homeless Veterans Fund	215,000.00	185,050.00	204,201.62	195,848.38	215,000.00	10,798.38
Operation Family Caregiver Grant	3,227.78	-	1,924.19	1,303.57	-	(1,924.19)
Other Donations Restricted	222,207.63	108,018.61	-	330,226.24	-	-
Total VVFS Funds	672,435.39	293,068.61	356,702.07	608,801.93	447,000.00	90,297.93
Benefits Funds:	675.52	650.00	-	1,325.52	1,000.00	1,000.00
Veteran Education, Transition and Employment						
V-3 Fund	236,745.67	89,327.00	106,919.26	219,153.41	125,000.00	18,080.74
Altria Grant	227,447.90	100,000.00	74,195.66	253,252.24	100,000.00	25,804.34
Women's Summit	1,222.94	-	1,222.94	-	10,000.00	8,777.06
VETE Other Donations Restricted	-	-	-	-	-	-
Total VETE Funds	465,416.51	189,327.00	182,337.86	472,405.65	235,000.00	52,662.14
VSF Support Funds:	10,000.00	-	1,411.07	8,588.93	10,000.00	8,588.93
VSF Unrestricted Revenue						
Appropriated Funds	203,670.05	-	-	203,670.05	-	-
Donor Funds	15,258.50	39,385.72	-	54,644.22	-	-
Interest	41,248.35	22,097.11	-	63,345.46	-	-
Total VSF Unrestricted Revenue	260,176.90	61,482.83	-	321,659.73	-	-
Grand Total All 09410 Funds	1,620,220.61	615,293.36	585,513.82	1,650,000.14	796,500.00	210,986.18
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,605,312.73	-	(650,000.00)	1,569,195.95		
912 09410 Fund Balance	14,907.88	650,000.00	-	80,804.19		
TOTAL CASH 09410 FUNDS	1,620,220.61			1,650,000.14		

ATTACHMENT 7

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Funds Balances
For the Month Ended May 31, 2019 (FM11)
FY 2019 Year-To-Date
(Unaudited)

INCOME:

Y-T-D Actual

Restricted gifts received for:

Virginia Veterans Care Center	52,430.00
Sitter & Barfoot VCC	6,430.00
Cemetery Funds	11,904.91
VVFS Funds	293,068.61
Benefits Funds	650.00
VETE Funds	189,327.00
VSF Support Funds	-
VSF Unrestricted Revenue	61,482.83
TOTAL INCOME	615,293.35

EXPENDITURES:

WVCC Indigent Resident Needs	216.54
WVCC Activities/ Carnival Funds--Activities with Residents	3,558.35
WVCC Operation Holiday Spirit	13,144.38
WVCC Unit Projects & Functions	9,088.64
WVCC Other Donations Restricted	10,500.00
SBVCC Indigent Resident Needs	65.00
SBVCC Activities Funds	8,489.91
SBVCC Other Donations Restricted	-
Va Veterans Cemeteries- Other Donations Restricted	-
Va Veterans Cemetery--Amelia	-
Memorial Cemetery--Suffolk	-
SW Va Veterans Cemetery--Dublin	-
VVFS Outreach Services	-
VVFS Direct Veterans Services	150,576.26
VVFS Enabling Veterans Services	-
VVFS Homeless Veterans Funds	204,201.62
VVFS Operation Family Caregiver Grant	1,924.19
Benefits Funds	-
VETE V-3 Fund	106,919.26
VETE Altria Grant	74,195.66
VETE Women's Summit Funds	1,222.94
VETE Other Donations Restricted	-
VSF Support Funds--Operating Expenditures and Web Site	1,411.07
VSF Unrestricted Revenue	-
TOTAL EXPENDITURES	585,513.82

Excess of Income over Expenditures **29,779.53**

Beginning Fund Balances **1,620,220.61**

Ending Fund Balances **1,650,000.14**

NOTES:

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

ATTACHMENT 7

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Funds Balances
For the Month Ended April 30, 2019 (FM10)
FY 2019 Year-To-Date
(Unaudited)

INCOME:

Y-T-D Actual

Restricted gifts received for:

Virginia Veterans Care Center	52,430.00
Sitter & Barfoot VCC	6,230.00
Cemetery Funds	11,804.91
VVFS Funds	291,575.41
Benefits Funds	650.00
VETE Funds	189,327.00
VSF Support Funds	-
VSF Unrestricted Revenue	58,827.71
TOTAL INCOME	610,845.03

EXPENDITURES:

WVCC Indigent Resident Needs	216.54
WVCC Activities/ Carnival Funds--Activities with Residents	3,558.35
WVCC Operation Holiday Spirit	13,144.38
WVCC Unit Projects & Functions	9,088.64
WVCC Other Donations Restricted	10,500.00
SBVCC Indigent Resident Needs	65.00
SBVCC Activities Funds	8,489.91
SBVCC Other Donations Restricted	-
Va Veterans Cemeteries- Other Donations Restricted	-
Va Veterans Cemetery--Amelia	-
Memorial Cemetery--Suffolk	-
SW Va Veterans Cemetery--Dublin	-
VVFS Outreach Services	-
VVFS Direct Veterans Services	143,477.48
VVFS Enabling Veterans Services	-
VVFS Homeless Veterans Funds	181,779.68
VVFS Operation Family Caregiver Grant	1,924.19
Benefits Funds	-
VETE V-3 Fund	106,919.26
VETE Altria Grant	59,595.66
VETE Women's Summit Funds	1,222.94
VETE Other Donations Restricted	-
VSF Support Funds--Operating Expenditures and Web Site	1,410.13
VSF Unrestricted Revenue	-
TOTAL EXPENDITURES	541,392.16

Excess of Income over Expenditures	69,452.87
Beginning Fund Balances	1,620,220.61
Ending Fund Balances	1,689,673.48

NOTES:

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

ATTACHMENT 7

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended April 30, 2019 (FM10)
FY 2019 Year-To-Date
(Unaudited)

Activity	Fund 09410			Fund 09410		FY 2019 Budget Balance YTD
	Balance July 1, 2018 Adjusted	Receipts YTD	Expenditures YTD	Balance April 30, 2019 YTD	FY 2019 Budget YTD	
Virginia Veterans Care Center:						
Indigent Resident Needs	30,470.51	4,395.00	216.54	34,648.97	2,000.00	1,783.46
Activities/Carnival Fund	12,640.99	7,435.00	3,558.35	16,517.64	7,000.00	3,441.65
Operation Holiday Spirit	74,472.88	25,280.00	13,144.38	86,608.50	21,000.00	7,855.62
Unit Projects & Functions	11,331.00	-	9,088.64	2,242.36	19,500.00	10,411.36
Other Donations Restricted	16,099.97	15,320.00	10,500.00	20,919.97	10,500.00	-
Total WVCC Funds	146,016.35	62,430.00	36,507.91	160,937.44	60,000.00	23,492.09
Sitter & Barfoot VCC:						
Indigent Resident Needs	6,107.52	-	65.00	6,042.52	1,000.00	935.00
Activities Fund	28,980.18	1,400.00	8,489.91	21,890.27	16,500.00	8,010.09
Other Donations Restricted	1,692.00	4,830.00	-	6,522.00	10,500.00	10,500.00
Total SBVCC Funds	36,779.70	6,230.00	8,554.91	34,464.79	28,000.00	19,445.09
Cemetery Funds:						
Va Veterans Cemeteries- Other Donations Restricted	787.00	55.00	-	842.00	500.00	500.00
Va Veterans Cemetery--Amelia	8,091.38	470.00	-	8,561.38	5,000.00	5,000.00
Memorial Cemetery--Suffolk	10,111.07	11,204.91	-	21,315.98	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	10,731.79	75.00	-	10,806.79	5,000.00	5,000.00
Total Cemetery Support Funds	29,721.24	11,804.91	-	41,526.15	15,500.00	15,500.00
Virginia Veterans' and Family Support						
Outreach Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Direct Veterans Services	230,000.00	-	143,477.48	86,522.52	230,000.00	86,522.52
Enabling Veterans Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Homeless Veterans Fund	215,000.00	185,050.00	181,779.68	218,270.32	215,000.00	33,220.32
Operation Family Caregiver Grant	3,227.76	-	1,924.19	1,303.57	-	(1,924.19)
Other Donations Restricted	222,207.63	106,525.41	-	328,733.04	-	-
Total WVFS Funds	672,435.39	291,575.41	327,181.35	636,829.45	447,000.00	119,818.65
Benefits Funds:	675.52	650.00	-	1,325.52	1,000.00	1,000.00
Veteran Education, Transition and Employment						
V-3 Fund	236,745.67	89,327.00	106,919.26	219,153.41	125,000.00	18,080.74
Altria Grant	227,447.90	100,000.00	59,595.66	267,852.24	100,000.00	40,404.34
Women's Summit	1,222.94	-	1,222.94	-	10,000.00	8,777.06
VETE Other Donations Restricted	-	-	-	-	-	-
Total VETE Funds	465,416.51	189,327.00	167,737.86	487,005.65	235,000.00	67,262.14
VSF Support Funds:	10,000.00	-	1,410.13	8,589.87	10,000.00	8,589.87
VSF Unrestricted Revenue						
Appropriated Funds	203,670.05	-	-	203,670.05	-	-
Donor Funds	15,258.50	36,730.60	-	51,989.10	-	-
Interest	41,248.35	22,097.11	-	63,345.46	-	-
Total VSF Unrestricted Revenue	260,176.90	58,827.71	-	319,004.61	-	-
Grand Total All 09410 Funds	1,820,220.61	610,845.03	541,392.16	1,689,673.48	796,500.00	255,107.84
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,605,312.73	-	(550,000.00)	1,664,561.27		
912 09410 Fund Balance	14,907.88	550,000.00	-	25,112.21		
TOTAL CASH 09410 FUNDS	1,620,220.61			1,689,673.48		

ATTACHMENT 7

DONATIONS \$500 AND ABOVE SORTED BY AMOUNT FY19

DONOR NAME	DESIGNATION	AMOUNT
Smithfield Foods Foundation	VVFS Homeless 4148	\$ 150,000.00
Altria Group Inc.	V3/VTAP	\$ 100,000.00
PGA Tour Charities, Inc.	V3/VTAP	\$ 88,827.00
Dominion Energysshare Program	VVFS Homeless 4148	\$ 35,000.00
INTEREST	VSF INTEREST NGfund	\$ 22,097.11
Combat Veterans Motorcycle Association 27-2	VVFS Other 4152	\$ 20,000.00
Davenport & Company, LLC	VSF Unrest DonorFund	\$ 11,056.41
Hopewell Memorial Post 146 Two Rivers Chapter	VVFS Other 4152	\$ 10,365.75
Farmers New World Life Insurance Company	Cemetery Suff 4136	\$ 10,204.91
Francis A. Finelli	VSF Unrest DonorFund	\$ 10,000.00
The Estate of Mrs. Elizabeth C. Young	VVCC Other 4026	\$ 10,000.00
GStek	VVFS Other 4152	\$ 7,585.00
Knights of Columbus Father John Boddie Assembly #3349	VVFS Other 4152	\$ 7,502.01
Mt. Pisgah United Methodist Church	VVCC Holiday 4016	\$ 5,100.00
Funeral Choices of Chantilly	VVFS Other 4152	\$ 5,081.19
George C. Marshall Chapter MOAA	VVFS Other 4152	\$ 5,000.00
The Pretty Real Estate Group LLC	VVFS Other 4152	\$ 4,500.00
The Whitney & Anne Stone Foundation c/o Chilton Trust	VVFS Other 4152	\$ 4,000.00
The M.W. Armistead, III Family Foundation	VVFS Other 4152	\$ 4,000.00
Bank of America Employee Giving Campaign	VVFS Other 4152	\$ 3,520.08
Cox Clinic of Chiropractic	VVFS Other 4152	\$ 3,163.00
Prince William Cruisers Inc	VVFS Other 4152	\$ 2,000.00
Carneal-Drew Foundation	VSF Unrest DonorFund	\$ 2,000.00
American Legion Auxiliary Clemmer McGuffin Unit 13	VVCC Holiday 4016	\$ 2,000.00
American Legion Post 184	VVCC Holiday 4016	\$ 2,000.00
AMVETS Post 40 Inc.	VVCC Indig 4012	\$ 2,000.00
Staunton Elks Lodge #351	VVFS Other 4152	\$ 1,900.00
Williamsburg United Methodist Church	VSF Unrest DonorFund	\$ 1,893.83
AMVETS Riders #40	VVCC Indig 4012	\$ 1,800.00
Olde York Chapel Consolidated Chapel Fund	VVFS Other 4152	\$ 1,740.00
Benevity Donation	VSF Unrest DonorFund	\$ 1,623.52
Military Order of Purple Heart	SBVCC Other 4116	\$ 1,600.00
Smithfield Foods, Inc.	VVFS Other 4152	\$ 1,590.00
St. Mark's United Methodist Church	VVFS Other 4152	\$ 1,358.00
Your Cause Corporate Employee Giving Programs	VVFS Other 4152	\$ 1,305.00
Post 64 29th Division Association	VVCC Holiday 4016	\$ 1,300.00
Parrotheads of the Phininsula	VVFS Other 4152	\$ 1,290.00
Leonard E. McCoy VFW Post 5311	VVCC Holiday 4016	\$ 1,200.00
TJ Stonewall Jackson Chapter Association of the US Army	VVCC Act 4014	\$ 1,200.00
Shelsby Capital Holdings LLC	VSF Unrest DonorFund	\$ 1,100.00
AMVETS Department of Virginia Service Foundation	VVCC Act 4014	\$ 1,050.00
Jack Hilgers	VVFS Other 4152	\$ 1,000.00
The Reco Foundation	VVFS Other 4152	\$ 1,000.00
River Road Presbyterian Church	SBVCC Other 4116	\$ 1,000.00
Sylvia Chellis	Cemetery Suff 4136	\$ 1,000.00
Marks-Hofheimer Foundation	VVFS Other 4152	\$ 1,000.00
Vanguard Charitable	VSF Unrest DonorFund	\$ 1,000.00

DONATIONS \$500 AND ABOVE SORTED BY AMOUNT FY19

SDV Solutions	VVFS Other 4152	\$ 1,000.00
Run for the Wall, Inc	VVCC Other 4026	\$ 1,000.00
Revere Gas, Inc.	VVFS Other 4152	\$ 1,000.00
Colonial Webb Comfort Systems USA	VSF Unrest DonorFund	\$ 1,000.00
The Shelton Living Trust	VVFS Other 4152	\$ 1,000.00
Irwins Pharmacy and Drug, Inc	VVFS Other 4152	\$ 1,000.00
Commonwealth of Virginia Campaign	VSF Unrest DonorFund	\$ 918.15
Craftworks Foundation	VVFS Other 4152	\$ 843.17
Marine Corps League James M. Slay Detachment #329	VVFS Other 4152	\$ 800.00
Kathryn W. Johnson	VSF Unrest DonorFund	\$ 775.00
Putti Shanthi	VSF Unrest DonorFund	\$ 750.00
Douglas Cox	VVFS Other 4152	\$ 740.00
AMVETS Department of Virginia Service Foundation	SBVCC Other 4116	\$ 700.00
American Legion Victory Post 248	VVCC Holiday 4016	\$ 650.00
Elizabeth Talbott	VVCC Holiday 4016	\$ 650.00
Amherst Co VFW Post 9877	VVCC Holiday 4016	\$ 650.00
VFW Ladies Auxiliary Post 1264	VVCC Holiday 4016	\$ 650.00
Walters and Mason Retail, Inc	VVFS Other 4152	\$ 648.20
Thomas J Herthel	Benefits 4160	\$ 600.00
James Madison VFW Post 2217	SBVCC Other 4116	\$ 600.00
Womack Publishing	VVFS Other 4152	\$ 600.00
Dominion Energy Charitable Foundation c/o Cybergrants, Inc.	VSF Unrest DonorFund	\$ 600.00
Christ Church Parish	VVFS Other 4152	\$ 600.00
Celebration Christian Fellowship	VVFS Other 4152	\$ 600.00
Mike's Break Room	VSF Unrest DonorFund	\$ 538.00
VVCC Patient Trust Fund Account	VVCC Holiday 4016	\$ 520.00
YourCause LLC Trustee for HCA	VVFS Other 4152	\$ 520.00
American Legion Victory Post 248	VVCC Act 4014	\$ 520.00
Disabled American Veterans, Department of Virginia	SBVCC Act 4114	\$ 500.00
Disabled American Veterans, Department of Virginia	VVCC Act 4014	\$ 500.00
VFW Gen. MacArthur Memorial Post 392	VVCC Holiday 4016	\$ 500.00
Archer T. Gammon DAV Chapter 19	VVCC Holiday 4016	\$ 500.00
Woodmenlife Virginia Chapter 14	VVFS Other 4152	\$ 500.00
Duane A. Rhodes	VVCC Holiday 4016	\$ 500.00
Priscilla J. Fleshman	VSF Unrest DonorFund	\$ 500.00
Sylvatus Christian Church	VVCC Holiday 4016	\$ 500.00
VFW Francis Marion Post 4667	VVCC Holiday 4016	\$ 500.00
Harold Waldron	VVCC Holiday 4016	\$ 500.00
Christiansburg Lions Club	VSF Unrest DonorFund	\$ 500.00
Jolene, LLC	VVFS Other 4152	\$ 500.00
Madison County Republican Women	VVFS Other 4152	\$ 500.00
American Legion Post 8 Halifax County	VVCC Holiday 4016	\$ 500.00
Marine Corps League Detachment 980	VVFS Other 4152	\$ 500.00
Petersburg Chapter of UDC #155	VVFS Other 4152	\$ 500.00
Paul Haughton	VSF Unrest DonorFund	\$ 500.00
Disabled American Veterans, Department of Virginia	VVCC Other 4026	\$ 500.00

ATTACHMENT 7

FY19 EVENTS and OUTREACH			
JUNE			
1	George C. Marshall MOAA - Quail Ridge Sporting Club benefit shoot		
3	4th Annual Wayne Zellers Memorial	Leanna Craig (VVFS)	
15	10th Annual Ride for Warriors - American Legion Hopewell #146	Ben Shaw	
MAY			
3-4	Colonial Williamsburg Rod Run hosted by Tidewater Street Rod Association	Tiffany Robertson, Karla Boughey	
17	GStek 23rd Annual Golf Tournament	Tiffany Robertson, Karla Boughey	\$ 3,628.00
18	Overton Event - Rhondels		
APRIL			
6	Rotary Club of Hampton Roads - Big 80s Hangar Party	Jack Hilgers	
30	The Value of Veterans and Impact on Virginia Business - Northern Virginia Chamber of Commerce	Sec. Hopkins, Frank Finelli, Karla Boughey, Anthony Gitalado, Matice Wright	
MARCH			
12	Ferguson Visit	Nicole Carry, Carol Berg (VVFS)	
FEBRUARY			
6	Military and Veterans Caucus Presentation	Frank Finelli, Rich Schollmann, Jack Lanier, Al Pinalto Karla Boughey	
6	Combat Veterans Motorcycle Association 27-2 Check Presentation	Frank Finelli, Rich Schollmann, Walter Stosch, Jack Lanier, Al Pinalto, Karla Boughey, Tiffany Robertson	\$ 20,000.00
25	King George High School - DECA Club and Leadership Class	Paul Haughton and Karla Boughey, Ben Shaw (VVFS)	\$ 750.68
25	Some Gave All Foundation Presentation	Paul Haughton and Karla Boughey, Ben Shaw (VVFS)	
26	Johnny Davis, Wendell Wilson, Richmond Dragway	Karla Boughey	
JANUARY			
8	The Virginia National Guard Joint Force Headquarters Dedication Ceremony honoring Sergeant John Robert "Bob" Slaughter	Frank Finelli, Karla Boughey	
26	Casual Pint	Anthony Gitalado, Nicole Carry, Jack Hilgers, Karla Boughey	\$ 1,125.00
DECEMBER			
1-2	2 nd Annual 9-Pin No-Tap Bowling Fundraiser Parrotheads of the Phininsula at AMF Williamsburg Lanes	VVFS	\$ 2,990.00
10	Proposal Sent to Smithfield	Karla Boughey	\$ 150,000.00
11	George C. Marshall MOAA, Lexington CHECK Presentation	Paul Haughton, Jack Hilgers	\$ 5,000.00
21	Altria Grant	Karla Boughey, Charlie Palumbo (V3)	\$ 100,000.00
NOVEMBER			
7	Commonwealth of Virginia Campaign Charity (CVC) Expo, Richmond	Tiffany Robertson	\$ 918.15
week of 10 -16	Gordon Biersch Brewery Restaurant Virginia Beach, VA Veterans Day Promotion	Jack Hilgers, Carol Berg, VVFS	\$ 705.17
11	Mike's Breakroom/Bills Backers	Karla Boughey	\$ 638.00
11	Armistice Day and Veteran's Day Ceremony, Richmond	Frank Finelli, Karla Boughey, Tiffany Robertson	\$ 120.00

OCTOBER			
1	George C. Marshall MOAA Board Presentation, Lexington VA	Karla Boughey, Tiffany Robertson	
6	Veterans in the Vineyard Gauthier Vineyards Barhamsville, VA	Paul Haughton, Al Pianalto, Nicole Carry, Karla Boughey, Tiffany Robertson	\$ 50.00
9	Harris Williams Employee Presentation Richmond, VA	Frank Finelli, Karla Boughey	
9	Old Dominion Electric Cooperative, Richmond, VA	Frank Finelli, Karla Boughey	
19-21	Dominion Energy Charity Classic		TBD
22	ADP Employee Presentation, Norfolk, VA	Nicole Carry, Karla Boughey, Carol Berg (VVFS)	\$ 1,421.55
24	Smithfield Foods Employee Blue Jean Day		\$ 1,765.00
26	American Legion Conference, Williamsburg, VA	Paul Haughton, Al Pianalto	
27	American Legion Conference, Williamsburg, VA	Al Pianalto, Karla Boughey	
30	Halloween Party Gordon Biersch Brewery Restaurant – Virginia Beach, VA	Jack Hilgers	\$ 263.00
SEPTEMBER			
All month	Hero Honey Fundraiser/Cox chiropractic		\$ 1,068.00
5	Microsoft Presentation	Frank Finelli, John Lesinski, Karla Boughey	
7	Father John Boddie Assembly #3349 – VVFS Golf Tournament Hartfield, VA		\$ 7,502.01
12	First Command Financial Services Presentation	Al Pianalto	\$ 300.00
13	Donation Received for FY18 Event Gstek Golf Tournament (took place in May) 2018	VVFS	\$ 4,085.00
AUGUST			
7	9th Annual Ride for Wounded Warriors (took place in June) Hopewell Memorial Post 146 Two Rivers Chapter	Ben Shaw	\$ 10,365.75
20	AMVETS Riders Chapter 40		\$ 1,800.00
23	Innsbrook Foundation	Karla Boughey	\$ 220.14
JULY			
1	A Concert of Patriotic Music St. Mark's United Methodist Church, Petersburg, VA		\$ 1,413.00
MARK YOUR CALENDARS FOR THESE FY20 EVENTS			
JULY			
20	Bull Run III Motorcycle Event - CVMA 27-2	Karla Boughey, Ben Shaw	
AUGUST			
22	Innsbrook Foundation Concert - Boyz II Men	Karla Boughey	
SEPTEMBER			
	Father John Boddie Assembly #3349 – VVFS Golf Tournament Hartfield, VA		
OCTOBER			
17-20	Dominion Energy Charity Classic, Richmond	Karla Boughey	
	Richmond Dragway Team Challenge Event, Sandston, VA	TBD October 5 or November 23, Karla Boughey	
NOVEMBER			
	Veterans Day Fundraising Event		

ATTACHMENT 7

VSF Nominating Committee Report

May 24, 2019

At the March 28, 2019 meeting, the Foundation Board elected a Nominating Committee to fill the positions of Foundation Board Chair, 1st Vice Chair and 2nd Vice Chair for the FY 2020 period. The Nominating Committee consisted of Rich Schollmann who was elected Chair, Jim Boyd and Brad Antle. Before the Committee met, a call was put out for nominations based on information provided by the Executive Director of the members who qualified for nomination based on time remaining on the Board.

Consideration was given to the following requirements:

1. In accordance with the Board Bylaws, the current Ex Officio members of the Board are ineligible to serve as Board officers.
2. The following members were eligible to be candidates for Board Chair:

VSF Board Trustees eligible for Nomination:

Brad Antle
Frank Finelli
Anthony Gitalado
Matice Wright
John Lesinski
Rich Schollmann
Al Pianalto
Allan Burke
Frank Driscoll
Walter Stosch

3. The following members were eligible to be candidates for officers *if Re-appointment has been made*

Nicole Carry
Jack Lanier
Tom Mulrine
Paul Haughton

The Nominating Committee received one nomination for each position.

Board Chair: Frank Finelli
First Vice Chair: Paul Haughton
Second Vice Chair: Al Pianalto

With that, the Committee does not believe that there is further need to meet and can simply provide the uncontested slate of officers who have volunteered to serve with the recommendation of those names for distribution to the full Board in advance of the meeting.

Nominations from the floor may be made at the June 13th Board of Trustees Meeting.

Rich Schollmann
Nominating Committee Chair

ATTACHMENT 8

**Report of the VSF Trustees Procedures and Policy Committee
June 13, 2019**

The Procedures and Policy Committee (P&PCom) met on May 22, 2019 with Rich Schollmann, Al Pinalto, Jack Lanier, and Jack Hilgers attending. As I was out of the state, Board Chair Finelli appointed Rich Schollmann as acting committee Chair. Also present were the VSF Executive Director Karla Boughey and her assistant, Tiffany Robertson. The committee: (1) reviewed and approved revisions in its draft plan to accomplish its tasks; (2) proposed additional updates to the trustees bylaws; (3) reviewed the draft DVS-VSF MOU; (4) considered potential changes to the Code of Virginia; (5) proposed updates of VSF Policies F1 on Inter-Agency Relations and F2 on Foundation Administration and Operations; and (6) considered a recommendation for filling the vacant position of board secretary.

The P&PCom Plan priorities have been modified because of the delays in bylaws and MOU reviews. They are on the attached page.

The changes to the trustees bylaws proposed by the committee mainly reflect: (1) adding the trustees' duties and responsibilities approved by the board on March 28, 2019 with some clarifying minor changes; (2) some additional recommendations made by the Office of the Attorney General (OAG) Representative; and (3) clarification of dissemination of trustees board and committee minutes.

The DVS-VSF MOU updates: (1) eliminated unnecessary language contained in the Code; (2) consolidated some obligations; and (3) specified mutual reporting requirements. The P&PCom reviewed the proposed changes that had been drafted by Board Chair Finelli and Deputy Commissioner Combs with the assistance of Jack Hilgers and me. The P&PCom took no action, but noted that some sections could be enhanced by using the active versus passive voice.

Due to OAG concerns and to align board requirements with like boards, the potential Code of Virginia changes to the VSF sections have been formulated. They were derived from other applicable sections of the Code of Virginia. They are provided for review by the trustees and the P&PCom is open to suggestions. The potential changes may be altered during the complex review process through several Executive Branch agencies, the Governor's policy office, and Legislative Services. Additionally, the process may require a special VSF board meeting in early August to meet Executive Branch processing requirements.

Drafts of two VSF Policies were considered by the P&PCom. They are VSF Policies F1 on Inter-Agency Relations and F2 on Foundation Administration and Operations. Because they affect the other board standing committees and the Executive Director, they are presented for consideration at this time. P&PCom would appreciate having the Development and Finance Committees and the Executive Director review them and submit comments to P&PCom by July 15, 2019.

At the March 13, 2019 P&PCom meeting, the status of the board secretary was discussed. It was the general consensus of the committee that Ms. Tiffany Robertson would make a great secretary. The bylaws state that the secretary and treasurer are unelected officers. Ms. Robertson's current duties reflect the position of secretary. The P&PCom recommends that Ms. Robertson be appointed as board secretary.

Accordingly, the committee's proposed revised draft of the VSF board of trustees' bylaws is presented for board discussion and approval as is the recommendation to appoint Ms. Robertson as board secretary.

Respectfully,

Rich Schollmann,
Acting Committee Chair

ATTACHMENT 9

Procedures and Policy Committee Priorities for FY 2019 and 2020
June 13, 2019

By June 2019 Board meeting:

- 1) Bylaws – Required some additional editing
- 2) DVS-VSF MOU – Has been pending DVS review
- 3) Review of potential Code of Virginia changes – Required to meet VSF needs
- 4) VSF Policies F1 (Inter-Agency Relations) and F2 (VSF Admin and Ops)

By September 2019 board meeting, blocks of VSF Policies:

- VSF Policy #F1 on Inter-agency Relations – Last approved 8-3-16
- VSF Policy #F2 on VSF Administration and Operations – Last approved 8-3-16
- VSF Policy #F3 on Planned Giving – Last reviewed 11-9-16
- VSF Policy #F4 on Planning and Development – To be completed

By December 2019 board meeting, blocks of VSF-DVS Joint Policies:

- Joint VSF-DVS Policy #J1 on Fundraising – Last approved 3-22-17
- Joint VSF-DVS Policy #J2 on Control of In-kind Donations – Last approved 8-3-16
- Joint VSF-DVS Policy #J3 on Veterans Services Fund Management – Last approved 8-3-16
- Joint VSF-DVS Policy #J4 on Fund Allocations and Expenditures – Last approved 8-3-16

The P&PCom is considering another VSF-DVS Joint Policy which will contain definitions peculiar to VSF and DVS operations that currently reside in many places in the current policies and amount to several pages.

VETERANS SERVICES FOUNDATION
Board of Trustees
BYLAWS
DRAFT

Article I – Authority Purposes, and Procedures

- 1.01 **Authority:** Pursuant to Virginia Code § 2.2-2715, et seq., the Virginia Veterans Services Foundation (VSF) is a state agency of the Commonwealth. The Code reference, which is attached to these bylaws, forms the Charter or Constitution of VSF setting forth: (a) the name of the organization; (b) its purpose and mission; (c) membership; (d) meetings; (e) reporting requirements; (f) authority; and (g) financial requirements. VSF is under the Secretary of Veterans and Defense Affairs as set forth in § 2.2-230.
- 1.02 **Purpose:** These bylaws describe how the board of trustees exercises its governance through board: (a) officers; (b) administrative support; (c) meeting procedures; (d) committees; (e) protocol, governance, and communications; (f) bylaws review and amendment.
- 1.03 **Procedures:** All trustees' business procedures shall be conducted in accordance with the Code of Virginia, the VSF trustees' bylaws, and the current edition of Robert's Rules of Order Newly Revised, in order of descending precedence. VSF and its board of trustees operate on the Commonwealth fiscal year; July 1 through June 30, as do trustees' appointments. The board of trustees exercises its governance of the VSF organization through the administration and operational direction contained in the VSF policies, ~~which form the standing rules or orders of VSF.~~

Article II – Trustees and Other Board Members

- 2.01 **General Powers:** Pursuant to Code of Virginia § 2.2-2715, as may hereafter be amended, the VSF is governed by a board of trustees who will be responsible for the administrative, fiscal and programmatic activities of VSF. The board shall comply with its enabling legislation and bylaws, and applicable federal and state laws and regulations in its: (a) use of public, private and charitable funds, including grant proceeds; (b) operation and management of the VSF; and (c) selection of an Executive Director and staff.
- 2.02 **Duties:**
- (a) Respect and support the Code of Virginia, VSF trustees' bylaws, policies, and board decisions;*

- (b) Uphold the mission of VSF on behalf of all Virginia veterans and their families and, as required, examine, clarify, and re-define the VSF mission, goals, objectives, and priorities;***
- (c) Further the goals and objectives of VSF to the best of their ability including:***
 - (1) Raise funds and other resources, including personal, to ensure funds are available to support programs and services for Virginia veterans and their families.***
 - (2) Develop and ensure sound implementation of VSF budgets and allocations of funds and their expenditures so that VSF remains financially solvent;***
 - (3) Provide financial oversight to ensure that the financial affairs of VSF are conducted in a responsible and transparent manner with due regard for fiduciary responsibilities to donors and the public.***
- (d) Demonstrate due diligence and dedication in preparation and attendance at scheduled board and committee meetings, special events, and other activities on behalf of VSF;***
- (e) Ensure VSF's legal and ethical integrity and accountability;***
- (f) Oversee VSF's operations and make sure that the VSF staff and other related parties act legally.***
- (g) Assure compliance with the requirements of the Virginia Freedom of Information Act when ~~three or more trustees meet to discuss VSF business.~~***
- ~~(h) Avoid conflicts of interest or the appearance of conflicts of interest and recuse oneself if they occur;~~ Assure compliance with the provisions of the State and Local Government Conflicts of Interest Act;***
- (i) Provide effective organizational planning and monitor implementation;***
- (j) Enhance VSF's public standing in the Virginia community;***
- ~~(k) Select the Executive Director and assess their performance;~~ Select and assess the performance of the Executive Director;***
- (l) Assess VSF board and organizational performance to strengthen VSF's services;***
- (m) Exercise all responsibilities with care and skill in a reasonable and prudent manner.***

2.03 Responsibilities:

- (a) The VSF board of trustees is a public entity and must behave with the utmost integrity and assure that VSF abides by the law. Trustees have as their first and foremost duty – fiduciary responsibility for the public good – the interests of the public at large and***

veterans in particular. Trustees must be independent and objective arbitrators of the public and veterans interests and ensure the integrity of the Veterans Services Fund.

(b) Trustees shall inform themselves and consult with other governmental and charitable organizations to gain a broad understanding of the requirements of their position. Additionally, trustees shall obtain information that can be presented to the board for consideration to enhance VSF functioning and other related matters. Such information permits trustees to ensure the overall integrity of service to veterans and the public.

- 2.04 ~~**Non-trustee Board membership: The VSF Executive Director, Secretary, and Treasurer serve as ex officio non-voting board members. The board may appoint citizens with particular knowledge or experience as advisors to the board and to committees. Advisors shall serve under the same conditions, including term limits, as board trustees, except that they shall serve in a non-voting capacity.**~~

Article III – Officers

- 3.01 **Officers of the VSF:** The officers of the VSF shall consist of a Chairman (the Chair), Vice Chairmen (Vice Chairs), Secretary, and Treasurer. Other officers, including assistant and subordinate officers, may from time to time be appointed by the board. Any two or more offices may be held by the same person. The Secretary and Treasurer are non-elected officers provided by the Department of Veterans Services in accordance with Code of Virginia § 2.2-2715.G.
- 3.02 **Duties of the Chair:** The Chair shall: (a) preside over all meetings of the board unless absent; (b) have general supervision of the affairs of the board; and (c) shall perform all other such executive duties as are reasonably necessary or are properly required by the board. The Chair may appoint committee members from within the board of trustees as deemed necessary or appropriate to carry out the purposes of VSF.
- 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 only so long as the Chair is absent or disabled. In all other instances as determined by the board, 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. The Chair and Vice Chairs shall continue to serve on the board committees to which they were assigned, but not as Committee Chairs or Vice Chairs.

3.06 Duties of the Secretary: The Secretary shall:

- (a) keep the minutes of the meetings of the board and of the Executive Committee and be the custodian of the minutes and other such records of the board;
- (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; **and**
- (c) post minutes of meetings to the Commonwealth Calendar and to the website of VSF in accordance with §2.2-3707.1 of the Code of Virginia;
- (d) ~~The Secretary also shall~~ be the VSF *recording and* corresponding Secretary; *and*
- (e) ~~In addition, the Secretary shall in general~~ perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Chair or by the board *and its policies*.

3.07 Duties of the Treasurer: The Treasurer shall be the financial officer for the Board and shall:

- (a) keep accurate, auditable records of:
 - (1) Non-general Fund donations and grants received and expenditures made from the Fund; and
 - (2) General Fund allocations for authorized expenditures;
- (b) ~~The Treasurer shall~~ submit a quarterly report to the board and the Commissioner of Veterans Services on VSF's funding levels and services; *and*
- (c) ~~The Treasurer acts without bond because financial controls exist to assure fiscal accountability;~~
- (c) *perform such other duties as from time to time may be assigned by the Chair or by the board and its policies.*

3.08 Term of service: Elected officers shall serve a term of one year. Officers shall be eligible for reelection, not to exceed two years of consecutive service.

3.09 Elections: Election of officers will be held every year during the regular fourth quarter (April – June) meeting. If a quorum is not present, elections will be held at the next meeting at which there is a quorum. 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 Chairs shall assume the responsibility of the position to which they were elected on 1 July of the year for which they are elected.

- 3.10 **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 VSF Executive Director may forward the call on behalf of the committee, if the Committee Chair so requests. Trustees of the board may nominate themselves for officer positions to the Chair of the Nominating Committee. Board trustees may be nominated regardless of time served or time remaining on the board, except that board trustees who are completing their last year of service of a four-year term shall not be eligible for nomination. Notwithstanding the foregoing, a trustee who is completing the last year of service may be nominated if, at the time of the nomination, the trustee has been reappointed for another four-year term. Ex officio trustees, the Secretary, and Treasurer shall not be eligible to serve as Board Chair or Vice Chairs. The Nominating Committee should give priority to nominating trustees for office whose terms of appointment on the board do not expire simultaneously so the board will not be without a presiding officer.
- 3.10.1 **Presentation of Nominations**. The Nominating Committee shall meet at least fifteen working days prior to the fourth 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 fourth quarter meeting of the board. At the fourth 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.
- 3.10.2 **Committee Vacancies**. In the event a trustee of the Nominating Committee cannot serve or becomes a candidate for an office for which the committee is selecting candidates, he shall resign from the committee immediately and the Board Chair shall immediately appoint a replacement.
- 3.10.3 **Chair and Vice Chair Vacancies and Absences**. In the event of a vacancy in the Chair or Vice Chair positions, the board may: (a) in the case of vacancy in the position of Chair or Vice Chairs, have the next Vice Chair complete the unexpired term; or (b) elect a Nominating Committee and at the board's next meeting, elect officers to fill the vacant positions. In the event of the temporary absence of the Chair, First Vice Chair, and Second Vice Chair, the board shall select one of its non-ex officio trustees to preside.

Article IV – Administrative Support

- 4.01 **Administrative and other services**: DVS is designated to provide VSF with administrative, staff, and other services in accordance with §2.2-2715.E.
- 4.02 **Executive Director**: The board may hire a VSF Executive Director who shall serve as specified in §2.2-2715.1. In addition, the Executive Director shall have such powers, duties, and responsibilities as set forth in a job description approved by the board, or as may be assigned by the board from time to time.

- 4.03 Executive Director Selection: If the board chooses to employ an Executive Director, selection shall be made from a group of eligible candidates recruited through the Virginia Department of Human Resources Management Policy 2.10 – Hiring. The selection panel shall consist of at least four trustees, one of which shall be the Board Chair.
- 4.04 Executive Director Duties: The Executive Director’s duties shall include:
- (a) supporting the efforts of VSF to seek, promote, and stimulate contributions to the Fund; **including:**
 - (b) planning and implementing an effective capacity-building and development strategy consistent with the programs and mission emphasis of DVS;
 - (c) establishing and maintaining productive on-going relationships with legislative and development entities at the municipal, regional, state, and national levels;
 - (d) coordinating and sustaining state legislative and funding efforts in support of VSF;
 - (e) supporting efforts to more effectively brand and market veterans’ services;
 - (f) performing the duties of the VSF Freedom of Information Act Officer in accordance with the Freedom of Information Act (FOIA);
 - (g) managing VSF’s finance (e.g., accountability) initiatives in collaboration with DVS’ Director of Finance and DVS finance staff; and
 - (h) coordinating with DVS in its efforts to support VSF, including:
 - (1) assisting the Procedures and Policy Committee in developing DVS and VSF policies and procedures related to mutual support of both agencies; and
 - (2) serving as the VSF liaison to DVS for coordination of development activities with public and private development-related organizations and other interested parties.
 - (i) ~~The Executive Director shall~~ **ensuring** that the reports required of VSF are submitted including those required by §2.2-2715.B of the Code of Virginia; **and**
 - (j) ***performing such other duties as from time to time may be assigned by the Chair or by the board and its policies.***

Article V – Meetings

- 5.01 Meetings: The board shall meet at least quarterly, at a time and place determined by the trustees ***through the trustees’ Chair***. Additional meetings may be called by the Board Chair or at the request of at least four trustees. Board committees shall meet as required by

the board of trustees or the committee chairs. ***The VSF Executive Director, Secretary, and Treasurer shall attend all board of trustees meetings.*** Meetings shall be conducted in accordance and the provisions of the Virginia Freedom of Information Act (FOIA).

5.02 Quorum and Manner of Acting. A majority of the voting trustees of the board who are serving shall constitute a quorum for the transaction of business. The act of a majority of the trustees 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 trustees 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 consider the business at hand.

5.03 Meeting Procedures:

5.03.1 Meeting Notification. Meetings, including work sessions, are assemblages of the committee trustees. No business shall be conducted unless a quorum of voting trustees is determined. All meetings, except as noted in 5.03.6 below, shall be open to the public and notice of the date, time, location, and purpose or agenda of the meeting shall be posted on the Commonwealth Calendar, on the VSF website, and in a prominent public location. The notice shall state whether public comment will be received. All board and committee meeting notifications shall comply with the provisions of FOIA.

5.03.2 Regular Meetings. The VSF board shall meet at least four times each year on such dates and in such places as recommended by the Board Chair. Regular meetings shall be announced to the VSF board trustees, DVS staff, and the public at least 10 days prior to the day the regular meeting is to be convened.

5.03.3 Special Meetings. Special ***board*** meetings may be called by the Board ***Chair***, or ***committee meetings by the*** Committee Chairs, or by any three committee trustees 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, ***or as hereafter may be amended.*** For special meetings, seven days' notice shall be given.

5.03.4 Emergency Meetings. Emergency meetings may be called by giving reasonable notice to all trustees and the public whenever in the judgment of the Board or Committee Chair, in consultation with the VSF Executive Director and the Secretary of Veterans and Defense Affairs, there is an emergency as defined by §2.2-3701, Code of Virginia, ***or as hereafter may be amended*** . A quorum of voting trustees shall be sufficient to transact any business with respect to said emergency.

5.03.5 Conduct of Business. The published agenda shall be followed, unless modified by a majority vote of trustees present. Votes on substantive matters shall be taken by a vote of all trustees present supporting, opposing, or abstaining from the matter. No proxies, secret, or written ballots are authorized in any board or committee meeting and votes cannot be taken by telephone or other electronic communication means. Minutes shall be recorded of board and committee meetings and shall be deemed public records and subject to the provisions of FOIA. ***A copy of the minutes of each board and committee***

meeting will be provided to the trustees and other interested parties no later than 10 working days after the conclusion of the meeting.

- 5.03.6 Closed Meetings. The conduct of closed meetings shall be governed by the provisions of §2.2-3711 of the Code of Virginia, *or as hereafter may be amended*. Closed meetings cannot be conducted electronically. ~~Any resolution, ordinance, rule, contract, regulation, or motion discussed in a closed meeting shall not become effective unless the committee, following the closed meeting, reconvenes in open meeting, clearly identifies the substance of the action to be taken, and takes a vote of the trustees on such resolution, motion, or other form of action.~~

Article VI – Committees

- 6.01 VSF Committees: Activities of the board of trustees shall be organized and coordinated through its committees. The committees of VSF board of trustees shall be the Executive Committee, three Standing Committees, and a Special Committee for nominations. Other Ad Hoc committees and sub-committees may be established as required. ~~Any committee may include both trustees and non-trustees among its members.~~ Unless otherwise specifically provided by the board of trustees, ~~decisions or~~ recommendations of committees are advisory and must be ratified by the board. Trustees ~~and advisors~~ may serve on more than one committee and trustees may participate in the proceedings as voting members. All committee meetings shall be scheduled to permit broad participation and comply with the provisions of FOIA.
- 6.02 Executive Committee. The executive committee shall consist of the current board Officers, Committee Chairs or Assistant Chairs, Secretary of Veterans and Defense Affairs, and Executive Director. The Executive Committee's central purpose is to assist the board function efficiently and effectively by reviewing matters presented to it by the standing, special, and ad hoc committees and providing its recommendations to the board for action. In addition, it is responsible for relations with affiliated boards and councils and other veterans organizations and shall recommend means by which the board can assess its effectiveness. The Executive Committee shall meet upon the call of the Board Chair and shall keep regular minutes of their proceedings to report to the board at its next regular meeting.
- 6.03 Standing Committees. The Chairs, Assistant Chairs, and trustees of the three standing committees shall be appointed by the Board Chair, after consultation with the parties involved. Trustee board officers, ex officio trustees, and non-trustee officers, ~~and advisors~~ shall not be eligible for appointment as Committee Chairs. The appointments shall be approved by the board at the meeting at which the appointments are proposed by the Board Chair. A trustee may volunteer to serve on one or more committees. Each member of a committee shall serve until the end of the fiscal year in which he is appointed and shall be eligible for reappointment.

A quorum of each of the standing committees shall consist of a majority of trustees. The Board Chair, Vice Chairs, and ex officio board trustees are deemed committee members for all purposes, including a quorum. The agenda for each regular board of trustees meeting shall include a report by each standing committee to the board.

The standing committees are as follows:

6.03.1 Development. The development committee supports the board's responsibility for:

- (a) relations with affiliated foundations and organizations;
- (b) making recommendations to the board on matters and policies pertaining to VSF's seeking, promoting, and stimulating contributions and other sources of revenue for the Veterans Services Fund;
- (c) both community (including veterans and military) and public (state-wide) relations;
- (d) VSF development policies; **and**
- (e) such other business as may come before it; **and**
- (f) ~~When directed, it~~ **organizes** fundraising programs, including capital campaigns.

6.03.2 Finance. The finance committee supports the board's responsibilities for Veterans Services Fund administration, the budget process, accountability, and fiscal efficiency in general. The committee is responsible for:

- (a) making recommendations to the board on matters pertaining to Veterans Services Fund expenditures;
- (b) development and maintenance of VSF fiscal policies;
- (c) oversight of the fiscal accounts;
- (d) preparation of a biennial and annual budget and budget adjustments for presentation to the board of trustees for approval;
- (e) those aspects of performance budgeting pertaining to VSF;
- (f) contracts and the impact of the foregoing on the overall fiscal condition, mission, and purpose of VSF; and
- (g) such other business as may come before it.

The committee oversees the internal review function of procedures contained in Code of Virginia §2.2-2718.C and receives the annual report of the Auditor of Public Accounts.

- 6.03.3 Procedures and Policies: The procedures and policies committee shall support the board's responsibility for the conduct of business and operational direction, including planning, of the VSF organization.
- (a) In support of procedures, the committee shall be responsible for the formulation of *proposed* revisions to the:
 - (1) VSF charter;
 - (2) board of trustees' bylaws;
 - (3) trustees' general biennial schedule; and
 - (4) goals and objectives of the VSF board and its committees, in ~~coronation~~ *coordination* with those committees.
 - (b) Regarding the operational direction of the VSF organization, the committee shall develop, document, and review revisions to the:
 - (1) Strategic Plan and subsidiary plans;
 - (2) VSF Policies, Joint VSF-DVS Policies, and other directives; and
 - (3) DVS-VSF Memorandum of Understanding.
 - (c) The committee also shall be responsible for such other business as may come before it.
- 6.04 Nominating Committee. The Nominating Committee is a special committee responsible for nominating board trustees for Board Chair and Vice Chair positions. The board shall elect annually, at its regular March meeting of the board, a Nominating Committee of an odd number of not less than three or more than five voting trustees. Current board officers and ex officio trustees 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 may be assisted in its duties by the VSF Executive Director, if the committee so desires. The Nominating Committee shall terminate upon presentation of nominations to the board of trustees.
- 6.05 Ad Hoc Committees. The Board Chair may, or upon direction by the board shall, appoint a committee to address a specific issue or manage a project not otherwise under the responsibility of a standing committee. Any ad hoc committee shall terminate upon fulfilling its appointed task.
- 6.06 Subcommittees. Committees may appoint subcommittees of not less than one board trustee from within their trustee memberships to consider such specific business as required, subject to board approval of such subcommittee's creation. Subcommittees ~~with one or~~

~~more trustees and non-trustees as members~~ shall abide by Article V of these bylaws and the requirements of FOIA.

- 6.07 Foundation Staff Participation. The Executive Director, Secretary, or Treasurer shall participate in committee and sub-committee meetings as non-voting members, unless excused by the Committee or Sub-committee Chair.
- 6.08 Committee Reports. The Committee Chair, Assistant Chair or a designated committee representative shall report the status of issues before it at each board meeting. Committee members may submit minority reports to the board of trustees.

Article VII – The Veterans Services Fund

- 7.01 The Fund: The Fund is composed of revenues as stated in the Code of Virginia §2.2-2718, primarily to provide funding for DVS veterans programs and services. It also funds VSF operations to support veterans programs and services and is not an auxiliary or reserve fund for DVS or VSF.
- 7.02 Fund Allocations: Allocation of funds for DVS programs' *subsidiary funds* from the Veterans Services Fund may only be authorized by the majority vote of trustees present at a meeting in which there is a quorum.

Article VIII – Protocol, Governance, and Communications

- 8.01 Protocol: The board is the ultimate authority in VSF. Its authority to act is vested in the body (i.e., majority) of the board, not in committees or individual trustees, regardless of their position. Individual trustees are all equals among equals and both elected officers of the board and the Executive Director only have authority delegated by the board.
- 8.02 Governance: In accordance with Roberts Rules of Order Newly Revised, the Board Chair is a facilitator who promotes efficient and effective board functioning that shall best contribute to the determination of proper policies, wise planning, intelligent and considerate observance of the rights of all concerned. The Board Chair's goal in the foregoing is to maintain the independence of the board so that it effectively contributes to the current and future enhancement of the mission of VSF.
- 8.03 Communication Authority: The Board Chair is the board's only official spokesperson, particularly as the Chair serves as an ex officio trustee of the Board of Veterans Services (BVS) and the Joint Leadership Council (JLC) of Veterans Service Organizations. This is relevant in dealing with DVS, other agencies, and public sector organizations and individuals. The ~~Secretary of Veterans and Defense Affairs, and the~~ VSF Executive Director, *trustees, and other interested parties* support the Board Chair and must consult with the Board Chair and receive the Chair's consent before presenting VSF's position on an issue. In other cases, the Chair may appoint a Vice Chair or a board trustee or trustees to represent the board on particular occasions. On those occasions, specific instructions will be provided to those trustees. Trustees may speak as private citizens as long as they

specify that they are presenting their personal views and are not speaking for the VSF board of trustees.

Article IX – Miscellaneous

- 9.01 Review, Adoption, and Amendment of Bylaws: These bylaws shall be reviewed biennially and shall be adopted and amended by a two-thirds majority vote of all board trustees, excluding any vacant positions. Notice regarding matters related to the bylaws shall be given to all trustees 10 days prior to voting.
- 9.02 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.
- 9.03 Effective Date of Bylaws and Amendments: These bylaws and any amendments shall become effective on November 8, 2018. All former bylaws of VSF will hereby be repealed on November 8, 2018. *Amended on June 13, 2019.*



COMMONWEALTH of VIRGINIA

*Department of Veterans Services
and
Veterans Services Foundation
Board of Trustees*

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the Department of Veterans Services (DVS or the Department) and the Veterans Services Foundation (VSF) that augments the provisions of the *Code of Virginia* §2.2-2000 et seq., 2.2-2715 et seq., and the Appropriation Act to provide for the mutual support on both agencies' common goal of furnishing services to Commonwealth veterans and their families. This MOU recognizes that:

1. DVS must have a clear understanding of VSF's support requirements in order to provide effective financial management and administrative support within available resources; and
2. VSF must have a clear understanding of the level of support that DVS can provide with available resources; and,
3. DVS and VSF will work together to achieve the purposes for which VSF was created. Therefore:
 - A. Within VSF capabilities and support from DVS appropriations, VSF agrees to provide continuing support to DVS as follows:
 - 1) As required, conduct fundraising planning and execution to seek, promote, and stimulate contributions to support DVS programs and services.
 - 2) Provide Fund administration oversight to ensure internal controls are effective.
 - 3) Participate with DVS in the internal operating budget development process in order to provide timely information for authorized Department requests and expenditures in accordance with joint VSF-DVS policies.
 - 4) Advise DVS, as necessary, during the state development process to help ensure that the Appropriations Act reflects the appropriation (spending authority) needed to support expenditure of donated funds in support of DVS programs and services.
 - 5) In conjunction with DVS, establish and maintain joint policies supporting administration of the Veterans Services Fund (the Fund), transfer of funding to DVS, VSF Funding Guidelines, fundraising, and other joint policies to facilitate the purposes of this MOU.

- 6) Promote DVS programs and services in all VSF activities.
- 7) Reimburse DVS for the Auditor of Public Accounts annual audits (*Code of Virginia* § 2.2-2717).
- 8) Transfer funds to supplement funding for DVS programs and services in accordance with jointly agreed VSF Funding Guidelines, fund balances, and approved budgets.
- 9) Request technical and other assistance from DVS in a timely manner.

B. Within DVS capabilities under amount appropriated for VSF support, DVS agrees to provide continuing support to VSF as follows:

- 1) Provide a staff member to act as VSF's agent for administration and act as the liaison between DVS and VSF.
- 2) Assist with supporting VSF public relations, marketing, and fundraising programs.
- 3) Provide financial management and accounting necessary to ensure compliance with receipt, accounting, and disbursement requirements set forth by the State Department of Accounts and the State Auditor of Public Accounts, and joint VSF-DVS policies in a manner that segregates VSF from DVS activities.
- 4) Provide assistance with the development of budgetary documents.
- 5) Provide monthly financial and quarterly detailed statements to VSF for internal and external use, including the preparation of the VSF quarterly financial report (*Code of Virginia* § 2.2-2715.A).
- 6) Provide staff to assist with agendas, logistics, transcription of minutes, and other necessary activities to support VSF Board and Committee meetings (*Code of Virginia* § 2.2-3700 et seq. – the Virginia Freedom of Information Act).
- 7) Assist with the preparation of joint policies and procedures to support VSF Fund administration, Funding Guidelines, fundraising, and accountability.
- 8) Provide technical assistance regarding contracting initiatives and grants.
- 9) Provide space for VSF meetings and staff members.
- 10) Provide funding for and process trustees' claims for travel, other actual expenses, and incidental expenses of VSF Board and Committee meetings.

C. Mutual DVS – VSF activities shall:

- 1) Appoint staff members to monitor, coordinate, and expedite the terms and conditions of this MOU.
- 2) Keep each other informed of initiatives and activities, including those involving the executive and legislative branches of state government, and coordinate as appropriate.

- 3) Coordinate all support for fundraising activities with the other agency.
- 4) Maintain their websites in a manner that is mutually supporting.
- 5) Provide mutual DVS-VSF integrated controls in conjunction with the fiduciary responsibilities and purposes of VSF and DVS by exchanging a series of monthly reports in mutually agreeable formats by the 20th day of the following month, which will be reviewed and accepted by the receiving agency within seven business days of receipt.
 - a) The VSF Executive Director shall provide a listing of all donations received to the DVS Director of Finance.
 - b) The DVS Director of Finance shall provide a list of expenses that have been charged to VSF funds to the VSF Executive Director for approval. If expenses are disapproved, the expenses would be moved to an alternate source of DVS funding. The DVS Director of Finance shall notify the appropriate DVS Director that the expenditure has been disapproved by the VSF.
 - c) The VSF Executive Director shall provide to DVS a donation pipeline report, which DVS will review and provide additional information about potential donors or events.
- 6) Participate in a biennial review of this MOU and revise it as necessary.

This agreement amplifies requirements contained in the *Code of Virginia*, and as such, may be changed or eliminated as or when the *Code of Virginia* so directs.

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

 Date

 Francis A. Finelli, Chairman
 Veterans Services Foundation
 Board of Trustees,
 as ratified by the Board on:

 Date

§ 2.2-2715. Code of Virginia

[Title 2.2. Administration of Government](#) » [Chapter 27. Foundations and Other Collegial Bodies](#)

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

A. The Veterans Services Foundation (the Foundation) is established as an independent body politic and corporate agency of the Commonwealth supporting the interests of veterans and their families and contributors through the Secretary of Veterans and Defense Affairs and the programs and services of the Department of Veterans Services. The Foundation shall be governed and administered by a board of trustees. The membership of the Foundation shall be composed of the board of trustees, supporting staff, *agents, advisors*, donors, volunteers, and other interested parties.

B. 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. 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 and the General Assembly on or before November 30 of each year. The quarterly report shall be submitted electronically. The annual report to the General Assembly shall be submitted for publication as a report document as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents and reports and shall be posted on the General Assembly's website.

C. The board of trustees of the Foundation shall consist of the Secretary of Veterans and Defense Affairs 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 trustees, and 16 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 appointed 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 representation *of the armed services*, among the officer and enlisted ranks, ~~of the armed services~~ and geographical representation on the board of trustees to facilitate fundraising efforts across the state. *The board of trustees may appoint nonlegislative citizens with particular knowledge or experience as advisors to the board and to committees. Advisors shall serve in a nonvoting capacity under such terms as the board trustees may prescribe. The Commissioner of Veterans Services or his designee shall serve as a nonvoting board advisor.*

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 trustees may be reappointed. However, no trustee shall serve more than two consecutive four-year terms. The remainder of any term to

which a trustee is appointed to fill a vacancy shall not constitute a term in determining the trustee's eligibility for reappointment. Vacancies shall be filled in the same manner as the original appointments. ***Trustees who are completing a term and have submitted a request for reappointment shall continue to hold office until they are reappointed or their successors are appointed and qualified. Ex officio members of the board shall serve terms coincident with their terms of office.*** Any trustee may be removed at the pleasure of the appointing authority.

D. 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](#).

E. The Department of Veterans Services shall provide the Foundation with administrative and staff support and other services.

F. 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 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 trustees of the board of trustees shall constitute a quorum.

G. The Department of Veterans Services shall provide qualified finance and development personnel to perform the duties of the treasurer and secretary of the Foundation in accordance with the Foundation's directives. ***The Foundation secretary and treasurer shall be nonvoting ex officio officers and agents of the board of trustees.***

H. The provisions of the State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq.) shall apply to the members of the board and the employees of 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](#); 2015, c. [137](#); 2016, c. [321](#); 2017, cc. [505](#), [622](#).

§ 2.2-2715.1. Executive Director.

A. The Board may hire an Executive Director of the Foundation, who shall serve at the pleasure of the Board, to direct the day-to-day operations and activities of the Foundation and carry out the powers and duties conferred upon him by the trustees ***as an agent of the Board***. The Executive Director shall also exercise and perform such other powers and duties as may be lawfully delegated to him and such powers and duties as may be conferred or imposed upon him by law.

B. ***As directed by the board of trustees***, ~~T~~ the Executive Director may employ or retain such agents, ***advisors, volunteers***, or employees subordinate to him as necessary to fulfill the duties of the Foundation as conferred upon the Executive Director. Employees of the Foundation, including the Executive Director, shall be eligible for membership in the Virginia Retirement System and participation in all of the health and related insurance and other benefits, including premium conversion and flexible benefits, available to state employees as provided by law.

C. Notwithstanding any law or policy to the contrary, the Board shall exercise personnel authority over the Executive Director and other employees of the Board.

2017, cc. [505](#), [622](#).

§ 2.2-2716. Authority of Foundation.

The Foundation has the authority to:

1. Administer the Veterans Services Fund, request appropriations, and make allocations of revenue from the Fund to the Department of Veterans Services to provide supplemental funding for the Department's services and programs;
 2. Accept, hold, and administer gifts and bequests of money, securities, or other property, absolutely or in trust, for the purposes for which the Foundation is created;
 3. Enter into contracts and execute all instruments necessary and appropriate to carry out the Foundation's purposes;
 4. Take such actions as may be reasonably necessary to seek, promote, and stimulate contributions for the Fund;
 5. Develop other possible dedicated revenue sources for the Fund;
 6. Perform any lawful acts necessary or appropriate to carry out the purposes of the Foundation; and
 7. Develop policies and procedures applicable to the management and functioning of the Foundation and the Department of Veterans Services relating to (i) administration of the Fund, (ii) provision of funding for veterans services and programs through the Fund, and (iii) acceptance and fundraising to strengthen the structure of the Fund.
- 8. *Form committees and advisory councils which may include nonlegislative citizens who are not trustees.***

2003, cc. [657](#), [670](#); 2008, cc. [467](#), [486](#), [768](#), [872](#); 2011, c. [795](#); 2017, cc. [505](#), [622](#).

§ 2.2-2717. Form of accounts and records; annual audit.

The accounts and records of the Foundation showing the receipt and disbursement of funds from whatever source derived shall be established by the Auditor of Public Accounts in a manner similar to other organizations. The Auditor of Public Accounts or his legally authorized representative shall annually audit the accounts of the Foundation, and the cost of such audit services shall be borne by the Foundation.

2003, cc. [657](#), [670](#).

§ 2.2-2718. Veterans Services Fund.

A. There is created the Veterans Services Fund, a special nonreverting trust fund on the books of the Comptroller, to be administered by the Foundation.

B. The Fund shall include such funds as may be appropriated by the General Assembly, revenues transferred to the Fund from other state programs established for the Fund's benefit, and designated gifts, contributions, and bequests of money, securities, or other property of whatsoever character.

C. The Fund shall be used solely for the purposes of carrying out the applicable provisions of this article. The unrestricted portion of the Fund may be used for Foundation expenses, subject to approval by the board of trustees. Allocations and expenditures of donated restricted funds shall be in accordance with the provisions of the Uniform Prudent Management of Institutional Funds Act (§ [64.2-1100](#) et seq.). Expenditures and disbursements from the Fund shall be made by the State Treasurer on warrants issued by the Comptroller upon written authorization of the Executive Director with the approval of the board of trustees.

D. All money, securities, or other property designated for the Fund and any interest or income therefrom shall remain in the Fund and shall not revert to the general fund.

2003, cc. [657](#), [670](#); 2010, c. [369](#); 2017, cc. [505](#), [622](#).

§ 2.2-2719. Gifts and bequests; exemption from taxation.

Gifts and bequests of money, securities, or other property to the Fund, and the interest or income therefrom, shall be deemed gifts to the Commonwealth, and the Fund shall be exempt from all state and local taxes. Unless otherwise restricted by the terms of the gift or bequest, the Foundation may sell, exchange, or otherwise dispose of such gifts and bequests. The proceeds from such transactions shall be deposited to the credit of the Fund. The Foundation may actively solicit private donations for the Fund.

2003, cc. [657](#), [670](#).

VSF Inter-agency Policy	Inter-Agency Relations Between DVS, BVS, JLC and VSF	Effective:
VSF Policy Number 1		Reviewed:

VIRGINIA VETERANS SERVICES FOUNDATION
Coordination Inter-Agency Relations between the
Veterans Services Foundation
and
the Department of Veterans Services including the
Board of Veterans Services and the
Joint Leadership Council of Veterans Service Organizations
Policy and Procedures
Short Title – Inter-Agency Relations

DRAFT

F1.1 Purpose

The purpose of this policy is to establish guidelines and ~~procedures~~ *policy* for coordination between the Virginia Veterans Services Foundation (VSF) and the Virginia Department of Veterans Services (DVS) including the Board of Veterans Services (BVS) and the Joint Leadership Council of Veterans Service Organizations (JLC).

F1.2 Application

The ~~Chairman~~ of the VSF Board of Trustees (the trustees) ~~and the DVS Commissioner or their designee(s)~~, with advice from the VSF Executive Director, *DVS Commissioner*, and Chairmen of BVS and JLC ~~or their designees~~ shall be responsible for the application of this policy.

F1.3 Interpretation

The VSF Trustees ~~Chairman~~ (*Board Chair*) or his/her designee, in consultation with the ~~Commissioner of Veterans Services~~ *Secretary of Veterans and Defense Affairs* shall be responsible for the interpretation of this policy.

F1.4 References

- A. *Virginia Code (the Code) §2.2-230 states the agencies for which the Secretary of Veterans and Defense Affairs is responsible to the Governor. The Code §2.2-2000 establishes DVS and its divisions. The Code §2.2-2452 and §2.2-2681 establishes BVS and JLC respectively as a policy board and advisory council to DVS. The Code §2.2-2715 establishes VSF as an independent agency supporting the interests of veterans and their families and contributors through the Secretary of Veterans Services and the programs and services of DVS. A chart at Appendix A displays these government activities and their relationships. The Virginia War Memorial Foundation (VWMF) Board is in Appendix A, but is under the supervision of the DVS Commissioner and is included under exceptions to this policy in section F1.9.*

VSF Inter-agency Policy	Inter-Agency Relations Between DVS, BVS, JLC and VSF	Effective:
VSF Policy Number 1		Reviewed:

- B. Virginia Code §2.2-2001.A authorizes DVS to establish, operate, administer and maintain offices and programs related to services for veterans of the armed forces of the United States and their Virginia-domiciled spouses, orphans and dependents. The DVS Commissioner heads DVS and is supported by, and supports, the BVS, the JLC, and the VSF.
- C. Virginia Code §2.2-2715.B. provides for VSF to (i) administer the Veterans Services Fund (the Fund), (ii) provide funding for veterans services and programs through the Fund, and (iii) raise revenue from all sources to support the Fund. ~~VSF is an independent agency under the Secretary of Veterans and Defense Affairs and receives administrative and other services from DVS.~~ VSF and DVS are mutually supporting agencies.
- D. The Memorandum of Understanding (*MOU*) between VSF and DVS (*see Appendix B*) sets forth the relationships between the two agencies and provides the basis for this policy.
- E. Virginia Code §2.2-2715.C. specifies that the ~~Commissioner of Veterans Services Secretary of Veterans and Defense Affairs~~ and the Chairmen of ~~the Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations~~ *BVS and JLC* serve as ex officio voting trustees of the board of trustees of VSF. *The DVS Commissioner or his designee is an advisor to the VSF board.*
- F. *Virginia Code §2.2-2103 states that, "Upon request, all agencies and political subdivisions of the Commonwealth shall assist any authority, board, commission, council or other collegial body established in this title in carrying out the respective duties for which each was created."*

F1.5 Overview of VSF and DVS

- A. VSF is responsible for providing direct mutual support to DVS in a manner similar to the Virginia Departments of General Services and Virginia Information Technologies agencies that provide general mutual support to the Virginia State government.
- B. Direct mutual support means VSF specifically supports DVS and is authorized to answer directly to DVS' request for assistance. This is in contrast to general mutual support where one agency supports all state agencies as a whole and not any particular one agency alone. Additionally, DVS provides direct mutual support to VSF in support of both agencies' common goal of providing services to veterans and their families, because of each agency's: (1) assigned tasks; (2) position relative to each other; (3) common goals; and (4) inherent capabilities.
- C. Mutual support is a ~~form of~~ partnership to accomplish a common goal and means that each counterpart has a degree of authority over the other in actions that have mutual effects and that mutual costs and benefits are shared as equitably as possible. The mutual

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relationship exists between DVS and VSF because each agency was established to provide effective and efficient services. ~~while~~ Each **gathers, collects**, uses, and preserves resources for current and future contingencies and maintains financial accountability and integrity through separate independent operations. The relationship is built on mutual respect for the different purpose or mission, authority, and responsibility of the two agencies and their common goal. The elements of that mutual support are contained in a DVS-VSF ~~memorandum of understanding~~ **MOU** and supporting Joint VSF-DVS Policies ~~and procedures~~.

- D. In the context of the DVS and VSF relationship, the DVS Commissioner or **VSF** Executive Director, who receives assistance from each other's agency or capabilities, is responsible for ensuring the supported agency understands the assistance required.

F1.6 Overview of BVS and JLC

- A. BVS is a policy board that advises the DVS Commissioner on veterans issues, delivery of services, plans, projects and policies and procedures. BVS also makes recommendations to DVS and ~~the~~ VSF regarding gifts, grants and other resources from public and private entities in support of services to veterans.
- B. JLC is an advisory council that advises *the General Assembly and* the DVS Commissioner on support for veterans services and programs and addressing veterans issues (i.e., needs) not currently provided.

F1.7 Policy

- A. It is the policy of VSF and DVS to ensure cooperative and efficient inter-relationships between VSF, DVS, BVS, and JLC.
- B. VSF shall entertain only funding requests that have been reviewed and approved by DVS.

F1.8 Procedures

- A. Detailed procedures for VSF and DVS are contained in VSF-DVS Joint Policies ~~2-1~~ through ~~11~~ **4**.
- B. In most cases, the procedure for commencing interactions between DVS, BVS, JLC and VSF is for JLC to identify an unmet need. The need then would be passed to BVS for its insight and recommendations on best practices, management and performance requirements, non-profit operations and other considerations. BVS then would validate the requirement and pass its recommendation to DVS for consideration. DVS may consider internal resources or external resources, including VSF resources, to address the unmet need.
- C. When BVS identifies a need, it would be passed to JLC for validation. If validated, it then would be passed to DVS for consideration, in consultation with BVS. DVS may consider internal resources or external resources, including VSF resources, to address the need.

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- D. DVS needs typically should be passed to BVS for vetting and recommendations, and then passed to JLC, VSF, or another agency, as appropriate.

F1.9 Exceptions

- A. Exceptions to this policy shall be determined by VSF in consultation with DVS *and the Secretary of Veterans and Defense Affairs*. BVS, JLC and other activity(ies) involved, if any, may be consulted by DVS.
- B. JLC under Code of Virginia §2.2-2682.C "...may apply for funds from VSF to enable it to better carry out its objectives. JLC shall not impose unreasonable burdens or costs in connection with requests of agencies." Such applications shall be made through the DVS Commissioner, without the necessary involvement of BVS as the Commissioner may determine.
- C. BVS under Code of Virginia §2.2-2454.9."Provide recommendations to the Department of Veterans Services and the Veterans Services Foundation ... regarding gift, grants, and other resources from public and private entities and organizations to support veterans services."
- D. *The Virginia War Memorial is a Division of DVS (§2.2-2001.3). A not-for-profit 501 (c) (3) organization, the Virginia War Memorial Foundation, supports the Virginia War Memorial's financial needs beyond those provided by the General Assembly and the Governor. The War Memorial Foundation is under the supervision of the DVS Commissioner ((§2.2-2001.3.F).*
- E. Joint VSF and DVS relations with other entities, including the Virginia War Memorial Foundation Board of Trustees, shall be governed by the mutual interests of both parties.

F1.10 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Secretary of Veterans and Defense Affairs and *advice of the DVS 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 ~~Executive Committee Procedures and Policy Committee~~.

On adoption, this policy supersedes DVS Administration Policy 34 *and VSF-DVS Joint Policy 1*.

F1.11 Policy Review Date

The policy review date is the date the policy was reviewed without revisions made. Reviewed: November 9, 2016 TBD.

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F1.12 Policy Effective Date

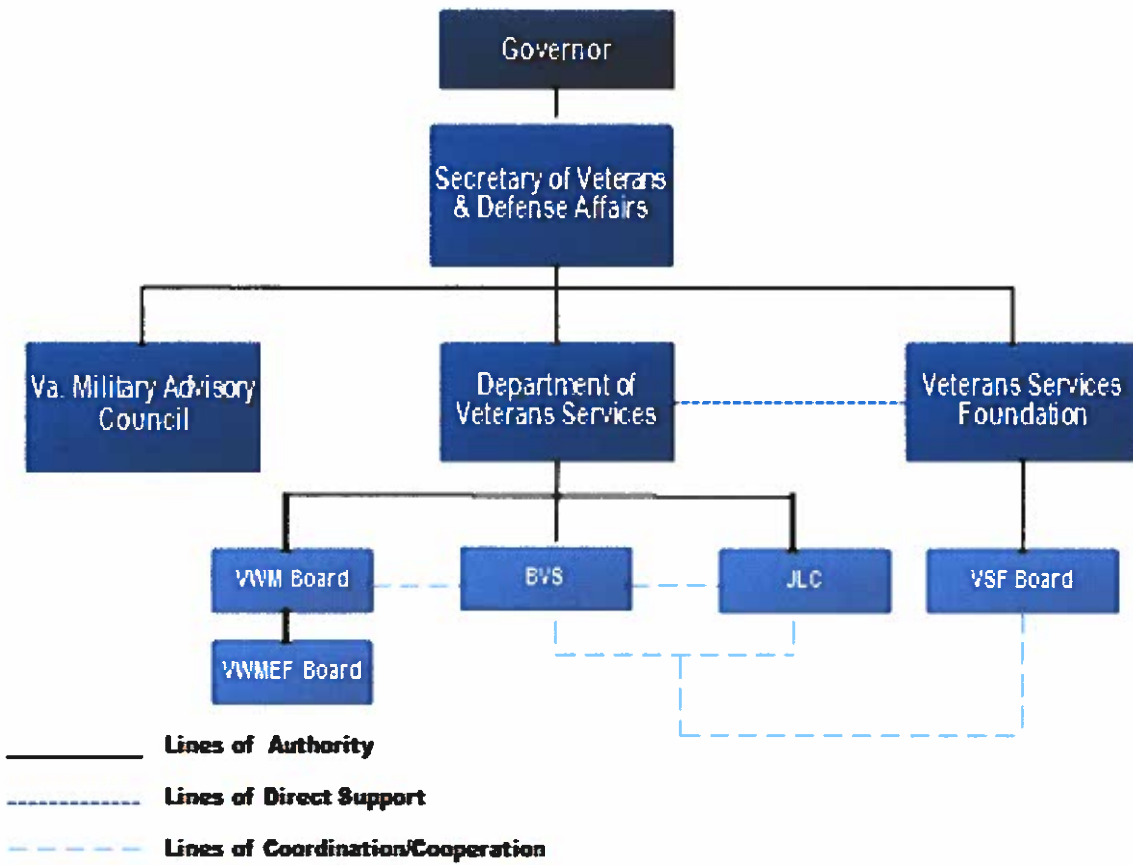
The effective date of the policy, or policy revision, shall be the date the VSF Trustees ~~and the DVS Commissioner~~ ratify the policy. ~~Revised August 6, 2014, August 3, 2016, November 9, 2017.~~

~~May 6, 2009~~
TBD

VSF Inter-agency Policy	Inter-Agency Relations Between DVS, BVS, JLC and VSF	Effective:
VSF Policy Number 1		Reviewed:

Appendix A

Virginia Veterans Affairs Organization

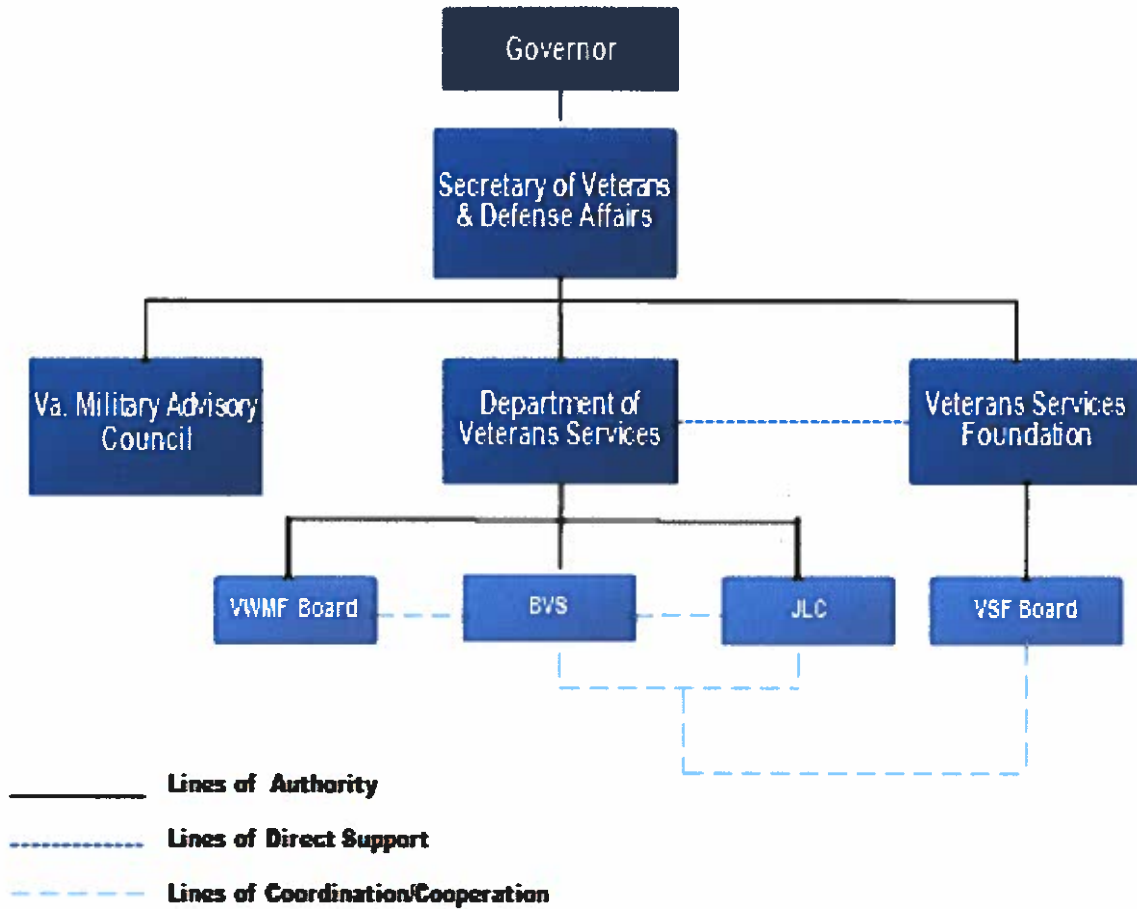


Effective until January 1, 2020

VSF Inter-agency Policy	Inter-Agency Relations Between DVS, BVS, JLC and VSF	Effective:
VSF Policy Number 1		Reviewed:

Appendix A

Virginia Veterans Affairs Organization



Effective January 1, 2020

VSF Inter-agency Policy	Inter-Agency Relations Between DVS, BVS, JLC and VSF	Effective:
VSF Policy Number 1		Reviewed:

Appendix B

**Department of Veterans Services
and
Veterans Services Foundation
Board of Trustees**

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between the Department of Veterans Services (DVS or the Department) and the Veterans Services Foundation (VSF) and recognizes that:

1. DVS and VSF are separate government agencies of the Commonwealth under the Secretary of Veterans and Defense Affairs (*Code of Virginia* § 2.2-221); and
2. VSF is tasked to “(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.” (*Code of Virginia* §2.2-2715); and
3. VSF has the authority to make “allocations of revenue from the Fund to the Department of Veterans Services to provide supplemental funding for the Department’s services and programs” (*Code of Virginia* §2.2-2716.1); and
4. Ongoing administrative support is required for VSF to accomplish its tasks and to ensure that all financial transactions conform with policies and procedures of central state controlling agencies; and
5. The Secretary of Veterans and Defense Affairs has designated DVS to provide administrative support to VSF; and
6. DVS must have a clear understanding of VSF’s requirements in order to provide effective administrative support; and
7. VSF must have a clear understanding of the level of support that DVS can provide with available resources; and,
8. DVS and VSF will work together to achieve the purposes for which the Foundation was created. Therefore:
 - A. VSF agrees to provide continuing support to DVS as follows:
 - 1) As required, conduct fundraising planning and execution to seek, promote, and stimulate contributions to support DVS programs and services.

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- 2) Provide Fund administration oversight to ensure internal controls are effective.
- 3) Participate with DVS in the internal operating budget development process in order to provide timely information for authorized Department requests and expenditures in accordance with joint VSF-DVS policies.
- 4) Advise DVS, as necessary, during the state development process to help ensure that the Appropriations Act reflects the appropriation (spending authority) needed to support expenditure of donated funds in support of DVS programs and services.
- 5) In conjunction with DVS, establish and maintain joint policies relating to fundraising, administration of the Fund, transfer of supplemental funding to DVS, and other joint policies to facilitate the purposes of this MOU.
- 6) Promote DVS programs and services in all VSF activities.
- 7) Reimburse DVS for the Auditor of Public Accounts annual audits (*Code of Virginia* § 2.2-2717).
- 8) Transfer funds to supplement funding for DVS programs and services.
- 9) Keep DVS informed of all VSF initiatives and activities, including those involving the executive and legislative branches of state government, and coordinate with DVS those that have a mutual impact.
- 10) Request technical and other assistance from DVS in a timely manner.
- 11) Provide reimbursable contingency funds from the VSF Endowment Fund to DVS in accordance with mutually acceptable DVS funding requests.

B. DVS agrees to provide continuing support to VSF as follows:

- 1) Provide a staff member to act as VSF's agent for administration and act as the liaison between DVS and VSF.
- 2) Furnish personnel and financial support, within DVS capabilities, to assist with VSF public relations, marketing, and fundraising programs.
- 3) Provide financial management and accounting necessary to ensure compliance with receipt, accounting, and disbursement requirements set forth by the State Department of Accounts and the State Auditor of Public Accounts, and joint VSF-DVS policies in a manner that segregates VSF from DVS activities.

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- 4) Provide assistance with the development of budgetary documents.
- 5) Provide monthly financial and quarterly detailed statements to VSF for internal and external use, including the preparation of the VSF quarterly financial report (*Code of Virginia* § 2.2-2715.A).
- 6) Provide staff to assist with agendas, logistics, transcription of minutes, and other necessary activities to support all VSF Board and Committee meetings (*Code of Virginia* § 2.2-3700 et seq. – the Virginia Freedom of Information Act).
- 7) Assist with the preparation of joint policies and procedures to support VSF fundraising, Fund administration, and accountability.
- 8) Provide technical assistance regarding contracting initiatives and grants.
- 9) Assist with the preparation of needed legislation.
- 10) Provide space for VSF meetings and staff members.
- 11) Provide funding for and process trustees’ claims for travel, other actual expenses, and incidental expenses of VSF Board and Committee meetings.

C. Mutual DVS – VSF activities shall:

- 1) Appoint staff members to monitor, coordinate, and expedite the terms and conditions of this MOU.
- 2) Coordinate all fundraising activities with the other agency.
- 3) Provide assistance on an as-available and as-needed basis.
- 4) Maintain their websites in a manner that is mutually supporting.
- 5) Participate in a biennial review of this MOU and revise it as necessary.

This agreement amplifies requirements contained in the *Code of Virginia*, and as such, may be changed or eliminated as or when the *Code of Virginia* so directs.

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

 May 6, 2015
 Date

VSF Inter-agency Policy	Inter-Agency Relations Between DVS, BVS, JLC and VSF	Effective:
VSF Policy Number 1		Reviewed:

Richard A. Schollmann, Chairman
Veterans Services Foundation
Board of Trustees,
as ratified by the Board on May 6, 2015

May 6, 2015
Date

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VIRGINIA VETERANS SERVICES FOUNDATION
~~VIRGINIA DEPARTMENT OF VETERANS SERVICES~~

Foundation Administration and Operations Policy and Procedures
DRAFT

F2.1 Purpose

This policy is established for the purpose of setting forth the *administrative and* operating procedures and technical requirements for the Virginia Veterans Services Foundation (VSF) *and board of trustees requirements not contained in the trustees' bylaws. It also addresses VSF* operations in support of the Virginia Department of Veterans Services (DVS), and to ensure that the administration and operations of VSF reflect the Commonwealth's and the Nation's honor and support for their veterans.

F2.2 Application

The VSF Executive Director, in conjunction with the ~~DVS Commissioner~~ *Chair of the VSF board of trustees (Board Chair)*, is responsible for the application of this policy.

F2.3 Interpretation

The Board Chair, in conjunction with the ~~DVS Commissioner~~ *Secretary of Veterans and Defense Affairs*, is responsible for the interpretation of this policy.

F2.4 References

Administration of ~~the Foundation~~ *VSF* is authorized under the Code of Virginia §§ 2.2-2715, et seq. The allocation and expenditure of funds shall be controlled by Code of Virginia §64.2-1100 et seq. Operation of VSF is subject to applicable state and federal laws and regulations, as well as policies and procedures established by the VSF trustees and the joint policies and procedures of VSF and DVS including the current DVS-VSF Memorandum of Understanding (MOU) ~~and observance of the Donor Bill of Rights contained in Appendix A. set forth in VSF Policy 1, Appendix B.~~

F2.5 Overview

- A. *Mission: VSF shall raise revenue from all sources, administer the Veterans Services Fund (the Fund), and provide funds for veterans' services and programs in Virginia.*
- B. VSF is a state philanthropic activity comprised of a governing board of trustees, supporting staff, donors, volunteers, and other interested parties. ~~It is authorized to administer the Veterans Services Fund (the Fund), provide funding for veterans services programs in the Commonwealth through the Fund, and raise revenue from all sources to support the Fund. [Redundant]~~
- C. The Code of Virginia §2.2-2715.E. states that DVS shall provide administrative, *staff*, and other services ~~including staff~~ to the VSF. The *DVS* administrative and other services provided to VSF are enumerated in the DVS-VSF MOU. VSF responsibilities to

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DVS are contained in the ~~VSF Trustees bylaws and~~ the MOU *and the VSF policy on interagency relations.*

- D. ~~In accordance with the MOU, DVS provides a staff member to act as the VSF's agent for VSF administration and to act as the liaison between DVS and the Foundation. This staff member is appointed by the VSF Trustees as the VSF Executive Director. The Code of Virginia §2.2-2715.G. specifies that DVS shall provide qualified finance and development personnel to perform the duties of treasurer and secretary of VSF in accordance with VSF's directives.~~**

F2.6 Policy

- A. VSF and DVS shall promote mutual support of each other and their activities in order to provide additional veterans services to eligible Virginia-domiciled veterans and their families in honor of veterans' service and sacrifice to the Commonwealth and the nation.
- B. All *VSF Policies and VSF-DVS Joint Policies* shall be reviewed at least every two years to ensure their currency and updated when required.
- C. VSF ~~and DVS~~ shall adhere to the Donor's Bill of Rights contained in Appendix A *and the Association of Fundraising Professional Code of Ethics in Appendix B.*
- D. *The VSF Finance Committee and VSF Executive Director shall oversee and ensure that monies in the Unrestricted Revenue and Support Funds are properly managed, allocated, and expended. [From Joint Policy 10 section J10.6]*

F2.7 VSF Administrative and Operational Responsibilities

- A. The VSF Executive Director is responsible for ensuring the efficient and effective administration and operation of VSF and its Fund. In such capacity, the Executive Director acts as ~~the VSF Board Secretary and an~~ agent of the VSF trustees. The Executive Director also is responsible for supporting VSF's trustees and supervising other personnel (e.g., staff, volunteers, donors, etc.) who are involved in VSF operations.
- B. The Executive Director works *with a full-time assistant provided by DVS who acts as the trustees' board Secretary. The Executive Director also works* in close coordination with the ~~DVS Director of Development and the~~ DVS Director of Finance, who acts ~~respectively~~ as the trustees' board ~~Secretary and~~ Treasurer of the Fund.
- C. VSF ~~communications~~ *public relations* are coordinated by the VSF Executive Director with the DVS Director of Communications.
- D. The Executive Director is authorized to coordinate VSF administration and operations with DVS activities, including: DVS benefits services; care centers; cemeteries; ~~wounded warrior program~~ *veteran and family support*; veterans' education, *transition and employment*; and other DVS veterans programs. The VSF Executive Director also is authorized to have direct liaison with the Chairmen of the Board of Veterans Services and

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the Joint Leadership Council of Veterans Service Organizations in consultation with the DVS Director of Policy and Planning.

- E. The Executive Director shall be assisted ~~in carrying out his duties~~ by the VSF Secretary and Treasurer ~~who shall be considered Deputy Executive Directors.~~

F2.8 VSF Executive Director

- A. Executive Director Selection: The Executive Director shall be selected from a group of eligible candidates recruited through the Virginia Department of Human Resources Management Policy 2.10 – Hiring. The selection panel shall consist of at least four trustees, one of which shall be the Board Chair, and the ~~Department Commissioner~~ **Secretary of Veterans and Defense Affairs**. Once selected by the VSF trustees panel, the Executive Director shall be hired ~~by the Department~~ in accordance with §2.2-2715. ~~E 1.~~
- B. The VSF Executive Director reports to the Board Chair and is chief administrator of VSF ~~and is an agent of the trustees' board~~. The Board Chair shall submit an evaluation of the Executive Director annually in ~~June to the DVS Commissioner~~ **October to the Secretary of Veterans and Defense Affairs**.

- C. The Executive Director's duties *are set forth in the trustees bylaws*. *In addition, they include:*

~~Support the efforts of VSF to seek, promote, and stimulate contributions to the Fund, including;~~

- 1. Implementing board of trustees VSF and joint VSF-DVS policies;*
- 2. Assuring continuity of VSF administration and operations;*
- 3. Promoting inter-agency relations and ensuring compliance with interagency agreements;*
- 4. Managing VSF's finance (e.g., accountability) initiatives in collaboration with DVS Director of Finance and DVS finance staff. This includes making sub-fund adjustments of amounts less than \$10,000 within subsidiary accounts in the annual budget in accordance with funding levels established by the current edition of the Appropriations Act and Department of Planning and Budget adjustments to those funding levels. Amounts above \$10,000 shall be referred to the VSF Board Chair for action as set forth in section J2.11.D. Any changes shall be subject to review and subsequent approval by the trustees at the next quarterly board meeting;*

~~Develop VSF and DVS policies and procedures related to mutual support of both agencies.~~

~~Serve as VSF and DVS daily point of contact and coordination for~~

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~~development activities with public and private development related organizations and other interested activities.~~

5. Attending VSF trustees meetings as an ex-officio, non-voting participant and trustees committee meetings as a non-board advisor;
6. Reporting activities to the trustees as required, but at least at every board meeting;

~~Ensure Foundation reports are submitted as required.~~

7. *Conducting VSF orientation for new trustees and staff within 45 days of appointment;*
8. *Acting as the VSF point of contact for Auditor of Public Accounts audits;*
9. Performing other coordination and duties as necessary to support the mission and authority of VSF.

F2.9 Secretary

A. The Secretary shall be ~~the Department Director of Development who qualified in development~~ and shall be appointed by the board of trustees with the concurrence of the DVS Commissioner. The incumbent may be assisted by such DVS staff as required. The Secretary to the Board shall be considered an agent of the Board to act in VSF's behalf and only shall perform those duties and have such powers as designated by the board ~~in accordance with section 10.01 9.01 of the trustees' bylaws.~~

B. The Secretary's duties *are set forth in the trustees' bylaws. In addition, they* shall include:

~~Serve as the recording and corresponding Secretary of the Board of Trustees.~~

~~Keep a true record of the Board's proceedings.~~

~~Act as custodian of the Board minutes and other records in conjunction with DVS staff involved in maintain such records.~~

~~At the Board Chair's request, communicate notice of meetings to trustees and other responsible and interested personnel.~~

~~Post the minutes of the meetings to the Commonwealth calendar and the websites of the DVS and VSF on accordance with §2.2-3707.1 of the Code of Virginia.~~

1. Initiating or responding to correspondence of interest and required of VSF *to include letters of acknowledgement and appreciation to all VSF donors;*
2. Acting as VSF Development Manager when required by the Executive Director or Board Chair;

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3. Acting as Deputy Executive Director when required by the Executive Director or Board Chair.

F2.10 Treasurer

A. The Treasurer shall be ~~the Department Director of Finance in accordance with §2.2-2715.6~~ *qualified in finance and appointed by the Board of Trustees with the concurrence of the Commissioner of Veterans Services.* The incumbent may be assisted by such DVS staff as required. The Treasurer shall be an agent of the board to act on VSF's behalf and only shall perform those duties and have such powers as designated by the board. ~~in accordance with section 10.01-9.01 of the trustees' bylaws.~~

B. The Treasurer's duties *are set forth in the trustees' bylaws. In addition, they* shall include:

~~Serve as financial officer of the Board of Trustees.~~

~~Keep accurate, auditable records of financial transactions received, managed, allocated, and expended by DVS and the Board from the Veterans Services Fund.~~

1. Keeping VSF informed of DVS budgeting and financial activities.

~~Submit a quarterly financial report to the Board and the DVS Commissioner on the Foundation's funding levels and services.~~

2. Assisting the Auditor of Public Accounts with Foundation audits.
3. Acting as Deputy Executive Director when required by the Executive Director or Board Chair.

F2.11 Human Resources Management

By prior agreement with the Department of Human Resources Management (DHRM), VSF is supported by the DVS Human Resources staff and DHRM Policies pertain. The VSF trustees on August 10, 2017 approved the current DHRM leave policy for the Executive Director.

F2.12 Execution of Contracts

The board of trustees may, except as by law, authorize any trustee or agent to execute any deed or other instrument. Any such authority may be general or confined to specific instances.

F2.13 The Veterans Services Fund:

- A. The Virginia Veterans Services Fund (the Fund), administered by VSF, is a special non-reverting trust fund on the books of the Commonwealth Comptroller. **[From Joint Policy 10 section J10.1]**
- B. *The accounts and records of VSF showing the receipt and disbursement of funds from whatever source derived shall be established by the Department of Accounts and Auditor of Public Accounts in a manner similar to other organizations. The Auditor of*

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Public Accounts or his legally authorized representative shall annually audit the accounts of VSF, and the cost of such audit services shall be borne by VSF in accordance with §2.2-2717 of the Code of Virginia.

- C. The Fund operating structure shall allow for separate current and non-current funds for annual operations as set forth in the Appropriations Act, reserves, specific funds for stand-alone projects, and endowments primarily to provide funding for DVS veterans programs and services. The Fund also finances VSF operations to support veterans programs and services and is not an auxiliary or reserve fund for DVS or VSF.***
- D. Allocation of funds for DVS program subsidiary funds from the Fund may only be authorized by the majority vote of trustees present at a meeting in which there is a quorum.***
- E. The Fund shall be used solely for the purposes of carrying out the applicable provisions of §2.2-2715 et seq. The unrestricted portion of the Fund may be used for VSF expenses, subject to approval by the Board of Trustees. Allocations and expenditures of donated restricted funds shall be in accordance with the provisions of § 64.2-1100 et seq. of the Code of Virginia. Expenditures and disbursements from the Fund shall be made by the State Treasurer on warrant issued by the Comptroller upon written authorization of the VSF Executive Director and approval of the Board.***
- F. The ~~Non-General Fund~~ Unrestricted Revenue Fund portion of the Fund primarily includes such funds as was or may be appropriated by the General Assembly, unrestricted donations to VSF, interest accrued to the fund, and earned dividends. Its primary purpose is for supporting VSF operations and serving as a reserve of funds for ~~contingency~~ emergency purposes. The procedures to be followed when allocating and expending the financial assets of the Unrestricted Revenue Fund are contained in Appendix C. [From Joint Policy 10 section J10.1]***

F2.14 Financial Procedures

- A. Expenditures for DVS activities approved by the trustees may be processed upon approval by the ~~head of the DVS~~ program *director* that has responsibility for the activity.**
- B. All requests for reimbursement of trustees actual expenses incurred while attending meetings of the trustees or performing other duties shall be approved by the VSF Executive Director.**
- C. Expenditures for authorized VSF operations shall require the pre-approval of the VSF Executive Director.**
- D. Reallocation of sub-fund amounts of \$10,000 or more shall be forwarded to the Board Chair for action as follows. Depending on the circumstances, the Board Chair may consider it or refer it to the VSF Finance Committee Chair. Alternatively, the Board Chair could refer it to a meeting of the Executive Committee or defer it until the next***

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board meeting. In any case, all changes shall be subject to review and subsequent approval by the trustees at the next quarterly board meeting.

F2.15 Reports

- A. The Code of Virginia requires that VSF shall submit a quarterly report to the DVS Commissioner on VSF's funding levels and services (The Funding Levels and Services Report). This report is compiled with the assistance of the DVS Director of Finance and the DVS Finance Staff.
- B. The Funding Levels and Services reports consist of: an Asset Sheet; a Statement of Income, Expenditures, and Changes in Fund Balances; and a Schedule of Receipts, Expenditures and Budget by activity.
- C. Another report is compiled from information submitted by DVS programs to form the annual budget. Reports on expenditures shall be submitted quarterly, or as requested, to the DVS Commissioner, the trustees, or others for review. These reports shall include under funded or unfunded needs, if any.
- D. VSF shall compile an annual report to the Secretary of Veterans and Defense Affairs, ~~and~~ the DVS Commissioner, ***and the General Assembly*** that shall be made available to the public which will provide annual financials, donors, and related information on the status of VSF. This report will be published *electronically* by 30 November of each year. ***The annual report to the General Assembly shall be submitted for publication as a report document as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents and reports and shall be posted on the General Assembly's website.***
- E. These reports shall be available on the VSF website or on request from the Foundation Executive Director.

F2.16 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 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 ~~Executive Procedures and Policy~~ Committee.

On adoption, this policy supersedes VSF-DVS Joint Policies 2 (Foundation Operations) and 10 (Veterans Services Non-General Fund- Processing of Financial Requests).

F2.17 Policy Review Date

The policy review date is the date the policy was reviewed without revisions made. Reviewed ~~November 9, 2016~~ ***TBD.***

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F2.18 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 3, 2016, July 1, 2017.~~

~~May 6, 2009~~
TBD

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VIRGINIA VETERANS SERVICES FOUNDATION

Foundation Administration and Operations Policy

Appendix A

VIRGINIA VETERANS SERVICES FOUNDATION ~~VIRGINIA DEPARTMENT OF VETERANS SERVICES~~

The Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The Donor Bill of Rights was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of

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Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits. It has been endorsed by numerous organizations. Association of Fundraising Professionals (AFP), all rights reserved. Reprinted with permission from the Association of Fundraising Professionals March 5, 2019.

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Appendix B

Association of Fundraising Professionals (AFP) Code of Ethical Standards

AFP Code of Ethical Principles Adopted 1964

The Association of Fundraising Professionals (AFP) exists to foster the development and growth of fundraising professionals and the profession, to promote high ethical behavior in the fundraising profession and to preserve and enhance philanthropy and volunteerism.

Members of AFP are motivated by an inner drive to improve the quality of life through the causes they serve. They serve the ideal of philanthropy, are committed to the preservation and enhancement of volunteerism; and hold stewardship of these concepts as the overriding direction of their professional life. They recognize their responsibility to ensure that needed resources are vigorously and ethically sought and that the intent of the donor is honestly fulfilled.

To these ends, AFP members, both individual and business, embrace certain values that they strive to uphold in performing their responsibilities for generating philanthropic support. AFP business members strive to promote and protect the work and mission of their client organizations.

AFP members both individual and business aspire to:

- Practice their profession with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust;
- Act according to the highest goals and visions of their organizations, professions, clients and consciences;
- Put philanthropic mission above personal gain;
- Inspire others through their own sense of dedication and high purpose;
- Improve their professional knowledge and skills, so that their performance will better serve others;
- Demonstrate concern for the interests and well-being of individuals affected by their actions;
- Value the privacy, freedom of choice and interests of all those affected by their actions;

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- Foster cultural diversity and pluralistic values and treat all people with dignity and respect;
- Affirm, through personal giving, a commitment to philanthropy and its role in society;
- Adhere to the spirit as well as the letter of all applicable laws and regulations;
- Advocate within their organization’s adherence to all applicable laws and regulations
- Avoid even the appearance of any criminal offense or professional misconduct;
- Bring credit to the fundraising profession by their public demeanor
- Encourage colleagues to embrace and practice these ethical principles and standards; and
- Be aware of the codes of ethics promulgated by other professional organizations that serve philanthropy.

ETHICAL STANDARDS
Adopted 1964; amended Oct. 2014

The Association of Fundraising Professionals believes that ethical behavior fosters the development and growth of fundraising professionals and the fundraising profession and enhances philanthropy and volunteerism. AFP Members recognize their responsibility to ethically generate or support ethical generation of philanthropic support. Violation of the standards may subject the member to disciplinary sanctions as provided in the AFP Ethics Enforcement Procedures. AFP members, both individual and business, agree to abide (and ensure, to the best of their ability, that all members of their staff abide) by the AFP standards.

PUBLIC TRUST, TRANSPARENCY & CONFLICTS OF INTEREST

Members shall:

1. not engage in activities that harm the members’ organizations, clients or profession or knowingly bring the profession into disrepute.
2. not engage in activities that conflict with their fiduciary, ethical and legal obligations to their organizations, clients or profession.
3. effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
4. not exploit any relationship with a donor, prospect, volunteer, client or employee for the benefit of the members or the members’ organizations.
5. comply with all applicable local, state, provincial and federal civil and criminal laws.
6. recognize their individual boundaries of professional competence.
7. present and supply products and/or services honestly and without misrepresentation.

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8. establish the nature and purpose of any contractual relationship at the outset and be responsive and available to parties before, during and after any sale of materials and/or services.

9. never knowingly infringe the intellectual property rights of other parties.

10. protect the confidentiality of all privileged information relating to the provider/client relationships.

11. never disparage competitors untruthfully.

SOLICITATION & STEWARDSHIP OF PHILANTHROPIC FUNDS

Members shall:

12. ensure that all solicitation and communication materials are accurate and correctly reflect their organization’s mission and use of solicited funds.

13. ensure that donors receive informed, accurate and ethical advice about the value and tax implications of contributions.

14. ensure that contributions are used in accordance with donors’ intentions.

15. ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.

16. obtain explicit consent by donors before altering the conditions of financial transactions.

TREATMENT OF CONFIDENTIAL & PROPRIETARY INFORMATION

Members shall:

17. not disclose privileged or confidential information to unauthorized parties.

18. adhere to the principle that all donor and prospect information created by, or on behalf of, an organization or a client is the property of that organization or client.

19. give donors and clients the opportunity to have their names removed from lists that are sold to, rented to or exchanged with other organizations.

20. when stating fundraising results, use accurate and consistent accounting methods that conform to the relevant guidelines adopted by the appropriate authority.

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COMPENSATION, BONUSES & FINDER’S FEES

Members shall:

- 21. not accept compensation or enter into a contract that is based on a percentage of contributions; nor shall members accept finder’s fees or contingent fees.
- 22. be permitted to accept performance-based compensation, such as bonuses, only if such bonuses are in accord with prevailing practices within the members’ own organizations and are not based on a percentage of contributions.
- 23. neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services.
- 24. not pay finder’s fees, commissions or percentage compensation based on contributions.
- 25. meet the legal requirements for the disbursement of funds if they receive funds on behalf of a donor or client.

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VIRGINIA VETERANS SERVICES FOUNDATION

Foundation Administration and Operations Policy

Appendix C

Veterans Services Unrestricted Revenue Fund – Processing of Financial Requests

Procedures

[From Joint Policy 10]

1. Overview

A. The Foundation **Non-General Unrestricted Revenue** Fund was established from Commonwealth non-general funds to provide the Foundation with an initial endowment to support unfunded DVS contingencies and VSF operations. The **Non-General Unrestricted Revenue** Fund is the only stable asset VSF has.

~~B. The endowment initially supported unmet DVS needs by providing funding for several DVS projects related to benefits and the care centers. These expenses were covered by Veterans Services Fund earned interest; however, the state had stopped distributing earned interest to all state non-general funds as a budget reduction measure during fiscal year 2009.~~

B. The Foundation Support Fund was created as a subsidiary fund of the **Non-General Unrestricted Revenue** Fund to cover VSF operating expenses. Its expenditures are limited by current editions of the Commonwealth Appropriation Act.

C. The **Non-General Unrestricted Revenue** Fund, through the Foundation Support Fund, advanced funds to cover several DVS projects until these expenditures were replaced with donations.

2. Definitions

The definitions contained in VSF Policy 4 [Location of Definitions TBD.] apply to this policy along with the following:

A. **Administrative Expenses:** This measure reflects what percent of its total budget VSF or a DVS program spends on overhead, administrative staff and associated costs, and organizational meetings. For VSF operations, these expenses, which include staff, travel, and other administrative expenses, fall under the Foundation Support Fund. This percentage is obtained by dividing the VSF administrative expenses by its total functional expenses.

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- B. Unrestricted Revenue Fund:** As used by the VSF, it primarily consists of funds originally appropriated by the General Assembly and interest received from the Veterans Services Fund. It may also contain other revenues transferred from other state programs established for the Fund’s benefit, interest accrued, unrestricted donations, and dividends. Revenues from the Unrestricted Revenue Fund cannot directly be used to cover VSF or DVS expenses. This is accomplished through the Foundation Support Fund.
- C. Fundraising Expenses:** This measure reflects what the VSF spends to raise money. Fundraising expenses can include campaign printing, publicity, mailing, and staffing and costs incurred in soliciting donations, memberships, and grants. For the VSF, these expenses fall under the Foundation Support Fund. Dividing VSF fundraising expenses by its total functional expenses yields this percentage.
- D. Contingency:** This is a *planned* situation where a VSF or DVS ~~urgent~~ need exists for funds that are not ~~available~~ *allocated* from appropriated general, ~~or~~ non-general, *or donor funds*.
- E. Emergency:** *This is an unplanned situation where a VSF or DVS urgent need exists for funds that are not available from appropriated general or non-general funds.*
- F. Foundation Operations:** They are the functions performed in support of VSF Policy 2.
- G. Foundation Support Fund:** This is a sub-fund of the ~~Non-General Unrestricted Revenue~~ Fund from which expenditures for VSF operations are authorized by the Executive Director up to and including \$5,000. Amounts above \$5,000 shall be authorized by the Board of Trustees. The base budget allocation is contained in the current year Appropriation Act under “Dedicated Special Revenue”. This amount may be increased with sufficient justification if funds are available upon approval of the Board of Trustees and the Department of Planning and Budget. It may be used to provide temporary ~~contingency~~ *emergency* expenditures for DVS programs, but this is done with the understanding that such funds will be replaced with fundraising.
- H. Program Expenses:** This measure reflects what percent of its total budget the Foundation annually allocates to the DVS programs and services it exists to deliver (e.g., to veterans and their families, either directly or indirectly). For the VSF, these include ~~contingency~~ *emergency* expenses associated with DVS programs, if they don’t fall under Administrative Expenses. Dividing these expenses by the VSF total functional expenses yields this percentage.

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3. Receive, Accept, and Record Financial Donations and Appropriations

The authorization and procedures to receive, accept, and record financial donations are contained in VSF-DVS Joint ~~Policy 4~~ **Policies 1 and 2**. The procedures for accepting and recording appropriated funds are contained in state financial regulations. Funds received for the Unrestricted Revenue Fund will be processed through the DVS Director of Finance for the VSF.

4. Managing Endowment and Foundation Support Funds

The Unrestricted Revenue Fund and Foundation Support Fund shall be managed by the trustees and VSF Executive Director as follows:

- A. All balances in the Fund shall be maintained in an interest bearing account. Interest income generated by the Fund shall accrue to the VSF Unrestricted Revenue Fund, unless otherwise directed by the trustees or the current Commonwealth Appropriation Act.
- B. Upon completion of the activity for which Foundation Support Funds were used, the unspent portion of the appropriation for a specific activity shall remain in the Support Fund. However, the Support Fund shall not exceed the amount authorized by the Appropriation Act of the current year.
- C. At the end of each fiscal year, VSF trustees shall review account balances to determine the requirements for the coming year.
- D. The DVS Director of Finance shall assist VSF in preparing monthly and quarterly reports to the VSF Trustees. These reports shall contain statements and schedules, as appropriate to identify the status of all monies deposited and expended in the Fund. Reports may be required more frequently by the trustees. These reports will form the basis of a Foundation annual report.

5. Budgeting Foundation Unrestricted Revenue and Support Funds

Expenditures may be approved from the Fund as outlined in the VSF Bylaws and applicable VSF and DVS policies on expenditures. The VSF Executive Director is responsible for directing and administering the Foundation Support Fund, including the budgeting of funds for supplies, materials, equipment, and other expenditures within authorized amounts. The procedures to be followed by the Executive Director shall be:

- A. Request input and recommendations from the trustees and DVS regarding potential needs and activities for the coming fiscal year or as needs arise.
- B. Review the recommendations to ensure that the requests fall within the scope of the intent of the Foundation Support Fund. No later than mid-April, develop an annual working budget for the coming fiscal year. The base budget allocation is contained in the current year Appropriation Act under "Dedicated Special Revenue". This amount may be changed with sufficient justification if funds are available upon approval of the Department of Planning and Budget.

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- C. Submit the budget to the trustees for review and approval.
- D. Submit to the trustees for approval any requested changes to the approved operating budgets prior to implementation of any changes. Such changes must contain sufficient justification and funds must be available for the request that must be approved by the Department of Planning and Budget. Such supplemental requests will be submitted to VSF trustees so that they can be considered at its next quarterly meeting.
- E. Submit a quarterly report that summarizes allocated financial funding levels and services expenditures made from allocated funds to the trustees for their information and review. Additional reports may be requested on a more frequent basis.

6. Procedures for Requesting Foundation Unrestricted Revenue Funds

- A. Requests for allocations of Unrestricted Revenue funds shall be made by the DVS Commissioner in writing to the VSF Board Chair, with a copy to the VSF Executive Director, at least ten working days before the VSF Finance Committee is scheduled to meet. Requests shall include:
 - 1. The amount requested;
 - 2. When the allocation would be needed;
 - 3. How the allocation will be used;
 - 4. Detailed justification for the allocation;
 - 5. Whether other funds are available for the request and their sources;
 - 6. Whether the requested allocation will be replaced, and if so, when;
 - 7. Other information as may be specified by the situation.
- B. Funds shall be allocated on a replaceable basis from DVS, when available.
- C. The VSF Trustees reserve the right to request additional information upon which an informed decision may be made.
- D. The Trustees decision will be included in the VSF Board of Trustees minutes.
- E. Final approval of the allocation must be received from the Department of Planning and Budget before the allocation of funds can be executed, if the amount required exceeds the authorized allocation in the current Appropriations Act.

7. Procedures for Expending Foundation Support Funds

- A. The Fund shall be used solely for the purposes of carrying out the applicable provisions of §2.2-2715 et seq. The unrestricted portion of the Fund may be used for VSF expenses, subject to approval by the Board of Trustees. Allocations and expenditures of donated restricted funds shall be in accordance with the provisions of §§ 64.2-1100 through 64.2-1108 of the Code of Virginia. Expenditures and disbursements from the Fund shall be made by the State Treasurer on warrants issued by the Comptroller upon written authorization of the Executive Director and approval by the Board.

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- B. Expenditures, regardless of purpose, shall be submitted to the VSF Executive Director for approval. The Executive Director shall evaluate the request to ensure it meets the following criteria:
1. Funds are available for the purchase or expenditure; and the expense conforms to the intent of the designated donation and the approved budget. Deviations from the approved budget shall be approved by the Trustees.
 2. The expense is reasonable and practical.
 3. The expense is timely.
 4. The expenditure does not conflict or overlap with other requests or expenditures.
 5. Whether the requested allocation will be replaced, and if so, when;
 6. Other information as may be specified by the situation.
- C. If a question exists regarding the propriety of each expenditure, it shall be referred by the VSF Executive Director to the Board Chair.
- D. After being approved by the Executive Director, the purchase/expenditure will be made in accordance with Commonwealth of Virginia regulations.
- E. In addition to the Funding Levels and Services Report, other reports on expenditures shall be submitted quarterly, or as requested, to the DVS Commissioner, the Trustees, or others for review. Expenditure reports shall include under-funded and unfunded needs, if any.
- F. Financial records shall be maintained according to the state Comptroller and shall be subject to audit by the Auditor of Public Accounts.

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended March 31, 2019 (FM09)
FY 2019 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2018 Adjusted	Receipts YTD	Expenditures YTD	Fund 09410 Balance March 31, 2019 YTD	FY 2019 Budget YTD	FY 2019 Budget Balance YTD
Virginia Veterans Care Center:						
Indigent Resident Needs	30,470.51	4,395.00	216.54	34,648.97	2,000.00	1,783.46
Activities/Carnival Fund	12,640.99	5,970.00	3,558.35	15,052.64	7,000.00	3,441.65
Operation Holiday Spirit	74,472.88	25,280.00	13,144.38	86,608.50	21,000.00	7,855.62
Unit Projects & Functions	11,331.00	-	-	11,331.00	51,500.00	51,500.00
Other Donations Restricted	16,099.97	14,670.00	19,588.64	11,181.33	10,500.00	(9,088.64)
Total WVCC Funds	145,015.35	50,315.00	36,507.91	158,822.44	92,000.00	55,492.09
Sitter & Barfoot VCC:						
Indigent Resident Needs	6,107.52	-	65.00	6,042.52	1,000.00	935.00
Activities Fund	28,980.18	1,000.00	6,348.92	23,631.26	16,500.00	10,151.08
Other Donations Restricted	1,692.00	4,805.00	-	6,497.00	10,500.00	10,500.00
Total SBVCC Funds	36,779.70	5,805.00	6,413.92	36,170.78	28,000.00	21,586.08
Cemetery Funds:						
Va Veterans Cemeteries- Other Donations Restricted	787.00	55.00	-	842.00	500.00	500.00
Va Veterans Cemetery--Amelia	8,091.38	470.00	-	8,561.38	5,000.00	5,000.00
Memorial Cemetery--Suffolk	10,111.07	11,204.91	-	21,315.98	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	10,731.79	75.00	-	10,806.79	5,000.00	5,000.00
Total Cemetery Support Funds	29,721.24	11,804.91	-	41,526.15	15,500.00	15,500.00
Virginia Veterans' and Family Support						
Outreach Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Direct Veterans Services	230,000.00	-	134,979.07	95,020.93	230,000.00	95,020.93
Enabling Veterans Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Homeless Veterans Fund	183,000.00	35,050.00	174,310.71	43,739.29	183,000.00	8,689.29
Operation Family Caregiver Grant	3,227.76	-	1,924.19	1,303.57	-	(1,924.19)
Other Donations Restricted	254,207.63	99,605.98	-	353,813.61	-	-
Total WVFS Funds	672,435.39	134,655.98	311,213.97	495,877.40	415,000.00	103,786.03
Benefits Funds:	675.62	660.00	-	1,325.62	1,000.00	1,000.00
Veteran Education, Transition and Employment						
V-3 Fund	236,745.67	450.00	106,919.81	130,275.86	225,000.00	118,080.19
Altria Grant	227,447.90	100,000.00	59,595.66	267,852.24	-	(59,595.66)
Women's Summit	1,222.94	-	1,222.94	-	10,000.00	8,777.06
VETE Other Donations Restricted	-	-	-	-	-	-
Total VETE Funds	465,416.51	100,450.00	167,738.41	398,128.10	235,000.00	67,261.59
VSF Support Funds:	10,000.00	-	818.07	9,181.93	10,000.00	9,181.93
VSF Unrestricted Revenue						
Appropriated Funds	203,670.05	-	-	203,670.05	-	-
Donor Funds	15,258.50	22,658.39	-	37,916.89	-	-
Interest	41,248.35	13,377.19	-	54,625.54	-	-
Total VSF Unrestricted Revenue	260,176.90	36,035.58	-	296,212.48	-	-
Grand Total All 09410 Funds	1,620,220.61	339,716.47	522,692.28	1,437,244.80	796,500.00	273,807.72
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,605,312.73	-	(550,000.00)	1,394,211.13		
912 09410 Fund Balance	14,907.88	550,000.00	-	43,033.67		
TOTAL CASH 09410 FUNDS	1,620,220.61			1,437,244.80		

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Funds Balances
For the Month Ended March 31, 2019 (FM09)
FY 2019 Year-To-Date
(Unaudited)

INCOME:

Y-T-D Actual

Restricted gifts received for:

Virginia Veterans Care Center	50,315.00
Sitter & Barfoot VCC	5,805.00
Cemetery Funds	11,804.91
VVFS Funds	134,655.98
Benefits Funds	650.00
VETE Funds	100,450.00
VSF Support Funds	-
VSF Unrestricted Revenue	36,035.58
TOTAL INCOME	339,716.47

EXPENDITURES:

VVCC Indigent Resident Needs	216.54
VVCC Activities/ Carnival Funds--Activities with Residents	3,558.35
VVCC Operation Holiday Spirit	13,144.38
VVCC Unit Projects & Functions	-
VVCC Other Donations Restricted	19,588.64
SBVCC Indigent Resident Needs	65.00
SBVCC Activities Funds	6,348.92
SBVCC Other Donations Restricted	-
Va Veterans Cemeteries- Other Donations Restricted	-
Va Veterans Cemetery--Amelia	-
Memorial Cemetery--Suffolk	-
SW Va Veterans Cemetery--Dublin	-
VVFS Outreach Services	-
VVFS Direct Veterans Services	134,979.07
VVFS Enabling Veterans Services	-
VVFS Homeless Veterans Funds	174,310.71
VVFS Operation Family Caregiver Grant	1,924.19
Benefits Funds	-
VETE V-3 Fund	106,919.81
VETE Altria Grant	59,595.66
VETE Women's Summit Funds	1,222.94
VETE Other Donations Restricted	-
VSF Support Funds--Operating Expenditures and Web Site	818.07
VSF Unrestricted Revenue	-

TOTAL EXPENDITURES	522,692.28
Excess of Income over Expenditures	(182,975.81)
Beginning Fund Balances	1,620,220.61
Ending Fund Balances	1,437,244.80

NOTES:

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

ATTACHMENT 10

**Veterans Services Foundation
Statement of Assets
For the Month Ended March 31, 2019 (FM09)
FY 2019 Year-To-Date
(Unaudited)**

Assets:

Cash held by State Treasurer	1,437,244.80
Total Assets	\$ 1,437,244.80

Fund Balances:

Restricted Fund Balances:	
Restricted for VVCC Activities	158,822.44
Restricted for SBVCC Activities	36,170.78
Restricted for Cemetery Funds	41,526.15
Restricted for VVFS Funds	495,877.40
Restricted for Benefits Funds	1,325.52
Restricted for VETE Funds	398,128.10
Restricted for VSF Support Funds	9,181.93
Total Restricted Fund Balances	1,141,032.32
VSF Unrestricted Revenue	296,212.48
Total Fund Balances	\$ 1,437,244.80

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 VSF Unrestricted Revenue Fund Balance represents the funds remaining from the VSF base funding.

ATTACHMENT 10

2020 Proposed Foundation Board of Trustees Meeting Dates

- March 26, 2020
- June 11, 2020
- September 17, 2020
- December 10, 2020