

Veterans Services Foundation Board of Trustees
American Legion Building
1708 Commonwealth Avenue, Richmond, Virginia
Meeting Minutes
December 12, 2019

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Thursday, December 12, 2019 at the American Legion Building in Richmond, VA. The meeting was called to order at 9:39AM, immediately following the Development Committee Meeting and the Finance and the Procedures & Policies Joint Committee Meeting.

TRUSTEES PRESENT

- Brad Antle
- John Lesinski (*Development Committee Chair*)
- Frank Finelli (*Veterans Services Foundation Chairman*)
- Robin Beres
- Nicole Carry
- Al Pianalto (*Second Vice Chair*)
- Allan Burke
- Jack Hilgers (*First Vice Chair, P&P Committee Chair*)
- Jack Lanier (*P&P Committee Assistant Chair*)
- Walter Stosch (*Finance Committee Chair*)
- Frank Wickersham (*ex officio, voting, JLC Chair*)
- Michael Dick (*ex officio, voting, BVS Chair*)

TRUSTEES ABSENT

- Douglas Cox
- Frank Driscoll
- Anthony T. Gitalado
- Paul Haughton
- Matice Wright-Springer (*Finance Committee Assistant Chair*)

VSF STAFF PRESENT

- Karla Williams Boughy (*Executive Director*)

OFFICE OF THE SECRETARY OF VETERANS AND DEFENSE AFFAIRS

- Kathleen Jabs (*Deputy Secretary*)

OFFICE OF THE ATTORNEY GENERAL

- Heather Hays Lockerman (*Senior Assistant Attorney General/Chief*)
- Justin Bell (*Assistant Attorney General*)

DVS REPRESENTATIVES PRESENT

- Tammy Davidson (*DVS Finance Director, ex officio, non-voting, VSF Treasurer*)
- Matt Leslie (*Assistant Director Virginia Veteran and Family Support*)
- Annie Walker (*DVS Deputy Commissioner*)
- Martina Murray (*DVS Director of Education Programs*)
- Glendalynn Glover (*DVS Staff*)
- Kendra Ellison (*DVS Executive Assistance to Commissioner and Chief Deputy Commissioner*)
- Beverly VanTull (*DVS Women Veterans Program Manager*)
- Ross Koenig, (*DVS Interim Director of Employment and Transition Programs*)
- Keta Fetters (*DVS Virginia Transition Assistance Program Manager*)
- Manhattan Royal (*DVS Staff*)

DVS REPRESENTATIVES PRESENT CONT.

- Brian Pickral, *(DVS IT)*
- Roni Sepanski, *(DVS IT)*

GUESTS PRESENT

- Alex Lambert *(ADP Vendor Assurance Analyst)*
- Maggie Wickersham

Materials Distributed and Attached

- Meeting Agenda *(Attachment 1)*
- VETE Presentation *(Attachment 2)*
- Boodle AI Presentation *(Attachment 3)*
- BVS Chair Report *(Attachment 4)*
- JLC Chair Report *(Attachment 5)*
- Foundation Executive Director report *(Attachment 6)*
- Procedures and Policies Committee Report *(Attachment 7)*
- FY20 First Quarter Financial Report *(Attachment 8)*
- FY20 DVS Budget Adjustments *(Attachment 9)*
- VSF Planned Giving Policy and Procedures *(Attachment 10)*
- VSF Policy for the Development and Maintenance of Plan, Procedures and Policy *(Attachment 11)*
- VSF Funding Guidelines Extract *(Attachment 12)*
- VSF Funding Guidelines Extract Revised *(Attachment 13)*

Opening and Pledge of Allegiance

Board Chair Frank Finelli, called the meeting to order at 9:39a.m. He then led the group in reciting the Pledge of Allegiance. He welcomed visitors Deputy Secretary Kathleen Jabs, Heather Lockerman, Justin Bell, Alex Lambert, Roni Sepanski, Brian Pickral, and Maggie Wickersham.

Roll Call of Trustees and Quorum Determination

With 12 of 18 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. Lanier **moved** to approve the agenda, and Ms. Carry **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 September 19, 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. Pianto **moved** to approve the minutes as presented, and Mr. Lesinski **seconded** the motion. There was no discussion, and the motion passed unanimously.

PRESENTATIONS

FOIA Training

Mr. Justin Bell, Assistant Attorney General, provided a training session for the Board of Trustees on the Freedom of Information Act (FOIA) policies and practices. Mr. Bell provided a thorough training and encouraged trustees and staff to contact him if they have questions regarding FIOA.

VETE Programs

Mrs. Annie Walker, Deputy Commissioner of the Department of Veterans Services, introduced the leadership structure and the organization of the Veteran Education, Transition and Employment directorates, including two initiatives, the Women Veterans Program and Veterans Entrepreneurship.

Mr. Ross Koenig, the interim Director of Transition and Employment (VETE) programs, provided an overview of the Transition and Employment Programs, Virginia Values Veterans (V3) Program, Virginia Transition Assistance Program, and Military Medics and Corpsmen program. The V3 program is working toward the Governor's initiative of having 65,000 veteran hires before his term ends in 2022. Mr. Koenig provided current metrics and initiatives of the V3 program. He also outlined the current partnership expenditures through PD systems and assistance received through the VSF for the contract. He announced that there has been an agreement to continue hosting the Dominion Charity Classic golf tournament in Virginia for the next 10 years. Mr. Koenig highlighted the "Boots to Suits" program and the "Hire Vets Now" initiative and their impacts for transitioning veterans. He went on to highlight the annual Virginia Veterans and Military Affairs Conference. He provided upcoming training dates for V3 webinars for CY2020. *(included in Attachment 2)*

Ms. Martina Murray, Director of Education Programs, highlighted the Education programs and their role at DVS to include the State Approving Agency, VMSDEP, Apprenticeships and OJT program, and the Altria Grant. She outlined the Hire Vets Now Certification and Training Program in relation to the Altria Grant and the goal to reach 30 veterans and getting them into high demand occupations. The Altria Grant also provides some support some for outreach initiatives including the Veteran Military and Education Conference hosted annually by Virginia Community College Systems, DVS and other stakeholders. A total of 28 students out of the 30-student goal was reached. She announced that she wants to increase the use of the program next year. *(included in Attachment 2)* Ms. Murray asked if there were any questions. It was suggested that she contact the community colleges to see where there is demand, like certificate programs. Ms. Murray welcomed the suggestion and agreed to research other potential partners.

Ms. Beverly VanTull, Women Veterans Program Manager, provided an outline of the growing mission and goal of the Women Veterans Program. She thanked Mrs. Robin Beres and Ms. Nicole Carry for their continued support of the program. She also provided metrics of past events. Ms. VanTull encouraged board members to save the date for Women Veterans Week on March 16-20, 2020 and the Virginia Women Veterans Summit in June. Statistics show there is a large turnout in the 35-54 year-old population which provides an opportunity to reach out to our younger female veteran population. *(included in Attachment 2)* A video of the Virginia Women Veterans Summit will be shown during lunch.

Boodle AI

Chair Finelli provided an update on the priorities for VSF, particularly the initiatives with Boodle AI *(Attachment 3)*. He highlighted adjustments of the VSF FY20 objectives, including application of a three-prong approach for donations. The second adjustment relates to the Financial Responsibility initiative, documenting accounting policies associated with donations and expenditure reimbursements, as DVS allocations for costs associated with those processes have been too high and the Foundation is collaborating with DVS to identify areas for efficiencies. The third priority relates to administrative support. An Executive Assistant and VSF Secretary are needed. Tiffany Robertson filled those roles and has departed. VSF is working to find a replacement and the process is ongoing. There is \$160,000 funded in the appropriation for support from DVS to the VSF. For this fiscal year 2020, the VSF has a shortfall in support from DVS, but will do the best they can with available resources to get an Executive Assistant in place. The VSF is taking on a level of fundraising and other activity that has never been conducted before and it will require more administrative support.

The Three Prong Fundraising Strategy is being put in place to expand the donor pipeline and to increase engagement with past donors. VSF had about 600-700 donors in the past 5 years. There were about 2,000 letters sent on Veterans Day from the VSF to past and prospective donors, including many from the V3 Certified Companies list provided by Acting Commissioner Combs. The second prong is to identify around 10 corporate

sponsors to support key initiatives for DVS. The one-on-one calls with the trustees have helped identify possible organizations. If anyone has connections with firms, please let Mrs. Boughey know. Paul Haughton is working associations that might be helpful and John Lesinski is also working with a few commercial real estate firms and individuals.

The third prong is the grassroots initiative supported by Boodle AI, which will provide a way to reach out to a greater group of donors, more rapidly and personally. All trustees will receive credentials for Boodle AI.

Boodle AI is a peer-to-peer fundraising platform, which is easy it was to use and get results. There is a donation link provided in the template created by Mrs. Boughey that will allow donors to make on-line donations. Feedback will be provided to see who has donated, allowing a personalized follow up thank you, however an automated thank you is already sent. The Foundation's license is from NOV 2019 – NOV 2020. The goal is to get all trustees their license credentials before the holidays, so they can start reaching out to people, while they are still in the giving mood.

A photo was shown of Chair Finelli at the George C. Marshall MOAA luncheon in Lexington, VA where he was able to talk to them about various DVS programs supported by the Foundation. They presented Chair Finelli a check for \$3,500. This organization has provided support since the beginning of the Foundation.

Other Presentations:

Nicole Carry of ADP introduced Alex Lambert, Secretary of the Community pillar of ADP. She captured a photo of the board. ADP selected the Foundation as a recipient of a gift from ADP's Community Pillar group. ADP also supports the Foundation through their Employee Giving Program.

REPORTS

Board of Veterans Services (BVS)

Mr. Michael Dick, BVS Chair, provided the report. (*Attachment 4*) He announced that the board is taking over advising for the Virginia War Memorial. There will be three working groups addressing benefits for veterans in Virginia working in education on how they are supporting and can make improvement for student veterans. They will be working with the seven colleges with high veteran populations, and the Veterans in the Arts program. Mr. Dick asked if there were any questions. It was asked how the partnership with the colleges was going. Mr. Dick responded that it was going very well. One of the bigger colleges is Tidewater Community College. There are a few challenges, such as how to get credit for military education and training programs. In general, it has been significant for veterans to have a one-stop shop to help get credit for their activities and transition into an educational environment.

Joint Leadership Council of Veterans Service Organizations (JLC)

Mr. Frank Wickersham, JLC Chair, provided the report (*Attachment 5*). There were six legislative issues and four letters that JLC will write to the Governor. Mr. Wickersham invited all trustees to the JLC website to review these issues. They focused on the ideas that were most important.

Department of Veterans Services

Mrs. Tammy Davidson, VSF Treasurer, provided the DVS report on behalf of the Acting Commissioner, Steven Combs, who was unable to attend.

Mrs. Davidson reported that she and Mrs. Boughey are working to fill the Foundation's wage position.

Matt Leslie, Assistant Director of Virginia Veterans and Family Support, announced that there has been positive feedback on the veteran's side regarding the homeless initiative. They are kicking off a pilot initiative with hospitals and the Department of Social Services to help with the screening process.

Foundation Executive Director

Mrs. Karla Boughey, VSF Executive Director, presented the VSF Income Report. (*Attachment 6*)

Mrs. Boughey announced that VSF had been notified that Altria had awarded V3 with a grant of \$100,000. Mrs. Boughey recognized Mrs. Kendra Ellison and Mrs. Glendalynn Glover for their work in organizing a charity fair benefiting the Foundation through the Commonwealth of Virginia Charities (CVC) and noted that Deputy Secretary Jabs had attended to support the event. As a registered organization with the CVC, state employees have the opportunity to support the Foundation.

Mrs. Boughey also reported on the recent Veterans Day direct mail letter. Over 2,000 pieces were mailed resulting in donations totaling over \$10,000 in revenue. This was the first direct mail project for the Foundation. The mailing targeted VSOs, past donors and V3 companies.

Development Committee Report

Prior to the full Board of Trustees meeting, a Development Committee meeting was held. John Lesinski restated the three prong fundraising. The board will create a corporate charity letter. Each trustee has a responsibility of communicating with donors. There was a discussion that the Care Centers display a poster with information for estate planning. Another idea discussed was from an NPR story about suicide rates in the construction industry and it was discussed the possibilities of working with construction companies to become a corporate donor.

Finance Committee Report

A Finance Committee meeting was held prior to the full Board of Trustees meeting. Walter Stosch, Finance Committee Chair, announced when you review the financial report, you will see \$796,500 dollars total. Virginia Veterans and Family Support (VVFS), has requested that we transfer \$25,000 from VVSF Outreach and \$25,000 from VVFS Enabling to the VVFS Homeless Fund. The Finance Committee recommend the Board approve this request.

Also noted was the Foundation does not fit easily within the Cardinal system so it must be supplemented with special database program. The program the Foundation uses is called Donate, which records all donations and allows communication. The committee is working with Mrs. Davidson and Mrs. Boughey and will report more later.

Procedures and Policies Committee Report

Mr. Jack Hilgers, Procedures & Policies Chair provided the report from their meeting on November 19th (*Attachment 7*) and summary of the December 12th Procedures and Policies Committee meeting. An additional page was added with the Funding Guidelines that highlights proposed funding guidelines changes. The committee worked with Matt Leslie and Carol Berg on wording.

In reference to Foundation Policy 3 (*Attachment 10*) there are very few changes of the 2015 policy. Chairmen may ask if it's still current and if there are any updates. There are few clarifying points on the first page. The committee added 2 new care centers that lists all the functions and claim requests that can be made.

The new Foundation Policy 4 primarily is from Procedures and Policies Committee planning document and is new. The old policy on how we develop and approve new policies is included. The policy provides a list of terminology to follow. The most significant things are the schedule, goals and objectives. The committee moved the annual report to first quarter meeting. If there should be legislation, we may need to meet in August. The committee also approved of biannual budget to 4th quarter meeting in June.

Chair Hilgers asked if there were any questions. There were no questions posed.

Chair Finelli thanked Mr. Hilgers for the work that has been done.

Review of FY20 First Quarter Financial Report

Mrs. Tammy Davidson provided the financial review of the FY20 First Quarter report (*Attachment 8*) Ms. Davidson asked if there were any questions. Chair Finelli explained that Ms. Davidson expands financial requests and Mrs. Boughey reviews them and samples 20% of the transactions. VSF reimburses DVS accordingly. Mrs. Davidson has made any adjustments if needed. Mr. Hilgers noted, Procedures and Policies will include this in on the four new policies (fundraising, donations, maintenance of the fund, and expenditures).

Review of FY20 Budget Adjustments

Mrs. Tammy Davidson, VSF Treasurer, shared that there is no activity in Enabling or Outreach Funds. It will be a much better purpose to move the funds to the Homeless Fund and asked for the adjustment in the FY20 Budget. Mrs. Davidson asked if there were any questions. None were posed.

Board Chair

Chair Finelli proposed a date change for the March meeting. He requested the Board consider changing the date of March 26, 2020 to March 18, 2020.

UNFINISHED BUSINESS

Chair Finelli asked if there was any unfinished business. None was posed.

NEW BUSINESS

Approval of Foundation Policies 3 and 4

Chair Finelli asked for a motion to approve Foundation Policies 3 and 4. Mr. Jack Hilgers **moved** to approve and Mr. Brad Antle **seconded** the motion to approve. There was no discussion and the motion passed unanimously.

Approval of VSF Funding Guideline Revisions

Chair Finelli asked for a motion to approve the VSF Funding Guideline Revisions. Mr. Brad Antle **moved** to approve and Ms. Nicole Carry **seconded** the motion to approve. There was no discussion and the motion passed unanimously.

Approval of Development Initiatives, if needed

Chair Finelli noted there were no Development Initiatives to approve. Everyone will be receiving guidelines and credentials for Boodle AI.

Approval of FY20 First Quarter Financial Report

Chair Finelli asked for a motion to approve the FY19 Fourth Quarter Financial Report. Mr. Stosch **moved** to approve and Mr. Hilgers **seconded** the motion. There was no discussion and the motion passed unanimously.

Approval of FY20 Budget Adjustments

Chair Finelli asked for a motion to approve the FY20 Budget Adjustments. Mr. Al Pianalto **moved** to approve and Mr. Brad Antle **seconded** the motion. There was no discussion and the motion passed unanimously.

Other New Business

Chair Finelli made a motion to approve to change the date of the next VSF Board of Trustees meeting from March 26, 2020 to March 18, 2020. Mr. Jack Hilgers noted that the meeting was routinely scheduled at the end of March due to weather and the timing of the General Assembly. Chair Finelli asked if there were any other comments. None were posed. Mr. John Lesinski moved to approve and Mr. Allan Burke seconded the motion, and it was passed unanimously.

PUBLIC COMMENT PERIOD

Chair Finelli asked if there was any public comment. There were no public comments.

Chair Finelli welcomed the chance to partner with ADP, giving the board the possibility to bring employees together. Ms. Nicole Carry asked to coordinate a schedule.

Mr. Al Pianalto requested that the DVS annual report include funding in each area. Mrs. Tammy Davidson recommended to wait until a new Commissioner is on board.

Deputy Secretary Kathleen Jabs provided closing comments. It is an honor to be here. Secretary Hopkins regretted that he could not be here today, as he had to attend a Cybersecurity meeting. As we get closer, receiving input from VSF would be helpful. We are moving with the Commissioner search and hope to have resolution soon. There is a provision to create a position for an Executive Assistant for the VSF.

ADJOURNMENT

Chair Finelli **made** a motion to adjourn the meeting, and Mr. Brad Antle **seconded** the motion. There was no discussion and the motion passed unanimously. The meeting adjourned at 12:14 p.m.

The next VSF Board of Trustees Meeting will be held on March 18, 2019 at TBD.

Holiday lunch was provided, and the Women Veterans Summit video was shown

Veterans Services Foundation Board of Trustees
American Legion Department Headquarters
1708 Commonwealth Avenue, Richmond, Virginia 23230
December 12, 2019
9:30 a.m. – 12:30 p.m.
DRAFT

Development Committee Meeting: 9:00 – 9:25 a.m.

Finance Committee & Procedures & Policies Committee Joint Meeting: 9:15 – 9:25 a.m.

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Visitors, Approval of Agenda:** *Board Chair (5 minutes)*
- II. Review and Approval of September 19, 2019 Meeting Minutes:** *Board Chair (5 minutes)*
- III. Presentations:**
 - FOIA (Freedom of Information Act) Training:** *Justin Bell, OAG (30 minutes)*
 - VETE Programs:** *VETE representative (15 minutes)*
 - Boodle AI:** *(20 minutes)*
- IV. Reports:**
 - a. Board of Veterans Services: *Michael Dick (5 minutes)*
 - b. JLC: *Frank Wickersham (5 minutes)*
 - c. Department of Veterans Services: *(5 minutes)*
 - d. Foundation Executive Director: *Karla Boughey (5 minutes)*
 - e. Board Chair: *Frank Finelli (5 minutes)*
 - f. Development Committee Report: *John Lesinski (5 minutes)*
 - g. Finance Committee Report: *Walter Stosch (5 Minutes)*
 - h. Procedure and Policies Report: *Jack Hilgers (5 minutes)*
 - i. Review of FY20 First Quarter Financial Report: *Tammy Davidson (5 minutes)*
 - j. Review FY20 Budget adjustments: *Tammy Davidson (5 minutes)*
- V. Unfinished Business:**
 - a. Policy 3 and 4 Revisions: *Jack Hilgers (5 minute)*
 - b. VSF Funding Guideline: *Jack Hilgers (2 minute)*
 - c. Other Unfinished Business: *Board Chair (1 minute)*
- VI. New Business:**
 - a. Approval of Policies 3 and 4: *Board Chair (2 minutes)*
 - b. Approval of VSF Funding Guideline revisions: *Board Chair (2 minutes)*
 - c. Approval of Development Initiatives, if needed: *Board Chair (2 minutes)*
 - d. Approval of FY19 First Quarter Financial Report: *Board Chair (2 minutes)*
 - e. Approval of FY19 Budget Adjustments: *Board Chair (2 minutes)*
 - f. Other New Business: *Board Chair (2 minutes)*
- VII. Public Comment Period (5 minutes)**
- VIII. Adjournment**

Next Board Meeting: Thursday, March 26, 2020 Location: TBA
- IX. Holiday Lunch**

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 - b. JLC: *Frank Wickersham* (5 minutes)
 - c. Department of Veterans Services: (5 minutes)
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 - c. Approval of Development Initiatives, if needed: *Board Chair* (2 minutes)
 - d. Approval of FY19 First Quarter Financial Report: *Board Chair* (2 minutes)
 - e. Approval of FY19 Budget Adjustments: *Board Chair* (2 minutes)
 - f. Other New Business: *Board Chair* (2 minutes)
- VII. Public Comment Period (5 minutes)**
- VIII. Adjournment**

Next Board Meeting: Thursday, March 26, 2020 Location: TBA
- IX. Holiday Lunch**

Attachment 1



Virginia Values Veterans Update
Interim Director, Transition and
Employment Programs
Ross Koenig



Virginia Values Veterans



The V3 Story

- ∇ Virginia fastest growing Veteran labor force in the nation.
- ∇ The Commonwealth recognizes its unique position to be the most veteran friendly state in the nation.
- ∇ Dec 23rd, 2010, Governor McDonnell issues Executive Order 29, directing DVS to "identify the resources necessary to create ... a program to develop employment opportunities for Veterans."
- ∇ June 12, 2012, first V3 conference held with 50 companies.
- ∇ March 2013, Virginia General Assembly codified the V3 program.
- ∇ By July 2015, 300 companies V3 certified, pledges of 12,000 hires and 10,000 actual hires.
- ∇ There were 31,031 reported veteran hires when Gov. McAuliffe left office in early 2018.
- ∇ In January 2018, Governor Northam continues firm commitment to the program and has publicly expressed his desire to have 65,000 Veteran hires before he leaves office in 2022.



Virginia Values Veterans



V3 Success Measures (June 2012 – present)

of Enrolled Employers
– 812

of Certified Employers
– 1,033

Total # of Employers –
1845

Veteran
Hires Reported – 55,943

Employer-focused program that aims to:

- **Educate** employers on the value of hiring Veterans
- **Train** organizations on how to effectively recruit, hire, train, and retain Veterans
- **Connect** engaged certified companies with qualified Veterans
- www.dvsv3.com/apply



Virginia Values Veterans Contract



PD Systems Contract: Public to Private Partnership Expenditures:

- FY2017 \$384,000
- FY2018 \$244,800
- FY2019 \$114,500

VSF paid Expenditures to help facilitate these services with PD Systems by FY:

- FY2017 - \$75,000
- FY2018 - \$72,000
- FY2019 - \$55,000

Other VSF paid Expenditures to V3 by FY:

- FY2017 - \$5K
- FY2018 - \$22K
- FY2019 - \$51K





Virginia Value Veterans Received Funds



Dominion Energy Charity Classic

V3 is the direct recipient of donations for the Dominion Energy Charity Classic from FY17 – FY20 ***Total to date: \$420,980.23***

- FY17: \$185k
- FY18: \$147K
- FY19: \$89K
- FY20: TBD



Virginia Value Veterans Received Funds Continued



Dominion Energy Charity Classic Event

When: October 14, 2019

Where: Country Club of Virginia

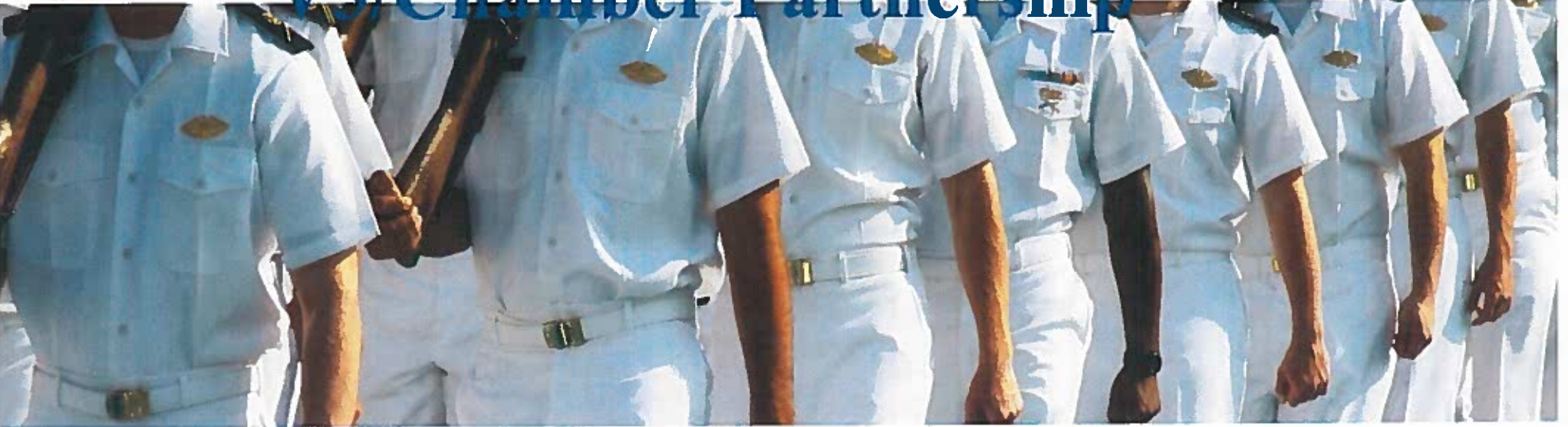
- V3/VTAP partnered with the resource organization “Boots to Suits” to service 44 veterans. Those veterans were provided a new custom fitted suit and a headshot for professional job searching platforms and marketing purposes.
- This was a the 2nd year of partnering with “Boots to Suits” and the overwhelming feedback from the event was positive.



Virginia Values Veterans V3/Chamber Partnership



Virginia Department of Veterans Services
**Veterans Education Transition
and Employment**



HIRE VETS NOW EVENTS

Joint initiative between V3, VTAP and Chamber Foundation that brings together transitioning service members, veterans and dedicated businesses to share in camaraderie, professional development and career networking.

Monthly networking events are held on installations, will expand opportunities for veterans to gain careers openings with V3.

Spring 2020 Dates:

- March 19 – Fort Belvoir
- March 24 – Quantico
- March 26 – Naval Station Norfolk
- April 2 – Joint Base Langley – Eustis
- April 9 – Fort Lee
- April 23 – Oceana
- May 14 – JB Myer – Henderson Hall
- May 28 – Fort Belvoir
- June 4 – Naval Station Norfolk

Virginia Veterans and Military Affairs Conference

Annual Partnership Event held here in Richmond to work and network with Virginia Business Leaders to continue to build upon making Virginia the best state for veterans. V3 holds its Annual Awards luncheon in the afternoon and this year was the 1st year we made Military Spouse a primary talking point. Held every September and we look forward to another great event in 2020.

Some Highlights from 2019’s Event:

- 600+ attendees
- Presented 1st Military Spouse Award
- Deputy Sec. Jabs Keynote Speaker



Virginia Value Veterans Training Dates 2020



- January 15: In-person (Tysons Corner)
- February 5: Webinar
- February 11: In-person (Roanoke)
- April 1: Webinar
- June 3: Webinar
- August 5: Webinar
- Oct 7: Webinar



Altria Grant Update
Director of Education Programs

Martina Murray



Virginia Department of Veterans Services

Altria Grant

Hire Vets Now Certification and Training Program



- The first phase of development started in 2018
- Program would provide knowledge and skills training for transitioning military members and their spouses in a high demand occupation
- Partnered with the Virginia Community College System (VCCS)



Virginia Department of Veterans Services

Altria Grant

Hire Vets Now Certification and Training Program



- High demand occupations identified
 - Manufacturing, MT1 Certificate
 - Virginia Natural Gas Program (VNG)
- Cost for programs from \$1,200 - \$2,400
- The goal is to reach 30 veterans



Virginia Department of Veterans Services

Altria Grant

Hire Vets Now Certification and Training Program



- Grant funds are also earmarked for marketing and outreach
- The marketing campaign would target the service members, veterans, and spouses to increase awareness on non-traditional career paths to include SkillBridge (Hire Vets Now Fellowship), on-job-training, and apprenticeship programs.



Virginia Department of Veterans Services

Altria Grant

Hire Vets Now Certification and Training Program



- The last portion of the funding would be used for the Veteran Military and Education Conference hosted annually by the Virginia Community College System, DVS, and other stakeholders.
- The conference is an opportunity to highlight the success of Virginia's education and training organizations and the collaboration with industry partners



Virginia Department of Veterans Services

Altria Grant

Hire Vets Now Certification and Training Program



2018 Pilot Program Outcomes

| <u>Grant Metrics</u> | Number of Training Sessions | Students Completing | Total Budget |
|----------------------|--|-------------------------|----------------------------------|
| | Goal Two Sessions | Goal 30 Students | \$70,000 |
| | Session #1: Virginia Natural Gas | 11 students | \$13,200 (\$1200 per student) |
| | Session #2: MTI Training | 5 students | \$12,000 (\$2400 per student) |
| | Session #3: Manufacturing Technical | 3 Students | \$4,000 (\$1,333.34 per student) |
| Totals | 4 Training Sessions * | 20 Students * | \$29,695 * |

* One time only payment for one student for a Private Officer License for \$495



Virginia Department of Veterans Services

Altria Grant

Hire Vets Now Certification and Training Program



2019 Program Outcomes

| <u>Grant Metrics</u> | Number of Training Sessions | Students Completing | Total Budget |
|----------------------|-------------------------------------|-------------------------|-------------------------------|
| | Goal Two Sessions | Goal 30 Students | \$70,000 |
| | Session #1: Virginia Natural Gas | 11 students | \$13,200 (\$1200 per student) |
| | Session #2: MTI Training | 7 students | \$16,800 (\$2400 per student) |
| | Session #3: MT1 Training | 4 Students | \$8,000 (\$2,000 per student) |
| | Session #4 Virginia Natural Gas | 6 Students | Invoice Pending |
| Totals | 4 Training Sessions | 28 Students | \$38,000 |



Virginia Women Veteran Program Update

(VWVP) Program Manager
Beverly VanTull



Virginia Department of Veterans Services

Virginia Women Veterans Program



FY 2018 - Current

- Total Staff: 1
- Women Veterans Engaged: 467
- Women Veterans Served: 85
- Outreach/ Community events: 76

Women Veterans Week Statistics:

Vietnam War Era Honorees: 13

Care Center Resident Honorees: 16

Governor event Honorees: 73

State Employee Participants: 84

Women Veterans Roundtables:

Central: 2 sessions

East: 2 sessions

South West: 1 session

North: 4 sessions

165 women vet participants since Sep 2018



VWVSummit 2019

Attendees: 823

Exhibitors: 57

Past Events

-2nd Women Veterans Week March 18-23

-6th Women Veterans Summit May 16-17

-1st Virginia National Guard Women's Leadership Conference June 21

-Women Veterans Roundtables: July 18
October 1, November 13

2020 Upcoming Events

-3rd Women Veterans Week March 16-20

-7th Women Veterans Summit June 17-18

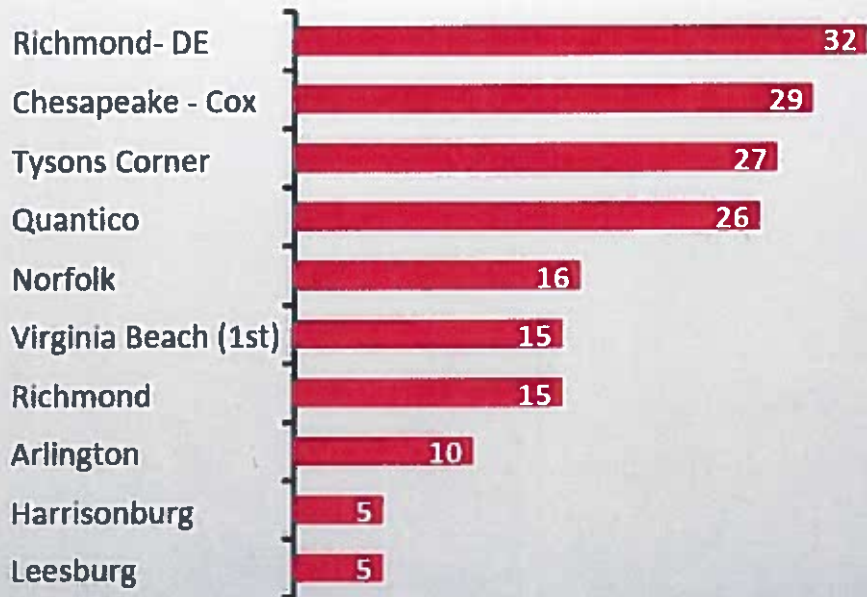


Virginia Department of Veterans Services

Virginia Women Veterans Program



Round Tables by Location



Facts:

- 107,500 Women Veterans in Virginia
- Over 14% of Virginia vet population
- 4th Largest state # of women vets
- Female Veteran population will grow by 35% over the next 25 years
- 55% Women Vets report finding a job is challenging

Almost 35% of Women Veterans at our roundtables are in business or run a non-profit organization part-time





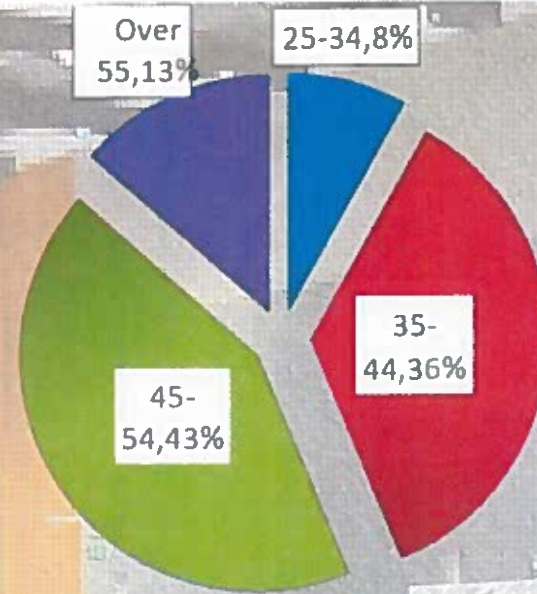
Virginia Department of Veterans Services

Virginia Women Veterans Summit

2019



Years Of Military Service



84% Women Attendees served in the Military

35% More Exhibitors

72% Of Women Veteran Summit Attendees have Bachelors Degree or Higher





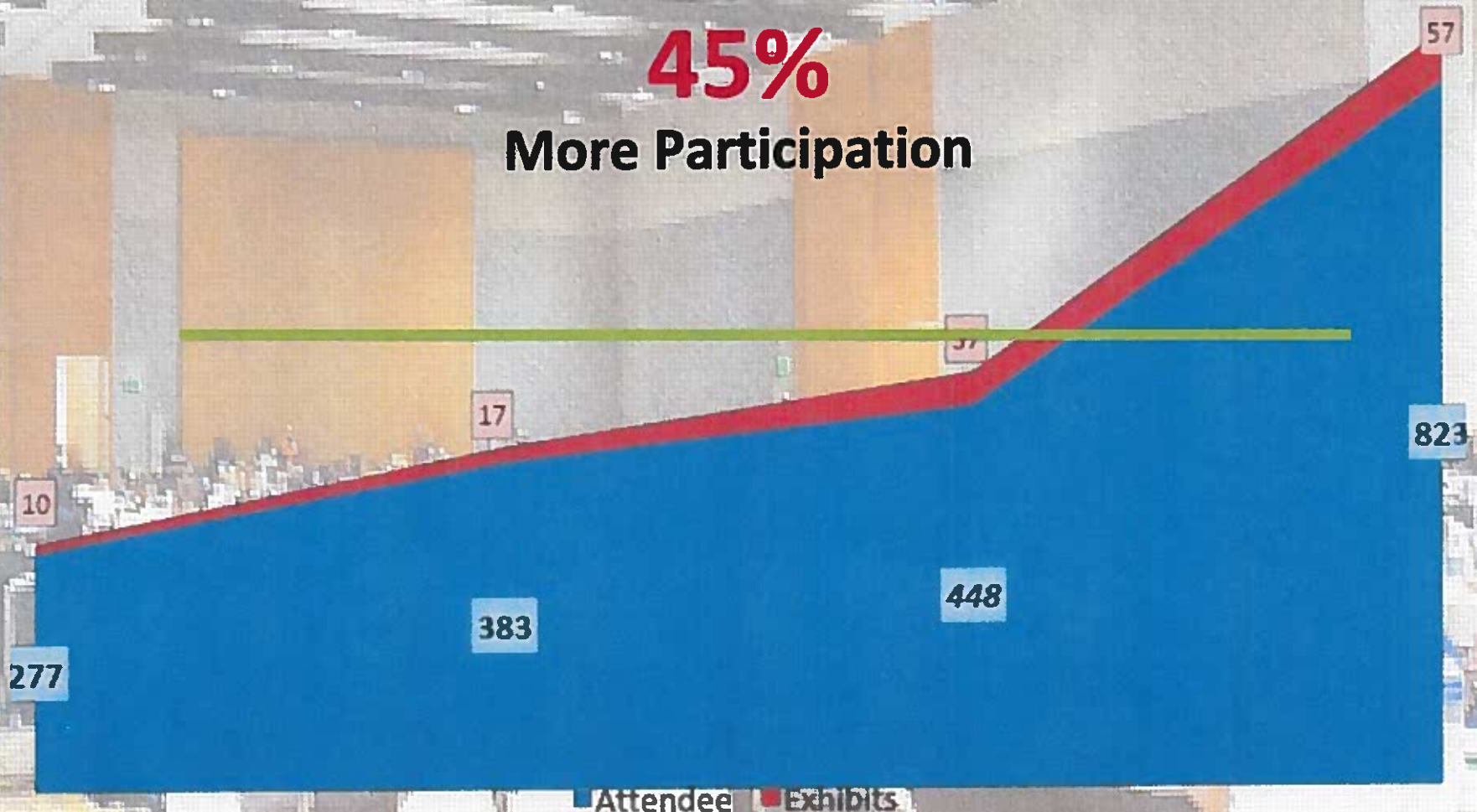
Virginia Department of Veterans Services

Virginia Women Veterans Summit

2016 - 2019



45%
More Participation



Attendee Exhibits



Virginia Department of Veterans Services
Virginia Women Veterans Summit
2019 Video



Video link: https://youtu.be/-wY_jlVJKl8

4:31 minutes



@VETEservices



Virginia Values
Veterans



@VETEservices

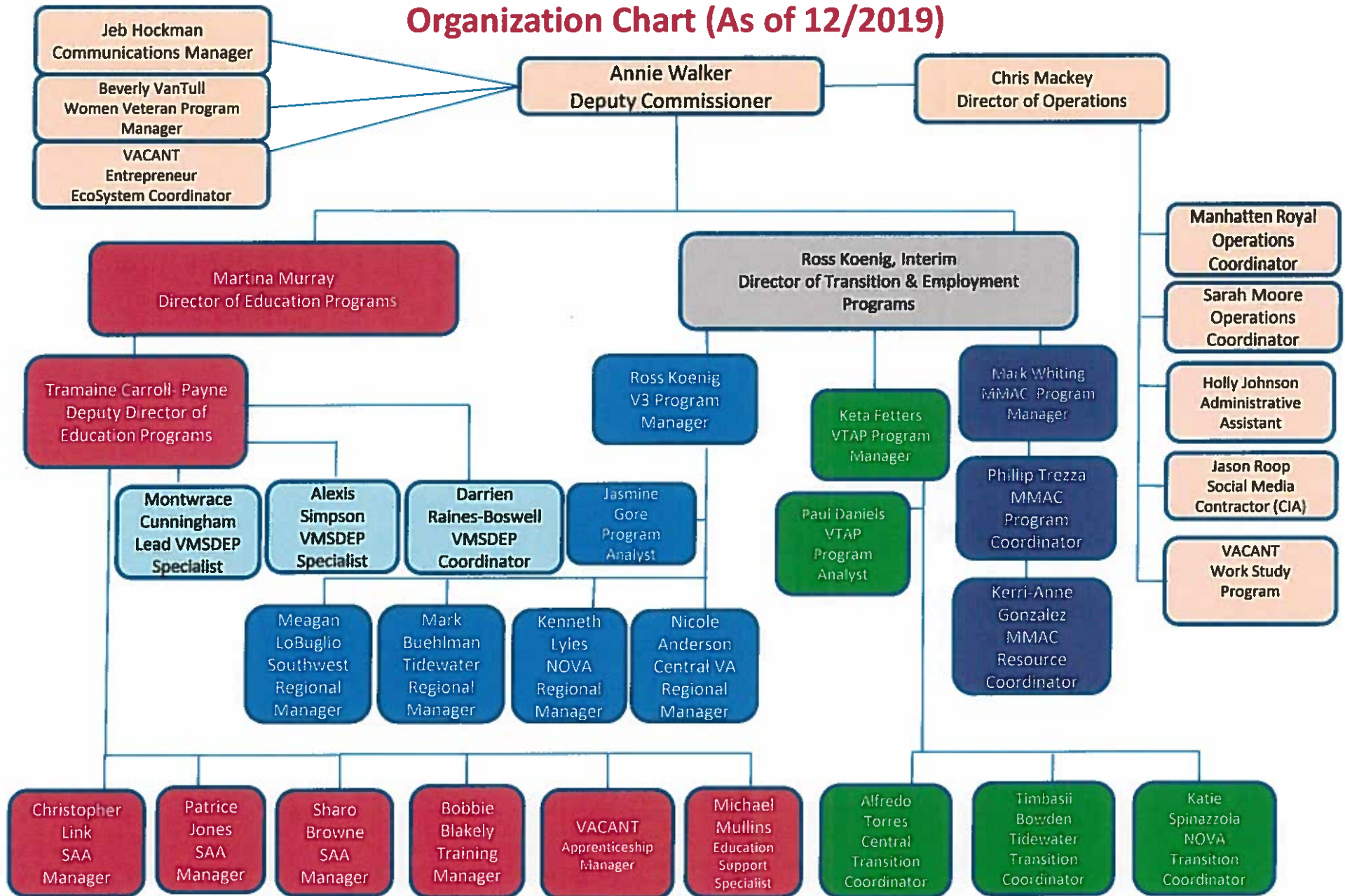


VETE Services



The Virginia
Department of
Veterans
Services

Education, Transition and Employment Organization Chart (As of 12/2019)



- boodleAI is a peer-to-peer fundraising platform that helps identify potential new donors from your contacts.
- boodleAI uses past fundraising campaign data to identify the traits of previous donors.
- boodleAI can recommend those in your network with a 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.
- 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.
- Information about your contacts remains confidential to you

... using boodleAI will increase our online donations

- Get the boodleAI link
- Set up your USER-ID and Password.
- Upload desired contracts: first name, last name, email.
- Use or Edit the Long or Short Campaign Template for the email to be sent to the potential donor.
 - Save your edited template for easy use next time
- Hit Send!
- Watch for Results

VSF Has Received our First boodleAI Donation



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.

Thurrraya 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) December 12, 2019

Since the last VSF meeting, the Board of Veterans Services (BVS) met on November 14, 2019, at the American Legion in Richmond.

At our November meeting we had a very informative presentation from Charlie Palumbo, Director of Employment and Transition, and Beverly VanTull, Women Veterans Program Manager, on the DVS programs and services to aid transitioning service members with employment and entrepreneurship, as well as targeted programs for women veterans.

We updated 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 an *ex officio* member. We anticipate that responsibility for supporting and advising the Virginia War Memorial will transition smoothly from the War Memorial Board to BVS.

We also received progress reports from our three working groups: Benefits, Carl Bedell, Chair; Education, Mike Dick, Chair; and Veterans and the Arts, Julie Waters, Chair. All working group reports are available upon request for anyone interested in learning more.

We anticipate a busy General Assembly Session advocating for DVS and Virginia's veterans and several members will be participating in JLC's advocacy day on Wednesday, January 15.

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 10:00 a.m. on May 14th, place TBD.

Respectfully submitted,

Michael Dick
Chairman



COMMONWEALTH OF VIRGINIA
JOINT LEADERSHIP COUNCIL OF
VETERANS SERVICE ORGANIZATIONS

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

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

**JOINT LEADERSHIP COUNCIL
REPORT TO THE VETERANS SERVICES FOUNDATION (VSF)
December 12, 2019**

The Joint Leadership Council of Veterans Service Organizations (JLC) met on October 16, at the American Legion in Richmond.

We received a thorough and informative update on the DVS employment and transition programs, were introduced to the new VTAP program manager and received a report from the Women Veterans Program, including a report on the 2019 Women Veterans Summit.

Our main task at this meeting was to finalize our priorities list for 2020. In addition to the 2 letters to send to Governor Northam on issues of importance to the JLC, in July, the JLC voted to move two of the 10 potential initiatives for 2020 off the list and write letters of support instead. Of the remaining 8 priorities, two were put in "the parking lot" and the remaining six became the final list of initiatives for 2020. We feel this is a very strong list of initiatives and look forward to working with the new General Assembly during Session to advocate for our active duty, veteran and Guard. Please find the Summary Matrix of our 2019 Policy Priorities as an addendum to this report.

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 December 18 at 10 a.m. at the American Legion Headquarters building in Richmond. Our advocacy day before the General Assembly is Wednesday, January 15.

Respectfully submitted,
Frank G. Wickersham, III
Chairman

| | A | B | C | D | E | F |
|----|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 1 | | | | | | |
| 2 | VSF Income & Expense Comparison SEPTEMBER (FM 03) 1st Quarter Report | | | | | |
| 3 | | | | | | |
| 4 | | September 30, 2019 | September 30, 2018 | September 30, 2017 | September 30, 2016 | September 30, 2015 |
| 5 | | | | | | |
| 6 | Total Fund Balance | \$ 1,567,313.50 | \$ 1,451,698.88 | \$ 1,534,946.87 | \$ 1,471,221.94 | \$ 1,346,580.71 |
| 7 | | | | | | |
| 8 | INCOME | \$ 33,835.88 | \$ 49,800.12 | \$ 104,378.77 | \$ 40,655.67 | \$ 149,969.89 |
| 9 | EXPENDITURES | \$ 101,877.10 | \$ 218,321.85 | \$ 122,774.11 | \$ 98,802.07 | \$ 88,381.19 |
| 10 | | | | | | |
| 11 | Excess of Income over Expenditures | \$ (68,041.22) | \$ (168,521.73) | \$ (18,395.34) | \$ (58,146.40) | \$ 61,588.70 |
| 12 | | | | | | |
| 13 | Remaining Fund Balances By Activity: | | | | | |
| 14 | VVCC | \$ 156,412.28 | \$ 158,865.35 | \$ 128,209.15 | \$ 162,848.58 | \$ 197,826.35 |
| 15 | SBVCC | \$ 38,607.36 | \$ 37,919.70 | \$ 28,246.42 | \$ 23,967.75 | \$ 24,869.29 |
| 16 | Cemetery | \$ 41,726.15 | \$ 30,976.24 | \$ 26,851.24 | \$ 26,234.24 | \$ 24,384.24 |
| 17 | VVFS (VWWP 2015) | \$ 513,600.15 | \$ 563,122.28 | \$ 806,453.56 | \$ 912,206.23 | \$ 831,062.96 |
| 18 | Benefits | \$ 1,325.52 | \$ 675.52 | \$ 475.52 | \$ 475.52 | \$ 450.00 |
| 19 | V3/VTAP | \$ 472,405.65 | \$ 387,672.30 | \$ 294,298.82 | \$ 105,427.39 | \$ 43,651.59 |
| 20 | Women's Summit | \$ - | | \$ 11,084.74 | \$ 8,782.66 | \$ - |
| 21 | VSF Support | \$ 8,242.07 | \$ 58,367.73 | \$ 59,334.97 | \$ 58,573.15 | \$ 46,699.30 |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | VSF Unrestricted Revenue | \$ 334,994.32 | \$ 214,099.43 | \$ 179,992.45 | \$ 172,706.42 | \$ 177,636.98 |
| 25 | 2016-18 Non-general fund 2016-15 Endowment fund | | | | | |
| 26 | Appropriated Funds | \$ 202,109.92 | \$ 154,981.01 | \$ 154,981.01 | \$ 163,378.82 | |
| 27 | Donor Funds | \$ 56,597.84 | \$ 15,258.50 | \$ 3,615.00 | \$ 660.00 | |
| 28 | Interest | \$ 73,191.02 | \$ 41,248.35 | \$ 21,396.44 | \$ 8,367.60 | |
| 29 | | | | | | |
| 30 | Total All Funds | \$ 1,567,313.50 | \$ 1,451,698.88 | \$ 1,534,946.87 | \$ 1,471,221.94 | \$ 1,346,580.71 |
| 31 | | | | | | |
| 32 | | | | | | |
| 33 | | | | | | |

| | A | B | C | D | E | F | G |
|----|--|---|---------------------------------------|--------------------------|-------------------|--------------------------|------------------------------|
| 1 | Veterans Day Letter Direct Mail | | | | | | |
| 2 | | | | | | | |
| 3 | | First Mailing VSOs, Board members, past donors in 2019-18 | Second Mailing V3 Companies | Total Pieces Sent | Pieces RET | # Donations Rec'd | TOTAL Donations Rec'd |
| 4 | | 1,076 | 947 | 2,023 | | 25 \$ | 10,145.00 |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | V3 RET | | | | 51 | | |
| 8 | VSOs | | | 479 | | | |
| 9 | VSOs RET | | | | 53 | | |
| 10 | VSOs Corrected & resent | | | | 26 | | |
| 11 | Past Donor | | | 577 | | | |
| 12 | Past Donor RET | | | | 11 | | |
| 13 | Current/Former Board member | | | 20 | | | |

Veterans Services Foundation

Summary of all Donations by Category Between July 1, 2019 and December 11, 2019

Printed: December 11, 2019

| Category | Amount | # Donations | # Donors |
|----------------------|---------------|--------------------|-----------------|
| Benefits 4160 | \$120.00 | 2 | 2 |
| Cemetery Amelia 4134 | \$200.00 | 2 | 2 |
| Cemetery Dublin 4138 | \$100.00 | 1 | 1 |
| Cemetery Suff 4136 | \$100.00 | 1 | 1 |
| SBVCC Act 4114 | \$50.00 | 1 | 1 |
| SBVCC Other 4116 | \$8,621.00 | 9 | 8 |
| VSF INTEREST NGfund | \$10,146.45 | 3 | 1 |
| VSF Unrest DonorFund | \$25,294.30 | 77 | 65 |
| WVCC Act 4014 | \$450.00 | 1 | 1 |
| WVCC Carnival 4018 | \$100.00 | 1 | 1 |
| WVCC Holiday 4016 | \$1,450.00 | 3 | 3 |
| WVCC Indig 4012 | \$200.00 | 2 | 1 |
| WVCC Other 4026 | \$1,470.00 | 9 | 9 |
| WVFS Direct Services | \$384.00 | 1 | 1 |
| WVFS Other 4152 | \$51,924.15 | 110 | 72 |

Totals: \$100,609.90 223

Total Distinct Donors across all Categories: 163

**Report of the VSF Trustees Procedures and Policies Committee
December 12, 2019**

The Procedures and Policies Committee (P&PCom) met on November 19, 2019 with Al Pianalto, Jack Lanier (Assistant Committee Chair), and Jack Hilgers as Committee Chair attending. Also present was the VSF Executive Director Karla Boughey. The committee: (1) reviewed the P&PCom Plan and determined that no updates were needed to accomplish its tasks; (2) covered the status of the proposed changes to the VSF sections of the Code of Virginia; (3) considered potential changes to the VSF Funding Guidelines; and (4) proposed updates of VSF Policies F3 on Planned Giving and F4 on Planning, Procedures, and Policies. Due to the review status of VSF Policy F3 on Planned Giving, it was determined that a short P&PCom meeting would be held before the Board meeting on December 12, 2019 as noted in the P&PCom meeting minutes that have been distributed to all board of trustees members and interested parties.

The potential Code of Virginia changes to the VSF sections were modified slightly from the P&PCom last report. The proposed changes still are classified as Governor's Working Papers and excluded from public distribution under FOIA. They have been reviewed by the Department of Planning and Budget and the Office of the Attorney General, among others and sent to the Department of Legislative Services for drafting.

Due to some issues that came up at the last board of trustees meeting about the wording of the homeless veterans portion of the Funding Guidelines, the P&PCom worked on their refinement for the Finance Committee. The Director of Virginia Veterans and Family Support (VVFS) was invited to provide better wording. The recommended VVFS wording was considered and the Committee members determined that it needed work. Mr. Lanier said that he had a great deal of experience approving expenditures to support the homeless. Ms. Boughey emphasized that VSF funding should be for emergency purposes to get the homeless into a federal or state program, not for sustainment of housing for veterans. The P&PCom members worked on alternative wording of the Funding Guidelines and that is included in the P&PCom minutes and forwarded to the Finance Committee recommending approval and forwarding to the board of trustees.

A draft of VSF Policy F3 on Planned Giving was considered. At the meeting it was believed that Policy F3 would require Office of the Attorney General (OAG) review due to some changes that may be affected the Code, therefore, further consideration was postponed. Subsequently, several proposed changes were removed and the policy substantially remains as last reviewed by the board in 2017 except with minor modifications and OAG review was not sought.

VSF Policy F4 on Development and Maintenance of Plans, Procedures, and Policies is new, but composed of many documents that have been accepted by the board in the past. Portions of the P&PCom Plan have been incorporated in this new policy along with the provisions of old VSF Policy 1, titled Policy Initiation and Change Procedures, and elements of the VSF Strategic Plan. In addition, the standard Code Commission terminology is an appendix as is standard terms for VSF-DVS policies from current VSF-DVS Joint Policy 4 on Fund Administration, and VSF Goals and Objective 2019-2020 approved by the board of trustees at the August 2019 meeting. Finally, the last appendix contains the VSF Biennial Fiscal Year Schedule, previously approved by the board but needing a few changes. Those changes are to: (1) allow for board approval in September of the VSF Annual Report to the Secretary and General Assembly; (2) approve the biennial budget in June of odd numbered fiscal years so it is ready by August for submission to the Secretary; (3) provide for the First Quarter of the fiscal year report to be held in August of even numbered fiscal years if VSF had legislation to pursue; and (3) change the title of Committee Vice Chair to Assistant Chair to conform with the Bylaws.

The P&PCom recommends that the board of trustees approve the revisions to Policy F3, as recommended by the P&PCom at this morning's meeting, and new Policy F4 with modifications to the VSF Biennial Fiscal Year Schedule as presented in the meeting minutes of the P&PCom of November 19, 2019.

Respectfully,

Jack Hilgers,
Committee Chair

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended September 30, 2019 (FM03)
FY 2020 Year-To-Date
(Unaudited)

| Activity | Fund 09410 Balance July 1, 2019 Adjusted | Receipts YTD | Expenditures YTD | Fund 09410 Balance September 30, 2019 YTD | FY 2020 Budget YTD | FY 2020 Budget Balance YTD |
|---|---|------------------|---------------------|---|-----------------------|----------------------------------|
| Virginia Veterans Care Center: | | | | | | |
| Indigent Resident Needs | 35,348.97 | 100.00 | - | 35,448.97 | 2,000.00 | 2,000.00 |
| Activities/Carnival Fund | 14,667.48 | 550.00 | - | 15,217.48 | 7,000.00 | 7,000.00 |
| Operation Holiday Spirit | 86,608.50 | - | - | 86,608.50 | 21,000.00 | 21,000.00 |
| Unit Projects & Functions | - | - | - | - | 51,500.00 | 51,500.00 |
| Other Donations Restricted | 18,987.33 | 150.00 | - | 19,137.33 | 10,500.00 | 10,500.00 |
| Total WVCC Funds | 155,612.28 | 800.00 | - | 156,412.28 | 92,000.00 | 92,000.00 |
| Sifter & Barfoot VCC: | | | | | | |
| Indigent Resident Needs | 6,242.52 | - | - | 6,242.52 | 1,000.00 | 1,000.00 |
| Activities Fund | 19,749.02 | - | 2,627.18 | 17,121.84 | 16,500.00 | 13,872.82 |
| Other Donations Restricted | 7,072.00 | 8,171.00 | - | 15,243.00 | 10,500.00 | 10,500.00 |
| Total SBVCC Funds | 33,063.54 | 8,171.00 | 2,627.18 | 38,607.36 | 28,000.00 | 25,372.82 |
| Cemetery Funds: | | | | | | |
| Va Veterans Cemeteries- Other Donations Restricted | 842.00 | - | - | 842.00 | 500.00 | 500.00 |
| Va Veterans Cemetery--Amelia | 8,661.38 | - | - | 8,661.38 | 5,000.00 | 5,000.00 |
| Memorial Cemetery--Suffolk | 21,315.98 | - | - | 21,315.98 | 5,000.00 | 5,000.00 |
| SW Va Veterans Cemetery--Dublin | 10,806.79 | 100.00 | - | 10,906.79 | 5,000.00 | 5,000.00 |
| Total Cemetery Support Funds | 41,626.15 | 100.00 | - | 41,726.15 | 15,500.00 | 15,500.00 |
| Virginia Veterans and Family Support | | | | | | |
| Outreach Services | 1,000.00 | - | - | 1,000.00 | 25,000.00 | 25,000.00 |
| Direct Veterans Services | 64,742.30 | 384.00 | 38,448.82 | 26,677.48 | 240,000.00 | 201,551.18 |
| Enabling Veterans Services | 1,000.00 | - | - | 1,000.00 | 25,000.00 | 25,000.00 |
| Homeless Veterans Fund | 185,462.27 | - | 59,043.17 | 126,419.10 | 160,000.00 | 100,956.83 |
| Operation Family Caregiver Grant | 923.99 | - | - | 923.99 | - | - |
| Other Donations Restricted | 336,294.24 | 21,285.34 | - | 357,579.58 | - | - |
| Total VVFS Funds | 589,422.80 | 21,669.34 | 97,491.99 | 513,600.15 | 450,000.00 | 352,508.01 |
| Benefits Funds: | 1,325.52 | - | - | 1,325.52 | 1,000.00 | 1,000.00 |
| Veteran Education, Transition and Employment | | | | | | |
| V-3 Fund | 219,153.41 | - | - | 219,153.41 | 100,000.00 | 100,000.00 |
| Altria Grant | 253,252.24 | - | - | 253,252.24 | 90,000.00 | 90,000.00 |
| Women's Summit | - | - | - | - | 10,000.00 | 10,000.00 |
| VETE Other Donations Restricted | - | - | - | - | - | - |
| Total VETE Funds | 472,405.65 | - | - | 472,405.65 | 200,000.00 | 200,000.00 |
| VSF Support Funds: | 10,000.00 | - | 1,757.93 | 8,242.07 | 10,000.00 | 8,242.07 |
| VSF Unrestricted Revenue | | | | | | |
| Appropriated Funds | 202,109.92 | - | - | 202,109.92 | - | - |
| Donor Funds | 56,597.84 | 3,095.54 | - | 59,693.38 | - | - |
| Interest | 73,191.02 | - | - | 73,191.02 | - | - |
| Total VSF Unrestricted Revenue | 331,898.78 | 3,095.54 | - | 334,994.32 | - | - |
| Grand Total All 09410 Funds | 1,635,354.72 | 33,835.88 | 101,877.10 | 1,567,313.50 | 796,500.00 | 694,622.90 |
| | BALANCE | CASH IN | CASH OUT | BALANCE | | |
| Cash Transfers | | | | | | |
| 913 09410 Fund Balance | 1,590,688.13 | | (100,000.00) | 1,522,382.08 | | |
| 912 09410 Fund Balance | 44,666.59 | 100,000.00 | | 44,931.42 | | |
| TOTAL CASH 09410 FUNDS | 1,635,354.72 | | | 1,567,313.50 | | |

FY20 DVS Budget Adjustments

FROM: Tammy Davidson
TO: Karla Boughey

Karla,

Yes, I will be requesting an adjustment to VVFS. I would like to move 25K from both Enabling and outreach to Homeless, bringing them to 0 and homeless to \$210.00. I don't see any others needed at this time. We can revisit at March Board meeting if something else arises.

Thanks,
Tammy

| | | |
|--------------|--|-----------------------|
| VSF Policy 3 | Veterans Service Fund – Planned Giving | Effective: 12/12/2019 |
| | | Revised: |

VIRGINIA VETERANS SERVICES FOUNDATION
~~VIRGINIA DEPARTMENT OF VETERANS SERVICES~~
Veterans Services Fund – Planned Giving
Policy and Procedures

F3.0 Notice

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

F3.1 Purpose

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

F3.2 References

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

| | | |
|--------------|--|-----------------------|
| VSF Policy 3 | Veterans Service Fund – Planned Giving | Effective: 12/12/2019 |
| | | Revised: |

F3.3 Application

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

F3.4 Interpretation

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

F3.5 Planned Giving Program

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

F3.6 Policy

- A. VSF shall, in coordination with DVS, oversee and ensure that the establishment of planned giving priorities and oversight of planned giving rests with the VSF Trustees. The Trustees' Development Committee, under the Trustees Bylaws, is responsible for making recommendations regarding fundraising and organizing fundraising programs, which includes planned giving. The Trustees have designated the VSF Executive Director as having oversight of private fundraising activities. The VSF Executive Director shall assist the Development Committee's Planned Giving Sub-committee plan, organize, and conduct programs to implement the Planned Giving Program.
- B. VSF may, in coordination with DVS, accept gifts in the following forms:
 1. Bequests that do not include real estate or personal property such as artwork, jewelry, antiques, clothing, etc;
 2. Whole life insurance policies where the VSF is named as:
 - a. Owner and beneficiary of 100% of the policy or contract and the policy or contract is equal to or greater than \$10,000.00; or
 - b. Partial beneficiary of the policy or contract and the policy or contract is equal to or greater than \$10,000.00.
 3. Retirement plan beneficiary designations where the VSF is named the beneficiary and the distribution is in the form of a lump-sum payment.
 4. Other forms of gifts may be considered for acceptance on a case-by-case basis.
- C. VSF reserves the right to refuse any planned gift or enter into any planned gift arrangement that is not in the Foundation's best interest. VSF shall not accept the following:
 1. Current, Deferred, and Commercial Charitable gift annuities;
 2. Pooled Income Fund Gifts and Charitable Remainder Trusts;
 3. Term Life Insurance;
 4. Charitable Funds Managed by Others and Charitable Lend Trusts; and
 5. Retained Life Estates.

| | | |
|--------------|--|-----------------------|
| VSF Policy 3 | Veterans Service Fund – Planned Giving | Effective: 12/12/2019 |
| | | Revised: |

- D. Prospective donors are to obtain and be represented by their own legal counsel for review of the gift and the advisability of the gift in light of the donor’s overall estate plan. VSF and DVS staff members shall not give legal advice to donors or act as an executor of an estate that has an obligation to the Foundation.
- E. VSF and DVS staff shall only inform, serve, and otherwise assist donors, but never pressure or unduly persuade perspective donors. The staff shall encourage donors to discuss proposed gifts with their advisors.
- F. If a donor or prospective donor requests, all information obtained from or about that donor will be kept in confidence. This information is specifically excluded from the records disclosure requirement of the Virginia Freedom of Information Act (*Code of Virginia § 2.2-3705.7.28 or as hereafter may be amended*). Additionally, no public announcement will be released or published without written permission of the donor.
- G. The VSF Development Committee’s Planned Gift Subcommittee shall judge the merits of each planned gift offered and approve the receipt of the gifts that are considered appropriate for VSF acceptance.
- H. Acceptance and distribution of unrestricted gifts to VSF shall be at the discretion of the Board of Trustees as determined by the provisions contained in the *Code of Virginia*. Acceptance and distribution of restricted gifts shall be as designated by the donor. However, if the purpose of the donation has been met or no longer exists, the remaining funds may be used at the discretion of the VSF Board of Trustees to provide other support to veterans and their families.

F3.7 Definitions

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

- A. **Bequests** are a written statement in a donor’s will directing that specific assets, or a percentage of the estate, shall be transferred to a charity at the donor’s death. Bequests can take many forms and are completely controlled by the donor until his or her death. Types of bequests can include:
 1. Specific bequests can be made for a specific dollar amount.
 2. Residual bequests provide for the distribution of assets remaining after payment of all debts, expenses, and specific bequests.
 3. Contingent bequests provide for distribution of assets if certain conditions or circumstances exist at the time of death.
- B. **Life Insurance** policies are contracts with an insurance company. In exchange for premiums (payments), the insurance company provides a lump-sum payment, known as a death benefit, to beneficiaries in the event of the insured’s death. Donors may give an existing policy, either fully paid or partially paid, or a new policy. The proposed gift to a charity is accomplished by naming the charity as a beneficiary of the policy on the

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beneficiary designation form. Insurance policies that are accepted by VSF may take the following forms:

1. An existing paid-up policy where the Virginia Veterans Services Foundation is named the owner and beneficiary.
2. An existing paid-up policy where VSF is designated as a co-beneficiary to share the proceeds with another beneficiary.

- C. **Retirement Plans.** A retirement plan is a financial arrangement designed to replace employment income upon retirement. These plans may be set up by employers, insurance companies, trade unions, the government, or other institutions. When a participant in a retirement plan passes away, the benefits to which the participant would have been entitled are paid to the participant's designated beneficiary in a form provided by the terms of the plan (i.e., lump-sum or annuity). VSF shall accept only lump-sum payments.

F3.8 Planned Giving Responsibilities and Procedures

- A. **Overview.** VSF shall conduct planned giving in a manner that does not conflict with *VSF or DVS* policies. Donors should be encouraged to leave outright gifts to VSF in their wills or living trust agreements.

B. **Responsibilities.**

1. **Planned Gift Subcommittee.** The VSF Development Committee's Planned Gift Subcommittee shall, *when activated*, supervise the Planned Gift Program and make appropriate recommendations as required. The Subcommittee also shall evaluate proposed gifts, which do not clearly fall within the scope of this policy, but merit consideration and further clarification. Determination of which proposals warrant review by the Subcommittee shall be made at the discretion of the VSF Executive Director.
2. **VSF Executive Director.** The Executive Director shall:
 - a. Be responsible for the proper negotiation, administration, and closure of all planned gifts made to VSF. All DVS staff made aware of any planned giving arrangement shall provide such information to the VSF Executive Director. The Executive Director shall keep appropriate DVS staff informed of the status of the Planned Gift Program and specific gifts.
 - b. Maintain a record of information about known bequest donors and the provisions of the bequest.
 - c. Be responsible for recording life insurance information including: the name of the donor, name of the insured, insured's date of birth, date of gift, face value of the policy, type of policy, cash surrender value, timing and amount of premium payments, name and address of the insurance company, and account number of the policy.
 - d. Recommend the procedures to follow and administer once a bequest gift has been realized or matured for the timely distribution of funds for approval by the Planned Gift Subcommittee.
 - e. Recommend the acceptance and distribution of unrestricted gifts to VSF for approval by the Planned Gift Subcommittee. The Subcommittee shall forward

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such recommendations through the Development Committee for Board of Trustees approval.

- f. Ensure that acceptance and distribution of restricted gifts shall be as designated by the donor.

C. Procedures.

1. Background.

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

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

- a. *Bequests.* When making a will, the donor should obtain the assistance of an attorney. If a donor indicates that they intends to name VSF as a beneficiary, VSF requests that the donor notify VSF by completing the Declaration of Intent attached as Appendix A.
 - (1) If a donor notifies the VSF that they have provided for the Foundation in their estate plan, encourage the donor to provide VSF with a copy of the documentation. This may be a copy of the will (or the relevant codicil), the retirement plan designation, or other such documents.
 - (2) If the donor is willing, request the donor sign a Declaration of Intent so that VSF can recognize the donor for their total commitment to VSF.
 - (3) The Declaration of Intent shall state the amount the donor intends to contribute.

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b. *Insurance.*

- (1) All policy information will be maintained by the office of the Executive Director.
- (2) If an individual names VSF both owner and beneficiary of a policy, it is an irrevocable gift. If the donor intends to claim a charitable deduction of \$5,000 or more, he/she will be required to obtain a qualified appraisal to substantiate the value of the property. The donor's deduction will generally be the lesser of cash surrender value or the premiums paid to date on the policy.
- (3) In order for the gift of insurance to be complete, the donor will need to deliver the original policy and/or a fully executed owner and beneficiary designation form to the office of the VSF Executive Director.
- (4) Policies where VSF is not named as both owner and beneficiary such as an individual whole life insurance policy where a donor names VSF as beneficiary, but retains all incidents of ownership, are not completed gifts. These gifts will be treated in the same manner as will provisions, retirement plan designations, and other gifts over which the donor retains control during their lifetime.
- (5) Paid-up Life insurance policy gifts are valued, for VSF accounting purposes, at the policy's replacement cost (the cost to purchase a replacement policy). If the policy is partially paid, the value of the gift for VSF accounting purposes is the policy's cash surrender value. For IRS purposes, the donor's charitable income tax deduction is limited to the cash surrender value or the net premiums paid on the policy – whichever is less.

c. *Retirement Plans.* In order to accomplish such a donation, the donor should execute a Beneficiary Designation form with their plan administrator to name VSF as a beneficiary of the plan and a Declaration of Intent form (Appendix A) indicating that they intend to make charitable contributions to VSF.

d. *Valuation of realized bequests and insurance.* They will be received at face value and acknowledged as such to the estate executor or insuring company. Acknowledgements to the deceased's next of kin will be determined by the estate executor.

F3.9 Reporting Planned Giving Status and Results

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

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F3.10 Adoption and Amendment

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

On adoption, this policy supersedes VSF-DVS Joint Policy 11.

F3.11 Policy Review Date

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

F3.12 Policy Effective Date

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

5/6/2015 12/12/2019

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VIRGINIA VETERANS SERVICES FOUNDATION
Veterans Services Fund – Planned Giving
Appendix A

VIRGINIA VETERANS SERVICES FOUNDATION
PLANNED GIVING

Notice. This appendix is for informational purposes and is not legal advice. The Virginia Veterans Services Foundation (VSF) cannot provide legal or financial advice. We urge the donor to meet with a legal or financial professional to determine the appropriate way to give and the best language to use when making a bequest.

Introduction. VSF offers several opportunities for donors to help Virginia’s veterans and their families. One way is through charitable bequests, which allow donors to direct that portions of their assets be used to benefit philanthropic institutions following the donor’s death. Bequests made through wills or living trusts play an important role in securing the future of VSF programs. These commitments also enable individuals to make gifts that may not have been possible during their lifetimes.

Requirements

1. The donor must provide the VSF with documentation that evidences the commitment. This would include a copy of the will provision, a copy of a beneficiary designation, a codicil, and financial documentation of the value of the future provisions.
2. The gift is to be placed in the VSF Veterans Services Fund from which a spending portion shall be used to support Virginia Department of Veterans Services (DVS) programs and services as detailed in the current VSF brochure and listed on the Commitment Card on the next page.
3. If specified by the donor, the spending portion will be directed to support the DVS programs and services so designated. However, if the purpose of the donation has been met or no longer exists, the remaining funds may be used at the discretion of the VSF Board of Trustees to provide other support to Virginia’s veterans and their families. Unspecified gifts shall be spent as determined by the VSF Trustees.
4. Simple bequest language for a will, codicil, or establishing a trust follows.

Wording for documentation for bequests can take several forms:

1. Specific Bequest: gives the Foundation a specific amount of money or piece of property; e.g., “I give, devise, and bequeath to the Virginia Veterans Services Foundation (Federal Tax ID#: 46-2744762), Richmond, VA 23219, the sum of \$(or shares of ...stock) to be used at the discretion of the Board of Trustees (or for a designated purpose such as the Virginia Veteran and Family Support program (VVFS), the Sitter & Barfoot Veterans Care Center, the Virginia Veterans Care Center, or any of the Veterans Cemeteries in Amelia (Richmond), Dublin (Southeast Virginia), or Suffolk (Hampton Roads)).”

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2. Residual Bequest: designates all or a portion of whatever remains after all debts, taxes, and expenses have been paid; e.g., “I give, devise, and bequeath to the Veterans Services Foundation (Federal Tax ID#: 46-2744762), Richmond, VA 23219, all the rest, residue, and remainder of my estate, to be used at the discretion of the Board of Trustee (or for a designated purpose as listed above).”
3. Contingent Bequest: takes place only under certain conditions; e.g., ‘In the event my spouse does not survive me, I give, devise, and bequeath to the Virginia Veterans Services Foundation (Federal ID#: 46-2744762), Richmond, VA 23219, the sum of (or the residue and remainder of my estate), to be used at the discretion of the Board of Trustees (or for a designated purpose as listed above).”

Please allow the Foundation to thank you by completing the following Declaration of Intent.

I expect my gift will amount to US \$ _____

My Benefactor commitment to the Virginia Veterans Services Foundation will be in the form of:

___ Will/Bequest ___ Outright Gift ___ Other (please specify) _____

I designate that the spending portion of my gift will be applied to:

Foundation Unrestricted Fund ___ Virginia Wounded Warrior Program ___
 Sitter & Barfoot Veterans Care Center ___ Virginia Veterans Care Center ___
 Puller Veterans Care Center ___ James & Cabacoy Veterans Care Center ___
 Virginia Veterans Cemeteries ___ Virginia Values Veterans (V3) Program ___

Other _____

Should no designation be specified, the Trustees will use it for unrestricted veterans programs and activities.

Name _____ Date of Birth* _____

Address _____ Date _____

Telephone _____ E-mail _____

*Date of birth is used to discriminate donors in place of a SSN or other personal or financial information.

Please return this to the Virginia Veterans Services Foundation, 900 East Main Street, 6th Floor, West Wing, 101 North 14th Street, 17th Floor, Richmond, Virginia 23219

The Foundation (Federal ID#: 46-2744762) is a tax exempt state agency under section 170 (c) (1) of the Internal Revenue Code and section 2.2-2719 of the Code of Virginia for state and local taxes.

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VIRGINIA VETERANS SERVICES FOUNDATION

Policy for the Development and Maintenance of Plans, Procedures, and Policies

DRAFT

F4.1 Purpose

The purpose of this policy is to establish guidelines and policy for the development and maintenance of the planning, procedures, and policies of the Virginia Veterans Services Foundation (VSF).

F4.2 Application

The Chair of the VSF Board of Trustees (the trustees) with advice from the VSF Procedures and Policy Committee (P&PCom) and VSF Executive Director shall be responsible for the application of this policy.

F4.3 Interpretation

The VSF Trustees Chair (Board Chair), in consultation with the Secretary of Veterans and Defense Affairs shall be responsible for the interpretation of this policy.

F4.4 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 the Department of Veterans Services (DVS) and its divisions. 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.
- B. 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."
- C. The VSF Board of Trustees Bylaws states that the P&PCom shall support the board's responsibility for the conduct of business and operational direction, including planning, of the VSF organization. In support of procedures, the committee shall be responsible for the formulation of 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.
- D. The VSF Board of Trustees Bylaws also states that the P&PCom shall guide the operational direction of the VSF organization through development, documentation, and review of revisions to the VSF:
 1. Strategic Plan and subsidiary plans;
 2. VSF Policies, Joint VSF-DVS Policies, and other directives; and
 3. DVS-VSF Memorandum of Understanding.

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F4.5 Policy

- A. VSF shall develop and maintain a strategic plan and subsidiary plans as required.
- B. VSF shall maintain the VSF Charter as set forth in the Code of Virginia and the Trustees Bylaws.
- C. VSF shall develop Foundation and Joint Agency policies to provide direction and guidance for carrying out its required functions.
- D. VSF shall, in coordination with other state agencies affected by Foundation policies, ensure cooperative and effective concurrence on the content of its plans, procedures, and policies..
- E. The VSF P&PCom shall judge the merits of each proposal to originate, modify, or terminate VSF plans, procedures, policies, and related documents.

F4.6 Methodology

- A. Document preparation shall be guided by the Virginia Code Commission’s rules for drafting Code of Virginia legislation including using short titles and very limited use of acronyms and common terminology as contained in Appendix A – Virginia Code Commission List of Technical Changes.
- B. The use of common terms for the Foundation and the Department in all documents shall be as follows:
 - 1. The Department – use DVS
 - 2. Commissioner of the Department – DVS Commissioner
 - 3. Commissioner of Veteran Services – DVS Commissioner
 - 4. Refer to the sub-units within DVS (Care Centers, Cemeteries, VVFS, etc.) as Divisions
 - 5. Refer to individual DVS programs (Homeless, V3, Transition, etc.) within DVS Divisions as Programs
 - 6. The Foundation – use VSF or Foundation
 - 7. Foundation Chairman – VSF Chair
 - 8. VSF Development Committee – VSF DevCom
 - 9. VSF Finance Committee – VSF FiCom
 - 10. VSF Procedures and Policies Committee – VSF P&PCom
- C. Definitions must be common to all of the main participants. A glossary of definitions for VSF and DVS purposes is at Appendix B.
- D. Documents shall conform to the Virginia Code Commission standard practice of lining out text to be changed and inserting new text in italics. For ease of identification, changes will be in bold. Rationale for the changes will be presented separately. The “red line” convention provides both colored underlining and highlighting, and rationale in one document. While convenient, multiple changes get lost and it can become confusing. Therefore, the “red line” method will not be used.
- E. Policies shall not be reduced to the extent that they are not understood by readers who are not know or are unaccustomed to provisions of the Code of Virginia and other important documents and may need greater explanation. Policies basically are manuals for both direction and education of the reader.

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F4.6 Planning

Planning is the most basic of organization functions and involved selecting from alternative courses of action. Planning involves the setting of goals, objectives, and tasks and a means of reaching them. Planning does not take place in a vacuum and must consider the individuals involved (i.e., stakeholders), requirements of higher authority, and the nature of the internal and external environment in which organization operates.

A. Strategic Planning.

1. Strategic planning is used by an organization, the VSF in this case, to determine: (1) where it is going over the long range (usually five or more years), (2) how it's going to get there, and (3) how it will know if and when it achieved what it had set out to accomplish. Strategic planning focuses on the entire organization. It will result in decisions that ensure the foundation's ability to successfully respond to changes in the environment.
2. Strategic planning is not just plan development. It is a process designed to link planning and implementation and management on an ongoing basis. Strategic planning is part of a cycle that evolves into strategic management and continues into strategic planning revisions and actions by management to continue to manage strategically. Far more important than the strategic plan document is the strategic planning process itself. There is no perfect plan, but an effective organization cannot be without one.
3. A strategy is a pattern of purposes, policies, programs, actions, decisions, or resource allocations that define what an organization is, what it does and why it does it. Strategy is about means and the attainment of ends, not the specification of ends. But some specification of ends is necessary to give planning some direction. Ends specification usually is a statement of future conditions toward which planning effort is devoted.
4. In the strategic planning process, thinking, acting, and learning are most important. There are many approaches to developing a strategic plan. Most contain are ten steps (or occasions for dialog and discussion) that are usually taken, with reassessment and revision conducted throughout: It is an iterative process and its basic steps follow.
 - a. Initiate the process and identify stakeholders.
 - b. Identify foundation mandates.
 - c. Clarify foundation's vision, mission, values, and goals and objectives.
 - d. Asses the external environments to identify strengths, weaknesses, opportunities, and challenges/threats (SWOT).
 - e. Identify the strategic issue(s) facing the foundation.
 - f. Formulate strategies to manage the issues.
 - g. Review and adopt the strategic plan or plans.
 - h. Evaluate the original foundation mission, vision, etc.
 - i. Develop an effective implementation process.
 - j. Reassess strategies and the strategic planning process.
5. As a practical matter, strategic planning rarely starts with the first step. Instead, people sense that something is wrong with the current situation and they want to know what to do. This results in

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issue-driven planning (i.e., political decision making). VSF has found itself involved in issue-driven planning. One of the crucial features of issue-driven planning is that goals do not have to be agreed upon to proceed through the planning steps. All that is needed is an agreement on a strategy that will address the issue (e.g., outreach, fundraising) and further the interests of VSF and its primary key stakeholders (e.g., the Governor, Legislators, DVS Commissioner, Donors).

6. Strategic planning is an ongoing process that must be periodically updated to keep it current. The VSF strategic plan or its supporting plans are not a part of this policy. They shall be reviewed biennially by the P&PCom.
- B. Other subsidiary plans meet VSF short term requirements by setting annual goals and objectives. See Appendix C for annual goals and objectives tied to the VSF strategic plan.

F4.7 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. Critical to VSF procedures is scheduling to meet requirements of higher authority and accomplish functions for which VSF is responsible. Appendix D contains the VSF Biennial Fiscal Year Schedule. The board of trustees exercises its governance of the VSF organization through the administration and operational direction contained in the VSF policies.

F4.8 Policies

- A. The VSF Chair, VSF Committees, and the VSF Executive Director may make recommendations for VSF policies. The foregoing entities along with the DVS Commissioner, and DVS program directors, and DVS staff may make recommendations for joint VSF-DVS related policies.
- B. Foundation policies shall be differentiated from joint agency policies by the designation of F and a single digit number (e.g., F1. Interagency relations). Joint policies shall be identified by the letter J followed by a double digit number (e.g., J11, VSF-DVS Fundraising)..

F4.9 Application

The provisions of this policy shall apply to new plans, procedures, policies, and their revisions. Electronic submissions shall be used along with electronic concurrence of the drafts and submitted to the VSF Trustees meeting at which the draft is to be considered.

- A. The drafter shall take the lead in collecting relevant information and consolidating various plans, procedures, policies, and attendant attachments. The drafter should have institutional knowledge and know the key individuals who shall be concerned with carrying out the directive created and should consult with the DVS director(s) whose program area is affected by the recommendation, as necessary.
- B. Draft documents shall be provided electronically to the P&PCom Chair and committee members and the VSF Executive Director, including informal members (e.g., Board Chair), for review and editing. As appropriate in dealing with the development, financial, and administrative aspects, the Chairs of DevCom or FiCom shall be included. Drafts of joint policies shall be submitted through the DVS leadership structure as required.

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- C. Edited drafts would be returned to the drafter for corrections and re-review by the participants. This would continue until a consensus is reached, at which time the drafts would be distributed to the other board members for comment until a consensus is reached. If appropriate, simultaneous distribution may be used.
- D. The finalized drafts would be sent to the OAG Representative for review to ensure they are in conformity with the Code of Virginia and then distributed to board members for approval.

F4.10 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 P&PCom.

On adoption, this policy supersedes VSF Policy 1 of May 6, 2009 revised on August 3, 2016.

F4.11 Policy Review Date

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

F4.12 Policy Effective Date

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

December 12, 2019

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Appendix A

Virginia Code Commission List of Technical Changes

- Striking out the words/phrases: "thereof," "the same," "therein," herein," "wherein," "thereto," "whereby," "thereafter," "therefrom," "hereof," "hereunder," "thereunder" and replacing such words with clearer, more explanatory language.
- Striking plural words used after identical singular words on the basis of § 1-227, which states that throughout the Code any word used in the singular includes the plural.
- Replacing the phrase "county, city, or town" with the word "locality" on the basis of § 1-221, which states that throughout the Code, "locality" means a county, city, or town."
- Replacing the word "must" with the word "shall" as necessary.
- Replacing the phrase "shall be" with the word "is" or "does" as necessary.
- Replacement of the phrase "shall have the authority to" with the word "may."
- Spelling out the numbers one through nine.
- Using numerals for the numbers 10 or more, except when the numbers begins a sentence or subdivision.
- Replacing the word "which" with the word "that" as necessary.
- Replacing the phrase "deed or will" with the term "written instrument" to account for all types of written instruments that are used to convey gifts of personal property. (Chapter 1)
- Replacement of the phrase "husband and wife" with "spouse" or "spouses" for consistency.
- Replacing the phrase "admitted to record" with the word "recorded."
- Replacing the word "attorney's" with the word "attorney" when referring to "attorney fees."
- Replacing the word "Virginia" with the phrase "the Commonwealth," and striking the words "of Virginia" after the word "Commonwealth."
- Except when otherwise required for context, draft in accordance with the rule of construction set forth in Va. Code § 1-216 that provides a word used in the masculine includes the feminine and neuter.
 - Delete "or she"
 - Delete "or her"
 - Delete "or herself"

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Appendix B

Glossary of Terms for VSF Policies

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.

Account: As used by VSF, a financial account (i.e., a record of financial transactions showing receipts and expenditures for a given period) is maintained for each of the principal subordinate programs of DVS.

Activity: It is a function (i.e., a set of operations including special services, projects, events, etc.) that a DVS principal subordinate program performs and has a purpose recognized for authorization of use of VSF funds.

Agency: This is the administrative unit of state government, including any department, institution, commission, board, council, authority, or other body. VSF and DVS are state agencies that report to the Secretary of Veterans and Defense Affairs. The Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations also are considered state agencies, however, they report to the Commissioner of DVS.

Business Units of DVS: See Principal Subordinate Programs of DVS.

Charitable Purpose: Means the promotion of a governmental purpose for the public good which is beneficial to the community.

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.

Designated Special Funds: A term used in the Appropriations Act to identify donor funds and grants and the allocation there of for authorized expenditures.

Divisions of DVS: See Principal Subordinate Programs of DVS.

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.

Endowment Fund: Means an institutional (i.e., VSF) fund or part thereof that is not wholly expendable by the institution on a current basis. The term does not include assets (usually restricted funds) that an institution designates as an institutional fund. The funds may be unrestricted or restricted. If restricted, their principal usually cannot be spent at all, and only a specified percent of the interest they earn can be spent per year. There may be restrictions on how the interest can be spent.

Fiscal Year (FY): From 1 July through 30 June of the next year defines the state Fiscal Year.

Foundation Operations: They are the functions performed in support of the administration of the Foundation.

Fund: The "Fund" is the Veterans Services Fund, which includes subsidiary funds for each of the DVS principal subordinate divisions or programs.

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Fund Allocations and Expenditures: Is concerned with appropriating, allocating, and expending financial donations from the Veterans Services Fund.

Fund Management: Includes recording, responding, accounting, and reporting donations, primarily in the Veterans Services Fund but also in state general and non-general funding for veterans and their families.

Fundraising: Begins with planning (including assessing needs and funding sources), soliciting, raising, receiving, and accepting funds or other in-kind gifts and ends with their being deposited in the Veterans Services Fund or turnover to VSF and a receipt issued to the donor.

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.

Institution: A government subdivision, agency, or instrumentality to the extent that it holds funds exclusively for charitable purposes; i.e., VSF.

Institutional Fund or Reserve Fund: Means a fund (subsidiary fund usually a restricted fund) held by an institution (VSF) exclusively for charitable purposes. It does not include Program-related Assets.

Principal Subordinate Programs of DVS: Include Cemetery Operations, Sitter & Barfoot Veterans Care Center, Virginia Veterans Care Center, and the Virginia Veteran and Family Support Program, and others that may be developed and affected by VSF operations.

Program: An operational term for a principal subordinate division of DVS or other state agency programs.

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.

Program-related assets or Annual Fund: Assets (subsidiary and sub-funds usually restricted) which are held by an institution (VSF) primarily to accomplish a charitable purpose of the institution (VSF) and DVS and not primarily for investment.

Report: This is a written response to a request for information and may include financial schedules and statements or other data.

Restricted Funds: This is a reserve of money that can only be used for specific purposes. Restricted funds provide reassurance to donors that their contributions will be used in a manner they have chosen. When a donor gives money to VSF, they may specify that it be temporarily restricted to be used for a certain purpose, or permanently restricted so that the donation acts as principal on which interest can be earned and only the interest can be spent.

Schedule: A schedule contains financial information, usually at a more detailed level than the following definition of "statement." An example is the Schedule of Receipts, Expenditures, and Budget that contains financial information on DVS Programs and their activities.

Service: This is an operational term for DVS principal subordinate programs' activities performed in support of a specific DVS program.

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Specific Fund: Means those restricted funds specified for a specific requirement that DVS is pursuing that are (1) not part of DVS programs' Annual Funds; (2) may involve more than one DVS program; and/or (3) include other state agencies.

Statement: A statement refers to a financial statement. Current statements include a Balance Sheet, and a Statement of Revenues and Expenditures. Other financial statements may be defined, as the needs of the users change.

Sub-fund: This term is used to denote financial accounts that support the activities/ services of DVS programs. These also are called sub-accounts for accounting purposes.

Subsidiary Fund: These are the principle subordinate funds of the Veterans Services Fund and pertain to the funds of each of DVS principal programs.

Unrestricted Funds: These funds may come from state appropriations or donations that are available for VSF to use for any purpose. Unrestricted funds usually are used for operating expenses of VSF or to a particular project that VSF picks. Only the state executive and legislative branches or the donor can determine if an appropriation or donation is restricted or not. The designation is made by legislation or a letter from the donor or through explicit agreement with VSF. Exceptions could be when donors are asked to give to a capital campaign, a building fund, or a relief fund.

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.

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Appendix C

VSF Goals and Objectives for FY2019-2020

1. VSF Board of Trustees Responsibilities:

a. **Goal:** Build an organizational structure to provide additional VSF staff support needed, beyond the single full-time staff person currently involved, which would support the components of efficient and effective performance.

Objective(s): Support the Board Secretary and Treasurer and their resources and, in conjunction with DVS, develop other staff requirements for DVS and VSF to support mission accomplishment.

Strategic Goals: Veterans Services Fund Stability, Internal Processes, Results.

b. **Goal:** Support DVS implementation of the performance budgeting process.

Objective: Work with DVS staff to develop a performance budgeting system that: (1) focuses on results and accomplishments; (2) is a simple approach once expectations and measurements are defined; and (3) promotes equitable allocation of resources to those institutions that meet performance criteria. The end product should ensure “better” choices are made and review how well the respective choice was implemented and the respective funds were used.

Strategic Goals: Performance Budgeting, Community Building, Customer/Donor Satisfaction, Veterans’ Satisfaction with VSF, and Customer/Donor Retention, Results.

c. **Goal:** Initiate and implement a VSF consumer relations management system also known as a pipeline system to improve revenue streams.

Objective: Assist VSF to stay connected to customers, streamline processes, and improve revenue.

Strategic Goals: Fund Growth and Stability, Community Building, Customer and Veterans’ Satisfaction, Market Growth, Customer/Donor Retention, Internal Processes, Results.

2. VSF Development Committee Responsibilities:

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

Objective(s): Maintain an agenda of unmet funding needs. Determine what elements of fundraising program will best assist VVFS including Homeless Veterans, V3 employment and transition, Care Centers, Cemeteries, and Benefits. Maintain an agenda of fundraising events, corporate outreach and individual contribution plans. a capability to respond to ad hoc opportunities, and coordination with DVS staff.

Strategic Goals: Community Building, Market Growth.

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

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

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Strategic Goals: Community Building, Market Growth, Customer/Donor Retention.

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

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

Strategic Goals: Community Building, Customer/Donor Satisfaction, Veterans Satisfaction, Customer/Donor Retention.

3. VSF Finance Committee Responsibilities:

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

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

Strategic Goals: Customer/Donor Satisfaction, Veterans Satisfaction, Customer/Donor Retention, Internal Processes.

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

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

Strategic Goals: Veterans Services Fund Maintenance, Fund Stability, Internal Processes.

c. Goal: Continue to ensure Fund integrity.

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

Strategic Goals: Customer/Donor Satisfaction, Veterans Satisfaction, Customer/Donor Retention, Internal Processes.

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

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

Strategic Goals: Performance Budgeting, Fund Stability, Internal Processes.

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

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

Strategic Goals: Customer/Donor Satisfaction, Veterans Satisfaction, Customer/Donor Retention.

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

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

Strategic Goals: Performance Budgeting, Customer/Donor Satisfaction, Veterans Satisfaction, Internal.

4. VSF Procedures and Policy Committee Responsibilities:

a. Goal: Continually review the VSF charter in the Code of Virginia and ensure that it supports the validity and integrity of the VSF board of trustees and the VSF organizational goals and objectives in support of the Commonwealth's veterans and their families in partnership with DVS.

Objectives: Ensure the VSF trustees' bylaws and the DVS-VSF Memorandum of Understanding promote the VSF mission and cooperative functioning of both VSF and DVS.

Strategic Goals: Internal Processes, Results.

b. Goal: Conduct long, mid, and short-range planning to maintain VSF focus on its mission, goals, objectives, and actions to effectively accomplish assigned tasks.

Objectives: Maintain the: (1) VSF Strategic Plan; (2) subsidiary plans along with the VSF annual goals and objectives of the board and its committees in coordination with those committees; (3) the trustees' biennial schedule; and (4) respond to other requirements placed upon it..

Strategic Goals: Internal Processes, Results.

c. Goal: In conjunction with the trustees' committees, clarify existing VSF Policies and VSF-DVS Joint Policies on at least a biennial basis or more often, if needed, and institute other policies as needed for the effective administration of the Fund by VSF and DVS.

Objective(s): Ensure the at least a biennial review of (1) VSF policies pertaining to internal operations and agency relationships and VSF-DVS Joint Policies relating to fundraising, administration of donor funds, and allocations and expenditures of donor funds meet the requirements for which they were established.

Strategic Goals: Customer/Donor Satisfaction, Veterans Satisfaction, Internal Processes, Results.

d. Goal: Maintain continuity of VSF operations.

Objective: Examine and advise the Board of Trustees on any issues for which new or revised policy guidance is necessary.

Strategic Goals: Internal Processes, Results.

NOTE: The numbers and letters before each section and subsection do not indicate priorities.

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Appendix D

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 *and Annual Report to Governor and General Assembly*

Approve review of VSF-DVS Policies, as required

Board Chair appoint Committee Chairs/*Vice Assistant* Chairs

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

Approve Committee Chair/*Vice Assistant* 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

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

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

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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 *and approve* 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

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 *and Annual Report to Governor and General Assembly*
- Board Chair appoint Committee Chairs/*Vice Assistant* Chairs
- Approve ~~biennial FY Budget Proposal for General and Non-general~~ Fund allocations
- Approve Legislative Initiatives, if required *in August*
- 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

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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

VSF Funding Guidelines Extract

Provided by Virginia Veteran and Family Support (VVFS) November 12, 2019

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 **total of \$1,500.00 over a three year period for an average veteran's family to provide stable housing in most circumstances. Exceptions of up to \$5000.00 may be considered by the VVFS Director on a case-by-case basis. Any assistance to a single veteran/family in excess of that amount should be considered by the VVFS Director in coordination with the VSF Executive Director.** Cash advances of funds are not authorized. Donor funds will not be used to maintain the lifestyles of chronically homeless veterans or their families.

Recommended Wording provided by the VSF Procedures and Policy Committee to the VSF Finance Committee

Homeless (VVFS sub fund). The purpose of the fund is to preclude or end but not sustain homelessness among veterans and their families. The fund provides emergency financial assistance furnished by donors to veterans and their qualifying family members to fill gaps between the immediate need for shelter and the time that appropriate local, state, federal or charitable agencies require to be able to provide a sustainable solution.

- 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. **Emergency financial assistance may be provided as a last resort after requests from other sources are exhausted. Approved requests will be limited to funding totaling \$1,500 over a two-year period for a veteran in need of emergency housing assistance. The VVFS Director may consider exceptions to this policy on a case-by-case basis. The VVFS Director in coordination with the VSF Executive Director shall consider exceptions that exceed \$3,000 to this policy.** Cash advances of funds are not authorized. Donor funds will not be used to maintain the lifestyles of chronically homeless veterans or their families.

VSF Funding Guidelines Extract Revised

Provided by Virginia Veteran and Family Support (VVFS) November 12, 2019

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 **total of \$1,500.00 over a three year period for an average veteran's family to provide stable housing in most circumstances. Exceptions of up to \$5000.00 may be considered by the VVFS Director on a case-by-case basis. Any assistance to a single veteran/family in excess of that amount should be considered by the VVFS Director in coordination with the VSF Executive Director.** Cash advances of funds are not authorized. Donor funds will not be used to maintain the lifestyles of chronically homeless veterans or their families.

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Amend the concluding statement to read:

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 the Foundation Executive Director. All requests for funding of special circumstances and equipment costs over \$5,000 that will require approval of the Board of Trustees shall be submitted in writing by the DVS Commissioner to the Foundation Executive Director not later than ten working days before a Board of Trustees meeting for consideration by the trustees Finance Committee and Board.**