

Veterans Services Foundation Board of Trustees
American Legion Building
1708 Commonwealth Avenue, Richmond, Virginia
Meeting Minutes
September 19, 2019

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Thursday, September 19, 2019 at the American Legion Building, Richmond, VA. The meeting was called to order at 11:05 AM, immediately following the Development Committee Meeting and Finance Committee Meeting that started at 10:00 AM.

TRUSTEES PRESENT

- Brad Antle
- Robin Beres
- Allan Burke
- Doug Cox
- Frank Finelli (*Veteran Services Foundation Chairman*)
- Paul Haughton
- Jack Hilgers (*First Vice Chair*)
- Jack Lanier
- John Lesinski (*Development Committee Assistant Chair*)
- Al Pianalto (*Second Vice Chair*)
- Walter Stosch (*Finance Committee Chair*)
- Carlos Hopkins (*ex officio, voting, Secretary of Veterans and Defense Affairs*)
- Michael Dick (*ex officio, voting, Board of Veterans Services (BVS) Chair*)
- Frank Wickersham (*ex officio, voting, Joint Leadership Council (JLC) of Veterans Service Organizations Chair*)

TRUSTEES ABSENT

- Nicole Carry (*Development Committee Chair*)
- Frank Driscoll
- Anthony Gitalado
- Matice Wright (*Finance Committee Assistant Chair*)

VSE STAFF PRESENT

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

DVS REPRESENTATIVES PRESENT

- Steven Combs (*DVS Acting Commissioner*)
- Tammy Davidson (*ex officio, non-voting, VSF Treasurer*)
- Jim Darragh (*Assistant Administrator Sitter & Barfoot Veterans Care Center*)
- Glendalynn Glover (*DVS Staff*)
- Robyn Jennings (*Director/Administrator Sitter & Barfoot Veterans Care Center*)
- Matt Leslie (*Assistant Director Virginia Veteran and Family Support*)
- Tiffany Robertson (*DVS Staff*)

OFFICE OF THE ATTORNEY GENERAL

- Flora Hezel

GUESTS PRESENT

- Maggie Wickersham
- Brandi Jancaitis

Materials Distributed and Attached

- Meeting Agenda (*Attachment 1*)
- VSF Priorities Presentation (*Attachment 2*)
- Virginia Veteran and Family Support Homeless Fund Update (*Attachment 3*)
- Governor's Challenge to Prevent Suicide among Service Members (*Attachment 4*)
- BVS Chair Report (*Attachment 5*)
- JLC Chair Report (*Attachment 6*)
- Department of Veterans Services Report (*Attachment 7*)
- Foundation Executive Director Report (*Attachment 8*)
- Finance Committee Report (*Attachment 9*)
- Procedures and Policy Committee Report (*Attachment 10*)
- FY19 Fourth Quarter Financial Report (*Attachment 11*)
- Proposed FY21 FY22 Biennial Budget (*Attachment 12*)
- Proposed LOW FY20 Budget (*Attachment 13*)
- Sitter and Barfoot Veterans Care Center Spending Request (*Attachment 14*)

Opening and Pledge of Allegiance

Chair Frank Finelli called the meeting to order at 11:05 a.m. He then led the group in reciting the Pledge of Allegiance. He welcomed visitors Matt Leslie, Brandi Jancaitis, Robyn Jennings, Jim Darragh, and Maggie Wickersham.

Roll Call of Trustees and Quorum Determination

With 14 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. Paul Haughton moved to approve the agenda, and Mr. Jack Lanier seconded the motion. There was no discussion, and the motion passed unanimously.

REVIEW AND APPROVAL OF June 13, 2019 MEETING MINUTES

A copy of the June 13, 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. John Lesinski moved to approve the minutes as presented, and Mr. Brad Antle 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 and welcomed new trustees, Robin Beres, Doug Cox, and Jack Hilgers and new BVS chair, Michael Dick.

He shared the FY20 objectives: increase donations through collaborating with DVS to build a pipeline of past and new donors and conduct fundraising events, develop a process to support VSF fiduciary responsibilities for donations and DVS expense reimbursements, and increase administrative capacity with full-time Assistant and VSF Board Secretary.

The FY20 Revenue objective is 800,000. A three prong fundraising strategy will be implemented: pursue prior donor pipeline; new grass roots initiative supported by boodleAI; and, develop several large corporate sponsors.

Secretary of Veterans and Defense Affairs Update

This is budget season and one area of focus is suicide prevention efforts which includes support for peer specialists. Crisis cards are a small way to get the information out about the Veterans Crisis Line. These are being paid for by federal government now. If trustees can help get those out in the community, it's a great help in making sure that the word gets out about what is available.

The Foundation can help with the Governor's Suicide Prevention Initiative by continuing to support the programs in place at DVS.

There has been a mandatory suicide training for the National Guard during the month of September. Project Search is a collaborative effort between military connected school children on bases and local school districts. The school districts provide a teacher to assist those military connected children who have autism. There are currently about 5 locations in Virginia. As these students are leaving high school, they will be able to immediately gain employment through Project Search. Research shows an increase from 20% to 60% in the number of students who received employment.

The Secretary is hoping to start Military Signing Days to recognize high school graduates that sign up for the military just like we would do those who were signing up for a basketball or football scholarship.

Chair Finelli asked if there were any questions. None were posed.

VVFS Homeless Fund Update (Attachment 3)

Ms. Matt Leslie, Assistant Director Virginia Veteran and Family Support shared a presentation about the Homeless Fund. There has been a 52% reduction in homeless veterans since 2011. VVFS partners with several nonprofits throughout the state that are already doing this work. The Homeless Fund fills the gaps that Federal and State funding may not cover. Dominion reimburses for some utility charges.

Mr. Al Pianalto asked what is done to help veterans get employment once they are housed. Mr. Leslie responded that the veterans are actually the clients of other agencies and that those agencies have employment services.

However, some veterans may not be employable due to age or disability.

Most referrals come from one point of contact in each part of the state from the Supportive Services for Veteran Families Programs.

Governor's Challenge to Prevent Suicide among Service Members (Attachment 4)

Ms. Brandi Jancaitis, Military and Veterans Affairs Manager, Division of Behavioral Health Community Services, Department of Behavior health and Developmental Services presented about the Governor's Challenge to Prevent Suicide among Service Members. Several handouts (Attachment 4) were provided including a Suicide Prevention Awareness Month – Military Service Members, Veterans, and Families Certificate of Recognition, Veterans Crisis Line information, Department of Veterans Affairs Suicide Prevention Coordinator Points of Contact, and Veterans Crisis Line Card.

Senator Stosch asked how funding is going to work, will there be an unmet need, and what role the Foundation will fill. Secretary Hopkins shared that funding will not be needed for suicide prevention but rather for programs that prevent veterans from finding themselves in a place that might lead to suicide.

Sec Hopkins shared that his office is trying to get legislators involved and to get the word out to veterans and families, information is being shared at a JLC meeting and on social media. There will be an op ed in the Richmond Times Dispatch. There are 34 DVS Benefits Offices around the state that will have the information, and word of mouth is also key.

Chair Finelli asked Ms. Jancaitis and Ms. Boughey to work together to add a separate slide about the Governor's Challenge into the trustees power point presentation.

REPORTS

Board of Veterans Services (BVS)

Mr. Michael Dick provided the report for BVS (Attachment 5). Mr. Dick asked if there were any questions. None were posed.

Joint Leadership Council of Veterans Service Organizations (JLC)

Mr. Frank Wickersham provided the JLC report. (Attachment 6) Mr. Wickersham asked if there were any questions. None were posed.

Department of Veterans Services

Acting Commissioner Steve Combs provided the report on behalf of DVS (Attachment 7). He shared about Agency Leadership, Agency Organizational Structure, Construction Projects, New Offices, DVS Highlights, and Upcoming DVS Events including the Commonwealth's Veterans Day Ceremony on November 11 at 10:45am at the Virginia War Memorial. Priorities include keeping the Benefits and VVFS offices open, staffed, and operational and focusing on recruitment and retention.

Chair Finelli recommended that the trustees find and visit one of the DVS offices nearby which gives an appreciation for what they do and develops the relationship. Acting Commissioner Combs said visitors are welcome but asks for prior coordination before visiting Benefits or VVFS offices. Acting Commissioner Combs asked if there were any questions. None were posed.

A WORKING LUNCH WAS PROVIDED

Foundation Executive Director

Ms. Karla Boughey, VSF Executive Director, presented her report (**Attachment 8**) including the VSF Income/Expense Comparison from FY15 to the Present, FY20 Events and Outreach, Media Coverage from the Smithfield Check Presentation, and a flyer for the upcoming Team Challenge event at Richmond Dragway on October 5, 2019.

Ms. Boughey shared that FY19 has the highest expenditure rate so far. She stated that there is a potential of raising money through employee giving like what we have received from Benevity (ADP) and the Commonwealth of Virginia Campaign. Ms. Boughey has prepared a Direct Mail letter that will go out prior to Veterans Day to all donors, VSOs, and potential donors and is looking into a direct mail service. Ms. Boughey reminded everyone that the office can help with preparing letters to send to potential donors.

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

Board Chair

Chair Finelli shared his recommendation for committee appointments. For the Development Committee, he recommended John Lesinski for Chair and Anthony Gitalado for Assistant Chair. For the Finance Committee, he recommended Walter Stosch for Chair and Matice Wright for Assistant Chair. For the Procedures and Policies Committee, he recommended Jack Hilgers for Chair and Jack Lanier for Assistant Chair. Chair Finelli asked if there were any questions or nominations from the floor. None were posed.

Development Committee Report

Prior to the full Board of Trustees meeting, a Development Committee meeting was held. Mr. John Lesinski restated the revenue objective of \$800,000 for FY20. Chair Finelli shared about BoodleAI with the committee. One focus for FY20 is to cultivate relationships with corporations and CEOs. The committee will work with the Department of Commerce to get a list of the top 200 companies in Virginia to see if Trustees have any contacts as well as reviewing the V3 list. When talking to these companies, trustees can leverage the Governor's Challenge. Mr. Lesinski reviewed the packet for approaching restaurants about hosting Veterans Day Events to benefit the Foundation.

The committee is looking at places that are more local that have large retail sales for recurring giving such as Wawa, Sheetz, Turkey Hill, and Martin's grocery stores.

Mr. Lesinski shared the giving reports from ADP employee giving and Kroger Community Rewards.

Chair Finelli asked if there were any questions. None were posed.

Finance Committee Report (Attachment 9)

A Finance Committee meeting was held prior to the full Board of Trustees meeting. **The following documents are included as part of the Finance Committee Report: FY21-22 General Fund Request, the Finance spreadsheet which includes FY20, FY21, FY22, and the Updated Funding Guidelines as approved.**

The Finance Chair, Senator Walter Stosch reminded the group that there are two budgets that the Board focuses on. One is the state budget and all donations are treated as non-general funds within the state budget. However, the Foundation has to request an appropriation to spend those funds. Once permission to spend/appropriation is received, the board adopts its budget which allocates the money to the different DVS programs.

The committee recommends that the Board approve the request that has been submitted through the Secretary to appropriate \$796,500 which is the amount of donations that could potentially come in.

The committee also recommends approving the request that has been submitting through the Secretary that asks for additional support under the General Fund to increase from one full time employee to two full time employees and to increase the budget for the staff compensation.

The current year's budget (FY20) has already been approved so the Board has the spending authority to spend up to \$796,500 of donated funds. However, in the future, the Board will need to look at how funds are allocated and make any necessary adjustments.

All other proposed consideration of budgets for the future have been deferred because the committee believes the Board would find it instructive and helpful to hear directly from people in the field and understand their needs and concerns which will allow more precise budgeting of the fund and will give us more enthusiasm for the particular programs and their fundraising.

Part of our statutory guidance is the Prudent Management of Funds Act which states that the Board has obligations to honor donation restrictions and to insure that those donations are used prudently. This is incorporated in the Spending Guidelines the Board has approved in the past. Those guidelines have been reviewed and updated and will be presented to the Board for approval.

Chair Finelli asked if there were any questions. None were posed.

Procedures and Policies Committee Report

Mr. Jack Hilgers made the report on behalf of the committee. **(Attachment 10)**. The following documents are included along with the Procedures and Policies Committee Report: Bylaws as approved, Code of Virginia, Policy 1 as approved, Policy 2 as approved, and the VSF Biennial Fiscal Year Schedule as approved.

Mr. Hilgers shared the edits to the Bylaws which includes a pen change from 6.01 to 6.03 on the attachment to his report. The committee recommends that the Board waive the 10 day rule on amendments to the bylaws and that the Board approves the bylaws as amended.

The Code of Virginia changes have been provided to the Secretary and are now classified as Governor's confidential working papers and can't be distributed. There is a process where the Department of Planning and Budget and the Office of the Attorney General among others will review what was submitted. In December, the Board will review the changes.

The committee recommends approval of Policies 1 and 2 and the amended Foundation Biennial Fiscal Year Schedule.

Chair Finelli asked if there were any questions. None were posed.

Review of FY19 Fourth Quarter Financial Report

Ms. Tammy Davidson, DVS Director of Finance, provided the financial review of the FY19 Fourth Quarter report **(Attachment 11)**.

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

Proposed FY21 FY22 Biennial Budget

Ms. Tammy Davidson shared that the Non-General Fund appropriation of \$796,500 is sufficient for now.

The General Fund currently is for the Executive Director's salary and fringe. She proposed an increase to the General Fund for a possible raise and to cover full fringe. Ms. Davidson also submitted a request for salary and fringe for an additional full time employee. **(Attachment 9)**.

She stated that the Board doesn't have to decide on the breakdown of the budget for each program for FY21 and FY22 at this time **(Attachment 12)**.

Senator Stosch suggested that one or more board members be involved with approaching companies such as Altria, etc.

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

UNFINISHED BUSINESS

Proposed LOW FY20 Budget and execution tracking approach

Ms. Tammy Davidson reviewed the Low FY20 Budget and the FY20 Budget Proposed Changes **(Attachment 13)**. She is hoping that some of the other programs can come speak about their budget requests at the next meeting in December so that the Board can make an informed decision about any budget requests at that time.

Other Unfinished Business

None

NEW BUSINESS

Spending Request from Sitter and Barfoot (SBVCC)

Ms. Robyn Jennings, SBVCC Director/Administrator and Mr. Jim Darragh, SBVCC Assistant Administrator shared about SBVCC. SBVCC requested support to upgrade the entertainment equipment (TV and projector) in the SBVCC Community Room (**Attachment 14**). The amount requested is \$10,500 from the SBVCC - Other Donations Restricted subfund.

Mr. Haughton asked if these items were considered furnishings and if the General Assembly had been asked about providing funds for the refurbishment. The response was that historically SBVCC has not approached the General Assembly with this type of request.

Chair Finelli asked Ms. Davidson if this would require an adjustment to the FY20 budget. The budget that has already been approved for FY20 has \$10,500 budgeted for the SBVCC – Other Donations Restricted subfund. Ms. Davidson stated that according to the FY19 June report, there is not sufficient funding in SBVCC – Other Donations Restricted subfund.

Senator Stosch stated that furnishing and capital improvements are generally the responsibility of the General Assembly. Ms. Davidson stated that generally speaking, the General Assembly gives the seed money to build the structure. Then the income that is made is used to maintain. Senator Stosch reminded everyone that the Board has to be faithful to the wishes of the donors and that the Foundation is considered a supplemental funding source.

Mr. Haughton made a motion that we lay this on the table until the Finance Committee report. **There was no second.**

Additional discussion about the expenditure took place during Finance Committee Recommendations.

Approval of Committee Appointments

Chair Finelli called for a motion to approve the committee appointments as follows: Development Committee: John Lesinski-Chair and Anthony Gitalado-Assistant Chair. Finance Committee: Walter Stosch-Chair and Matic Wright-Assistant Chair. Procedures and Policies Committee: Jack Hilgers-Chair and Jack Lanier-Assistant Chair.

Mr. Allan Burke made the motion to approve Committee Appointments, and Mr. Haughton seconded. There was no discussion, and the motion passed unanimously.

Approval of Development Committee Recommendations, if required

Not required

Approval of Finance Committee Recommendations

The Finance Committee recommends the approval of the Non-General Fund Appropriation of \$796,500 and the General Fund (**Attachment 9**) requests for an additional full time employee and budget for a possible raise for the Executive Director and full loaded fringe. Senator Stosch made the motion, and Mr. Brad Antle seconded.

Mr. Haughton shared that the Finance Committee had voted to postpone a vote on the Proposed Revisions to the FY20 Budget and asked if the request from SBVCC was in essence a revision and should be postponed. Ms.

Davidson shared that this is not a revision in the FY20 Budget that the Board approved last year. SBVCC is making the request since the equipment costs over \$5,000.

Ms. Davidson again stated that a portion of the funding could come out of the SBVCC Activities Fund since the equipment is used for activities. Chair Finelli stated that the request should include aspects of fund transfers.

Mr. Hilgers pointed out that in the FY20 July report, there is sufficient funding in the SBVCC - Other Donations Restricted Fund (\$14,793).

Chair Finelli said that the Finance Committee would need to review the request. Ms. Davidson said that the Funding Guidelines don't say that the request needs to be presented to the Finance Committee first and then the Board and that if that's the case, the guidelines should be updated. None of the trustees have had an opportunity to review the request in advance.

Senator Stosch stated that SBVCC has the funds and the budget. The Board has to decide whether or not to approve an expenditure that exceeds our spending guidelines.

Chair Finelli stated that there should be collaboration in order to ensure that the Board has adequate time to review. He also asked the treasurer if SBVCC had enough funds from other sources to complete the remainder of the renovation, which Ms. Davidson did confirm.

The Board was reminded of the motion on the table to approve the Non-General Fund Appropriation of \$796,500 and the General Fund requests for an additional full time employee and budget for a possible raise for the Executive Director and full loaded fringe that had been made and seconded. There was no further discussion, and the motion passed unanimously.

Mr. Pianalto made a motion to approve the \$10,500 for SBVCC for entertainment equipment for the Community Room, and Mr. Antle seconded. There was no further discussion. **The motion passed with one opposing vote. (Attachment 14)**

Mr. Hilgers made a motion to approve the Funding Guidelines (Attachment 9) with a pen change on page 2 to insert the word "normally" under Homeless after exhausted and Senator Stosch seconded. There was discussion about whether or not to add that requests need to be submitted two weeks prior to a board meeting. Mr. Hilgers stated that all finance requests should be delivered to the Finance Committee and the Board in a timely manner and that this should be added to our policies. Mr. Haughton shared that he voted against this in committee because after being out in the field with some of the VVFS employees, he doesn't agree with the one-time payment. **The motion passed with one opposing vote.**

Approval of Procedures and Policies Committee Recommendations

Mr. Hilgers made the motion to waive the ten day disclosure period for amendments to the Bylaws for sections 3.01 and 6.03, and Mr. Pianalto seconded. There was no discussion, and the motion passed unanimously.

Mr. Hilgers made the motion to approve the Board of Trustees Bylaws as amended, and Mr. Haughton seconded. There was no discussion, and the motion passed unanimously. (Attachment 10)

Mr. Hilgers made the motion to approve Foundation Policy 1 and Foundation Policy 2, and Mr. Lanier seconded. There was no discussion, and the motion passed unanimously. (Attachment 10)

Mr. Hilgers made the motion to approve the amended VSF Biennial Fiscal Year Schedule, and Mr. Lanier seconded. There was no discussion, and the motion passed unanimously. (Attachment 10)

Approval of FY19 Fourth Quarter Financial Report

Mr. Hilgers made the motion to approve the FY19 Fourth Quarter Financial Report, and Mr. Haughton seconded. There was no discussion, and the motion passed unanimously. (Attachment 11)

Other New Business

None.

PUBLIC COMMENT PERIOD

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

ADJOURNMENT

Chair Finelli made a motion to adjourn the meeting, and Mr. Hilgers seconded the motion. There was no discussion and the motion passed unanimously. The meeting adjourned at 2:38 p.m.

The next VSF Board of Trustees Meeting will be held on December 12, 2019 at TBD.

Veterans Services Foundation Board of Trustees

American Legion Building
1708 Commonwealth Avenue
Richmond, Virginia

September 19, 2019
11:00 AM – 2:00 PM

DEVELOPMENT COMMITTEE MEETING: 10:00 – 10:50 AM

FINANCE COMMITTEE MEETING: 10:00 – 10:50 AM

1. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Visitors, Approval of Agenda – *Board Chair* (5 minutes)
2. Review and Approval of June 13, 2019 Board of Trustees Meeting Minutes– *Board Chair* (5 minutes)
3. Presentations:
 - a. Chairman's Report (15 minutes)
 - b. VVFS Homeless Fund Update: *Matt Leslie, VVFS Assistant Director* (15 minutes)
 - c. Governor's Challenge to Prevent Suicide among Service Members: *Brandi Jancaitis, Military and Veterans Affairs Manager, Division of Behavioral Health Community Services, Department of Behavioral Health and Developmental Services* (15 minutes)
4. Reports:
 - a. Board of Veterans Services: *Michael Dick, Chair* (5 minutes)
 - b. JLC: *Frank Wickersham, Chair* (5 minutes)
 - c. Department of Veterans Services: *Steve Combs, DVS Acting Commissioner* (5 minutes)
 - d. Foundation Executive Director: *Karla Boughey* (5 minutes)
 - e. Board Chair (Committee Appointments): *Frank Finelli* (5 minutes)
 - f. Development Committee Report: *John Lesinski, Assistant Chair* (5 minutes)
 - g. Finance Committee Report: *Walter Stosch, Chair* (5 minutes)
 - h. Procedures and Policies Committee: *Jack Hilgers* (5 minutes)
 - i. Review of FY19 Fourth Quarter Financial Report: *Tammy Davidson, VSF Treasurer, DVS Finance Director* (5 minutes)
 - j. Proposed FY21 FY22 Biennial Budget: *Tammy Davidson* (10 minutes)
5. Working Lunch when Available
6. Unfinished Business:
 - a. Proposed *LOW* FY20 Budget and execution tracking approach: *Tammy Davidson* (5 minutes)
 - b. Proposed Revisions FY20 Budget: *Tammy Davidson* (5 minutes)
 - c. Other Unfinished Business: *Board Chair* (1 minute)
7. New Business:
 - a. Spending Request from Sitter and Barfoot (SBVCC): *Robyn Jennings, SBVCC Director/Administrator and Jim Darragh, SBVCC Assistant Administrator* (5 minutes)
 - b. Approval of Committee Appointments – *Board Chair* (5 minutes)
 - c. Approval of Development Committee Recommendations, if required: *Board Chair* (5 minutes)
 - d. Approval of Finance Committee Recommendations: *Board Chair* (2 minutes)
 - e. Approval of Procedures and Policies Committee Recommendations: *Board Chair* (5 minutes)
 - f. Approval of 4th Quarter Financial Report: *Board Chair* (2 minutes)
 - g. Other New Business: *Board Chair* (2 minutes)
8. Public Comment (5 minutes)
9. Adjournment (Next Board Meeting: December 12, 2019, American Legion Building)

ATTACHMENT 1



VIRGINIA VETERANS SERVICES FOUNDATION

VSF Priorities for FY20 Update

For VSF Board of Trustees Meeting 09/19/19

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

www.virginiveteransservicesfoundation.org

VFY2019 Significant Accomplishments



- Achieved \$637K in revenue, while reimbursing \$822K in DVS expenditures for Veterans and their Families, highest level ever
- Developed marketing materials for donor outreach, established donor pipeline, clarified donor recognition levels on website, and created donor appreciation certificates
- Conducted VSF outreach events, highlighting DVS programs for Veterans including:
 - Northern Virginia Chamber of Commerce
 - Increased donation from Smithfield
 - Legislative Military Caucus
 - CVMA 27-2 visit to the General Assembly
 - Commonwealth of Virginia Campaign - State employee giving
 - Over 40 Donor Appreciation Certificates delivered
 - King George High School presentation - Karla, Paul, and Ben made a presentation after donations from 2 student groups
- Implemented reporting process for donation tracking and expenditure analysis to support fiduciary responsibility
- Updated VSF-DVS Memorandum of Understanding (MOU) and VSF Bylaws, embracing VSF Funding Guidelines



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.virginiveteransservicesfoundation.org

Smithfield Donation Ceremony



Presentation to recognize Smithfield's donation of \$150,000 to the Foundation in support of the VVFS Homeless Veterans Fund.

- **Speakers included:** Gov. Ralph Northam, Ken Sullivan – CEO of Smithfield Foods, Secretary Carlos Hopkins, Carol Berg – VVFS Director, and Frank Finelli
- **Other Special Guests:** Delegate Betsy Carr
- **Trustees Present:** Robin Beres, Frank Finelli, Anthony Gitalado, Paul Haughton, Jack Hilgers, & Jack Lanier
- All 3 Richmond area news stations were present. With the support of DVS Communications staff and Smithfield Communications staff, the Foundation received broadcast coverage from 16 stations and 16 print articles in Richmond, Tidewater, and Charlottesville markets.



www.virginia-veterans-services-foundation.org

3

Welcome and Welcome Back to VSF



New Trustees

- **Robin Beres, Navy Veteran, Richmond Times Dispatch**
- **Dr. Doug Cox, Army Family, Owner Cox Chiropractic Clinic**
- **Jack Hilgers, Marine Veteran, Former Executive Director VSF**

Reappointed Trustees

- **Nicole Carry, Navy Veteran, ADP**
- **Paul Haughton, Army Veteran, Small Business Owner**
- **Jack Lanier, Army Veteran, Professor Emeritus**

Special Thanks

- **Karla Boughey, Executive Director VSF**
- **Tammy Davidson, VSF Treasurer**
- **Tiffany Robertson, Admin Assistant and Secretary VSF**
- **Kendra Ellison & Glendalynn Glover for tremendous support**

www.virginia-veterans-services-foundation.org

4

Our Leadership



- Governed and administered by volunteer Board of Trustees
- 100% Veteran and Family board

Board of Trustees

Board Chair: Frank Finelli, *McLean*

First Vice Chair: Jack Hilgers, *Virginia Beach*

Second Vice Chair: AJ Pianalto, *Chester*

Committees: Development; Finance; and Procedures & Policies

Brad Antle, <i>Haymarket</i>	Walter Stosch, <i>Glen Allen</i>
Robin Beres, <i>Richmond</i>	Matrice Wright, <i>Dunn Loring</i>
Allan Burke, <i>Christiansburg</i>	(Ex-Officio/Voting)
Nicole Carry, <i>Norfolk</i>	Carlos Hopkins
Doug Cox, <i>Keswick</i>	Secretary of Veterans and Defense Affairs
Frank Driscoll, <i>Chesapeake</i>	Michael Dick
Anthony Gitalado, <i>Suffolk</i>	Chair, Board of Veterans Services
Paul Haughton, Jr., <i>King George</i>	Frank Wickersham
Jack Lanier, <i>Richmond</i>	Chair, Joint Leadership Council
John Lesinski, <i>Washington (VA)</i>	

www.virginia-veterans-services-foundation.org

5

VSF FY20 Objectives



- 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 in accordance with VSF Funding Guidelines and DVS-VSF MOU
 - > 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.virginia-veterans-services-foundation.org

6

VSF VFY20 Fundraising Priorities



- Revenue objective: \$800k, emphasizing **unrestricted** donations
- VSF approved FY2020 budget for DVS at \$796,500
- Three Prong Fundraising Strategy
 - Pursue prior donor pipeline
 - Each trustee will have responsibility for contacting and cultivating VSF relationship with certain donors
 - New grass roots initiative supported by *boodleAI* to easily reach out to new contacts as potential supporters
 - Each trustee will receive credentials to use *boodleAI*
 - Develop several large corporate sponsors to augment the great work being done thru donations from Smithfield Foods, Altria, and Dominion Power
 - Will rely on insights and relationships of certain trustees
- Quarterly 1-on-1 trustee updates with Chairman or DevChair

7



- boodleAI is a peer-to-peer fundraising platform that helps identify potential new donors from your contacts.
- boodleAI uses our past fundraising campaign data to identify the traits of previous donors.
- boodleAI can recommend those in your network contacts with similar affinity and propensity to donate.
- Once you've decided to engage with a recommendation, the AI assistant generates messaging that resonates. Basically it tells you 'who' to ask and 'how' to ask.
- In the next week or so, you will receive an email with instructions on how to set up an account.
- The handout included in your packet provides instructions on how to: log in, upload your contacts, review recommendations, and start fundraising.
- Once your contacts are uploaded, the process is very quick because emails can be generated for you. You can edit your message to make it more personal.
- Using boodleAI will increase our online donations.
- Information about your contacts remains confidential to you

www.virginia-veterans-services-foundation.org

8

Virginia Veterans Services Foundation



Our Veterans served us. Now it's our turn to serve them.

- VSP 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

www.virginia-veterans-services-foundation.org

9

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.virginia-veterans-services-foundation.org

10

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 a special Women's Veteran Conference each year

www.virginiaveteransservicesfoundation.org

11

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 WWI, Korea, Cold War and Vietnam through Desert Storm, Afghanistan and today's Global War on Terrorism

2019's Best & Worst States for Military Retirees



www.virginiaveteransservicesfoundation.org

12

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.virginia-veterans-services-foundation.org

or by contacting: **Karla Williams Boughey**
Executive Director
101 North 14th Street, 17th Floor
Richmond, VA 23219
(804) 225-4748
Karla.Boughey@vvsf.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.virginia-veterans-services-foundation.org

13

boodleAI for Fundraisers

Quick Start Guide



Step 1: Connect Contacts

Log into your boodle account and choose which contact lists you want to securely and privately connect to boodleAI.

We have direct integrations with the following to make this step super fast!

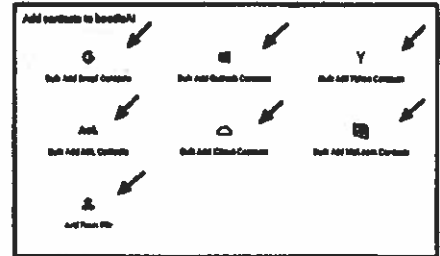
- Gmail,
- Outlook,
- iCloud,
- Yahoo,
- AOL,
- Mail.com



Getting Started with boodleAI

Relationships are the heart and soul of business! The most important first step is adding your contacts. We will then analyze your contacts to help you better understand what is important to them.

Everything you need to know about boodleAI in 60 seconds



Step 2: Review Recommendations

boodle auto-magically identifies the contacts in your network that are most similar to the current donors for your cause -- no more trudging through your contact list!

It provides you with each contact's 'likeliness to donate' score and shows you how they are similar to current donors.



Step 3: Start Fundraising

Select who you'd like to contact, and finalize your message to them.

No time to think about what to write? It's all good! boodle provides recommended messages, so you can focus your time and effort getting those emails out (and bringing those donations in).

Messages are sent directly from you to your contact. No one will ever email your contacts except you.

One of our users starts each morning with a cup of coffee and 10 boodle emails and has achieved:

- ✓ A \$500 donation on first day
- ✓ 10 new donations in first week
- ✓ \$10,000 in new donations in first month
- ✓ Doubled the peer-to-peer fundraising total of an event fundraiser in the last week



Bonus Step: See Results

This is the best part! Once you're in the habit of sending emails directly from boodle, you'll see the donations you're receiving and the donor names right from your account.

Experience it for yourself! Login to boodle now.



boodleAI for Fundraisers

Your Comprehensive Guide to Getting Started with boodleAI

Accepting Your Invitation

Once your cause notifies you that you have been invited to fundraise for them with boodle, look out for an email like the one below. It includes a link that takes you to create your fundraising account. At this point, you'll also likely be asked by the staff at your cause to join a group boodle fundraiser training session.



Amelia Todd
to Amelia ·

Hi Amelia,

Thank you so much for offering your time to fundraise for ensuring that you are happy and successful in your fundraising efforts is one of our top priorities. With that in mind, we would like to offer you an innovative tool to help you accomplish your fundraising goal.

The tool is called boodleAI, and we invite you to create your account [right here, now.](#)

Our biggest challenge is finding people like you to support our cause, so

Our plan is to put boodleAI, an AI assistant, in your hands to use on your own contact lists. In just a few minutes, boodleAI will tell you exactly who from your contacts is more likely to support our cause. Then, it gives you the ability to reach out to them with a suggested donation request to support our mission. boodleAI is a unique tool and we are giving you access because we want to empower you as a fundraiser.

Want to know how boodleAI works? Check out [this video.](#)

Want to see boodleAI in action before you dive in? [Look no further.](#)

Have questions about data privacy and boodleAI? Nothing to fear: boodleAI's privacy and security protections meet or exceed those of other leading nonprofit software tools. [Here's why leading nonprofits and fundraisers trust boodleAI.](#)

We hope you are as excited as we are to start fundraising for Armed Services YMCA of the USA. Thank you so much for your support!

Amelia

Logging In

After clicking the link to create your account in the invitation email, you'll be taken to a page that looks like the below. Simply fill out your name, the email you received the invitation to, and choose a password for your account. Then click sign up. Anytime you want to sign in, just visit <https://app.boodle.ai/>

Fundraiser Sign Up

Create your own secure, private boodleAI account and be ready to discover new insights and engage with the people in your network.

Name
Amelia Todd

Email
[Redacted]

Password
[Redacted]

Confirm Password
[Redacted]

[Sign Up](#)

Already have an account? [Sign In](#)



boodleAI for Fundraisers

Your Comprehensive Guide to Getting Started with boodleAI

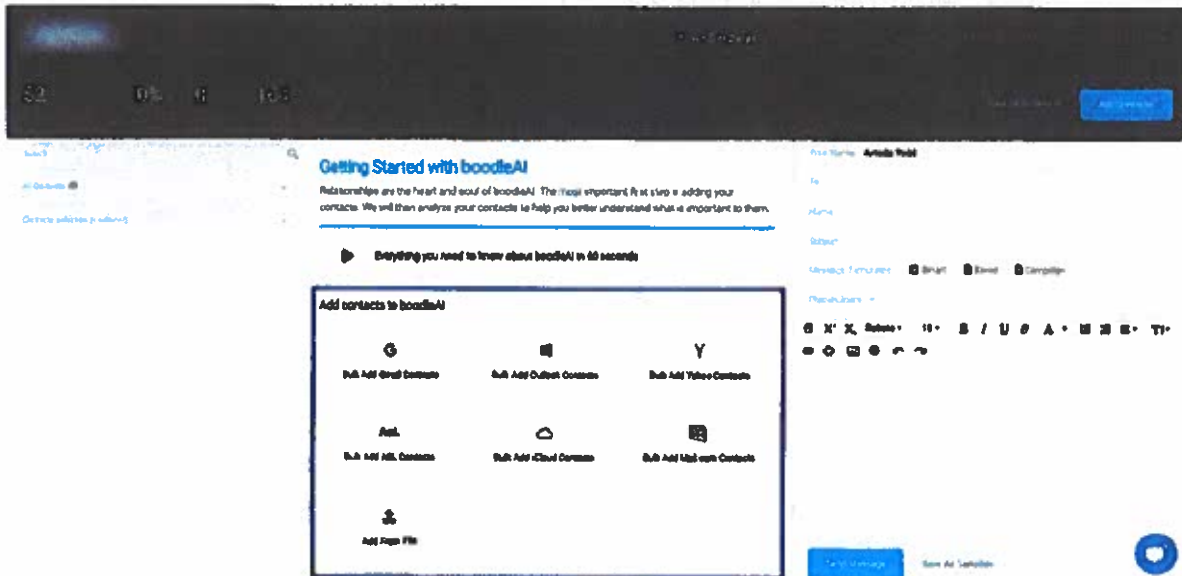
Connecting Your Contacts To Your boodleAI Account

When you log in, you'll see a screen like the below which shows you the contact lists you will be able to securely and privately connect to boodleAI. Start by clicking on the contact list you'd like to connect first.

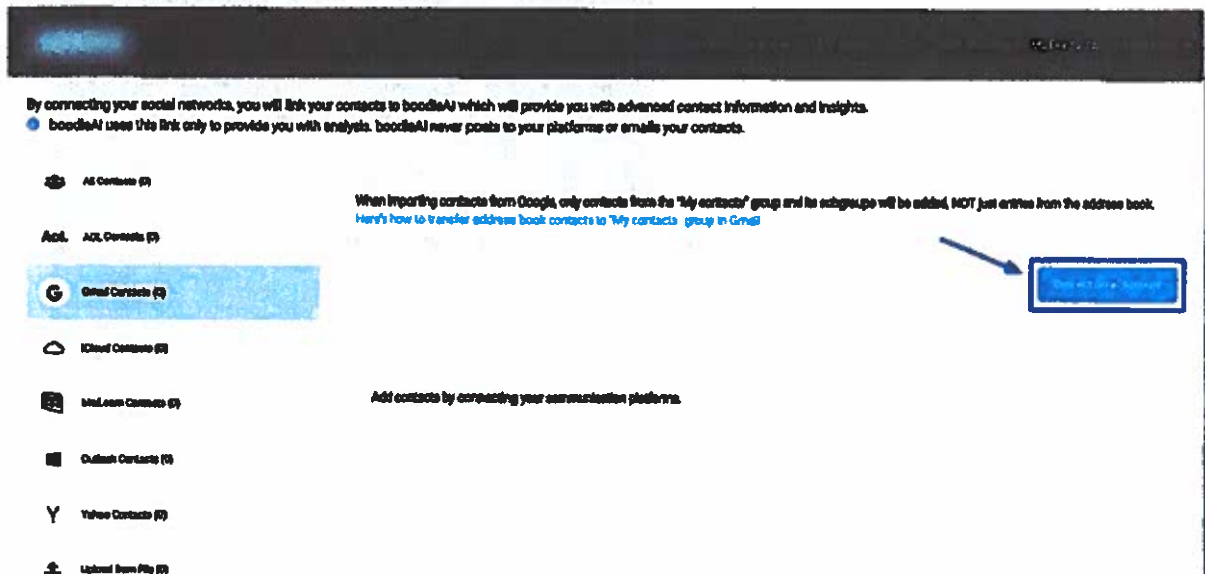
We have direct integrations with the following:

- Gmail,
- Outlook,
- iCloud,
- Yahoo,
- AOL
- Mail.com

You can also upload contacts contained in a CSV file to boodle. We'll cover how to do that later in this guide.



Once you have selected a contact list option, you will be taken to the below page. Click the button to securely connect your email account. The first time you do this, you will be briefly taken to your email account to complete the connection, then brought back to your boodle account where your connected contacts will appear.

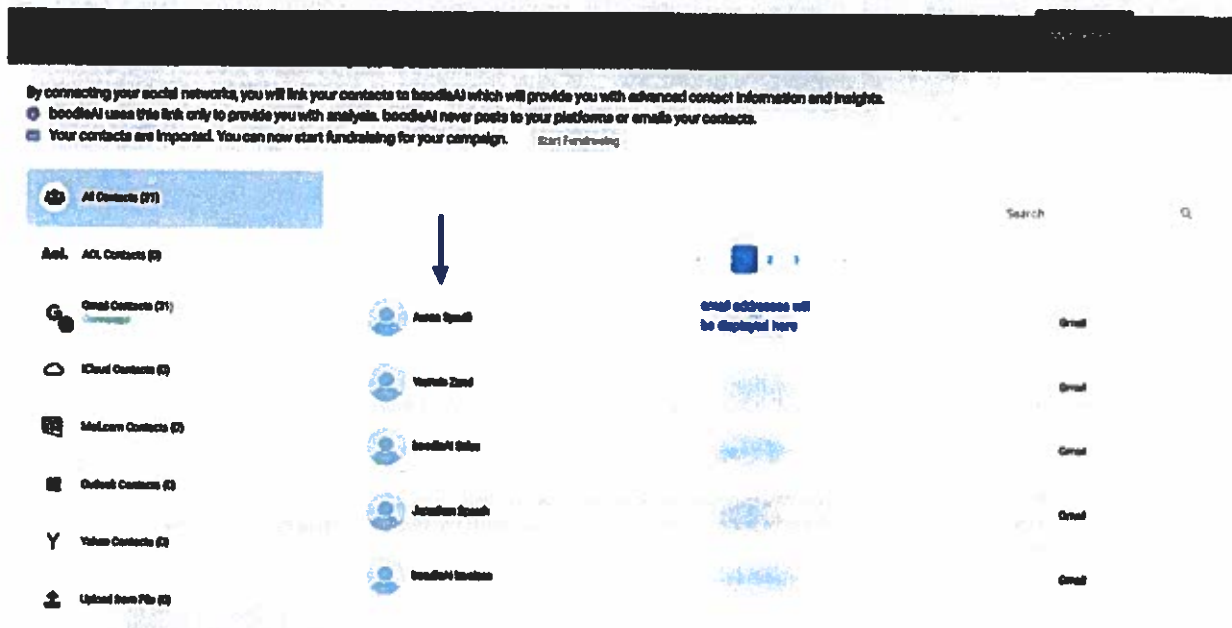


boodleAI for Fundraisers

Your Comprehensive Guide to Getting Started with boodleAI

Connecting Your Contacts To Your boodleAI Account (continued)

Once you've connected your first list of contacts, you'll see them displayed in list form like the below. Then, you can select another email account to connect from the left hand side, and follow the same process.



Any time you want to load a new list of contacts during your fundraising campaign, just click the 'My Contacts' tab at the top right hand corner of your account.

Think you should have more contacts than what you see in boodle? It could be something to do with your email settings. For example, Gmail sometimes doesn't automatically save everyone you have emailed from Gmail as contacts. You may need to add those in your 'frequently contacted' list to your Gmail contact list:

Click Google Apps menu in Gmail.
Select 'Contacts'.



Once in your Gmail Contacts view, click 'Frequently contacted', then select 'All' in the list, then click 'Add to contacts'. You can repeat this with 'Other contacts'.





boodleAI for Fundraisers

Your Comprehensive Guide to Getting Started with boodleAI

Connecting Your Contacts To Your boodleAI Account (continued)

Wondering how to upload a CSV file of contacts to your boodle account? First, go to 'My Contacts' at the top right hand corner of your account. Then, select 'Upload from File' in the list on the left hand side.



That will take you to the below screen, where you can click 'Upload from File.'

Download your .csv file from the desired source such as a CRM system or an email service. Upload your file to boodleAI. Please note, contacts from your files are being appended to the existing contacts you have provided. When re-importing from the same file, select "Remove Contacts" first and then upload your updated file.



Once you have clicked 'Upload from File', a pop up box will appear. Click 'Select & Upload File' then click 'Upload.'

Once you do this, another pop up box will appear. It will ask you to map each column in your CSV file to a field so that your boodle account knows what data it should use as first names, what it should use as last names, emails, and so on. Generally boodle does a pretty good job on it's own, but even robots need help sometimes. If boodle has mixed some of the columns up, you can always correct it using the drop down arrows:

Columns In your CSV file

What your boodle account thinks is in those columns

Fix so that they match



boodleAI for Fundraisers

Your Comprehensive Guide to Getting Started with boodleAI

Connecting Your Contacts To Your boodleAI Account (continued)

Once you are satisfied that all the column names and fields match up, you can click 'Save.' Then you'll be brought back to your contacts page, which will display your CSV file contact names and emails.

Download your .csv file from the desired source such as a CRM system or an email service. Upload your file to boodleAI. Please note, contacts from your files are being appended to the existing contacts you have provided. When re-importing from the same file, select 'Remove Contacts' first and then upload your updated file.

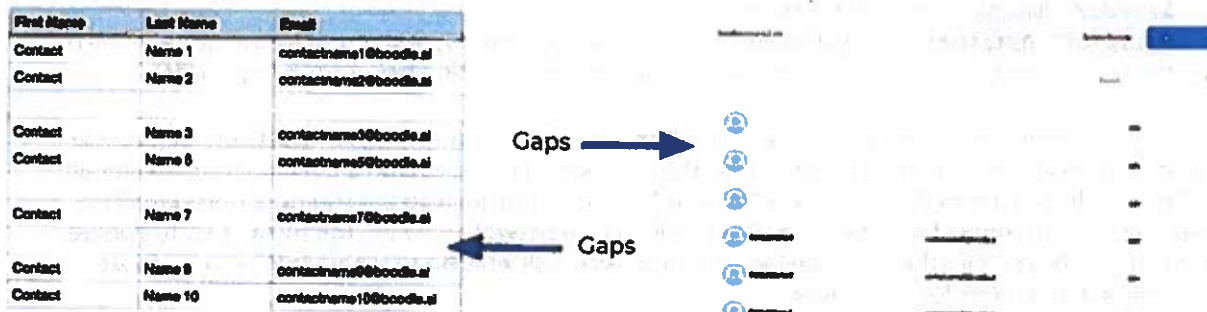


Things to note when uploading your CSV file into boodle:

The CSV file will work best if only first name, last name, and email are included (no other columns are necessary), and if it is formatted like the below:

First Name	Last Name	Email
Contact	Name 1	contactname1@boodle.ai
Contact	Name 2	contactname2@boodle.ai
Contact	Name 3	contactname3@boodle.ai
Contact	Name 4	contactname4@boodle.ai
Contact	Name 5	contactname5@boodle.ai
Contact	Name 6	contactname6@boodle.ai
Contact	Name 7	contactname7@boodle.ai

boodle uploads the file exactly as it appears in excel, so if there are any gaps (e.g. row gaps, or blank cells), you will see those gaps reflected in boodle. For example:





boodleAI for Fundraisers

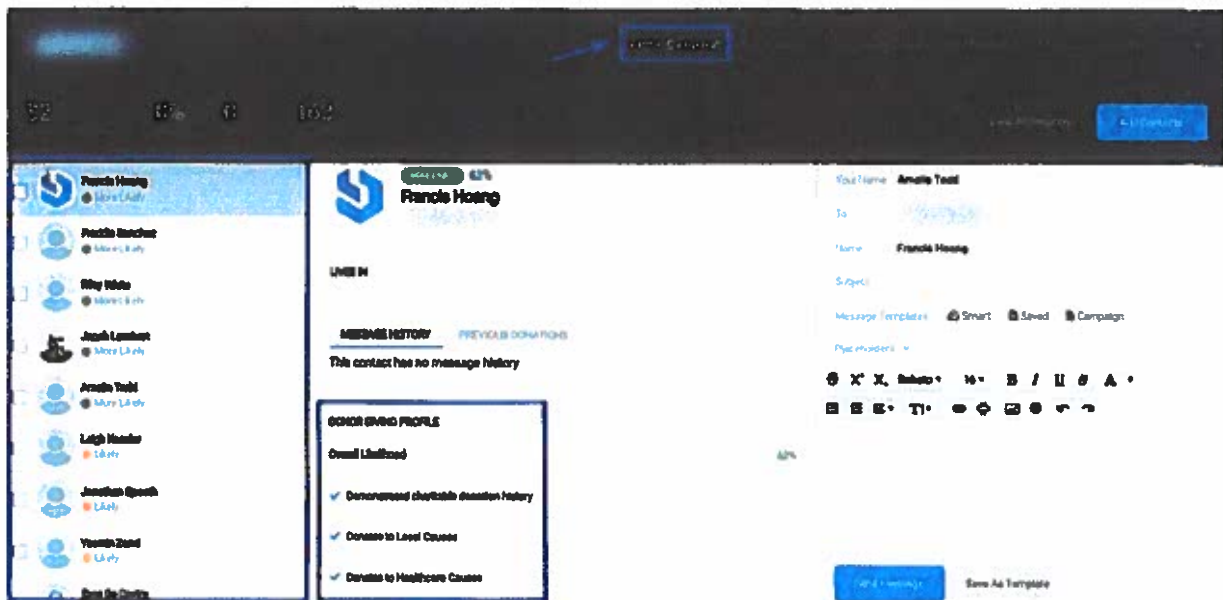
Your Comprehensive Guide to Getting Started with boodleAI

Reviewing Your Contact Recommendations

As you connect your different contact lists to boodle, the AI will begin to run in the background, making its recommendations on which of your individual contacts is more likely to donate to your cause. This process can take anywhere from a few seconds to several minutes, depending on the number of contacts you have connected to your boodle account.

Once the AI is finished, your individual contacts will appear in your Active Campaign view, ranked from 'More Likely', to 'Likely', to 'Less Likely' to donate. There will also be a few brief data points that give you more details behind the recommendation.

Ultimately, this is your boodle account, so it is your decision as to which of the recommended contacts that you send messages to. The AI's role is to give you insights into the value of your personal networks, and guide you on where to most effectively focus your fundraising efforts.



Sending Emails From Your boodle Account

boodle wants to make asking for donations as quick and breezy as possible, so there are a few email options available. Depending on what your organization has switched on, you will have three types of messages to choose from. Click on each message type to find out more details about it.

1. **SMART messages** - templated talking points using wording from your organization's story and boodle's pre-written emails that you can combine with three simple clicks to create a personal message from you.
2. **Saved messages** - your own messages that you create and save.
3. **Campaign messages** - complete message templates created by your organization (these may or may not appear in your account based on what your organization has chosen to provide).

Remember that email personalization is key in crafting an effective fundraising email. Even adding one or two sentences at the beginning of your email that address the recipient on a personal note makes all the difference. boodle takes the guesswork out of P2P fundraising. Instead of sending a mass email out to everyone you can think of, boodle finds the people in your network who are the most likely to donate, so that you can focus your efforts on making inspiring, personalized asks to the people who are most likely to make a difference for your cause.



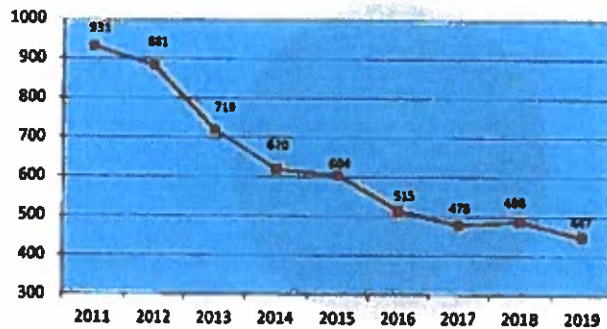
Virginia Veteran and Family Support Program (VVFS)

VSF Homeless Fund FY19 Review

(July 1, 2018 – June 30, 2019)

Veterans

Virginia's CoC January 2019, Point-in-Time
52% decrease from 2011 to 2019





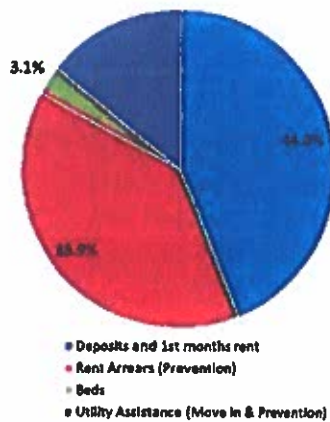
FY19 DVS Homeless Fund

Provides gap assistance for veterans moving into permanent housing and prevention for previously chronically homeless veterans in permanent supportive housing

- FY19 Funding: \$215,000 (July 1, 2018 – June 30, 2019)
- 292 veterans provided assistance in FY19 for approximately \$214,587
- Average cost per veteran is \$734
- Most common expenses: Deposits, rent debt, utility assistance (PSH), rent arrears (PSH)

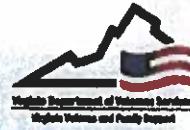


FY19 Homeless Fund FY19





Virginia Department of Veterans Services



Virginia Department of Veterans Services
Virginia Veterans and Family Support

**Thank you for your
continued support!!!**

Matt Leslie, MSW
Assistant Director
Virginia Veteran and Family Support Program
(804) 786-0599
Matthew.Leslie@dvs.virginia.gov



Governor's Challenge

To Prevent Suicide Among
Service Members, Veterans, and their Families

Virginia Team Update
Brandi Jancaitis – DBHDS



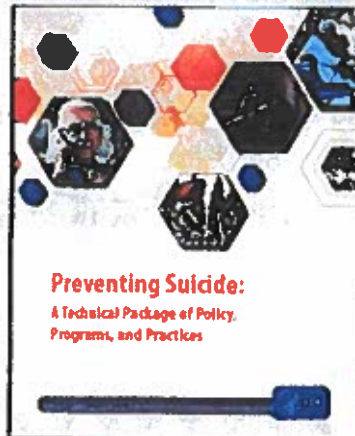
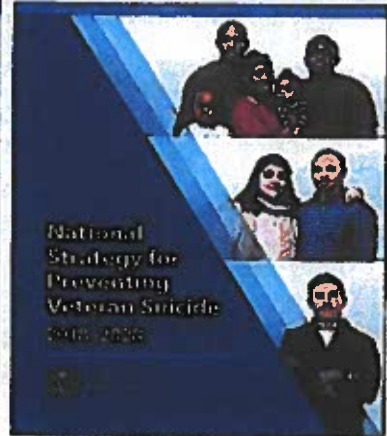
I'm Good

- <https://www.youtube.com/watch?v=YPFo9EvUUvA#action=share>

Purpose of the Governor's Challenge (GC)

- **Veterans Affairs (VA) and Substance Abuse and Mental Health Services Administration (SAMHSA) initiative.**
 - Comprehensive public health approach to suicide prevention.
 - Builds on the Richmond Mayor's Challenge.
- **To bring together statewide interagency teams to develop and implement a strategic action plan to improve suicide prevention efforts for Military Service Members, Veterans, and Families (SMVF).**

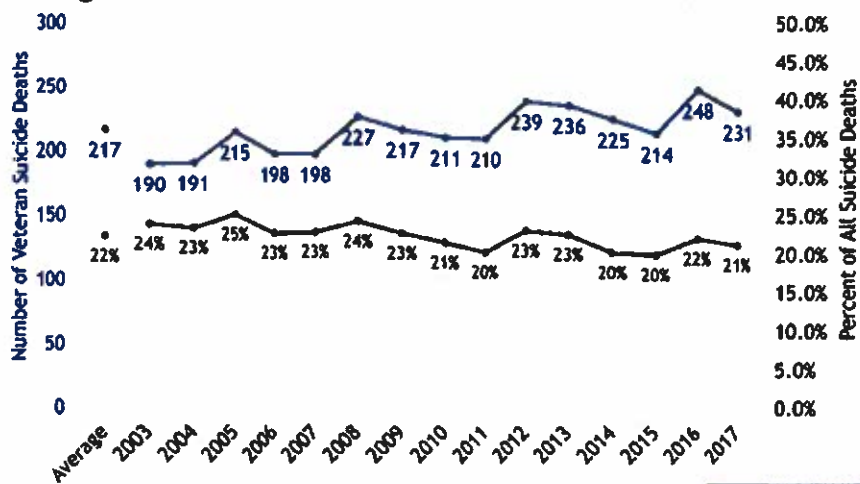
Best Practice Frameworks



Virginia 1 of 7 States to Implement Governor's Challenge

- Arizona
- Colorado
- Kansas
- Montana
- New Hampshire
- Texas
- Virginia

Number of Veteran Suicide Deaths by Year: Virginia



VDH

Demographics and Injury

- **Demographics**
 - White males – 80% or more in every region
 - Active Duty (~4%) is largely Navy
 - Few had been served by Veteran's Administration Medical Center (VAMC)
- **Injury**
 - Firearms (60%-83%)
 - Asphyxia (6%-18%)
 - Poison (5%-14%)
 - Took action to prevent suicide (23.3%)
 - 17% of these actions were to restrict access to any type of lethal means

VDH

7

Key Differences by Age Groups

18-34	35-64	65+
<ul style="list-style-type: none"> • Mental health <ul style="list-style-type: none"> • While a mental health diagnosis is present for almost half of all decedents, the percentage of diagnosed decedents increases for 20-24 [39.9%] to 25-34 [53.4%]. It remains fairly steady across the remainder of the lifespan, decreasing slightly after age 65 • Diagnosis - PTSD (25-34; 14.0%) <ul style="list-style-type: none"> • Only age group where the percentage exceeds 5% • Substance abuse • Criminal legal problems (25-34 years) 	<ul style="list-style-type: none"> • Interpersonal problems <ul style="list-style-type: none"> • Family relationship problems • Intimate partner relationship problems • Civil legal problems (i.e. divorce or custody cases) • Alcohol abuse • Mental health diagnosis - depression • Current mental health treatment - highest during these ages; decreases after age 65 • Job and financial problems 	<ul style="list-style-type: none"> • Physical health problems - half or more of decedents beginning at age 65 • Recent death or suicide death of a friend or family member • Current depressed mood
<p><i>Reactive suicides - crises, recent arguments, intimate partner problems</i></p>		<p><i>Less reactive suicides</i></p>

2017 Suicide Data Highlights

- There were 259 violent deaths of veterans in Virginia. 89% were suicide deaths
- Veteran decedents were 3 times as frequently diagnosed with Post Traumatic Stress Disorder (PTSD)
 - Among veterans with a mental health diagnosis, PTSD was especially elevated for ages 20-24 (37.5%), 25-34 (28%), and 35-44 (18.8%)
- Highest number and percent of female veterans since VVDRS began collecting data (n=15)

VDH

9

Statewide Suicide Prevention Messaging

The 3 Cs:

Care

Connect

Communicate



LC

The 3 Cs Campaign

3 C's Defined

1. **Care:** Provision of culturally competent and accessible behavioral health and support services.
2. **Connect:** Bring services (SMVF-specific and mainstream) together to form systemic partnerships.
3. **Communicate:** Educate community members and services providers on military culture and resources.

Implementation Academy – Key Strategies



CARE:

Identifying and Supporting SMVF at Risk through Asking the Question (SMVF Status) and Suicide Risk Screening.

CONNECT:

Increase Engagement Between VHA, DVS, and Partner Organizations for SMVF Referrals.

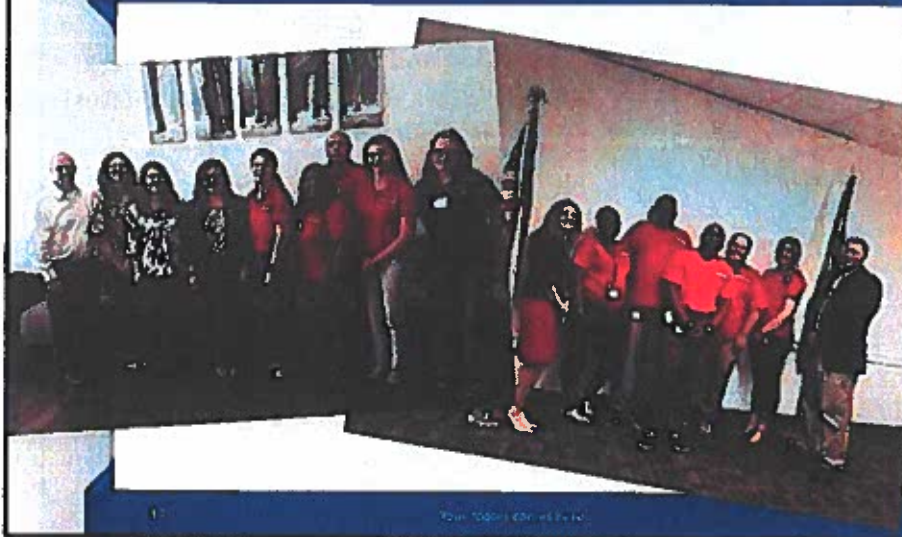
COMMUNICATE:

Expanding Lethal Means Safety Training to Community Stakeholders.

Team Activity Highlights

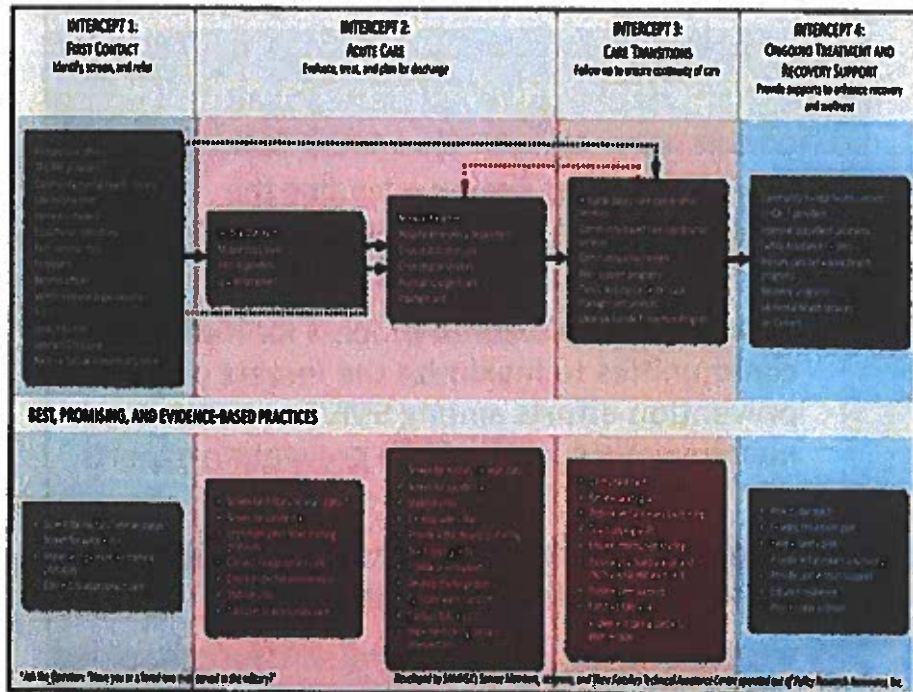
- **VDVS, DBHDS, SVAMC, CSB and National Guard partners hosted Regional Military Culture and Suicide Prevention Summits:**
 - Radford (70 attended)
 - Abingdon (65 attended)
 - Fairfax (125 attended)
 - Lexington (65 attended)
 - Suffolk (90 attended)
 - Henrico (110 attended)
- **DBHDS started a SMVF Work Group with Community Services Boards to finalize behavioral health services enhancements for community system transformation for the STEP VA initiative.**

Thank you to our Summit Partners!



Team Activity Highlights

- **Crisis Intercept Mapping in Greater Hampton Roads held on July 30-31 with SAMHSA.**
 - **Military Culture and Resource Training for First Responders.**
 - **Partnerships with local Police Departments and jails to increase resource connectivity and prevent crisis.**



Team Activity Highlights

- **Together With Veterans** initiative in Southwest Virginia – grass roots, veteran-led suicide prevention
- Supported by the VHA Office of Rural Health, Western Interstate Commission for Higher Education and the Rocky Mtn. Mental Illness Research Education Clinical, Centers of Excellence

Together with Veterans Highlight

- VDVS VVFS West Region – leading the implementation of TWV in Wytheville, VA.
- TWV provides a tailored process for local communities to maximize the impact of suicide prevention efforts among SMVF community members, VHA, and suicide prevention experts.
- Modeled after best practices in Community Based Participatory Research (CBPR).

LOCK MEDS, LOCK GUNS, TALK SAFETY



September is Suicide Prevention Awareness Month

- Introducing the Va Veteran and Family Support/Military and Veteran Crisis Line Resource Cards for outreach tables/events near YOU!
- Here's a very brief video about the cards.



Questions?

**Thank you for supporting the Commonwealth's
efforts To Prevent Suicide Among
Service Members, Veterans, and their Families!**



CERTIFICATE of RECOGNITION

By virtue of the authority vested by the Constitution of Virginia in the Governor of the Commonwealth of Virginia, there is hereby officially recognized:

SUICIDE PREVENTION AWARENESS MONTH – MILITARY SERVICE MEMBERS, VETERANS, AND FAMILIES

WHEREAS, suicide is a major public health concern, and

WHEREAS, 3,250 military service members and veterans in Virginia have died by suicide from 2003-2017, and

WHEREAS, the City of Richmond was chosen as one of eight Cities for the national Mayor's Challenge to Prevent Suicide among Military Service Members, Veterans, and their Families; and

WHEREAS, the Commonwealth of Virginia was chosen as one of seven States for the national Governor's Challenge to Prevent Suicide among Military Service Members, Veterans, and their Families; and

WHEREAS, the Governor of Virginia has appointed a multi-disciplinary team to coordinate the implementation of suicide prevention strategies among military service members, veterans, and their families, and

WHEREAS, organizations such as the National Suicide Prevention Lifeline and Military and Veteran Crisis Line 1-800-273-8255, offer support for individuals and family members in suicidal crisis or emotional distress, and

WHEREAS, promoting safe and responsible care of lethal means – particularly firearm safety – is vital to the mission of preventing suicides and injury; and

WHEREAS, efforts to increase peer and family support to military and veteran families early and often can save lives, and

WHEREAS, military leaders and veterans service organizations in Virginia are committed to ending and preventing suicide by reducing stigma and encouraging persons to seek help and reach out to others; and

WHEREAS, work throughout Virginia to strengthen capacity and coordination with federal, state, and local agencies and organizations helps to reduce the risk of suicide;

NOW, THEREFORE, I, Ralph S. Northam, do hereby recognize September 2019 as **SUICIDE PREVENTION AWARENESS MONTH – MILITARY SERVICE MEMBERS, VETERANS, AND FAMILIES** in our COMMONWEALTH OF VIRGINIA, and I call this observance to the attention of all our citizens




Governor


Secretary of the Commonwealth

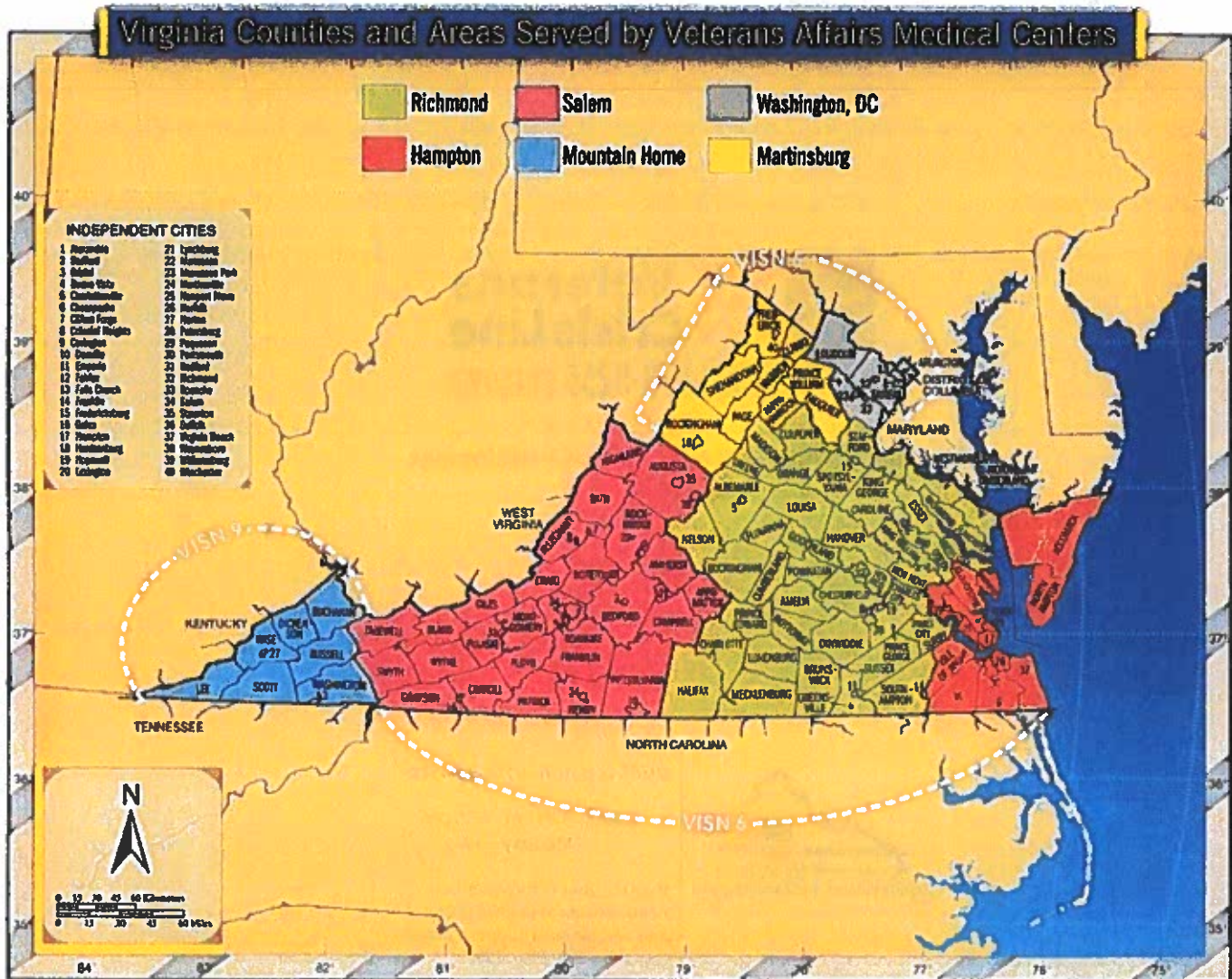


- The Veterans Crisis Line (VCL) is a toll-free, confidential resource that connects Veterans in crisis and their families and friends with qualified, caring US Department of Veterans Affairs (VA) responders
- Veterans and their loved ones, or another concerned person (i.e., police officer) can call **1-800-273-8255 and Press 1**, chat online at **VeteransCrisisLine.net**, or send a text message to **838255** to receive free, confidential support 24 hours a day, 7 days a week, 365 days a year
- Veterans, active duty service members, current/former guard and reserve can utilize the Veterans Crisis Line, even if they are not registered with VA or enrolled in VA health care
- The National Veterans Suicide Prevention Hotline was renamed the Veterans Crisis Line in 2011 to encourage Veterans, family and friends to reach out for support when issues reach a crisis point, even if it is not a suicidal crisis
- Veterans who contact the Veterans Crisis Line can request that a Suicide Prevention Coordinator at the nearest VA Medical Center contact them to ensure continuity of care
- In 2016, Veterans accounted for 14% of all deaths by suicide amongst US adults, and made up 8.1% of the population
- In Virginia, **70% of Veterans who died by suicide used a firearm**. If a Veteran expresses any risk factors or warning signs, connecting a person to mental health treatment, and talking about gun safety, locking firearms, or removing them from the home can save a life
- In Virginia, the suicide rate for Veterans of all age groups is significantly higher than amongst Virginians who are not Veterans. Virginia Veterans ages 18-34 have the highest rate of suicide, while Veterans aged 55 and older account for the largest number of suicide deaths
- To speak to a Suicide Prevention Coordinator at a VA Medical Center, request additional resource cards, or cable gun locks, please contact your local Suicide Prevention Coordinator Point of Contact (page 2)



For Virginia Veterans of all eras, National Guard and Reservists, and Families of any discharge status, VVFS is a **non-crisis** service. Hours are 8am-4:30 pm on Monday-Friday. If you or your family members need local resources and veteran peer support, please contact 1-877-285-1299

- **In person (and by phone)** individual and family care coordination and peer support services
- Assistance navigating VA and community behavioral health services
- Connection to employment and benefits services
- Couples and family assistance
- And So MUCH MORE. For additional DVS program information, visit <https://www.dvs.virginia.gov/>



Department of Veterans Affairs Suicide Prevention Coordinator Points of Contact, by region:

Richmond VA Medical Center:	Laura Pond	(804) 675-5000 ext. 4554	Laura.Pond@va.gov
Salem VA Medical Center:	Alicia Dudley	(540) 982-2463 ext. 2436	Alicia.Dudley@va.gov
Washington VA Medical Center:	Valerie Ajuonuma	(202) 745-8000 ext. 54999	Valerie.Ajuonuma@va.gov
Hampton VA Medical Center:	Susan Lawver	(757) 722-9961 ext. 3355	Susan.Lawver@va.gov
Mountain Home VA Medical Center:	Laura Rasnake	(423) 926-1171 ext. 7703	Laura.Rasnake@va.gov
Martinsburg VA Medical Center:	Jill Finkle	(304) 263-0811 ext. 3624	Jill.Finkle@va.gov



.....
Confidential chat at VeteransCrisisLine.net
or text to **838255**



VVFS is a non-crisis service

**Hours: 8:00 am - 4:30 pm
Monday-Friday**

**If you or your family members
need assistance to local resources
and veteran peer support, please
contact 1-877-285-1299.**



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

COMMONWEALTH OF VIRGINIA BOARD OF VETERANS SERVICES

*Michael Dick,
Chairman*

Victor Angry

Carl Bedell

Carl Bess

Paige Cherry

Senator John Cosgrove

Delegate Gordon Helsel

Susan B. Hippen

James O. Icenhour, Jr.

Thurraja Kent

M. Lyla Kohistany

*Tammi Lambert,
Vice Chairman*

John Lesinski

Delegate Jason Miyares

*Delegate Kathleen
Murphy*

Kathy Owens

Senator Bryce Reeves

Efrain "Frank" Reyes

Julie Waters

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

*Frank Finelli,
Chairman, Veterans
Services Foundation*

*Steven J. Combs,
Acting Commissioner of
Veterans Services*

REPORT TO THE VETERANS SERVICES FOUNDATION (VSF) September 19, 2019

Since the last VSF meeting, the Board of Veterans Services (BVS) met on August 22, 2019 at the Virginia Veterans Cemetery in Amelia.

At our August meeting we had a very informative presentation from Acting Commissioner Steve Combs and Robyn Jennings and Todd Barnes, administrators of Sitter & Barfoot and Virginia Veterans Care Centers (respectively).

We are working on updating our bylaws to reflect the changes going into effect on January 1, 2020 as a result of legislation that will add three seats to BVS 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 held elections for Chairman and Vice Chairman. Michael Dick, a retired Marine Corps Colonel, was elected Chairman and Tammi Lambert, an Army veteran, was elected Vice Chair. We also 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.

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 Virginia War Memorial on Thursday, November 14 at 10:00 a.m.

Respectfully submitted,

Michael Dick
Chairman

ATTACHMENT 5



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

COMMONWEALTH OF VIRGINIA JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS

Air Force Association
American Legion
AMVETS
Association of the United States Army
Disabled American Veterans
Fleet Reserve Association
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 September 19, 2019

The Joint Leadership Council of Veterans Service Organizations (JLC) met on July 24, at the American Legion in Richmond.

We received updates on the DVS education service line, which includes the GI Bill, Training and Education Alliance and the Virginia Military Survivors and Dependents Education Program (VMSDEP). We also received an informative update from Dr. Clay Mountcastle, Director of the Virginia War Memorial on all the educational programs and events they have been working on.

We discussed 2 letters to send to Governor Northam on issues of importance to the JLC, as well as 10 potential initiatives for 2020. All 10 were moved forward and the sponsors will continue to research, edit and polish leading up to our October meeting where the final list of initiatives is voted on and ranked.

At the meeting, I was voted in for a second term as Chairman and Mr. Bill Ashton of the Fleet Reserve Association was voted in as the Vice Chairman.

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 October 16 at 10 a.m. at the American Legion Headquarters building in Richmond.

Respectfully submitted,
Frank G. Wickersham, III
Chairman

ATTACHMENT 6



COMMONWEALTH of VIRGINIA

Department of Veterans Services

Steven J. Combs
Acting Commissioner

Telephone: (804) 786-0220
Fax: (804) 786-0302

Memorandum for: Chairman Frank Finelli
Members, Veterans Services Foundation

From: Steven J. Combs, Acting Commissioner

Date: September 19, 2019

Subject: Department of Veterans Services report

Agency Leadership

Commissioner John Newby's last day with the Department of Veterans Services (DVS) was Friday, August 2. He began his new job as the Chief Executive Officer (CEO) of VirginiaBio on Monday, August 5. Please join me in wishing him success in his new leadership role! I know he intends to remain active in the veteran community, so you should expect to hear from him from time to time.

I was appointed Acting Commissioner of DVS, effective August 2, to serve until a new Commissioner is appointed by Governor Northam. As Acting Commissioner, I have the same duties and responsibilities as did Commissioner Newby.

As with Commissioner Newby and his predecessors, my door is always open.

Agency Organizational Structure

Commissioner John Newby put a new DVS organizational structure into effect on June 10, 2019. Prior to this date, almost all of the service line and staff directors reported directly to the Commissioner. During Commissioner Newby's tenure, DVS grew significantly in the number of services and programs offered to Virginia's veterans and family members, but the Agency's leadership support infrastructure had not kept pace with that growth. In announcing the changes to the DVS team, Commissioner Newby noted that "[M]any state agencies half our size have a leadership infrastructure more robust than we currently have, incorporating both multiple deputy agency heads to oversee service lines, but also, in some cases, Chief Operating Officers, Chiefs of Staff, and Chief Administration Officers."

ATTACHMENT 7

Working within existing DVS HQ budget space, Commissioner Newby put in place a new DVS organizational structure, effective June 10, 2019, in order to continue to provide superior service to Virginia Veterans and families.

The attached chart depicts the new DVS organizational structure that went into effect on June 10, 2019, and shows DVS leadership as of September 19, 2019.

Designed to enhance the ability of DVS to continue to deliver top-quality programs and services to Virginia's veterans and families, the new structure has three deputy commissioners (previously there was just one) leading seven service directorates (up from six). This new structure will not only help DVS today, but will also help DVS prepare to meet the evolving needs of Veterans and their families.

The following is a summary of DVS organizational and leadership changes effective June 10:

- The Veterans Education, Transition, and Employment (VETE) directorate was divided into two service directorates, both reporting to **Annie Walker**, who was promoted to Deputy Commissioner. An Army veteran, Walker has been with DVS for 15 years and had previously served as Director of the combined VETE directorate. Education, Transition, and Employment services are high-demand areas for DVS, and the move will better position DVS to serve veterans and family members. Deputy Commissioner Walker will also lead DVS programs for women veterans and entrepreneurship. Two newly-promoted directors serve under her:
 - **Martina Murray**, an 11-year DVS employee, was promoted to Director of Education Programs. Two major programs align under Director Murray: GI Bill program certification (also known as the State Approving Agency for Veterans Education and Training – or SAA) and the Virginia Military Survivors and Dependents Education Program (VMSDEP); and
 - **Charlie Palumbo** was promoted to Director of Transition and Employment Programs. She has been with DVS three years and is a Navy veteran. Director Palumbo oversees VTAP, the Virginia Values Veterans (V3) program, and the Military Medics and Corpsmen (MMAC) program. Prior to joining DVS, she worked for three years with the Virginia Employment Commission (VEC).
- **Thomas Herthel** was selected as Deputy Commissioner with oversight of the agency's Benefits Services division, the Virginia Veterans and Family Support (VVFS) program, and the three state veterans cemeteries. Herthel served in the Navy, the Army, and the Air Force, and has been with DVS for five years. He previously served as Director of Benefits:
 - **Donna Williams** was selected to be the Director of Benefits. An Air Force veteran, she joined DVS four-and-a-half years ago and was most recently Deputy Director of Benefits, having previously been the Benefits Eastern Region Director. Prior to joining DVS, she worked for four years with VEC.
- The DVS Communications Team will now align under **Lee Tinsley**, DVS CIO (Chief Information Officer). He also leads DVS efforts centered around Information Technology (IT) and DR/COOP (Disaster Recovery/Continuity of Operations Planning).

- o **Brian Pickral**, DVS IT Lead Supervisor, will be picking up additional responsibilities on the IT team.
- The veterans care centers in Richmond and Roanoke, plus the Virginia War Memorial in Richmond, were aligned under Chief Deputy Commissioner **Steven Combs**. An Air Force veteran, he joined DVS in 2004. He is also responsible for the construction and opening of the new veterans care centers in Fauquier County and Virginia Beach, as well as leadership and oversight of broader agency operations.

Construction Projects

The Department of Veterans Services has four major construction projects and three smaller-scale construction/renovation projects underway, and is planning for one additional large-scale project.

1. **Albert G. Horton, Jr. Memorial Veterans Cemetery, Suffolk**
 - a. Project Summary: installation of 7,000+ pre-placed outer burial containers (crypts), extending in-ground full-casketed burial capacity by approximately 8-10 years; expansion of the cemetery administrative building, adding much needed work and storage space; installation of new emergency generator; replacement of the main cemetery entrance sign; and construction of new decorative fence along Milner's Road;
 - b. Target completion date: late 2019;
 - c. Comments: material and manpower shortages have delayed construction by about three months.
2. **Virginia War Memorial, Richmond**
 - a. Project Summary: construction (expansion) of Shrine of Memory to honor Virginians killed in action during the wars of the 21st Century; new exhibit and education space, including Medal of Honor Gallery and distance learning center; and new underground parking garage;
 - b. Target completion date: late 2019/early 2020;
 - c. Comments: construction delays related to materials and manpower.
3. **Jones & Cabacoy Veterans Care Center, Virginia Beach**
 - a. Project Summary: construction of new 128-bed veterans care center, which will offer long-term skilled nursing care, Alzheimer's/memory care, and short-term rehabilitative care in an in-patient facility. All-private rooms organized into eight 16-bed "households" with shared dining/living space;
 - b. Target completion date: Fall 2021;
 - c. Comments: change in U.S. Department of Veterans Affairs (USDVA) design requirements allowed DVS to rework design, adding more beds, but at a delay of approximately 16 months. All design documents submitted to USDVA for final grant approval, and are under review. Awaiting release of USDVA grant funds. USDVA reviewing multiple state projects and will release funding for all projects at once. Expected release of funds earmarked in FFY18 and FFY19 USDVA budgets imminent.

4. Puller Veterans Care Center, Vint Hill (Fauquier County)
 - a. **Project Summary:** construction of new 128-bed veterans care center, which will offer long-term skilled nursing care, Alzheimer's/memory care, and short-term rehabilitative care in an in-patient facility. All-private rooms organized into eight 16-bed "households" with shared dining/living space;
 - b. **Target completion date:** Fall 2021;
 - c. **Comments:** change in U.S. Department of Veterans Affairs (USDVA) design requirements allowed DVS to rework design, adding more beds, but at a delay of approximately 16 months. All design documents submitted to USDVA for final grant approval, and are under review. Awaiting release of USDVA grant funds. USDVA reviewing multiple state projects and will release funding for all projects at once. Expected release of funds earmarked in FFY18 and FFY19 USDVA budgets imminent.

5. Sitter & Barfoot Veterans Care Center, Richmond
 - a. **Project Summary:** replacement of emergency generator with new "whole house" generator sufficient to operate all systems in the event of commercial power failure/loss;
 - b. **Target completion date:** Spring 2020;
 - c. **Comments:** grant request submitted to U.S. Department of Veterans Affairs (USDVA). Awaiting conditional grant approval by USDVA, which would put us on 180-day clock for submission of final design package and set aside federal share. Submission of all project documents and USDVA approval would then trigger final grant award and release of USDVA funding. USDVA reviewing multiple state projects. Expected conditional grant approval imminent.

6. Virginia Veterans Care Center, Roanoke
 - a. **Project Summary:** boiler system replacement;
 - b. **Target completion date:** October 2019;
 - c. **Comments:** part of ongoing capital improvement/replacement plans.

7. Virginia War Memorial, Richmond
 - a. **Project Summary:** repairs to 20th Century Shrine of Memory and Hargrove Plaza areas;
 - b. **Target completion date:** late November 2019;
 - c. **Comments:** part of ongoing capital improvement/replacement plans. Concurrent with (but separate from) new construction project. Funded through state "maintenance reserve" pipeline.

8. Virginia Veterans Cemetery, Amelia
 - a. **Project Summary:** application submitted to USDVA for \$4M grant to install 4,000+ pre-placed outer burial containers (crypts), extending in-ground full-casketed burial capacity by approximately 8-10 years;
 - b. **Target completion date:** TBD (dependent on approval of USDVA grant application);
 - c. **Comments:** USDVA update expected Fall 2019.

New Offices

- Oceana: the grand opening ceremony for the DVS Oceana (Virginia Beach) office was held August 8. The office is near NAS Oceana, and is open for operations.
- Fort Belvoir: the grand opening ceremony for the DVS Fort Belvoir office was held August 15. The office is on Fort Belvoir. The U.S. Army is putting the finishing touches on the building, and the office will begin operations in early October.

DVS Highlights

- The Virginia Values Veterans (V3) Program passed the 50,000 veterans hired mark.
- DVS thanks Smithfield Foods and the Veterans Services Foundation (VSF) for the donation of \$150,000 to support DVS programs and services for homeless veterans.
- Commonwealth's Patriot Day Ceremony held at Virginia War Memorial on September 11, 2019. Governor Northam delivered Commonwealth's Day Address.

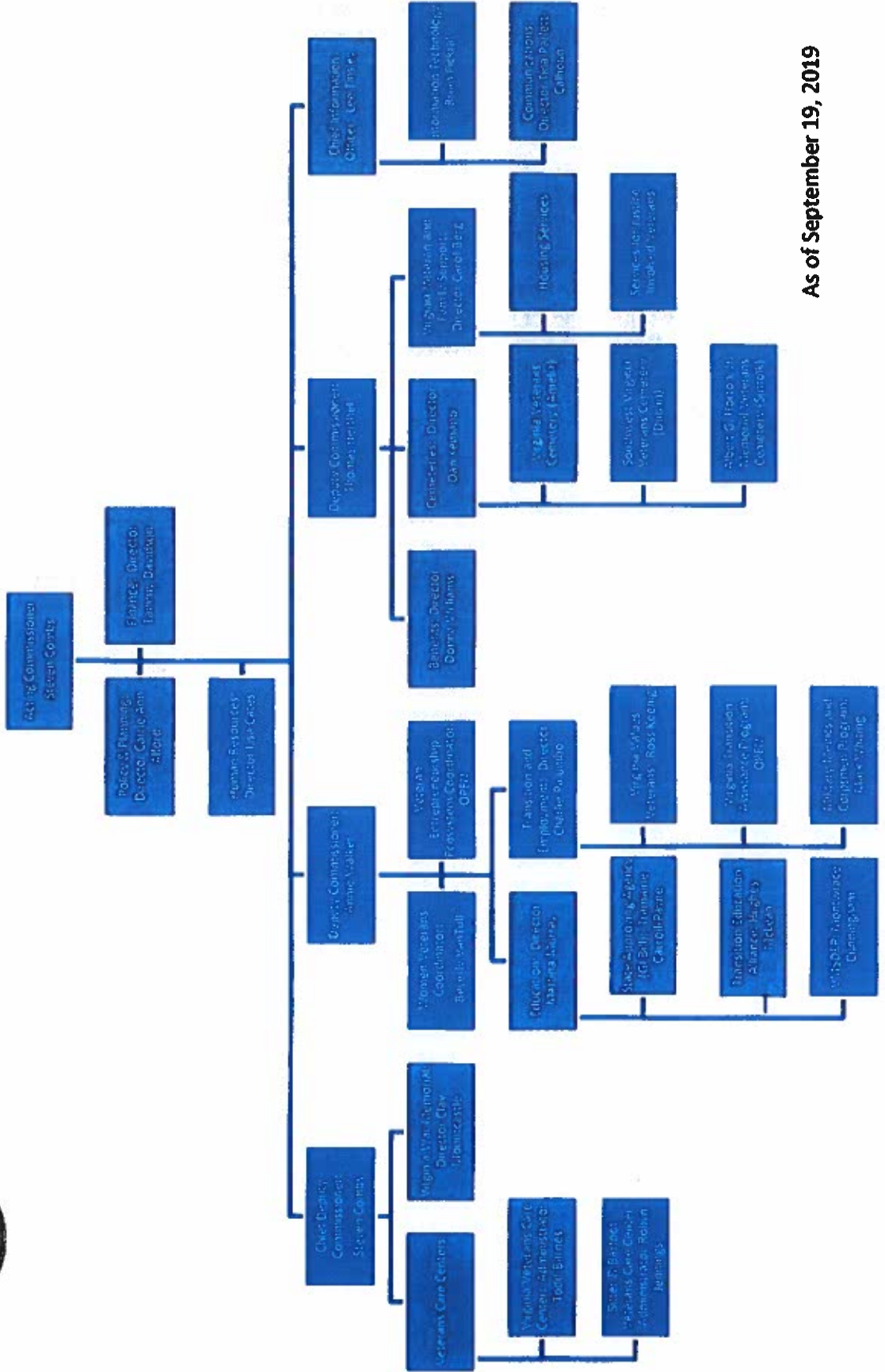
Upcoming DVS Events

- 2019 Virginia Veterans and Military Affairs Conference & V3 Awards Luncheon: September 26, 9 a.m. – 2 p.m., Greater Richmond Convention Center;
- Commonwealth's Veterans Day Ceremony: November 11, 10:45 a.m., Virginia War Memorial;
- Wreath laying ceremonies at state and national veterans cemeteries: December 14, times vary by cemetery (many ceremonies part of national Wreaths Across America program);



Virginia Department of Veterans Services

DVS Org Chart



As of September 19, 2019

	A	B	C	D	E	F
1						
2	VSF Income & Expense Comparison JUNE (FM12)					
3						
4		June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
5						
6	Total Fund Balance	\$ 1,635,354.72	\$ 1,620,220.61	\$ 1,553,342.21	\$ 1,529,368.34	\$ 1,284,992.01
7						
8	INCOME	\$ 636,935.53	\$ 545,202.15	\$ 603,775.97	\$ 682,216.40	\$ 595,262.75
9	EXPENDITURES	\$ 621,801.42	\$ 478,323.75	\$ 578,052.10	\$ 437,840.07	\$ 312,998.06
10						
11	Excess of Income over Expenditures	\$ 15,134.11	\$ 66,878.40	\$ 25,723.87	\$ 244,376.33	\$ 282,263.69
12						
13	Remaining Fund Balances By Activity:					
14	WVCC	\$ 155,612.28	\$ 145,015.35	\$ 126,009.15	\$ 175,285.92	\$ 234,980.66
15	SBVCC	\$ 33,063.54	\$ 36,779.70	\$ 26,822.61	\$ 22,341.28	\$ 28,264.29
16	Cemetery	\$ 41,626.15	\$ 29,721.24	\$ 26,726.24	\$ 25,829.24	\$ 23,529.24
17	VVFS (VWWP 2015)	\$ 589,422.80	\$ 672,435.39	\$ 911,410.35	\$ 953,552.57	\$ 725,166.10
18	Benefits	\$ 1,325.52	\$ 675.52	\$ 475.52	\$ 475.52	N/A
19	V3/TAP	\$ 472,405.65	\$ 464,193.57	\$ 210,821.15	\$ 105,427.39	\$ 45,651.59
20	Women's Summit	\$ -	\$ 1,222.94	\$ 11,084.74	\$ 14,050.00	\$ -
21	VSF Support	\$ 8,439.87	\$ 58,689.04	\$ 53,352.19	\$ 40,226.75	\$ 54,973.15
22	Homeless Boot Camp	N/A	N/A	N/A	N/A	\$ -
23						
24	VSF Unrestricted Revenue	\$ 333,458.91	\$ 211,487.86	\$ 188,390.26	\$ 192,179.67	\$ 172,426.98
25	(Non-general fund 2016/18)(Endowment 2016/15)					
26	Appropriated Funds	\$ 203,670.05	\$ 154,981.01			
27	Donor Funds	\$ 56,597.84	\$ 15,258.50			
28	Interest	\$ 73,191.02	\$ 41,248.35			
29						
30	Total All Funds	\$ 1,635,354.72	\$ 1,620,220.61	\$ 1,553,342.21	\$ 1,529,368.34	\$ 1,284,992.01
31						
32						
33						

FY20 Events and Outreach			
JULY			
Ongoing	ADP monthly donations	Nicole Carry	\$388.40 so far
20	Bull Run III Motorcycle Event - CVMA 27-2	Karla Boughey, Ben Shaw	
AUGUST			
16	George C. Marshall MOAA - Veteran Support Golf Tournament	Karla Boughey, Carol Berg, Leanna Craig	
15	Innsbrook Foundation Concert	Karla Boughey	\$ 222.45
21	Innsbrook Foundation Concert - Boyz II Men	Karla Boughey	Rescheduled
22	Smithfield Foods Check Presentation	Karla Boughey, Frank Finelli	
SEPTEMBER			
18	Innsbrook Foundation Concert - Kane Brown	Karla Boughey	
22	Bull Run Harley Davidson Fall Poker Run	Karla Boughey	
27	Father John Boddie Assembly #3349 – VVFS Golf Tournament Hartfield,VA	Karla Boughey, Bonnie Hummer	
28	2019 Chickahominy Pow Wow and Fall Festival	Karla Boughey, Jack Lanier	
Monthly	A Talented Mind Clinic - monthly donations	Karla Boughey	
OCTOBER			
5	Richmond Dragway Team Challenge Event, Sandston, VA	Karla Boughey	
17-20	Dominion Energy Charity Classic, Richmond	Karla Boughey	
NOVEMBER			
	Veterans Day Fundraising Events		
6	Commonwealth of Virginia Campaign Charity (CVC) Expo, Richmond	Karla Boughey, Tiffany Robertson	
DECEMBER			
6	Holiday Fair, Richmond	Karla Boughey, Kendra Ellison	
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)	\$ 3,500.00
15	10th Annual Ride for Warriors - American Legion Hopewell #146	Ben Shaw	\$14,490.00 with 1/2 to SBVCC and 1/2 to VVFS
MAY			
3-4	Colonial Williamsburg Rod Run hosted by Tidewater Street Rod Association	Tiffany Robertson, Karla Boughey	\$ 1,200.00
17	GStek 23rd Annual Golf Tournament	Tiffany Robertson, Karla Boughey	\$ 3,628.00
18	Overton Event - Rhondels		\$ 1,825.00
APRIL			
Ongoing	Hero Honey Fundraiser/Cox Chiropractic		\$1,640.00 so far
6	Rotary Club of Hampton Roads - Big 80s Hangar Party	Jack Hilgers	\$ 700.00
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			
Month of			
March	Cox Chiropractic Office Anniversary Fundraiser		\$ 4,128.00
12	Ferguson Visit	Nicole Carry, Carol Berg (VVFS)	
FEBRUARY			
6	Military and Veterans Caucus Presentation	Frank Finelli, Rich Schollmann, Jack Lanier, Al Pianalto Karla Boughey	
6	Combat Veterans Motorcycle Association 27-2 Check Presentation	Frank Finelli, Rich Schollmann, Walter Stosch, Jack Lanier, Al Pianalto, 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	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		\$ 88,827.00
22	ADP Employee Presentation, Norfolk, VA	Nicole Carry, Karla Boughey, Carol Berg (VVFS)	\$ 1,821.60

24	Smithfield Foods Employee Blue Jean Day		\$ 1,765.00
26	American Legion Conference, Williamsburg, VA	Paul Haughton, Al Pinalto	
27	American Legion Conference, Williamsburg, VA	Al Pinalto, 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 Pinalto	\$ 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

**Smithfield Foods and Governor Northam
\$150,000 Donation to Virginia Veteran Services Foundation
August 22, 2019**

Total Broadcast Impressions: 318,722

Total Print Impressions: 2.1+ MM

Broadcast

1. WAVY News 10 (NBC) - Norfolk
 - Viewership: 52,538
2. 12 News Today (NBC) - Richmond
 - Viewership: 38,640
3. CBS 6 This Morning - Richmond
 - Viewership 35,743
4. CBS 6 News at Noon - Richmond
 - Viewership: 34,540
5. WAVY News 10 (NBC) - Norfolk
 - Viewership: 28,870
6. CBS 6 News at 5 - Richmond
 - Viewership: 23,554
7. WRIC 8 News at Noon - Richmond
 - Viewership: 18,872
8. WTKR News Ch. 3 at 5:30 - Norfolk
 - Viewership: 18,584
9. WRIC Good Morning Richmond (ABC) - Richmond
 - Viewership: 18,149
10. WRIC 8 News at 9AM (ABC) - Richmond
 - Viewership: 14,350
11. 12 News at 5 AM (NBC) - Richmond
 - Viewership: 13,379
12. Fox Richmond Morning News - Richmond
 - Viewership: 6,280
13. FOX Richmond Morning News - Richmond
 - Viewership: 4,538
14. WVNS 59 News at 12PM (CBS) - Charlottesville
 - Viewership: 4,388
15. WVNS 59 News at 6AM (CBS) - Charlottesville
 - Viewership: 3,645
16. WVNS CBS This Morning - Charlottesville
 - Viewership: 2,652

Print

1. Smithfield Foods donates \$150k to help homeless Virginia veterans
 - Author: Sara McCloskey
 - Outlet: WFXR Fox – Roanoke; Readership: 414,620
2. Editorial: Generous donations support veteran programs
 - Author: Robin Beres
 - Outlet: Richmond Times-Dispatch – Richmond; Readership: 353,513

ATTACHMENT 8

3. [How you can help Virginia's homeless military veterans](#)
 - Author: Gabrielle Harmon
 - Outlet: WTVR CBS News 6 – Richmond; Readership: 302,660
4. [Smithfield Foods donates \\$150k to support programs for homeless veterans](#)
 - Author: Megan Garnache
 - Outlet: WTKR CBC News 3 – Norfolk; Readership: 280,366
5. [Smithfield Foods donates \\$150K to support programs for homeless veterans in Virginia](#)
 - Author: Ida Domingo
 - Outlet: WSET ABC 13 News – Lynchburg; Readership: 278,648
6. [Virginia foundation gives major donation to help veterans without homes](#)
 - Author: Sara McCloskey
 - Outlet: Wavy 10 News (NBC) – Norfolk; Readership: 181,796
7. [Gov. Northam announces Smithfield Foods donation to support homeless vet program](#)
 - Author: N/A
 - Outlet: ABC 13 News Now – Norfolk; Readership: 111,439
8. [Business Notes for the week of Sept. 2](#)
 - Author: N/A
 - Outlet: Wowway.net – National; Readership: 108,267
9. [Smithfield donates \\$150,000 to support homeless veterans](#)
 - Author: N/A
 - Outlet: Ag Daily – National; Readership: 35,885
10. [Governor Northam Announces Major Donation from Smithfield Foods to Support Programs for Homeless Vets](#)
 - Author: N/A
 - Outlet: WebWire – National; Readership: 24,432
11. [Northam announces donation from Smithfield Foods to support homeless veterans](#)
 - Author: N/A
 - Outlet: Augusta Free Press – Waynesboro; Readership: 21,788
12. [Governor Northam Announces Major Donation from Smithfield Foods to Support Programs for Homeless Veterans](#)
 - Author: N/A
 - Outlet: 3BL – National, Readership: 18,077
13. [Smithfield Foods' foundation donates to support homeless vets](#)
 - Author: Richard Foster
 - Outlet: Virginia Business – Statewide; Readership: 7,915
14. [Governor Northam Announces Major Donation from Smithfield Foods to Support Programs for Homeless Veterans](#)
 - Author: N/A
 - Outlet: Justmeans; Readership: 3,636
15. [Governor Northam Announces Major Donation From Smithfield Foods to Support Programs for Homeless Veterans](#)
 - Author: N/A
 - Outlet: Virginia Chamber of Commerce – Richmond; Readership: 1,147
16. [Governor Northam Announces Major Donation from Smithfield Foods to Support Programs for Homeless Veterans](#)
 - Author: N/A
 - Outlet: CSRWire – National; Readership: N/A

BUILT TO A HIGHER STANDARD

American Standard®

HEATING & AIR CONDITIONING

Team CHALLENGE

Benefitting the Virginia Veteran Foundation

Saturday OCT 5th 2019

**GATES OPEN
9:00 AM**

**TIME TRIALS
10:00 AM**

**TECH CLOSES
12:00 PM**

**ELIMINATIONS
AT OR BEFORE
2:00 PM**

RICHMOND Dragway

Top ET

\$2500 to win

\$500 to r/u

\$200 to semis

\$100 to 1/8

\$75 to 1/16**

\$70 Car & Driver

\$50 Re-Entry

FREE

Plus Street and Strip racing for Trophies!
Street and Strip entry to ALL active duty
military or veterans!

Modified ET

\$1500 to win

\$350 to r/u

\$150 to semis

\$75 to 1/8

\$50 to 1/16**

\$50 C & D

\$35 Re-Entry



All Class winners get Iron Tree Trophies

More info at

www.richmonddragway.com

Must have 48 cars 1st round to pay 1/16 place** (Purse guaranteed with 40 cars 1st round)

Build your team now!

Take advantage of \$1500 in cash prizes.

Each Team is 1 Top ET, 1 Modified ET and 1 Junior Dragster (you may NOT be on more than 1 team). Teams earn 1 point per roundwon per driver.

Ties broken by:

1. Team that has competitor win the event.
2. Team that has competitor runner up in the event.
3. Team that has competitor go the most rounds in the event.
4. Coin Toss. WINNING TEAM GETS \$900 cash to be split among drivers while the runner up team gets \$600 cash to be split!



Thorton Motorsports Junior Dragsters

\$300 to win

\$100 to R/u

\$50 to semis

\$30 car and driver

\$20 re-entry

16 car minimum

Motorcycle

\$300 to win

\$100 to R/u

\$50 to semis

\$30 bike and rider

\$20 re-entry

16 Motorcycle Minimum

- **1 General Fund (GF) FTE \$84,239.00 GF** to hire an additional Foundation employee assuming a \$50,000 salary and fully loaded fringe.

- **\$4,283.00 (GF)** to allow for up to a 5% raise for the Executive Director should the Board desire to provide one. Currently there are no funds in their GF appropriation to allow for this.

- **\$25,000** to increase the current \$115,000 to allow for fully loaded fringe to be available for the current FTE. When the FTE and appropriation of \$115,000 transferred from DVS to the Foundation, the amount was based upon the current Executive Director's compensation, which did not include healthcare. Healthcare for one employee costs an agency between \$8,232 & \$21,624 annually depending upon the level of coverage they elect. Additionally no funds were provided for VITA fees, so those are included in the request. Without this increase, the Board would not be able to afford any changes in their current employee's Health insurance coverage nor would they have the ability to provide fully loaded salary and fringe should a new Executive Director come on board at some point in the future.

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended June 30, 2019 (FM12)
FY 2019 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2018 Adjusted	Receipts YTD	Expenditures YTD	Fund Balance June 30, 2019 YTD	FY 2019 Budget YTD	FY 2019 Budget Balance YTD	FY 2020 Budget Adopted	FY 2020 Budget Requests	FY 2020 Budget Low Requests	FY 2021 Budget Requests	FY 2022 Budget Requests	
Virginia Veterans Care Center												
Inpatient Resident Needs	30,470.51	5,095.00	216.54	35,348.97	2,000.00	1,793.45	2,000.00	5,000.00	3,000.00	5,000.00	5,000.00	
Administrative Fund	12,640.99	7,610.00	5,583.51	14,667.48	7,000.00	1,418.49	7,000.00	10,000.00	7,000.00	10,000.00	10,000.00	
Operations/Mobile Staff	74,472.88	25,280.00	13,144.38	86,608.50	21,000.00	7,688.82	21,000.00	28,000.00	25,000.00	28,000.00	28,000.00	
Life Projects & Activities	11,331.00	18,813.84	15,813.84	18,500.00	10,500.00	3,866.36	10,500.00	2,000.00	2,000.00	2,000.00	2,000.00	
Other Donations Restricted	15,098.97	17,670.00	10,460.00	16,909.00	10,500.00	10,500.00	10,500.00	10,000.00	10,000.00	10,000.00	10,000.00	
Total VVCC Funds	143,915.35	65,455.80	45,088.67	153,912.33	50,000.00	14,961.93	52,000.00	41,000.00	37,000.00	57,000.00	57,000.00	
Sitter & Bishop VCC												
Inpatient Resident Needs	6,107.82	200.00	65.00	6,242.82	1,000.00	655.00	1,000.00	4,500.00	2,000.00	4,500.00	4,500.00	
Activities Fund	20,990.18	1,400.00	10,631.16	18,749.02	16,500.00	5,669.84	16,500.00	16,500.00	14,000.00	16,500.00	16,500.00	
Other Donations Restricted	1,892.00	5,280.00	7,072.00	10,500.00	10,500.00	10,500.00	10,500.00	7,000.00	2,000.00	7,000.00	7,000.00	
Total SBVCC Funds	28,778.70	6,680.00	10,898.16	37,863.54	28,000.00	17,293.84	28,000.00	23,000.00	18,000.00	28,000.00	28,000.00	
Community Funds												
In Veterans Community- Other Donations Restricted	787.00	55.00	642.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	
VA Veterans Community-Adults	6,091.38	570.00	8,061.38	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
VA Veterans Community-Seniors	16,111.97	11,258.81	21,315.98	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
VA Veterans Community-Death	10,731.78	78.00	10,808.78	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
Total Community Support Funds	28,721.24	11,961.81	41,628.15	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	15,500.00	
Virginia Veterans and Family Support												
Direct Services	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	25,000.00	25,000.00	170,000.00	240,000.00	240,000.00	
Direct Veterans Services	230,000.00	165,257.70	64,742.30	230,000.00	230,000.00	64,742.30	240,000.00	240,000.00	170,000.00	240,000.00	240,000.00	
Emergency Veterans Services	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	25,000.00	25,000.00	170,000.00	240,000.00	240,000.00	
Emergency Veterans Fund	215,000.00	185,050.00	214,587.73	165,462.27	215,000.00	113.27	165,000.00	210,000.00	210,000.00	210,000.00	210,000.00	
Operation Family Caregiver Grant	3,277.78	2,303.77	3,277.78	2,303.77	2,303.77	2,303.77	2,303.77	2,303.77	2,303.77	2,303.77	2,303.77	
Other Donations Restricted	772,207.83	114,066.61	336,294.24	559,979.20	447,888.00	54,650.80	450,000.00	450,000.00	380,000.00	450,000.00	450,000.00	
Total VVFA Funds	677,455.79	299,158.61	343,148.29	585,427.89	447,888.00	54,650.80	450,000.00	450,000.00	380,000.00	450,000.00	450,000.00	
Benefit Funds - 2019	678.00	600.00	728.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
Veteran Education, Transition and Employment												
V-3 Fund	238,745.87	89,327.00	106,819.26	219,153.41	125,000.00	19,060.74	90,000.00	128,500.00	100,000.00	100,000.00	100,000.00	
Women's Summit	227,447.90	100,000.00	74,185.05	253,262.85	100,000.00	25,804.34	100,000.00	100,000.00	75,000.00	90,000.00	90,000.00	
VETE Other Donations Restricted	1,222.84	1,222.84	1,222.84	10,000.00	10,000.00	8,777.06	10,000.00	40,000.00	20,000.00	10,000.00	20,000.00	
Total VETE Funds	465,416.61	189,327.00	189,227.15	477,416.26	235,000.00	53,642.14	200,000.00	268,500.00	195,000.00	200,000.00	200,000.00	
VSF Support Funds	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
VSF Unrestricted Revenue												
Apprenticeship Funds	203,670.05	41,330.34	200,670.05	200,670.05	-	-	-	-	-	-	-	
Donor Funds	15,254.50	56,997.84	56,997.84	56,997.84	-	-	-	-	-	-	-	
Interest	41,248.35	31,942.87	73,181.02	73,181.02	-	-	-	-	-	-	-	
Total VSF Unrestricted Revenue	260,172.90	71,270.05	260,172.90	260,172.90	-	-	-	-	-	-	-	
Grand Total All 09410 Funds	1,829,220.61	636,038.53	621,881.42	1,833,354.72	798,498.00	174,698.58	798,500.00	798,500.00	635,000.00	791,000.00	691,000.00	
Cash Transfers				BALANCE								
W-3 09410 Fund Balance	1,605,212.75	650,000.00	(650,000.00)	1,590,372.69								
W-3 09410 Fund Balance	14,907.86			14,907.86								
TOTAL CASH 09410 FUNDS	1,620,120.61	650,000.00	(650,000.00)	1,620,120.61								

ATTACHMENT 9

VIRGINIA VETERANS SERVICES FOUNDATION

Updated Funding Guidelines

The Veterans Services Foundation governing Board of Trustees (the Board) has the fiduciary responsibility to (i) administer the Veterans Services Fund (the Fund), (ii) provide funding for selected veteran's services and special programs in the Commonwealth through the Fund, and (iii) accept and raise revenue from all sources, including private source fundraising, to support the Fund. Thus, all revenue solicited and accepted shall be in the name of the Foundation and payable to the Virginia Veteran's Fund and deposited into the Fund. To comply with the Code of Virginia, all fundraising and other solicitation relating to the Fund shall be solely in the name of Veterans Services Foundation which will be responsible for all donor relations and compliance with IRS requirements as a charitable foundation.

The Fund, with approval by the Board, intends to support 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. Thus, the Board serves as a fiduciary to donors and a substantial source of funding to the Department of Veterans Services to meet the needs of veterans not otherwise available for funding through the state budget or other sources. The Department of Veterans Services serves as the Foundation agent, in accordance with the Uniform Prudent Management of Funds Act, for the receipt, deposit, management, allocation, and expenditure of funds. This authority is subject to approval or disapproval by the Foundation Executive Director and the Board based on these Funding Guidelines. Should questions occur regarding the propriety of an anticipated expenditure not covered by these Guidelines, it is the responsibility of the DVS director to seek authority before expending funds or risk disapproval.

The following are the basic guidelines for funding from the Virginia Veterans Services Foundation with the exception of special circumstances that will require the approval of the Board of Trustees:

- All donations will honor donor restrictions as to purpose.
- VSF will adopt a budget for each activity based on requests from DVS divisions or programs and enter into funding agreements with each respective division or program.
- The Board will adopt the annual budget in advance of receiving donations restricted to each activity and it is anticipated that the adopted budget may be revised from time to time to reflect needed funding and available funds.
- To fulfill the Board's reporting responsibility to the General Assembly and discharge its fiduciary duties to donors, recipients of funding from the Foundation are requested to continue the monthly accounting for all transactions for each activity fund.
- All expenditures of donated funds will be attributed to the Virginia Veterans Services Foundation. In the case where major donors (\$10,000 and above) are involved, they also will be identified as a funding source.
- Guidelines for expenditures will be incorporated into each allocation of funds and will include the following general guidelines:
 - All expenditures of Foundation funds are required by Virginia statute to be approved by the Executive Director of the Foundation.
 - Documentation shall be maintained on each expenditure in such a detail and manner to promote approval and support internal and APA audit requirements.
 - Foundation funds cannot by statute revert to the General Fund nor shall Foundation funds be used to supplant agency funds otherwise available from other sources.

CARE CENTERS

Sitter and Barfoot Veterans Care Center (SBVCC), Richmond

- Indigent Resident Needs: Residents who do not have resources to pay for needed items
- Activities Fund: Resident outings, entertainment, mission enhancing events for the benefit of resident
- Other Donations Restricted: Items needed for residents that are not included in the other named funds and are not covered by health care providers or other available funding sources

Virginia Veterans Care Center (VVCC), Roanoke

- Indigent Resident Needs: Residents who do not have resources to pay for needed items
- Activities/Carnival Fund: Resident outings, entertainment, Fall and Spring Carnival and mission enhancing events for the benefit of the residents
- Operation Holiday Spirit: Items for the residents provided by the Holiday Giving program
- Unit Projects and Functions: Unit projects and unit special events for the residents
- Other Donations Restricted: Items needed for residents that are not included in the other named funds and are not covered by health care providers or other available funding sources

CEMETERIES

Albert G. Horton Jr. Memorial Veterans Cemetery, Suffolk

Southwest Virginia Veterans Cemetery, Dublin

Virginia Veterans Cemetery, Amelia

- Grounds Beautification: Purchase flowers or trees that are not covered by other funding sources to beautify the cemetery grounds
- Other projects approved by the VSF Board of Trustees

VIRGINIA VETERAN AND FAMILY SUPPORT (VVFS)

- Resources to address the immediate needs of eligible veterans and their families
- Resources for veterans and families to aid in recovery and to recognize, identify and address needs
- Emergency financial assistance for behavioral health, rehabilitative health and housing
- Workshops/Retreats for the benefit of Veterans and their families

Homeless (VVFS sub fund)

- Provide financial assistance to fill gaps in housing homeless veterans and qualifying family members
- Provide financial assistance to veterans to prevent homelessness
- Eligible expenses include: deposits, rent, utility deposit, rental arrears/debts, utility arrears, bridge housing, emergency hotel payments, furnishings, other one time only expenses.
- Assistance is to be dispensed as a last resort after all other sources have been exhausted, normally limited to a one-time payment regardless of the time frame involved, and capped at \$1,500.00. Cash advances of funds are not authorized. Donor funds will not be used to maintain the lifestyles of chronically homeless veterans or their families.

BENEFITS

- Resources to raise awareness of eligibility and locations of Benefit offices
- Direct services to assist veterans in meeting the criteria for approval of their claim submitted to the VA.
- Items for Benefits offices that support veterans.

Veteran Education, Transition and Employment (VETE)

Virginia Values Veterans (V3)

- Resources to raise awareness among the business community to recruit companies to participate in the V3 program.
- Workshops/Retreats for the benefit of transiting veterans and their families.
- Develop curriculum related to the transition of service member and the recruitment, hiring and retention of veterans.
- Resources to promote Education, Transition and Entrepreneurship opportunities for transiting veterans and their families.

Altria Grant and other grants

- Guidelines are specific to each grant

Women's Summit

- Resources for the event specific to the donor intent

Other Donations Restricted

- Resources needed to promote the mission of VETE when other funding is not available

VSF SUPPORT FUND: The Foundation Support Fund was created as a subsidiary fund of the Fund to cover VSF operating expenses. Its expenditures are limited by current editions of the Commonwealth Appropriations Act.

Not covered in funding requests:

- Any expenditures eligible for funding from sources such as the state budget or other agency sources
- Paid staff positions
- Fundraising events
- Sponsorships
- Endowments or capital campaigns
- Postage, postal services
- Office Supplies
- Printing
- Employee travel expenses and overnight accommodations
- Employee events/parties
- Guest speakers
- Training of DVS employees
- Equipment or items costing over \$5,000 will need approval of the Board of Trustees before purchase
- Maintenance of facilities and grounds

The Board understands that all expenses are not the same, and there may be exceptions to the above list. All are encouraged to make a request to the Board in special circumstances. If you would like to make a request, please contact Karla Boughey.

**Report of the VSF Trustees Procedures and Policies Committee
September 19, 2019**

The Procedures and Policies Committee (P&PCom) met on August 6, 2019 with Al Pianalto, Jack Lanier, and Jack Hilgers as Acting Committee Chair attending. Also present were the VSF Executive Director Karla Boughey, her assistant Tiffany Robertson, and Rich Schollmann. The committee: (1) reviewed and approved updates to its draft plan to accomplish its tasks; (2) proposed additional updates to the trustees bylaws; (3) considered potential changes to the Code of Virginia; and (4) proposed updates of VSF Policies F1 on Inter-Agency Relations and F2 on Foundation Administration and Operations. A second meeting was planned for September 6th, but it had to be cancelled due to the uncertain weather. That meeting was called to: (1) discuss some administrative changes to the VSF Biennial Fiscal Year Schedule; and (2) review draft Foundation Policy F3 on Planned Giving.

The P&PCom Plan priorities continually need to be modified because of delays in reviews and relate to the P&PCom time schedule to accomplish its tasks. Attachment 1 contains those changes. Additionally, to distinguish between Foundation and VSF-DVS Joint Policies, the P&PCom decided to make the Joint Policies double digit numbers in addition to having distinct letter designators; i.e., Foundation indicated by a "F" and Joint by a "J".

The changes to the trustees bylaws proposed by the committee mainly reflect: (1) appointment of non-elected and non-board of trustees officers; (2) adding the duties of the Secretary, Treasurer, and Executive Director contained in Foundation Policy 2; (3) clarifying who can serve as Standing Committee Chairs; and (4) attempting to clarify some additional recommendations made by the Office of the Attorney General (OAG) Representative. There still are concerns about the wording "non-elected officers" and "non-trustee officers" in bylaws sections 3.01 and 6.03 and trustees' authority to approve personnel provided by DVS that remain issues until the Code of Virginia is amended. Therefore, the P&PCom recommends that the board waive the ten day pre disclosure period requirement in the bylaws and consider the recommended changes contained in the bylaws sections as in Attachment 2 offered by the OAG Representative as interim wording pending approval of proposed Code amendments. Additionally, the P&PCom recommends approval of the Board of Trustees Bylaws as amended.

The potential Code of Virginia changes to the VSF sections were modified since they were presented at the June 13th board of trustees meeting. As mentioned in the last P&PCom report, the potential changes may be altered during the complex review process through several Executive Branch agencies, the Governor's policy office, and Legislative Services. The potential changes were provided to Secretary Hopkins in accordance with the "Pre-session Process and Agency Legislative Directive" from the Governor's Policy Office. The proposed changes now are classified as Governor's Working Papers and excluded from public distribution under FOIA. Therefore, they are not available for distribution or further discussion, but will be reviewed by the Department of Planning and Budget and the Office of the Attorney General, among others.

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 were presented for review at the June board of trustees meeting. We received many comments and the considerations have been incorporated in the two drafts now before the board. The P&PCom recommends that the board of trustees approve the revisions to policies F1 and F2.

The VSF Biennial Fiscal Year Schedule requires two minor administrative changes that correct one error and clarify the periods of time involved. The P&PCom recommends approval of these changes.

The draft of Foundation Policy F3 on Planned Giving is very complex and requires review by the OAG, as was done in the past, because it relates to the provisions of the Uniform Prudent Management of Institutional Funds Act. The P&PCom plans on having the policy referred to the OAG for review and have it ready for approval by the December board meeting.

Respectfully,

Jack Hilgers,
Acting Committee Chair

ATTACHMENT 10

ATTACHMENT 1

Procedures and Policies Committee Priorities for FY 2020 August 6, 2019

By September 2019 board meeting, blocks of VSF Policies:

VSF Board of Trustees Bylaws Amendments – Last approved 6-13-19

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

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

VSF Policy #F3 on Planned Giving – Last reviewed 11-9-16

VSF Policy #F4 on Planning and Development – To be completed

Joint VSF-DVS Policy #J11 on Fundraising – Last approved 3-22-17

Joint VSF-DVS Policy #J12 on Control of In-kind Donations – Last approved 8-3-16

By March 2020 board meeting, blocks of VSF-DVS Joint Policies:

Joint VSF-DVS Policy #J13 on Veterans Services Fund Management – Last approved 8-3-16

Joint VSF-DVS Policy #J14 on Fund Allocations and Expenditures – Last approved 8-3-16

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

ATTACHMENT 2

VSF Trustees Bylaws Extracts

3.01 Officers of the VSF: The officers of the VSF shall consist of a Chairman (the Chair), *and* 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 *functions of* Secretary and Treasurer are ~~non-elected officers performed by qualified personnel~~ provided by the Department of Veterans Services in accordance with Code of Virginia § 2.2-2715.G. ~~The trustees shall consider candidates provided by the Department and confirm by appointment their status as Secretary and Treasurer.~~

6.03
6.01 Standing Committees. The *Committee* 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 *who are chairmen of other boards*, ~~and non-trustee officers~~ 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.

VETERANS SERVICES FOUNDATION

Board of Trustees

BYLAWS

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.

Article II – Trustees

- 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;

ATTACHMENT 10

- (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.
- (h) 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 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.

Article III – Officers

- 3.01 Officers of the VSF:** The officers of the VSF shall consist of a Chairman (the Chair) and Vice Chairmen (Vice Chairs). 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 functions of Secretary and Treasurer are performed by qualified personnel 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 its committees 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;
 - (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) be the VSF recording and corresponding Secretary including initiating or responding to correspondence of interest and required of VSF to include letters of acknowledgement and appreciation to all VSF donors; and

(e) 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) submit a quarterly report to the board and the Commissioner of Veterans Services on VSF's funding levels and services;

(c) keep VSF informed of DVS budgeting and financial activities;

(d) assist the Auditor of Public Accounts with Foundation audits; and

(e) 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;
 - (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;
- (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) ensuring that the reports required of VSF are submitted including those required by §2.2-2715.B of the Code of Virginia;
- (j) implementing board of trustees VSF and joint VSF-DVS policies;
- (k) assuring continuity of VSF administration and operations;
- (l) promoting inter-agency relations and ensuring compliance with inter-agency agreements;
- (m) attending board of trustees and committee meetings;
- (n) ensuring expeditious qualification of new trustees in accordance with Title 49 of the Code of Virginia;
- (o) acting as the VSF point of contact for Auditor of Public Accounts audits; and
- (p) 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.

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. Unless otherwise specifically provided by the board of trustees, recommendations of committees are advisory and must be ratified by the board. Trustees 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 Committee Chairs, Assistant Chairs, and trustees of the three standing committees shall be appointed by the Board Chair, after consultation with the parties involved. Ex officio trustees who are chairmen of other boards 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;

(e) such other business as may come before it; and

(f) organizing 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 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 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 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 September 19, 2019.

§ 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 *who may be assisted in the administration of the Foundation by principle staff members and advisors specified in this article*. 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.~~ [Moved to 2.2-2716]

Trustees shall be appointed for a term of four years. ~~All trustees shall serve until their successors are appointed.~~ 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 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, *who are chairmen of other boards*, 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.~~ The individuals appointed by the board of trustees to perform the duties of treasurer and secretary pursuant to this subsection shall be ex officio, nonvoting officers of the board.

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~~, *Subject to the board's approval*, ~~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~~ Board of Trustees.

The ~~Foundation~~ board of trustees 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 *for veterans and their families in the Commonwealth;*
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. *Appoint agents to carry out the board of trustees directives. Agents shall serve in a nonvoting capacity under such terms as the board of trustees may prescribe.*
9. *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.*
10. ~~Form committees and advisory councils which may include nonlegislative citizens who are not trustees. Establish committees and advisory councils to assist the board of trustees and the Foundation with their duties and responsibilities. The committees and advisory councils 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.

VIRGINIA VETERANS SERVICES FOUNDATION
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
Short Title – Inter-Agency Relations

F1.1 Purpose

The purpose of this policy is to establish guidelines and 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 Chair of the VSF Board of Trustees (the trustees) 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 Chair (Board Chair) or his/her designee, in consultation with the 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 et seq. 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.
- 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.

- 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. VSF and DVS are mutually supporting agencies.
- E. Virginia Code §2.2-2715.C. specifies that the Secretary of Veterans and Defense Affairs and the Chairmen of BVS and JLC serve as ex officio voting trustees of the board of trustees of VSF.
- 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.
- B. Direct mutual support means VSF specifically supports DVS and is authorized to answer directly to DVS' request for assistance. 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 relationship exists between DVS and VSF because each agency was established to provide effective and efficient services. Each 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 MOU and supporting Joint VSF-DVS Policies.
- 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 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 from BVS and JLC that have been reviewed and approved by DVS and the Secretary of Veterans and Defense Affairs.

F1.8 Procedures

- A. Detailed procedures for VSF and DVS are contained in VSF-DVS Joint Policies 1 through 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 and the Secretary of Veterans and Defense Affairs for consideration, in consultation with BVS. DVS may consider internal resources or external resources, including VSF resources, to address the need.
- 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." Applications shall be made through the DVS Commissioner and the Secretary of Veterans and Defense Affairs, 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 Virginia War Memorial Foundation is under the supervision of the DVS Commissioner ((§2.2-2001.3.F). Neither the Virginia War Memorial nor the Virginia War Memorial Foundation are supported by VSF.*
- 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. Notice regarding such actions shall be given to all Trustees at least ten (10) days prior to the vote being taken. Biennial review of this policy is the responsibility of the VSF 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:

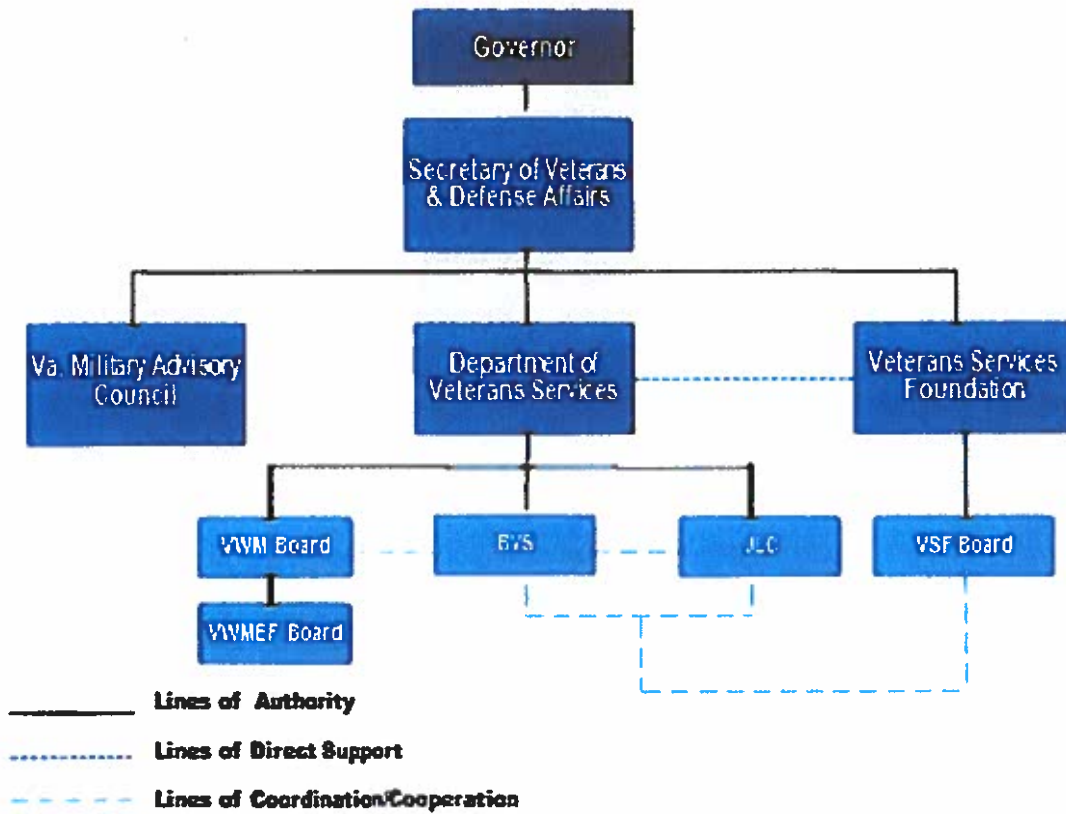
F1.12 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees ratify the policy.

September 19, 2019

Appendix A

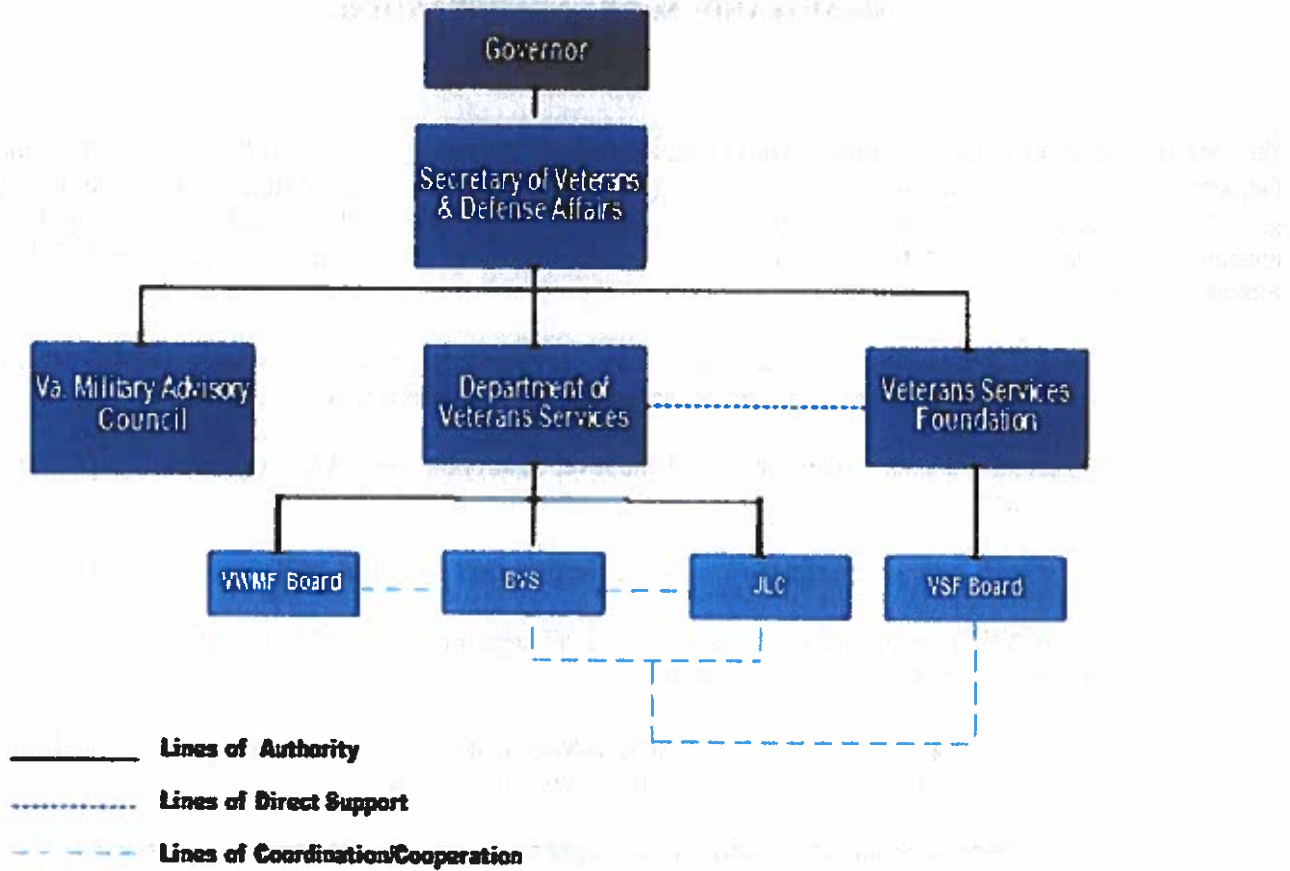
Virginia Veterans Affairs Organization



Effective until January 1, 2020

Appendix A

Virginia Veterans Affairs Organization



Effective January 1, 2020

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) 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.

VSF Inter-agency Policy	Inter-Agency Relations Between DVS, BVS, JFC and VSI	Effective: 9-19-2019
VSF Policy Number 1		Revised

- 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.

VSF Inter-agency Policy	Inter-Agency Relations Between DVS, BVS, JFC and VSI	Effective: 03/19/2019
VSF Policy Number 1		Reviewed

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.

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

6/12/19
 Date

/s/ Francis A. Finelli
 Francis A. Finelli, Chairman
 Veterans Services Foundation
 Board of Trustees
 as ratified by the Board on: 6/13/2019

6/13/19
 Date

VSF Policy	VSF Administration & Operations Policy	Effective: 9-19-2019
VSF Policy No. 2		Reviewed

VIRGINIA VETERANS SERVICES FOUNDATION

Foundation Administration and Operations Policy

F2.1 Purpose

This policy is established to set 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 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 Secretary of Veterans and Defense Affairs, is responsible for the interpretation of this policy.

F2.4 References

Administration of 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) set forth in VSF Policy 1, Appendix B.

F2.5 Overview

- A. **Assigned 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. **Mission Statement:** Our Veterans served us, now it's our turn to serve them.
- C. VSF is a state philanthropic activity comprised of a governing board of trustees, supporting staff, donors, volunteers, and other interested parties.
- D. The Code of Virginia §2.2-2715.E. states that DVS shall provide administrative, staff, and other services to the VSF. These are contained in the DVS-VSF MOU. VSF responsibilities to DVS are contained in the MOU and the VSF policy on interagency relations.

VSF Policy	VSF Administration & Operations Policy	Effective: 9-19-2019
VSF Policy No. 2		Reviewed:

- E. 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 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.

F2.7 VSF Administrative and Operational Responsibilities

- A. The VSF Executive Director is responsible for the efficient and effective administration and operation of VSF and its Fund. 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 shall be assisted by the VSF Secretary and Treasurer.
- C. VSF 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; 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 the Joint Leadership Council of Veterans Service Organizations in consultation with the DVS Director of Policy and Planning.

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 Secretary of Veterans and Defense Affairs. Once selected by the VSF trustees panel, the Executive Director shall be hired in accordance with §2.2-2715.1.

VSF Policy	VSF Administration & Operations Policy	Effective: 9-19-2019
VSF Policy No. 2		Reviewed

- B. The VSF Executive Director reports to the Board Chair and is chief administrator of VSF. The Board Chair shall submit an evaluation of the Executive Director annually in October to the Secretary of Veterans and Defense Affairs.
- C. The Executive Director's duties are set forth in the trustees bylaws.

F2.9 Secretary

- A. The Secretary shall be qualified in development and shall be appointed by the board of trustees. The incumbent may be assisted by such DVS staff as required. The Secretary to the Board only shall perform those duties as designated by the board.
- B. The Secretary's duties are set forth in the trustees' bylaws.

F2.10 Treasurer

- A. The Treasurer shall be qualified in finance and appointed by the Board of Trustees. The incumbent may be assisted by such DVS staff as required. The Treasurer only shall perform those duties and have such powers as designated by the board.
- B. The Treasurer's duties are set forth in the trustees' bylaws.

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 contract 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.
- 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 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: (1) separate current and non-current funds for annual operations as set forth in the Appropriations Act; (2) reserves; (3) specific funds for stand-alone projects; and (4) endowments primarily to provide funding for

VSF Policy	VSF Administration & Operations Policy	Effective: 9/19/2019
VSF Policy No. 2		Reviewed:

veterans programs and services. The Fund accounting structure consists of subsidiary and sub-funds. Subsidiary funds are the primary subordinate funds of the Veterans Services Fund and pertain to the funds of each of DVS principal programs and both the VSF Unrestricted Revenue Fund and the VSF Support Fund. Sub-funds or sub-accounts exist within subsidiary funds and are financial accounts that support the activities/services of DVS programs and the VSF Unrestricted Revenue Fund. Details of the fund operating and accounting structure are contained in VSF-DVS Joint Policy 4.

- 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. Sub-fund adjustments of amounts less than \$10,000 within subsidiary accounts in the annual budget may be made by the VSF Executive Director 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 Finance Committee Chair and the Board Chair for action as set forth in section J2.13.D. Any changes shall be subject to review and subsequent approval by the trustees at the next quarterly board meeting.
- F. 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 board meeting. In any case, all changes shall be subject to review and subsequent approval by the trustees at the next quarterly board meeting.
- G. 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, except unrestricted donor funds, 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. The Fund is not an auxiliary or reserve fund for DVS or VSF.
- H. The Unrestricted Revenue Fund and the Foundation Support Fund are subsidiary funds of the Fund. The procedures to be followed when allocating and expending the financial assets of the Unrestricted Revenue Fund and the Foundation Support Fund are contained in Appendix C.

F2.14 Financial Procedures

- A. Expenditures for DVS activities approved by the trustees may be processed upon approval by the DVS program director that has responsibility for the activity.
- B. All requests for reimbursement of trustees actual expenses incurred while attending

VSF Policy	VSF Administration & Operations Policy	Effective: 9/19/2019
VSF Policy No. 2		Reviewed

meetings of the trustees or performing other duties shall be approved by the VSF Executive Director.

- C. Expenditures for authorized VSF administration and operations shall require the pre-approval of the VSF Executive Director in accordance with the procedures contained in Appendix C.

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. This report and monthly reports are compiled with the assistance of the DVS Director of Finance and the DVS Finance Staff for 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.
- B. The DVS monthly and quarterly 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. To obtain VSF funding, VSF requires that DVS submit a report detailing DVS program requirements to form the annual budget.
- D. Reports on income and expenditures shall be submitted monthly, or as requested, to the DVS Commissioner, the trustees, or others for review. These reports shall include under funded or unfunded needs, if any.
- E. VSF shall compile an annual report to the Secretary of Veterans and Defense Affairs, and the General Assembly in accordance with § 2.2-2715.B. 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.
- F. These quarterly and annual reports shall be available in the board of trustees meeting minutes posted on the VSF website.

F2.16 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees. Notice regarding such actions shall be given to all trustees at least ten (10) days prior to the vote being taken. Biennial review of this policy is the responsibility of the VSF Procedures and Policies Committee.

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

VSF Policy	VSF Administration & Operations Policy	Effective: 9-19-2019
VSF Policy No. 2		Reviewed.

F2.17 Policy Review Date

The policy review date is the date the policy was reviewed without revisions made. Reviewed

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.

September 19, 2019

VSF Policy	VSF Administration & Operations Policy	Effective: 9/19/2019
VSF Policy No. 2		Reviewed

VIRGINIA VETERANS SERVICES FOUNDATION

Foundation Administration and Operations Policy **Appendix A**

VIRGINIA VETERANS SERVICES FOUNDATION

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 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

VSI Policy	VSI Administration & Operations Policy	Effective: 9-19-2019
VSI Policy No. 2		Reviewed:

reserved. Reprinted with permission from the Association of Fundraising Professionals March 5, 2019.

VSF Policy	VSF Administration & Operations Policy	Effective: 9/19/2019
VSF Policy No. 2		Reviewed:

VIRGINIA VETERANS SERVICES FOUNDATION

Foundation Administration and Operations Policy

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;

VSE Policy	VSE Administration & Operations Policy	Effective: 9-19-2019
VSE Policy No. 2		Reviewed:

- 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.

VSI Policy	VSI Administration & Operations Policy	Effective: 9-19-2019
VSI Policy No. 2		Reviewed:

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.

VSF Policy	VSF Administration & Operations Policy	Effective: 9-19-2019
VSF Policy No. 2		Reviewed:

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.

Adopted 1964, Association of Fundraising Professionals (AFP). Copyright AFP, all rights reserved. Reprinted with permission from the Association of Fundraising Professionals. Permission re-granted to the Virginia Veterans Services Foundation on June 28, 2019.

VSF Policy	VSF Administration & Operations Policy	Effective: 9-19-2019
VSF Policy No. 2		Reviewed:

VIRGINIA VETERANS SERVICES FOUNDATION

Foundation Administration and Operations Policy

Appendix C

Veterans Services Unrestricted Revenue Fund and Foundation Support Fund – Processing of Financial Requests Procedures

1. Purpose

This policy sets forth the procedures to be followed when allocating and expending the financial assets of the Unrestricted Revenue Fund and the Foundation Support Fund.

2. Overview

- A. The Unrestricted Revenue Fund is a subsidiary fund of the Veterans Services Fund that includes such funds as was or may be appropriated by the General Assembly, unrestricted donations to VSF, and interest accrued to the fund. The Unrestricted Revenue Fund is an income fund and the only stable asset VSF has. The appropriated funds and interest are for supporting VSF administration and operations and serving as a reserve of funds for emergency purposes. The unrestricted donor funds shall only be used for supporting the needs of veterans and their families. Revenues from the Unrestricted Revenue Fund cannot directly be used to cover VSF or DVS expenses. These expenses are made from the Foundation Support Fund.
- B. The Foundation Support Fund was created as a subsidiary fund of the Veterans Services Fund to cover VSF administration and operating expenses. Its expenditures are limited by current editions of the Commonwealth Appropriation Act.
- C. The Unrestricted Revenue Fund, through the Foundation Support Fund, may advance funds to cover DVS programs until these expenditures are replaced with donations, by DVS funds, or through state appropriations.

3. Definitions

The definitions contained in VSF Policy 4 apply to this policy along with the following:

- A. **Administrative Expenses:** These are what 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.

VSF Policy	VSF Administration & Operations Policy	Effective: 01/19/2019
VSF Policy No. 2		Reviewed

- B. Unrestricted Donor Fund:** This is a sub-fund of the Unrestricted Revenue Fund and consists of donations made to the Foundation for direct support of veterans and their families. This fund shall not be used for administrative or fundraising expenses.
- C. Fundraising Expenses:** These are what the VSF spends to raise money. Fundraising expenses can include campaign printing, publicity, outreach, mailing, travel, and staffing and costs incurred in soliciting donations, memberships, and grants. For the VSF, these expenses fall under the Foundation Support Fund.
- D. Contingency:** This is a planned situation where a VSF or DVS program need exists for funds that are not appropriated from the current Appropriations Act or approved by the Department of Planning and Budget.
- E. Emergency:** This is an unplanned situation where a VSF or DVS urgent need exists for funds that are not appropriated from the current Appropriations Act or approved by the Department of Planning and Budget.
- F. Foundation Operations:** They are the functions performed in support of the administration of the Foundation.
- G. Program Expenses:** These are what the Foundation annually allocates primarily to the DVS programs and direct services to veterans and their families. For the VSF, these include emergency expenses associated with DVS programs, if they don't fall under Administrative Expenses.

4. 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. 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 Finance Office for the VSF.

5. Managing Unrestricted Revenue 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 designated as the interest sub-fund of the Unrestricted Revenue Fund. 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.

VSF Policy	VSF Administration & Operations Policy	Effective: 9/19/2019
VSF Policy No. 2		Reviewed:

- C. At the end of each fiscal year, VSF trustees shall review account balances to determine the requirements for the coming year.
- D. The VSF Executive Director is responsible for directing and administering the Foundation Support Fund within authorized amounts. 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.
- E. The procedures to be followed by the Executive Director to adjust the Foundation Support Fund Budget shall be:
 - 1. Submit to the trustees for approval any requested changes to the approved operating budget 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.
 - 2. 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 DVS Requesting Foundation Support Funds for Additional Program Funding

- A. The Support Fund may be used to provide temporary emergency expenditures for DVS programs, but this is done with the understanding that such funds will be replaced. Requests for allocations of the Support Fund revenues 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.

VSF Policy	VSF Administration & Operations Policy	Effective: 9-19-2019
VSF Policy No. 2		Revised:

- 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.**

VSF Biennial Fiscal Year (FY) Schedule*

Odd Numbered FY

July 1 (Starts in even numbered calendar year; e.g., July 1, 2020-June 30, 2021 for FY21)

Board Officers assume duties

First Quarter (August or September**) meeting second week of month (Location)***

Receive APA audit report, if available

Consider and approve Goals and Objectives for current FY

Approve 4th Quarter prior FY Financial Statement

Approve review of VSF-DVS Policies, as required

Board Chair appoint Committee Chairs/Vice Chairs

Approve next FY General and Non-general Funding Budget adjustments, if required

Approve Committee Chair/Vice Chair appointments

Approve tentative meeting dates and locations

September

Board Chair to prepare Executive Director Annual Evaluation, due in October

Second Quarter (December) meeting second week of month (Location)***

Approve 1st Quarter current FY Financial Statement

Approve current FY Non-general Fund budget adjustments, if any

Approve review of VSF-DVS Policies, if needed

Approve Bylaws and MOU changes, if any

January, Wednesday second week Legislature convenes for 46 day session ending end of second week March

During mid-March

Request from DVS Budget Adjustments for current FY due mid-April

Request Budget from DVS input for next FY due mid-April

Third Quarter (March) meeting last week of the month (Location)***

Approve 2nd Quarter current FY Financial Statement

Approve current FY budget adjustments, if any

Approve review of VSF-DVS Policies, if needed

Elect a nominating committee

April

Nominating Committee put out call for candidates for officers' positions

Request from DVS next biennial Non-general Fund budget requirements (i.e., in 2019 request for FY2021-22)

Fourth Quarter (June) meeting second week of the month (Location)***

Review current FY Goals and Objectives as a baseline for next FY Goals and Objectives

Approve 3rd Quarter FY17 Financial Statement

Approve budget adjustments, if any

Consider next Biennial Budget starting in next odd numbered FY (See above example)

Approve next FY schedule of dates and locations of Board meetings

Elect officers for next FY

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

**Depending on DPB Schedule for budget

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

ATTACHMENT 10

VSF Biennial Fiscal Year (FY) Schedule*

Even Numbered FY

July 1 (Starts in odd numbered calendar year; e.g., July 1, 2019-June 30, 2020 for FY20)
Board Officers assume duties

First Quarter (August-September) meeting first or second week of month** (Location)
Receive APA audit report, if available
Consider and approve Goals and Objectives for current FY
Approve 4th Quarter prior FY Financial Statement
Board Chair appoint Committee Chairs/Vice Chairs
Approve biennial FY Budget Proposal for General and Non-general Fund allocations
Approve Legislative Initiatives, if required
Approve Committee Chair/Vice Chair appointments

September

Board Chair to prepare Executive Director Annual Evaluation, due in October

Second Quarter (December) meeting first or second week of month (Location)
Approve 1st Quarter current FY Financial Statement
Approve current FY budget adjustments, if any

January, Wednesday second week Legislature convenes for 60 day session ending end of fourth week in March

During mid-March

Request Budget Adjustments for current FY due mid-April
Request Budget input/adjustments for next FY due mid-April

Third Quarter (March) meeting last week of month (Location)
Approve 2nd Quarter current FY Financial Statement
Approve current FY budget adjustments, if any
Approve review of VSF-DVS Policies, if needed
Confirm dates and locations of next FY Board meetings
Elect a nominating committee

April

Nominating Committee put out call for candidates for officers' positions

Fourth Quarter (June) meeting first or second week of the month (Location)
Review current FY Goals and Objectives as a baseline for next FY Goals and Objectives
Approve 3rd Quarter current FY Financial Statement
Approve budget adjustments, if any
Consider current biennial FY Budget adjustments (As will be required for the coming odd year GA Session)
Elect officers for next FY

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

**Depending on DPB Schedule for budget

Veterans Services Foundation
Statement of Assets
For the Month Ended June 30, 2019 (FM12)
FY 2019 Year-To-Date
(Unaudited)

Assets:

Cash held by State Treasurer	<u>1,635,354.72</u>
Total Assets	<u>\$ 1,635,354.72</u>

Fund Balances:

Restricted Fund Balances:

Restricted for WVCC Activities	155,612.28
Restricted for SBVCC Activities	33,063.54
Restricted for Cemetery Funds	41,626.15
Restricted for VVFS Funds	589,422.80
Restricted for Benefits Funds	1,325.52
Restricted for VETE Funds	472,405.65
Restricted for VSF Support Funds	<u>8,439.87</u>

Total Restricted Fund Balances 1,301,895.81

VSF Unrestricted Revenue 333,458.92

Total Fund Balances **\$ 1,635,354.73**

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 11

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Funds Balances
For the Month Ended June 30, 2019 (FM12)
FY 2019 Year-To-Date
(Unaudited)

INCOME:

Y.T.D./Actual

Restricted gifts received for:

Virginia Veterans Care Center	55,855.00
Sitter & Barfoot VCC	6,980.00
Cemetery Funds	11,904.91
VVFS Funds	299,136.61
Benefits Funds	650.00
VETE Funds	189,327.00
VSF Support Funds	-
VSF Unrestricted Revenue	73,282.01
TOTAL INCOME	636,935.53

EXPENDITURES:

VVCC Indigent Resident Needs	216.54
VVCC Activities/ Carnival Funds--Activities with Residents	5,583.51
VVCC Operation Holiday Spirit	13,144.38
VVCC Unit Projects & Functions	15,613.64
VVCC Other Donations Restricted	10,500.00
SBVCC Indigent Resident Needs	65.00
SBVCC Activities Funds	10,631.16
SBVCC Other Donations Restricted	-
Va Veterans Cemeteries- Other Donations Restricted	-
Va Veterans Cemetery--Amelia Memorial Cemetery--Suffolk	-
SW Va Veterans Cemetery--Dublin	-
WFVS Outreach Services	-
WFVS Direct Veterans Services	165,257.70
WFVS Enabling Veterans Services	-
WFVS Homeless Veterans Funds	214,587.73
WFVS Operation Family Caregiver Grant	2,303.77
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	1,560.13
VSF Unrestricted Revenue	-
TOTAL EXPENDITURES	621,801.42

Excess of Income over Expenditures 15,134.11

Beginning Fund Balances 1,620,220.61

Ending Fund Balances 1,635,354.72

NOTES:

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

ATTACHMENT 11

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended June 30, 2019 (FM12)
FY 2019 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2018 Adjusted	Receipts YTD	Expenditures YTD	Fund 09410 Balance June 30, 2019 YTD	FY 2019 Budget YTD	FY 2019 Budget Balance YTD
Virginia Veterans Care Center:						
Indigent Resident Needs	30,470.51	5,095.00	218.54	35,348.97	2,000.00	1,783.46
Activities/Carnival Fund	12,840.99	7,610.00	5,583.61	14,867.48	7,000.00	1,416.48
Operation Holiday Split	74,472.88	25,280.00	13,144.38	86,608.50	21,000.00	7,855.62
Unit Projects & Functions	11,331.00	-	15,613.84	-	19,500.00	3,666.36
Other Donations Restricted	18,099.97	17,670.00	10,500.00	18,987.33	10,500.00	-
Total VVCC Funds	146,015.35	65,655.00	45,058.07	186,612.28	60,000.00	14,941.93
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	10,831.16	19,749.02	18,500.00	8,888.84
Other Donations Restricted	1,892.00	5,380.00	-	7,072.00	10,500.00	10,500.00
Total SBVCC Funds	36,779.70	6,880.00	10,896.16	33,063.54	28,000.00	17,303.84
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	-	41,626.15	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	-	165,257.70	64,742.30	230,000.00	64,742.30
Enabling Veterans Services	1,000.00	-	-	1,000.00	1,000.00	1,000.00
Homeless Veterans Fund	215,000.00	185,050.00	214,587.73	185,462.27	215,000.00	412.27
Operation Family Caregiver Grant	3,227.78	-	2,303.77	923.99	-	(2,303.77)
Other Donations Restricted	222,207.83	114,086.61	-	336,294.44	-	-
Total VVFS Funds	672,435.59	299,136.61	382,148.20	689,422.60	447,000.00	64,860.80
Benefits Funds:	675.82	660.00	-	1,335.82	1,000.00	1,000.00
Veteran Education, Transition and Employment						
V-3 Fund	238,745.67	89,327.00	108,919.26	219,153.41	125,000.00	18,080.74
Altria Grant	227,447.90	100,000.00	74,195.66	283,252.24	100,000.00	25,804.34
Women's Summit	1,222.84	-	1,222.94	-	10,000.00	8,777.06
VETE Other Donations Restricted	-	-	-	-	-	-
Total VETE Funds	467,416.41	189,327.00	184,337.86	472,405.65	235,000.00	52,662.14
VSF Support Funds:	10,000.00	-	1,660.19	8,339.81	10,000.00	6,459.81
VSF Unrestricted Revenue						
Appropriated Funds	203,670.06	-	-	203,670.06	-	-
Donor Funds	15,258.50	41,339.34	-	56,597.84	-	-
Interest	41,248.35	31,942.67	-	73,191.02	-	-
Total VSF Unrestricted Revenue	260,176.90	73,282.01	-	333,458.91	-	-
Grand Total All 09410 Funds	1,820,220.61	636,936.63	621,801.42	1,635,364.72	796,500.00	174,688.58
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,605,312.73	-	(850,000.00)	1,590,373.58		
912 09410 Fund Balance	14,907.88	850,000.00	-	44,881.14		
TOTAL CASH 09410 FUNDS	1,620,220.61	850,000.00	-	1,635,364.72		

ATTACHMENT 11

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended July 31, 2019 (FM01)
FY 2020 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2019 Adjusted	Fund 09410 Balance 31, 2019 YTD	July FY 2020 Budget YTD	FY21	FY22
Virginia Veterans Care Center:					
Indigent Resident Needs	35,348.97	35,348.97	2,000.00	5,000.00	5,000.00
Activities/Carnival Fund	14,867.48	14,867.48	7,000.00	10,000.00	10,000.00
Operation Holiday Spirit	88,608.50	88,608.50	21,000.00	25,000.00	25,000.00
Unit Projects & Functions	-	-	51,500.00	2,000.00	2,000.00
Other Donations Restricted	18,987.33	18,987.33	10,500.00	15,000.00	15,000.00
Total VVCC Funds	155,612.28	155,612.28	92,000.00	57,000.00	57,000.00
Sitter & Barfoot VCC:					
Indigent Resident Needs	6,242.52	6,242.52	1,000.00	4,500.00	4,500.00
Activities Fund	19,749.02	18,863.57	16,500.00	16,500.00	16,500.00
Other Donations Restricted	7,072.00	14,793.00	10,500.00	7,000.00	7,000.00
Total SBVCC Funds	33,063.54	39,899.09	28,000.00	28,000.00	28,000.00
Cemetery Funds:					
Va Veterans Cemeteries- Other Donations Restricted	842.00	842.00	500.00	500.00	500.00
Va Veterans Cemetery--Amelia	8,861.38	8,861.38	5,000.00	5,000.00	5,000.00
Memorial Cemetery- Suffolk	21,315.98	21,315.98	5,000.00	5,000.00	5,000.00
SW Va Veterans Cemetery Dublin	10,808.79	10,808.79	5,000.00	5,000.00	5,000.00
Total Cemetery Support Funds	41,628.15	41,628.15	15,500.00	15,500.00	15,500.00
Virginia Veterans' and Family Support					
Outreach Services	1,000.00	1,000.00	25,000.00	0.00	0.00
Direct Veterans Services	64,742.30	49,541.11	240,000.00	240,000.00	240,000.00
Enabling Veterans Services	1,000.00	1,000.00	25,000.00	0.00	0.00
Homeless Veterans Fund	185,482.27	168,220.90	160,000.00	210,000.00	210,000.00
Operation Family Caregiver Grant	923.99	923.99	-	-	-
Other Donations Restricted	336,294.24	349,584.90	-	-	-
Total VVFS Funds	569,422.80	579,280.90	450,000.00	450,000.00	450,000.00
Benefits Funds:	1,426.62	1,426.62	1,000.00	1,000.00	1,000.00
Veteran Education, Transition and Employment					
V-3 Fund	219,153.41	219,153.41	90,000.00	100,000.00	100,000.00
Altria Grant	253,252.24	253,252.24	100,000.00	50,000.00	-
Women's Summit	-	-	10,000.00	40,000.00	20,000.00
VETE Other Donations Restricted	-	-	-	10,000.00	-
Total VETE Funds	472,405.65	472,405.65	200,000.00	200,000.00	120,000.00
VSF Support Funds:	19,000.00	9,346.67	10,000.00	10,000.00	10,000.00
VSF Unrestricted Revenue					
Appropriated Funds	202,109.92	202,109.92	-	-	-
Donor Funds	56,597.84	57,067.04	-	-	-
Interest	73,191.02	73,191.02	-	-	-
Total VSF Unrestricted Revenue	331,898.78	332,367.98	-	-	-
Grand Total All 09410 Funds	1,538,354.72	1,622,683.84	796,000.00	761,500.00	681,500.00

ATTACHMENT 12

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended July 31, 2019 (FM01)
FY 2020 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2019 Adjusted	Fund 09410 Balance July 31, 2019 YTD	July FY 2020 Budget YTD	FY 2020 Budget Proposed changes	FY20 Low Budget Proposal
Virginia Veterans Care Center:					
Indigent Resident Needs	35,348.97	35,348.97	2,000.00	5,000.00	3,000.00
Activities/Carnival Fund	14,667.48	14,667.48	7,000.00	10,000.00	7,000.00
Operation Holiday Spirit	88,608.50	88,608.50	21,000.00	25,000.00	25,000.00
Unit Projects & Functions	-	-	51,500.00	2,000.00	2,000.00
Other Donations Restricted	18,987.33	18,987.33	10,500.00	0.00	0.00
Total VVCC Funds	188,612.28	188,612.28	92,000.00	42,000.00	37,000.00
Sitter & Barfoot VCC:					
Indigent Resident Needs	6,242.52	6,242.52	1,000.00	4,500.00	2,000.00
Activities Fund	19,749.02	18,683.57	16,500.00	16,500.00	14,000.00
Other Donations Restricted	7,072.00	14,793.00	10,500.00	7,000.00	2,000.00
Total SBVCC Funds	33,063.54	39,699.09	28,000.00	28,000.00	18,000.00
Cemetery Funds:					
Va Veterans Cemeteries- Other Donations Restricted	842.00	842.00	500.00	0.00	-
Va Veterans Cemetery--Amelia	8,661.36	8,661.36	5,000.00	0.00	-
Memorial Cemetery--Suffolk	21,315.98	21,315.98	5,000.00	0.00	-
SW Va Veterans Cemetery--Dublin	10,806.79	10,806.79	5,000.00	0.00	-
Total Cemetery Support Funds	41,626.15	41,626.15	16,500.00	0.00	0.00
Virginia Veterans' and Family Support					
Outreach Services	1,000.00	1,000.00	25,000.00	0.00	0.00
Direct Veterans Services	64,742.30	49,541.11	240,000.00	240,000.00	170,000.00
Enabling Veterans Services	1,000.00	1,000.00	25,000.00	0.00	-
Homeless Veterans Fund	185,462.27	189,220.90	160,000.00	210,000.00	210,000.00
Operation Family Caregiver Grant	923.99	923.99	-	-	-
Other Donations Restricted	336,284.24	349,594.90	-	-	-
Total VVFS Funds	589,422.80	670,260.90	460,000.00	460,000.00	380,000.00
Benefits Funds:	1,325.52	1,325.52	1,000.00	0.00	-
Veteran Education, Transition and Employment					
V-3 Fund	219,153.41	219,153.41	90,000.00	126,500.00	100,000.00
Altria Grant	253,252.24	253,252.24	100,000.00	100,000.00	75,000.00
Women's Summit	-	-	10,000.00	40,000.00	20,000.00
VETE Other Donations Restricted	-	-	-	-	-
Total VETE Funds	472,405.65	472,405.65	200,000.00	266,500.00	195,000.00
VSF Support Funds:	10,000.00	9,345.07	10,000.00	10,000.00	5,000.00
VSF Unrestricted Revenue					
Appropriated Funds	202,109.92	202,109.92	-	-	-
Donor Funds	56,597.84	57,087.04	-	-	-
Interest	73,191.02	73,191.02	-	-	-
Total VSF Unrestricted Revenue	331,898.78	332,387.98	-	-	-
Grand Total All 09410 Funds	1,636,354.72	1,622,663.64	796,500.00	788,500.00	638,000.00

ATTACHMENT 13



Sitter & Barfoot Veterans Care Center
Richmond, Virginia
Opened January 2008, Expanded July 2015
Next to McGuire VAMC



Who We Are



- Short term rehabilitation and long term care
- 200 private rooms with private baths
- Full Therapy dept. on staff (PT, OT, SLP)
- Primary care physicians in house
- Podiatry, Dental, Optometry in house
- Psychiatry care provided in house
- Pharmacy on site & Pharmacist on staff





Who We Serve



War	Number of Residents
World War II	31
Korea	48
Vietnam	81
Gulf	10

Branch	Number of Residents
Air Force	28
Army	88
Marines	10
National Guard	1
Navy	57



Admission/Census



- **Admission criteria:**
 - Veteran who was honorably discharged From Active Duty
 - Resident of Virginia or entered active duty from Virginia
 - Medical need for skilled nursing level of care
- **Census: 96% avg. occupancy FY19**
 - Admissions from 19 different healthcare facilities
 - 27% of admissions from McGuire VAMC
 - 55% of admissions are from direct family referrals
 - Avg. 6 discharges home/month post short term rehab



Revenue



How do we financially support ourselves

- SBVCC receives no General Funds from the Commonwealth
- Revenue sources are:
 - Medicare, Medicaid, Federal VA Subsidy, Private Payment, Other Insurances
 - 52% of residents are Medicaid beneficiaries
- Revenue breakdown:
 - VA subsidy 37%
 - Medicaid 33%
 - Private pay 21%
 - Medicare 6%
 - Pharmacy & other 3%
- FY19 Expenditures
 - \$28,643,894



Community Room



- What Goes on in Here?
 - Resident Entertainment
 - Performances
 - Movies and Matinees
 - Bingo
 - Resident Gatherings and Celebrations
 - Military Celebrations and Memorials
 - Culinary Events
 - Meetings
 - Resident Council
 - Family Council





Community Room Renovation



- **Environmental Upgrades**
 - **Flooring replacement**
 - Remove carpet and replace with vinyl planking more suitable for room functions
 - **Lighting Upgrade**
 - Replace existing down drop fluorescent fixtures with ceiling mounted LED lights
 - Improve lines of sight and quality of light (full spectrum color)
 - Dimmable
 - Energy efficient
 - **Wall Covering & Painting**
 - Remove worn wall coverings and replace/paint
 - **Window Coverings**
 - Replace vertical blinds with light adjusting shades
 - **Other**
 - Install small "kitchenette" work surface, storage, refrigerator



Community Room Amenities



- **Entertainment & Presentation System & Equipment**
 - **Presentation System**
 - Provides easy control of audio/visual equipment
 - Allows multiple configurations
 - Provide interface for outside performers and entertainers
 - **Audio**
 - Professional Ceiling Mounted Speaker System
 - Wireless Microphone System
 - **Visual**
 - Large Screen Television sized to fit space and meet coverage needs
 - Rectangular room that requires adequately sized visual equipment for veterans, many with vision impairments and difficulty seeing current television.



What We Need



- **Donation Funds Request**
 - Support of Community Room Amenities
 - Fund Account/FY
 - Other Donations Restricted/FY20
 - Amount Requested
 - \$10,500



Contact Information



- **Robyn Jennings, Administrator**
 - (804) 371-8016
 - robyn.jennings@dvs.virginia.gov
- **Jim Darragh, Assistant Administrator**
 - (804) 774-2327
 - james.darragh@dvs.virginia.gov
- **Tracy Morrison, Finance Director**
 - (804) 371-8451
 - tracy.morrison@dvs.virginia.gov