

DRAFT

**Veterans Services Foundation Board of Trustees
ELECTRONIC Meeting Minutes
June 10, 2021**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held electronically on June 10, 2021. The meeting was called to order at 10:00AM.

TRUSTEES PRESENT

- Allan Burke
- Robin Beres, *Development Committee Chair*
- Lettie Bien
- Paula Buckley
- Nicole Carry, *joined at 10:07AM*
- Kyle Craig
- Michael Dick, *JLC Chair*
- Kathleen Jabs, *Acting Secretary of Veterans and Defense Affairs*
- Philip Jones
- Tammi Lambert, *BVS*
- Jack Lanier, *P&P Committee Chair*
- John Lesinski, *VSF Chairman*
- Laura Schmiegel, *joined at 10:04AM*
- Walter Stosch, *Finance Committee Chair*
- Bruce Waxman
- Valerie Zimmerman

TRUSTEES ABSENT

- Paul Haughton
- Jarris Taylor, Jr.

VSF STAFF PRESENT

- Karla Boughey, *VSF Executive Director*

DVS STAFF PRESENT

- Steve Combs, *Deputy Commissioner*
- Tammy Davidson, *VSF Treasurer, DVS CFO*
- Glendalyn Glover, *Administrative Assistant*
- Patrice Jones, *Education Workforce Manager*
- Matt Leslie, *Deputy Director VVFS*
- Chris Mackey, *Director of Operations*
- John Maxwell, *Commissioner*
- Jordan Stewart
- Annie Walker, *Deputy Commissioner*

OFFICE OF THE ATTORNEY GENERAL

- Jim Flaherty

GUESTS PRESENT

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- Rick Oertel
- Jack Hilgers
- Irene Roberts, *Manager, Corporate Public Relations, Dominion Energy*
- Steve Schoenfeld, *Executive Director, Dominion Energy Charity Classic*
- Denice Williams, *JLC representative*
- Leroy Gross, *VSF Advisor*

Materials Attached

- **Attachment 1**- Agenda
- **Attachment 2**- March 25, 2021 VSF Board of Trustees Meeting Minutes
- **Attachment 3** -Dominion Energy Presentation
- **Attachment 4** - DVS Commissioner's Report
- **Attachment 5** -BVS Report
- **Attachment 6** - JLC Report
- **Attachment 7** -Nominating Committee Report
- **Attachment 8** -FY21 Third Quarter Financial Report
- **Attachment 9** -Proposed FY22 High/Low Budget
- **Attachment 10**- FOIA Presentation
- **Attachment 11** – Foundation Chairman's Presentation

Opening and Pledge of Allegiance

Board Chair John Lesinski called the meeting to order 10:00AM. He then led the group in reciting the Pledge of Allegiance.

Roll Call of Trustees and Quorum Determination

A roll call was conducted, and a quorum was established.

Introduction of Staff and Visitors

Board Chair Lesinski welcomed guests to include Jack Hilgers Rick Oertel, Irene Roberts, Steve Schoenfeld, and DVS Staff.

Approval of Agenda (Attachment 1) and Minutes from the March 25, 2021 Meeting (Attachment 2)

The agenda was amended to allow the Report from the Secretary of Veterans Defense Affairs, the Report from the DVS Commissioner, and JLC Report to be presented after the Dominion Energy presentation. Ms. Lettie Bien moved to approve the agenda as amended. Dr. Jack Lanier seconded the motion. A roll call vote was taken. The motion passed unanimously. Dr. Jack Lanier moved to approve the March 25, 2021 meeting minutes. Ms. Lettie Bien seconded the motion. A roll call vote was taken. The motion passed with one abstention by Ms. Laura Schmiegel.

PRESENTATIONS

Dominion Energy, Mr. Steve Schoenfeld and Ms. Irene Roberts

Mr. Steve Schoenfeld gave a presentation about the Dominion Energy Charity Classic and how it supports the Virginia Veterans Services Foundation. The presentation is attached (ATTACHMENT 3). The DECC has become one of the most popular events on the PGA and they attribute that partly to the very philanthropic nature of the Richmond. Ms. Irene Roberts discussed the event's local charitable impact, to include 5.1 million dollars total and \$553,489 of that to the VVSF. Mr. Schoenfeld and Ms. Roberts thanked the Trustees for the opportunity to partner with the Foundation to support Virginia's veterans. Executive Director Boughey will remind the Trustees when tickets to the event are available.

FOIA Training

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Mr. Jim Flaherty of the Attorney General's office presented a comprehensive FOIA training course to the Trustees. The presentation is attached (ATTACHMENT 10) .

Chairman's Report

Chair Lesinski reported on the operational tempo of the fourth quarter of FY21. He noted that he represented the Foundation during the laptop presentations at J. Sargeant Reynolds and John Tyler Community Colleges, discussions on the VSF/DVS MOU Rider began with the Finance Chair, VSF participated in the DVS ELT meeting, VFS held a new member orientation, hired a new Operations Manager, began large donor cultivation meetings with the Development Committee, worked on revising the VSF brochure, presented to the JLC, launched the Circle of Heroes Campaign, and attended the Memorial Day event at the War Memorial. Chair Lesinski noted that the Chairs' goals for FY22 include growing the small donor list, leveraging Trustee relationships to cultivate large donors, build VSF awareness, strengthen relationships with VSOs, and continue and improve donor retention efforts. The presentation is attached. (ATTACHMENT 11)

Dr. Jack Lanier mentioned the need to add the Koontz Veterans Day lunch to schedule of events for the upcoming fiscal year.

REPORTS

Office of the Secretary, Acting Secretary Kathleen Jabs

Secretary Jabs provided remarks to include the ongoing services for veterans in Virginia and to thank Dominion Energy for their continued support that allows DVS to continue providing necessary assistance to veterans. Secretary Jabs also noted the peer support specialists from DVS are working in communities throughout the Commonwealth on suicide prevention efforts. Secretary Jabs thanked the Trustees and the Foundation for their continued fundraising efforts in support of DVS programs and looks forward to being in person with the Trustees at their next meeting in September.

Department of Veterans Services Commissioner's Report, Commissioner John Maxwell

Commissioner Maxwell provided a brief report on behalf of VDVS. The agency continues to focus on their role as a port of entry for services needed by veterans. Their top priorities are housing and transition services. Their belief is that housing creates better outcomes and that transition services will assist in the suicide prevention and the success of mental health services. Commissioner Maxwell noted that VVFS is now seeing new client numbers increase and while expenses were down over FY21 he believes they will increase as the eviction moratorium is lifted and more homeless veterans reach out for assistance. The 2021 Women's Veterans Summit is quickly approaching, and the Commissioner encouraged everyone to attend. Commissioner Maxwell lastly noted that the laptop program between VETE and VCCS is progressing successfully with 80 laptops distributed to veteran community college students to date. The report is attached. (ATTACHMENT 4).

Board of Veterans Services, Tammi Lambert

Ms. Tammi Lambert gave the report on behalf of BVS. The report (ATTACHMENT 5) is attached.

Joint Leadership Council, Denice Williams

Ms. Denice Williams gave the report on behalf of JLC. The report (ATTACHMENT 6) is attached. Ms. Williams noted this is the last meeting for Chairman Bill Ashton and they will vote on their new Chair at the next meeting.

Virginia Veterans Services Foundation, Executive Director Boughey

Executive Director, Karla Boughey stated that there were 3600 direct mail letters sent out recently and HQ is beginning to receive mail in donations. There was a glitch on the website for recurring donations but she is working for a resolution. As of May 31, 2021 the Foundation has received \$411,000 in donations and \$21,000 in June. Compared to \$443,000 as of May 31, 2020. In June of 2020 the Foundation received \$192,000 totaling \$636,000. Executive Director Boughey anticipates ending FY21 at lower total because the Foundation did not receive the June 10, 2021 VSF Board of Trustees Meeting Minutes. DRAFT.

\$100,000 donation from Smithfield and the \$100,000 grant from Altria. Fortunately, expenses are also down. The Development Committee is working hard on donor outreach and will continue to work to close the gap.

Nominating Committee, Jack Lanier

Nominating Committee Chair Jack Lanier presented the Nominating Committee Report (ATTACHMENT 7). The slate of officers is as follows: Chair- Mr. John Lesinski, 1st Vice Chair- Nicole Carry, 2nd Vice Chair- Paul Haughton.

Development Committee, Robin Beres

Development Committee Chair Beres stated the Committee has been working very hard to close the donation gap. This includes various large donor prospects set up by committee members. Committee members and Chair Lesinski are also working closely with Commissioner Maxwell to work through potential partnerships with future donors. Ms. Valerie Zimmerman, Mr. Bruce Waxman, and Development Committee Chair Allan Burke are all working on potential relationships with their contacts to benefit the Foundation. Chair Lesinski mentioned the committees launch of the Circle of Heroes mail campaign.

Finance Committee, Walter Stosch

Senator Stosch noted the committee met virtually on May 25, 2021 and welcomed two new members to the committee, Paula Buckley and Lettie Bien. The committee reviewed the latest financial report to help new members orient themselves with the reports and to remain faithful to the donors and to ensure one hundred percent of the donors dollars are used to aid veterans. The committee also reviewed the proposed FY22 high low budget. The high level budget covers \$796,500, which exceeds the Foundations donation totals for FY21, but most of the subfunds have sufficient balances to support the high level budget. The committee also discussed the MOU and the General Fund provides the Foundation support services, but VSF purchases those services from DVS.

Procedures and Policy Committee, Jack Lanier

Procedures and Policy Committee Chair Jack Lanier noted the committee has not met since the last full meeting on the Board of Trustees but would be scheduling a meeting soon. The upcoming meeting will cover the Goals and Objectives, MOU, and the strategic plan.

FY21 Third Quarter Financial Report, Tammy Davidson (Attachment 8)

Ms. Davidson noted that as of March 31, 2021 the Foundation received \$241,495 in donations and spent \$206,172.83 leaving an excess of \$35,322.75.

UNFINISHED BUSINESS

Proposed FY22 High/Low Budget, Tammy Davidson (Attachment 9)

Ms. Davidson reported that the proposed FY22 High/Low budget remained status quo from the FY21 budget. Expenditures were down for FY21 but it is expected to increase for FY22. Ms. Davidson mentioned Commissioner Maxwell noted that he hoped to be able to increase spending above the highest currently budget number and that would require approval of the General Assembly.

Other Unfinished Business

None

NEW BUSINESS

Approval of FY21 Third Quarter Financial Report

Ms. Lettie Bien moved to approve the FY21 Third Quarter Financial Report. Senator Walter Stosch seconded the motion. A roll call vote was taken and the motion passed unanimously.

Approval of FY22 High/Low Budget

Senator Walter Stosch moved to approve the Proposed FY22 High/Low recommended by the Finance Committee. Ms. Valerie Zimmerman seconded the motion. A roll call vote was taken and the motion passed unanimously.

Election of Board Officers

Dr. Jack Lanier moved to approve the slate of Board Officers presented by the Nominating Committee. Mr. Bruce Waxman seconded the motion. A roll call vote was taken and the motion passed unanimously.

Other New Business

There was no other new business.

PUBLIC COMMENT PERIOD

There were no comments.

Adjournment

A final roll call vote was taken. The meeting adjourned at 12:09PM.

Virginia Veterans Services Foundation Board of Trustees
ELECTRONIC MEETING
June 10, 2021, 10:00AM

- I. Opening of Meeting**, Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Staff and Visitors, Approval of Agenda: *Board Chair* (4 minutes)
- II. Review and Approval of Minutes**
- a. March 25, 2021 Electronic Board Meeting minutes: *Board Chair* (1 minute)
- III. Presentations:** (45 minutes)
- a. Dominion Energy Charity Classic: *Irene Roberts, Manager – Corporate Public Relations, Dominion Energy Services and Steve Schoenfeld, Executive Director, Dominion Energy Charity Classic* (15 minutes)
- b. Office of the Secretary of Veterans and Defense Affairs: *Acting Secretary Kathleen Jabs*
- c. Department of Veterans Services (DVS): *Commissioner John Maxwell*
- d. Joint Leadership Council (JLC): *Bill Ashton*
- e. FOIA Training: *James M. Flaherty, Assistant Attorney General, Office of the Attorney General* (20 minutes)
- f. Chairman’s Update (10 minutes)
- IV. Reports:** (45 minutes)
- a. Board of Veterans Services (BVS): *Michael Dick*
- b. Virginia Veterans Services Foundation (VVSF): *Karla Boughey, Executive Director*
- c. Nominating Committee: *Jack Lanier, Chair*
- d. Development Committee: *Robin Beres, Chair*
- e. Finance Committee: *Walter Stosch, Chair*
- f. Procedures and Policy Committee: *Jack Lanier, Chair*
- g. FY21 Third Quarter Financial Report *Tammy Davidson, VSF Treasurer, DVS CFO*
- V. Unfinished Business:** (5 minutes)
- a. Proposed FY22 High/Low Budget: *Tammy Davidson, VSF Treasurer, DVS CFO*
- a. Other Unfinished Business: *Board Chair*
- VI. New Business:** (10 minutes)
- a. Approval of the Third Quarter Financial Report: *Board Chair*
- b. Approval of FY22 High/Low Budget: *Board Chair*
- c. Approval of VSF-DVS MOU: *Board Chair*
- d. Election of Board Officers: *Board Chair*
- e. Other New Business: *Board Chair*
- VII. Public Comment Period**
- VIII. Adjournment**
Next Board Meeting: September 9, 2021, Location TBA

DRAFT

**Veterans Services Foundation Board of Trustees
ELECTRONIC Meeting Minutes
March 25, 2021**

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held electronically on March 25, 2021. The meeting was called to order at 10:00AM.

TRUSTEES PRESENT

- William Ashton, *BVS Chair*
- Robin Beres, *Development Committee Chair*
- Lettie Bien
- Paula Buckley
- Nicole Carry, *joined at 10:24AM*
- Kyle Craig
- Michael Dick, *JLC Chair*
- Paul Haughton
- Carlos Hopkins, *Secretary of Veterans and Defense Affairs, joined at 10:07AM*
- Philip Jones
- Jack Lanier, *P&P Committee Chair*
- John Lesinski, *VSF Chairman*
- Laura Schmiegel
- Walter Stosch, *Finance Committee Chair*
- Jarris L. Taylor, Jr.
- Bruce Waxman
- Valerie Zimmerman

TRUSTEES ABSENT

- Allan Burke
- Paul Haughton

VSF STAFF PRESENT

- Karla Boughey, *VSF Executive Director*

DVS STAFF PRESENT

- Tammy Davidson, *VSF Treasurer, DVS CFO*
- Kendra Ellison, *Executive Assistant to the Commissioner*
- Claudia Flores, *Director of Policy and Planning*
- Glendalyn Glover, *Administrative Assistant*
- Patrice Jones, *Education Workforce Manager*
- Matt Leslie, *Deputy Director VVFS*
- Chris Mackey, *Director of Operations*
- John Maxwell, *Commissioner*
- Jordan Stewart
- Annie Walker, *Deputy Commissioner*

OFFICE OF THE ATTORNEY GENERAL

- Jim Flaherty

GUESTS PRESENT

- Rick Oertel
- Jack Hilgers
- Anna Healy James

Materials Attached

- **Attachment 1-** Agenda
- **Attachment 2** – VSF Policy F3 Planned Giving
- **Attachment 3** – 2nd Quarter Boarder Financial
- **Attachment 4** – BVS Report
- **Attachment 5** – JLC Report
- **Attachment 6-** JLC 2021 Recommendations
- **Attachment 7** – VDVS Report to VSF
- **Attachment 8-** December 10, 2020 Draft Meeting Minutes

Opening and Pledge of Allegiance

Board Chair John Lesinski called the meeting to order 10:00AM. He then led the group in reciting the Pledge of Allegiance.

Roll Call of Trustees and Quorum Determination

A roll call was conducted, and a quorum was established.

Introduction of Staff and Visitors

Board Chair Lesinski welcomed guests to include Jack Hilgers Rick Oertel, Anna Healy James, DVS Staff and new Trustees, Lettie Bien, Paula Buckley, Philip Jones, and Laura Schmiegel.

Approval of Agenda (Attachment 1) and Minutes from the December 10, 2020 Meeting (Attachment 8)

Mr. Jack Lanier moved to approve the March 25, 2021 Agenda and Minutes from the December 10, 2020 meeting. Ms. Valerie Zimmerman seconded the motion. A roll call vote was taken and the motion passed unanimously.

PRESENTATIONS

Swearing in of new Trustees

Secretary Hopkins welcome the new Trustees and each Trustee was sworn in virtually.

Office of the Secretary, Secretary Carlos Hopkins

Secretary Hopkins gave brief remarks—regarding the happenings of the Secretariat as a whole. These include increased opportunities for military spouses, working with the legislature to increase these opportunities, working with the National Guard team with testing and vaccination of COVID-19. The taskforce is now able to do up to a thousand vaccinations a day. The Virginia National Guard was also one of the first units in Washington D.C. on January 6, 2021. DVS has been working to support the veteran population throughout the COVID-19 pandemic. Secretary Hopkins also updated the Trustees on the effects of COVID-19 throughout the veterans care centers. Chair Lesinski asked if there were questions. There were none.

Sentara Healthcare

Chair Lesinski welcomed Anna Healy James, Senior Vice President of Sentara Health. Sentara is the largest health system in Virginia. As a not-for-profit they have a focus on the community they serve and Sentara primarily operates in Hampton Roads. The Board at Sentara recently reexamined their community giving efforts as far as sponsorships and grants and decided to focus on areas where they could move the needle is areas where they could impact the health of the population. The Board has focused on veterans, so Ms. James reached out to the Secretariat and Executive Director Boughey to begin a partnership with a donation of \$150,000 to VSF.

They wanted to focus on homelessness and behavioral health. Ms. James is looking forward to making this partnership beneficial and outcome driven. Ms. James expressed her appreciation for Secretary Hopkins and Executive Director Boughey. Chair Lesinski and Development Committee Chair Robin Beres thanked Ms. James for Sentara's generosity. Chair Lesinski asked if there were any questions or comments.

Walter Stosch added his thanks to Ms. James. He suggested Ms. James work with Executive Director Boughey to get the accountability lines of communication where they need to be. Laura Schmiegel asked Ms. James if there were any other social determinates they were focusing on, Ms. James noted they wanted to partner with experts to carry out their priorities on veteran homelessness, behavioral health needs, and in the future-food security. They are also interested in skilled careers and workforce training. Secretary Hopkins expressed his appreciation for Ms. James and Sentara. Ms. James ended her comments with thanks and appreciation to the Board of Trustees.

Chairman's Report

Chair Lesinski noted he and Commissioner Maxwell made a VSF presentation to the Military and Veterans Affairs Executive Committee of the Virginia Chamber. Chair Lesinski reviewed the PowerPoint he made to the Chamber and advised the Trustees that his presentation would be available for use for potential future meetings with interested stakeholders. Chair Lesinski thanks Executive Director Boughey for helping to facilitate the new partnership with Sentara.

Chair Lesinski asked if there were questions. Dr. Jack Lanier thanked Chair Lesinski for the PowerPoint presentation and noted it would be useful when reaching out to potential donors.

Department of Veterans Services Commissioner's Report and Update on Altria Grant and VVFS Program

Commissioner Maxwell noted that he or a member of his staff can be available to attend potential donor meetings with Trustees if necessary.

Commissioner Maxwell stated that DVS continues to focus on their role as a port of entry to veterans for the services that they need, and their team can pull in many assets and resources to assist the veterans. Commissioner Maxwell has been in the Commissioner role for about a year and has only operated during COVID-19. They have continued focusing on teleworking and providing mission essential services only in person. They are currently expanding their in-person services to provide more regular services. They are looking forward to processing more claims and assisting veterans in obtaining services and resources they have earned. Commissioner Maxwell described the effects of COVID19 on the veterans' care centers and that they plan to begin a more robust admission program and allowing residents to visit with their families. Commissioner Maxwell also mentioned the funding request for new rocking chairs at one of the care centers that the Trustees will have the opportunity to vote on at this meeting. He also noted that there will be two more care centers opening, in Northern Virginia and in Virginia Beach. The construction project at the Amelia Cemetery will begin soon. The War Memorial has expanded their educational programs virtually to include Black History Month and Women's History Month.

Commissioner Maxwell noted the VVFS provides counseling services, help veterans access counseling services, and help veterans identify necessary resources. This has helped DVS start a suicide prevention pilot program. They also provide military cultural competency training to state agencies.

The Homeless Fund is meant to be a gap filler for the public funds that are already available to help veterans get into housing. The effects of COVID19 lessened the need for this fund, but there is currently an uptick in need for funds and services. He doesn't expect DVS will use all of the homeless funds this year. The VVFS direct services program provides resource specialists for veterans in need. Matt Leslie noted there has been a huge influx of CARES Funding to veteran organization. They are working closely with DHCD on identifying veterans to keep them in homes and to protect landlords. Ms. Lettie Bien asked who she should contact if she comes across a veteran that needs services and if there is any follow up after referring a veteran for services. Commissioner Maxwell answered that Ms. Bien could reach out to the Commissioner or the DVS team and that he was not aware of a matrix for referral follow ups, but they track individuals they directly assist with services.

Ms. Bien asked about the continuum of services beyond getting immediate housing for a veteran. Mr. Leslie noted they work closely with the VA to establish services for the veterans. Commissioner Maxwell noted they also have a great relationship with VEC to assist veterans with employment, which helps with housing.

Commissioner Maxwell noted the education portion of DVS is an approval agency for those wanted to use the GI Bill. They work with transitioning services and military spouses to get them employed. The Altria Grant works with the job training program. It was originally used to provide supplemental funding for advanced manufacturing courses, and they have recently added IT to the list of courses. Commissioner Maxwell worked with Senator Stosch and Dr. Van Wilson to help veterans with computers and access to internet, and the new use of funds seeks to expand the VCCS computer loaner program. There will be 225 laptops donated to Central Virginia Community Colleges to be given to veterans. DVS partnered with a nonprofit to obtain the laptops to help the veterans and their spouses. Commissioner Maxwell would like the Dominion Energy Classic contributions to go to a program that mirrors the VCCS computer program. They would also like to use some funds for military spouses' licensure.

REPORTS

Board of Veterans Services (Attachment 4)

Mr. Michael Dick stated that BVS recently had a meeting on December 17, 2021 to focus on DVS Strategic Plan and legislative priorities for the 2021 General Assembly Session. They are currently in the process of reviewing the Strategic Plan and expect to have that work completed by August 2021. The BVS voted to emphasize to the legislature and DVS, its interest in and concern for the most vulnerable veterans. The next meeting is April 16, 2021.

Joint Leadership Council (Attachments 5 and 6)

Mr. Bill Ashton stated the JLC had eight initiatives during the 2021 General Assembly Session. The JLC initiatives were not as successful as they had hoped to be because the COVID19 prioritization of funds, but they still feel they were successful. Mr. Ashton's term with the JLC will be ending in July 2021 and before he finishes his term, he will be working to identify DVS' priorities and work with the JLC to help line up their priorities. The next meeting is on May 14, 2021 at 10AM. Chair Lesinski asked if there were questions. There were none.

Virginia Veterans Services Foundation

Executive Director, Karla Boughey stated she'd compared February 2018, 2019, 2020 and 2021 and the numbers do reflect the effects of COVID19. She added that a number of fundraising initiatives were being developed and that Development Committee Chair Bares would go into more detail in her report. The Sentara contribution will help tremendously. There will be a new member orientation on April 28, 2021 at 10AM. Ms. Boughey thanked Mr. Kyle Craig for his assistance on social media. The next big fundraising push will be a letter around Memorial Day. Ms. Boughey asked if there were questions. There were none.

Chairman's Review

Chair Lesinski proposed to the board for approval that trustees Allan Burke, Nicole Carry, and Jack Lanier serve on the Nominating Committee.

The Chair also recommended the September meeting originally scheduled for September 16, 2021 be changed to September 9, 2021.

The Chair announced Committee assignments for new Trustees as follows; Laura Schmiegel will join the Development Committee, Lettie Bien and Paula Buckley will join the Finance Committee and Philip Jones will join the Procedures and Policies Committee.

The Chair also asked the board to consider the funding request for outdoor furniture at the Virginia Veterans Care Center in the amount of approximately \$8,000.

He noted that the proposals would be voted on under New Business.

VSF and DVS continue to work together on the General Fund allocation. There are ongoing discussions around finances and the MOU and Rider. This is the first year of the relationship under the MOU and Rider and the Chair, Commissioner, and Executive Director will be meeting to discuss these matters soon.

Chair Lesinski asked for questions. There were none.

Development Committee, Robin Beres

Development Committee Chair Beres stated the Foundation is working on the Virginia Circle of Heroes Program to encourage people to become monthly donors. The potential logos for the program were presented to the Trustees and Chair Beres welcomed thoughts on the logos. Chair Beres also noted the Matching Gift program, to encourage donors to see if their employers offer matching gift programs. Chair Beres asked for questions. There were none. Chair Lesinski encouraged Trustees to look at the logo and provide thoughts on each one.

Finance Committee, Walter Stosch

Senator Stosch noted the Finance Committee has only two members and they are delighted to have Lettie Bien and Paula Buckley joining the committee. He noted the slide the Executive Director showed revealed that the VSF has funds and is not spending all the funds. He urged DVS to come forward with programs that meet the mission of VSF. Senator Stosch asked that DVS present a budget in a high/low format to VSF in April to be able to present at the June Board of Trustees Meeting. Senator Stosch suggested the new members of the Finance Committee meet for an orientation.

Procedures and Policy Committee, Jack Lanier (Attachment 2)

Procedures and Policy Committee Chair Jack Lanier noted the committee met on March 8, 2021 and is looking forward to having Mr. Philip Jones on the Committee. The purpose of the March 8, 2021 meeting was to address the FY21 Workplan. The Workplan contains the member's responsibilities. The committee is submitting the Workplan and Policy F3: Planned Giving for approval by the Board.

FY21 Second Quarter Financial Report, Tammy Davidson (Attachment 3)

Ms. Davidson noted that as of December 31, 2020 there were \$130,936.22 in donations and VSF expended \$149,254.51 creating the difference of expenditures over income as \$18,318.29. Even with this difference the balance on hand is \$1,910,403.8.

FY22 Budget, Tammy Davidson

Ms. Davidson stated that they would work on the high/low budget per Senator Stosch's budget. VSF will start FY22 with what they currently have. The current appropriation from the Department of Planning and Budget is \$796,500.00 and she will have to ask the Department of Planning and Budget to increase the appropriation if programs want to be expanded. Chair Lesinski asked if there were questions. There were none.

Other Unfinished Business

None

NEW BUSINESS

FY22 Budget, Tammy Davidson

Ms. Davidson stated that they would work on the high/low budget per Senator Stosch's budget. VSF will start FY22 with what they currently have. The current appropriation from the Department of Planning and Budget is \$796,500.00 and she will have to ask the Department of Planning and Budget to increase the appropriation if programs want to be expanded. Chair Lesinski asked if there were questions. There were none.

Approval of Chairman's recommendations, Chairman Lesinski

Chair Lesinski suggested the Nominating Committee; the date change of the September meeting from September 16, 2021 to September 9, 2021; the committee assignments, and the Virginia Veterans Care Center funding request be voted on en bloc. Chair Lesinski asked if anyone wanted to remove an item from the bloc. Dr. Jack Lanier moved to vote on those measures en bloc. Mr. Philip Jones seconded the motion. A roll call vote was taken, and the motion passed with one abstention.

Approval of the Procedures and Policies Committee

Mr. Jack Lanier moved to approve the amended Policy F3. Mr. Philip Jones seconded the motion. A roll call vote was taken, and the motion passed with one member abstaining.

Approval of FY21 Second Quarter Financial Report

Walter Stosch moved to approve the FY21 Second Quarter Financial Report, Bruce Waxman seconded the motion. A roll call vote was taken, and the motion passed with one member abstaining.

Other New Business

Commissioner Maxwell thanked the Chairman and the Board for the collaboration since he became Commissioner.

PUBLIC COMMENT PERIOD

There were no comments.

Dr. Jack Lanier asked if there was a time specified for the June 10, 2021 Board of Trustees meeting. 10AM was agreed on for the time.

Adjournment

Ms. Lettie Bien moved to adjourn the meeting. Ms. Valerie Zimmerman seconded the motion. The motion passed unanimously, and the meeting adjourned at 12:03PM.

Veterans Services Foundation Board of Trustees
Electronic Meeting
March 25, 2021
10:00 AM – 12:00 PM

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Staff and Visitors, Approval of Agenda: *John Lesinski, Board Chair* (5 minutes)
- II. Review and Approval of December 10, 2020 Board Meeting Minutes: *VSF Board Chair* (5 minutes)
- III. Presentations
 - a. Swearing In of the newly appointed Trustees: *Carlos Hopkins, Secretary of Veterans and Defense Affairs*
 - b. Sentara Healthcare: *Anna Healy James, Senior Vice President, Public Policy & Government Relations* (10 minutes)
 - c. Chairman's Update: *Board Chair* (10 minutes)
 - d. VDVS Update on Altria Grant and VVFS program: *John Maxwell, VDVS Commissioner* (15 minutes)
- IV. Reports:
 - a. Board of Veterans Services: *Michael Dick, BVS Chairman* (5 minutes)
 - b. Joint Leadership Council: *Bill Ashton, JLC Chairman* (5 minutes)
 - c. Department of Veterans Services: *Commissioner John Maxwell* (5 minutes)
 - d. Foundation Executive Director: *Karla Boughey* (5 minutes)
 - e. Chairman's Review: *Board Chair* (5 minutes)
 - f. Development Committee: *Robin Beres, Chair* (5 minutes)
 - g. Finance Committee: *Walter Stosch, Chair* (5 minutes)
 - h. Procedures and Policies Committee: *Jack Lanier, Chair* (5 minutes)
 - i. Review of FY21 Second Quarter Financial Report: *Tammy Davidson, VSF Treasurer* (5 minutes)
- V. Unfinished Business:
 - a. FY22 Budget: *VSF Treasurer* (5 minutes)
 - b. Other Unfinished Business: *Board Chair* (1 minute)
- VI. New Business (10 minutes):
 - a. Approval of Chairman's recommendations: *Board Chair*
 - b. Approval of Development Committee Initiatives, if required: *Board Chair*
 - c. Approval of Finance Committee Initiatives, if required: *Board Chair*
 - d. Approval of Procedures and Policies Committee revisions: *Board Chair*
 - e. Approval of FY21 Second Quarter Financial Report: *Board Chair*
 - f. Other New Business: *Board Chair*
- VII. Public Comment Period. (5 minutes)
- VIII. Adjournment (Next Board Meeting: June 10, 2021)

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

VIRGINIA VETERANS SERVICES FOUNDATION
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. The Subcommittee shall be chaired by the 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 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 Planned Giving	Veterans Service Fund – Planned Giving	Effective: 12/12/2019
VSF Policy 3		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 Planned Giving	Veterans Service Fund – Planned Giving	Effective: 12/12/2019
VSF Policy 3		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 beneficiary designation form. Insurance policies that are accepted by VSF may take the following forms:

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

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

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

- 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.

b. *Insurance.*

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

- (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.

F3.10 Adoption and Amendment

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

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees. Notice regarding such actions shall be given to all Trustees at least ten (10) days prior to the vote being taken. Biennial review of this policy is the 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 by the Office of the Attorney General and endorsed by the Procedures and Policies Committee on March 8, 2021.

F3.12 Policy Effective Date

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

12/12/2019

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

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)).”

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

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 _____
- Sitter & Barfoot Veterans Care Center _____
- Virginia Veterans Cemeteries _____
- Other _____
- Virginia Veterans Family Support Program _____
- Virginia Veterans Care Center _____
- James & Cabacoy Veterans Care Center _____
- Virginia Values Veterans (V3) Program _____

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, 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.

Veterans Services Foundation
Statement of Assets
For the Month Ended December 31, 2020 (FM06)
FY 2021 Year-To-Date
(Unaudited)

Assets:

Cash held by State Treasurer	1,910,403.80
Total Assets	\$ 1,910,403.80

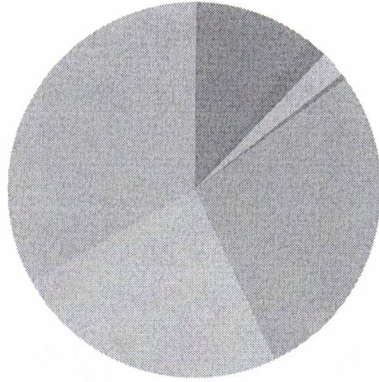
Fund Balances:

Restricted Fund Balances:	
Restricted for VVCC Activities	196,137.97
Restricted for SBVCC Activities	34,447.36
Restricted for Cemetery Funds	42,944.15
Restricted for VVFS Funds	455,517.19
Restricted for Benefits Funds	1,495.52
Restricted for VETE Funds	536,336.65
Restricted for VSF Support Funds	9,107.13
Total Restricted Fund Balances	1,275,985.97
VSF Unrestricted Revenue	634,417.83
Total Fund Balances	\$ 1,910,403.80

Notes:

- 1 All cash is held by the State Treasurer.
- 2 Restricted fund balances are donations given for a specific purpose, or are funds authorized by the Foundation for a specific expenditure purpose.
- 3 VSF Unrestricted Revenue Fund Balance represents the funds remaining from the VSF base funding.

Veterans Services Foundation
Cash Balances
For the Month Ended December 31, 2020 (FM06)
FY 2021 Year-To-Date



196,137.97	VVCC
34,447.36	SBVCC
42,944.15	CEMETERIES
9,107.13	VSF SUPPORT
536,336.65	VETE
455,517.19	VVFS
634,417.83	VSF UNRESTRICTED REVENUE
<u>1,495.52</u>	BENEFITS
1,910,403.80	

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Funds Balances
For the Month Ended December 31, 2020 (FM06)
FY 2021 Year-To-Date
(Unaudited)

INCOME:

Y-T-D Actual

Restricted gifts received for:

Virginia Veterans Care Center	24,649.77
Sitter & Barfoot VCC	2,625.00
Cemetery Funds	210.00
VVFS Funds	48,117.85
Benefits Funds	-
VETE Funds	-
VSF Support Funds	-
VSF Unrestricted Revenue	55,333.60
TOTAL INCOME	130,936.22

EXPENDITURES:

VVCC Indigent Resident Needs	-
VVCC Activities/ Carnival Funds--Activities with Residents	-
VVCC Operation Holiday Spirit	-
VVCC Unit Projects & Functions	-
VVCC Other Donations Restricted	-
SBVCC Indigent Resident Needs	-
SBVCC Activities Funds	-
SBVCC Other Donations Restricted	-
Va Veterans Cemeteries- Other Donations Restricted	-
Va Veterans Cemetery--Amelia	4,450.00
Memorial Cemetery--Suffolk	-
SW Va Veterans Cemetery--Dublin	-
VVFS Outreach Services	-
VVFS Direct Veterans Services	55,592.68
VVFS Enabling Veterans Services	-
VVFS Homeless Veterans Funds	55,018.96
VVFS Operation Family Caregiver Grant	-
Benefits Funds	-
VETE V-3 Fund	10,000.00
VETE Altria Grant	23,300.00
VETE Women's Summit Funds	-
VETE Other Donations Restricted	-
VSF Support Funds--Operating Expenditures and Web Site	892.87
VSF Unrestricted Revenue	-
TOTAL EXPENDITURES	149,254.51

Excess of Income over Expenditures **(18,318.29)**

Beginning Fund Balances 1,928,722.09

Ending Fund Balances **1,910,403.80**

NOTES:

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

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended December 31, 2020 (FM06)
FY 2021 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2020 Adjusted	Receipts YTD	Expenditures YTD	Fund 09410 Balance December 31, 2020 YTD	FY 2021 Budget YTD	FY 2021 Budget Balance YTD
Virginia Veterans Care Center:						
Indigent Resident Needs	36,134.07	2,000.00	-	38,134.07	2,000.00	2,000.00
Activities/Carnival Fund	16,541.07	400.00	-	16,941.07	7,000.00	7,000.00
Operation Holiday Spirit	96,240.93	20,854.00	-	117,094.93	21,000.00	21,000.00
Unit Projects & Functions	-	-	-	-	21,500.00	21,500.00
Other Donations Restricted	22,572.13	1,395.77	-	23,967.90	10,500.00	10,500.00
Total VVCC Funds	171,488.20	24,649.77	-	196,137.97	62,000.00	62,000.00
Sitter & Barfoot VCC:						
Indigent Resident Needs	6,242.52	-	-	6,242.52	1,000.00	1,000.00
Activities Fund	17,521.84	-	-	17,521.84	16,500.00	16,500.00
Other Donations Restricted	8,058.00	2,625.00	-	10,683.00	10,500.00	10,500.00
Total SBVCC Funds	31,822.36	2,625.00	-	34,447.36	28,000.00	28,000.00
Cemetery Funds:						
Va Veterans Cemeteries- Other Donations Restricted	842.00	-	-	842.00	500.00	500.00
Va Veterans Cemetery--Amelia	13,969.38	210.00	4,450.00	9,729.38	5,000.00	550.00
Memorial Cemetery--Suffolk	21,415.98	-	-	21,415.98	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	10,956.79	-	-	10,956.79	5,000.00	5,000.00
Total Cemetery Support Funds	47,184.15	210.00	4,450.00	42,944.15	15,500.00	11,050.00
Virginia Veterans' and Family Support						
Outreach Services	-	-	-	-	-	-
Direct Veterans Services	55,592.68	-	55,592.68	-	240,000.00	184,407.32
Enabling Veterans Services	-	-	-	-	-	-
Homeless Veterans Fund	160,039.32	-	55,018.96	105,020.36	210,000.00	154,981.04
Operation Family Caregiver Grant	923.99	-	-	923.99	-	-
Other Donations Restricted	301,454.99	48,117.85	-	349,572.84	-	-
Total VVFS Funds	518,010.98	48,117.85	110,611.64	455,517.19	450,000.00	339,388.36
Benefits Funds:	1,495.52	-	-	1,495.52	1,000.00	1,000.00
Veteran Education, Transition and Employment						
V-3 Fund	309,184.41	-	10,000.00	299,184.41	100,000.00	90,000.00
Altria Grant	240,452.24	-	23,300.00	217,152.24	90,000.00	66,700.00
Women's Summit	20,000.00	-	-	20,000.00	20,000.00	20,000.00
VETE Other Donations Restricted	-	-	-	-	-	-
Total VETE Funds	569,636.65	-	33,300.00	536,336.65	210,000.00	176,700.00
VSF Support Funds:	10,000.00	-	892.87	9,107.13	30,000.00	29,107.13
VSF Unrestricted Revenue						
Appropriated Funds	193,321.01	-	-	193,321.01	-	-
Donor Funds	278,177.96	50,171.53	-	328,349.49	-	-
Interest	107,585.26	5,162.07	-	112,747.33	-	-
Total VSF Unrestricted Revenue	579,084.23	55,333.60	-	634,417.83	-	-
Grand Total All 09410 Funds	1,928,722.09	130,936.22	149,254.51	1,910,403.80	796,500.00	647,245.49
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,798,659.69	-	(117,090.57)	1,811,612.47		
912 09410 Fund Balance	130,062.40	117,090.57	-	98,791.33		
TOTAL CASH 09410 FUNDS	1,928,722.09	117,090.57	-	1,910,403.80		



COMMONWEALTH OF VIRGINIA BOARD OF VETERANS SERVICES

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

Michael Dick,
Chairman

Tammi Lambert,
Vice Chairman

Victor Angry

Carl Bedell

Senator John Bell

Carl Bess

Paige Cherry

Jenny Dye

Mario Flores

Delegate Buddy Fowler

Delegate Dan Helmer

James O. Icenhour, Jr.

Thuraya Kent

M. Lyla Kohistany

John Lesinski

Senator Mamie Locke

Delegate Kathleen
Murphy

Kathy Owens

Senator Bryce Reeves

Efrain (Frank) Reyes

Delegate Marcus Simon

Julie Waters

William Ashton

Chairman, Joint
Leadership Council of
Veterans Service
Organizations

Jack Lanier

2nd Vice Chair, Veterans
Services Foundation

Linda Schreiner,

Chairman, Virginia
War Memorial
Foundation

John Maxwell,

Commissioner, Virginia
Department of
Veterans Services

REPORT TO THE VETERANS SERVICES FOUNDATION

March 25, 2021

The Board of Veterans Services (BVS) held an on-line meeting on December 17, with a focus on the VDVS Strategic Plan development and budget and legislation for the 2021 General Assembly. Point of Contact (POC) reports were delivered on the Veterans Care Centers, VDVS Transition and Outreach Efforts, Justice Involved Veterans and Veterans Treatment Dockets, Rural Veterans, and Strategic Planning. The VDVS Commissioner also provided an operational update. The POC reports are posted on the BVS webpage for reference.

I provided a report on the VDVS Strategic Plan. One of the roles and responsibilities of BVS is to review and advise the DVS Commissioner on the strategic plan and the Compact with Virginia Veterans. The Board is a key stakeholder in the plan. Board POCs will work VDVS leadership, directors, and supervisors on targeted aspects of the strategic plan for further development. This is a tremendous opportunity for Board members to help guide the direction of state veterans programs and services, and will have meaningful impact on the Compact with Virginia's Veterans. The Board plans to have all work on the strategic plan completed in August, to allow VDVS to move ahead with budget decision packages.

During the September 2020 meeting, the Board voted to send a letter to the VDVS Commissioner, emphasizing BVS concern for, and support of, efforts to help Virginia's veterans find and maintain safe, affordable, and stable housing. The letter asked VDVS to continue working closely with partners to ensure there is no spike in veteran homelessness due to COVID-19 and associated economic conditions. I presented the letter at the December meeting. The Board approved sending the letter to the Commissioner and the Secretary and asked that a copy of the letter be shared with Governor Ralph Northam and the leaders of the General Assembly Military and Veterans Caucus so they may know of the Board's steadfast commitment to addressing the needs of Virginia's most vulnerable veterans.

The Board adopted its 2021 meeting schedule and 2021 work plan during the December meeting. The adopted meeting schedule held April 7 as the first BVS meeting; however, this is now the date of the reconvened session for the General Assembly. The first BVS meeting is now planned for April 16, to be held in a virtual format.

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
March 25, 2021

The Joint Leadership Council met virtually December 16, 2020 and discussed advocacy of the eight JLC adopted initiatives for the 2021 General Assembly Session.

During the month of December, JLC members contacted their local Delegates and Senators to ask for support of the 2021 Initiatives. Additionally, six of the initiatives received Patron support as introduced bills, with two also have member support with corresponding budget amendment requests. A seventh initiative was supported through the budget bill introduced by Governor Ralph Northam and approved by the General Assembly. One recommendation was not picked up by a General Assembly member. In addition Senator Reeves introduced a bill in response to a JLC letter advocating for exemption of VSO Honor Guards from paramilitary activities. JLC members attended subcommittee/committee meetings to speak in support of proposed legislation.

Of the nine initiatives (including Senator Reeves' bill) only two can be deemed to be a success. A status summary of the JLC 2021 initiatives is attached and posted on the JLC webpage at: <https://www.dvs.virginia.gov/dvs/joint-leadership-council-veterans-service-organizations-2>

The JLC adopted its 2021 Work Plan at the December meeting, with the first 2021 meeting scheduled for May 14. During that meeting, we will request candidates for Chair & Vice Chair nominations and we will hold orientation for all new members. We do not know yet if the meeting will be held in-person or virtually.

The JLC looks forward to working closely with the Commissioner of the Virginia Department of Veterans Services in support of the Compact with Virginia Veterans and his strategic priorities to be a port of entry for veterans services and for continued investment into the VDVS team. We look forward to our continued and vital partnership with the Veterans Services Foundation in 2021.

Respectfully submitted,

William B. Ashton
Chairman

Status of JLC 2021 Recommendations – as of March 12, 2021

<i>Initiative</i>	<i>Recommendation</i>	<i>How it was addressed</i>	<i>Bill Number or Budget Amendment Item</i>	<i>Success? (Bill passed or funding included in budget)</i>
JLC 2021-01 <i>Income Tax Subtraction for Certain Low-Income Disabled Veterans</i>	That the Governor and General Assembly approve an individual income tax subtraction for 100% service-connected disabled veterans with a federal adjusted gross income, not exceeding 150% of the federal poverty level for a four-person household, who have not already claimed another exemption.	Legislation (Bill)	<u>HB2337 (Wiley)</u> Passed House 100-0 Left in Senate Finance and Appropriations	No
JLC 2021-02 <i>Promote Hiring of Virginia National Guard and Reserve Members</i>	That the Governor and General Assembly approve \$50,000 to create a grant program to incentivize small to medium-sized Virginia employers to hire members of the Virginia National Guard and Armed Forces Reserves.	Legislation (Bill) and Budget Amendment Request	<u>HB 1771 (Freitas)</u> Left in House Appropriations <u>Budget Amendment Request (Reid)</u> Not included in budget <u>Budget Amendment Request (McDougle)</u> Not included in budget	No
JLC 2021-03 <i>Expand Tax Relief for Surviving Spouses of Military Members</i>	That the Governor and General Assembly amend the Code of Virginia to provide a real estate property tax exemption to both the surviving spouses of service members who were “ <i>Killed in Action</i> ” and those who “ <i>died while serving or from a service connected injury or illness.</i> ”	House Joint Resolution	<u>HJ 614 (Mundon King)</u> Left in House Privileges and Elections	No
JLC 2021-04 <i>Disabled Veteran State Park Passport</i>	That the Governor and General Assembly expand the Virginia Disabled Veteran’s Passport to any Virginia veteran who has been found to have a service-connected compensable or non-compensable disability.	Legislation (Bill)	<u>HB 1766 (Cox)</u> Left in House Agriculture, Chesapeake and Natural Resources	No

<p>JLC 2021-05 <i>Reduced Price Annual Passes to Virginia State Parks for Guard Members</i></p>	<p>That the Governor and General Assembly grant a 50% reduced price annual passes to Virginia State parks to members of the Virginia National Guard.</p>	<p>Legislation (Bill)</p>	<p>No bill submitted</p>	<p>No</p>
<p>JLC 2021-06 <i>No Cost License Plates for guard Members</i></p>	<p>That the Governor and General Assembly further reduce the cost of license plates to recognize the service and commitment of our National Guard members, by changing the current 50% reduced price for a maximum of two license plates per household and registrations to 100% reduction for a single (1) license plate and registration.</p>	<p>Legislation (Bill)</p>	<p><u>HB2261 (Wyatt)</u> Passed House 99-0 Passed Senate 31-6-1</p>	<p>Tentative Yes (Awaiting GOV action)</p>
<p>JLC 2021-07 <i>Partial State Tax Exemption for Military Income</i></p>	<p>That the Governor and General Assembly support changes to the current Virginia tax laws for a partial exemption of military retirement pay to reduce state tax on military retirement income.</p>	<p>Legislation (Bill)</p>	<p><u>SB 1151 (Kiggans)</u> Left in Senate Finance and Appropriations <u>SB1448 (Chase)</u> Passed by indefinitely in Senate Finance and Appropriation</p>	<p>No</p>
<p>JLC 2021-08 <i>Support for the Department of Veterans Services' Programs and Services</i></p>	<p>That the Governor and General Assembly take action to restore the funding for critical DVS programs and services.</p>	<p>Budget (appropriation)</p>	<p>Introduced Budget and budget approved by General Assembly include \$727,000 for DVS (funding for programs that address behavioral health, suicide prevention, homelessness, claims processing, and women veterans) Budget Amendment Request (Murphy) Not included in budget – already in introduced budget</p>	<p>Tentative Yes (Awaiting final approval by General Assembly and signature from the Governor)</p>

			Budget Amendment Request (McDougle) Not included in budget	
Letters				
<i>At the October 21, 2020 meeting, the JLC voted to address two policy proposals with letters.</i>				
<i>Revision to the Code of Virginia Ensuring VSO honor Guards, Color Guards, and Rifle Teams are Exempted from Inadvertent Impacts of State Statutes</i>	<p>The 2020 General Assembly amended §18.2-433.2 of the Code of Virginia to make a person guilty of unlawful paramilitary activity punishable as a Class 5 felony, if he:</p> <p>“1. Teaches or demonstrates to any other person the use, application, or Making of any firearm...</p> <p>2. Assembles with one or more persons for the purpose of training with practicing with, or being instructed in the use of any firearm...</p> <p>3. Violates subsection A of § 18.2-282 while assembled with one or more persons for the purpose of and with the intent to intimidate any person or group of persons.”</p> <p>The JLC’s concern is that a VSO honor guard, color guard, or rifle team member may be inadvertently be identified as a member of a paramilitary organization and held liable. The JLC requests that the Code be amended to provide a specific exemption for these activities.</p>	Legislation (Bill)	SB 1129 (Reeves) Passed Senate 34-5 Left in House Public Safety	No
<i>Support for Annual State Sponsored Life Insurance (SSLI) program briefings for National Guard Members</i>	The JLC supports efforts to ensure Virginia National Guard members receive an annual briefing on the SSLI program, facilitated and coordinated through the Adjutant General.	Administrative (agency operations)	Letter sent to Secretary Hopkins	In process



COMMONWEALTH of VIRGINIA

Department of Veterans Services

John Maxwell
Commissioner

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

Virginia Department of Veterans Services Update for the Veterans Services Foundation March 25, 2021

As we close this third quarter of the Commonwealth Fiscal Year (CFY) and the impact of the COVID pandemic starts to decrease, the Virginia Department of Veterans Services (VDVS) is excited about the prospect of serving more veterans and their families.

With declining positivity rates and more Virginians being vaccinated, VDVS is expanding its in-person services. On March 15, 2021, 20 of 34 VDVS offices began scheduling regular office appointments for veterans seeking face-to-face services, instead of essential-only assistance. By the end of March, we expect that 30 of 34 VDVS offices will be in this posture. While Benefits claims are down by 35% over last year, we are hopeful that veterans will be more comfortable seeking services in person as conditions improve.

As of March 16, 2021, neither Veterans Care Center has any active COVID cases. This is a tremendous accomplishment following outbreaks at both care centers in October and another at Virginia Veterans Care Center (VVCC) in late December. Both teams have displayed tremendous resiliency and we are incredibly proud of their tenacity in working through COVID. We are actively seeking new admissions at both care centers and we have restarted limited family visitations. Both care centers will hold special ceremonies on March 29 – National Vietnam War Veterans Day. Of note, VVCC is seeking funding to replace outdoor chairs/benches for residents (9 benches/9 rocking chairs = \$7994.25).

Construction at both new care centers is on-track (Puller VCC - Fauquier County): March 2022; Jones and Cabacoy VCC - Virginia Beach): August 2022).

The Cemeteries division is observing a rise in the number of interments. Overall, Cemeteries had a record month in February as both Horton (Suffolk) and Amelia conducted record numbers of interments, and Dublin exceeded their monthly average. Construction will start on the \$5.2M expansion project in April at the Virginia Veterans Cemetery at Amelia, and will be completed in early calendar year 2022.

The Virginia War Memorial is open to visitors and the team continues to offer a wide array of educational opportunities in person and virtually. These offerings included special programming during Black History and Women History month, and the recent celebration of K-9 Veterans Day. Additionally,

the Virginia War Memorial recently added two names to the Shrine of Memory - one who was killed in 1951 in Korea and one who was killed in the bombing of the US Embassy in Beirut in 1983.

Virginia Veteran and Family Support continues to seek ways to improve its resource connections for veterans and families, to include peer support and prevention of suicide among service members, veterans, and families (SMVF). This includes the expansion of Virginia's Identify SMVF, Screen for Suicide Risk, and Refer for Services (VISR) pilot and Crisis Intercept Mapping in conjunction with the VA and DBHDS.

VVFS will not expend the entire Homeless Fund (\$210K) this year, mostly due to the eviction moratorium and the substantial amount of public funding for housing.

Historically, the Homeless Fund was used to fill gaps in funding by helping partner agencies who administer the Supportive Services for Veterans Families (SSVF) account when they were short of funding at the end of the Federal fiscal year. These providers received an increase in funding through the CARES Act and funding limits per veteran households have been waived temporarily, alleviating that traditional pressure. Also, the CARES Act infused \$80M and Emergency Rent Relief added \$520M to communities through Department of Housing and Community Development (DHCD) Rent Relief Program. Despite the funding, homelessness continues to be a significant issue. The lack of available low cost housing, in part due to the eviction moratorium, has made housing placement of the homeless more difficult.

Below is a summary of VVFS expenditures of the VSF Homeless Fund (CFY21 expenditures (through March 4, 2021):

- 92 veterans served for a total of \$77,346
- 44% decrease (compared to CFY20) in veterans served /41% decrease in use of funds (in December it was 61% decrease in veterans served / 55% decrease in use of fund)
- 16% increase in spending from January to February 2021 (Jan. 2021 -\$8,383.62/Feb. 2021 = \$9734.99)
- Average per veteran is \$844 (CFY20-\$780) and we are on track to use \$100K-115K

Also, VVFS will not expend all funds designated for direct services (\$240K annually) and projects to spend \$140K-\$170K this CFY. This is due the reduced throughput of veterans and families during COVID. Below is a summary of the direct services expenditures:

- \$39,864 in Behavioral Health Assistance (911 counseling sessions (marriage/couples therapy, individual therapy, including PTSD and substance abuse therapy, and clinical assessments))
- \$36,181 in Financial Assistance (53 veterans assisted)
- 11% increase in total spending (compared to CFY20 for behavioral health and financial assistance)
- 39% increase in spending from January to February 2021 (Jan. 2021- \$6241/Feb. 2021- \$8681)

VETE continues to expand offerings to veterans and families in the Commonwealth. We are improving our outreach to women veterans, transitioning service members, Military Medics and Corpsmen (MMAC) and companies who would like to hire veterans.

Our Veteran Transition Assistance Program (VTAP) program has seen steady numbers of TSMs looking for assistance and we continue to grow the list of V3 certified companies. In addition, we added voluntary veteran mental health awareness training for interested V3 companies. Finally, MMAC continues to bring more partner healthcare agencies into the program.

In order to better use the Altria Grant, we successfully expanded certification course offerings with Community College Workforce Alliance (CCWA) and are preparing to deliver technology resources to veterans and spouses.

During CFY20, the CCWA program offered Lean Practitioner, Manufacturing Specialist Certification, MT1, Certified Logistics Associate, Certified Logistics Technician, and OSHA Training. While the focus has been on the advanced manufacturing industry, we learned that employers also required employees with up-to-date IT skills. The addition of IT certifications expanded the pipeline of in-demand skilled IT professionals in Altria's recruiting region. The new certifications brings a total of 11 certifications under the Altria Grant, including CompTIA entry-level certifications recognized by businesses and industries to demonstrate basic technology understanding, AWS Certified Cloud Practitioner, and AWS Certified Solutions Architect.

In Hampton Roads there are 16 military installations, with 15,544 transitioning service members in FY2018 (see DoD Skillbridge Separation Map: <https://dodskillbridge.usalearning.gov/separation-map.htm>). With Hampton Roads having the highest number of TSMs in the state, this strategy to train, attract, and retain our transitioning service members widens Altria's recruitment potential to the Tidewater Region in addition to the Central Region.

The courses are offered via online and hybrid (some in-person class sessions) modalities. VDVS learned in February that CCWA was utilizing a separate grant near the end of its life cycle. In CY21 no veteran or military spouse students had their courses paid for in part or full by the Altria Grant due to CCWA seeking to deplete other grant funds prior to their expiration. CCWA is confident that they will be able to utilize all funds earmarked for the approved certifications by VDVS's goal date of September 2021. Below is a list of the current offerings under CCWA:

- o Manufacturing Specialist Certification - \$1584 (3 Spring Courses)
- o Lean Practitioner Certification - \$1200 (3 Spring Courses)
- o MT1 - \$816 (3 Spring Courses)
- o IT Training Courses
 - § CompTIA A+ - \$1668
 - § CompTIA Network+ - \$1716
 - § CompTIA Security+ - \$1611
 - § AWS Certified Cloud Practitioner - \$1650
 - § AWS Certified Solutions Architect - \$1800
- o Certified Logistics Associate - \$900 (4 Spring Courses)
- o Certified Logistics Technician - \$1,200 (5 Spring Courses)
- o OSHA Training – 595 (1 Spring Course)

There are two community colleges in the Richmond/Central Virginia area (John Tyler Community College and J. Sargeant Reynolds Community College). The veteran and military-related population attending those schools and utilizing GI Bill benefits is approximately 600 students. The need for technology for many students increased due to the change from residential to online courses

caused by COVID-19. The community colleges' current loaner program is not adequate to meet current student needs.

VDVS will distribute 225 laptops to veteran students and military spouses through a partnership with Virginia Community College System (VCCS) and Tech4Troops (T4T). Students request laptops by submitting an online application to VDVS at the Veteran Education Resource Initiative for Transition, Advising and Success (VERITAS) office at their campus. VDVS will review the application for eligibility and notify VERITAS of approval status. VERITAS will then provide the student a Virginia Department of Veteran Services Veteran Resource Guide to the student, issue the device to the student, and have the student sign a hand receipt. VDVS entered into a Memorandum of Understanding with T4T for this partnership, where T4T will provide the devices to the schools directly. The student will provide verifying documents and sign a hand receipt to record physical receipt of the laptop. VDVS will share student demographic information with T4T based on their mission to focus on the veteran community.

We will distribute 225 laptops under the plan. Originally, we had a goal of having T4T provide all of the laptops at a cost of \$250 per device for a total cost of \$56,250. T4T now only has the capacity to provide 175 refurbished devices. The cost for these devices was reduced to \$225 as VDVS will coordinate delivery of the devices to the schools rather than ship them. The schools will coordinate distribution of the devices to the students. The total cost for the refurbished devices will be \$39,375. T4T will purchase 50 additional new laptops at a cost of \$640 per device, and a total of \$32,000 for the new laptops. Total projected costs for refurbished and new laptop devices, combined 225 devices total, \$71,375. Below is this data in table format.

Devices	Count	Cost per Device	Total Cost
Original Quote Refurbished: T4T	225	\$ 250.00	\$ 56,250.00
New Quote Refurbished: T4T	175	\$ 225.00	\$ 39,375.00
New Quote T4T new devices	50	\$ 640.00	\$ 32,000.00
Revised Projected Cost			\$ 71,375.00
Increase in Projected Cost			\$ 15,125.00

A rack card has also been created for advertising the grant opportunity to the Central Virginia region. We expect to be able to deploy laptops by April 1, 2021.

Finally, we are planning to expend the vast majority of funds donated through the Dominion Energy Charity Classic (YTD available funds: \$299,184.40 – see summary table below).

VDVS proposes 200 new laptop devices be shipped to Tidewater Community College and Thomas Nelson Community College at \$720 per device for use by veterans and their spouses. This will cost \$144,000.

VDVS also proposes using \$7,500 to develop a housing grant for Hire Vets Now Fellowship Program fellows. Transitioning Service Members who require assistance with their housing situation while on temporary assignment can apply for financial assistance through VDVS. We are confirming with the Navy Region Mid-Atlantic that this grant establishment by VDVS, not the employer, is in compliance with DoD Skillbridge regulations.

The RFP for the V3 Core Curriculum Training is capped at a cost of \$105,000 for CFY22 and will be taken from available DECC funds. Additionally, the V3 Program anticipates another virtual V3 Awards ceremony in 2021 and will provide a virtual training platform for employers at the event. The cost of this platform is \$20,000. The VTAP team and V3 Program will continue to partner with the Virginia Chamber of Commerce to provide at least two additional virtual networking events in 2021 for a cost of \$12,000.

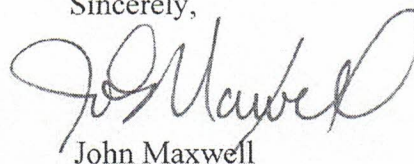
MMAC will create a grant fund that military spouses could use to apply for reimbursement for applicable medical licensure fees. The state fees on average cost \$130, and there are approximately 45 military spouse hires annually through the program. This is expected to cost \$5,850.

The remaining \$4,834.40 in DECC funds will remain unappropriated to account for any fluctuations in costs in the above spending plan. Please see the below table for a visual representation of this spending plan.

Dominion Energy Charity Classic Funds	
<i>Balance in Veteran Service Foundation: \$299,184.40</i>	
Project	Cost
Hampton Roads Technology	\$144,000
Hire Vets Now Housing Grant	\$7,500
V3 Core Curriculum Training Contract	\$105,000
Military Spouses Medical License Reimbursement Grant	\$5,850
V3 Annual Awards Training Platform	\$20,000
Hire Vets Now Virtual Networking Events	\$12,000
	\$294,350
<i>*Remaining \$4,834.40 will be used to cover cost fluctuations in proposed spending</i>	

VDVS is grateful for the Foundation’s efforts to raise funds that support Virginia’s veterans and their families. We are committed to this partnership and look forward to collaborating on ways to continue serving veterans and families.

Sincerely,



John Maxwell

Veterans Services Foundation Board of Trustees
ELECTRONIC *DRAFT* Meeting Minutes
December 10, 2020

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held electronically on December 10, 2020. The meeting was called to order at 11AM.

TRUSTEES PRESENT

- William Ashton, *Chairman, Joint Leadership Council, Ex-officio/voting*
- Robin Beres
- Allan Burke
- Nicole Carry
- Kyle Craig
- Paul Haughton
- Carlos Hopkins, *Secretary of Veterans and Defense Affairs, Ex-officio/voting, joined at 11:09*
- Jack Lanier, *P&P Committee Assistant Chair*
- John Lesinski, *Chairman, Veterans Services Foundation*
- Walter Stosch, *Finance Committee Chair*
- Jarris Taylor, Jr.
- Bruce Waxman
- Valerie Zimmerman

VSF STAFF PRESENT

- Erin Green, *Operations Manager-*

DVS STAFF PRESENT

- Tammy Davidson, *Chief Financial Officer- ex officio/non-voting, VSF Treasurer*
- Glendalynn Glover, *Administrative Assistant*
- John Maxwell, *Commissioner*
- Annie Walker, *Deputy Commissioner*
- Jordan Stewart

GUESTS PRESENT

- Jack Hilgers, awaiting reappointment
- Rick Oertel
- Cyndi Miracle, Virginia Chamber of Commerce

Materials Attached

- November 17, 2020 Draft Development Committee Minutes (Attachment One)
- November 16, 2020 Draft Procedures and Policies Committee Minutes (Attachment Two)
- FY21 First Quarter Financial Report (Attachment Three)
- December 10, 2020 VSF Electronic Meeting Draft Agenda (Attachment Four)
- BVS Report to VSF (Attachment Five)
- September 17, 2020 Board Meeting Draft Minutes (Attachment Six)

Opening and Pledge of Allegiance

Board Chair Lesinski, called the meeting to order at 11AM. He then led the group in reciting the Pledge of Allegiance.

Roll Call of Trustees and Quorum Determination

A roll call was conducted and with 11 of 11 trustees present, a quorum was established.

Introduction of Staff and Visitors

Board Chair Lesinski welcomed DVS Staff and visitors.

Approval of Agenda

Board Chair Lesinski noted two changes needed to be made to the agenda, including the Commissioner's presentation moving to the second position and Deputy Commissioner Walker would be giving the report on the Altria Grant. Ms. Valerie Zimmerman moved to approve the Agenda with the changes Board Chair Lesinski noted. Ms. Robin Beres seconded the motion. A roll call vote was taken and the motion passed unanimously.

Review and Approval of Minutes

Board Chair Lesinski noted that electronic copies of the minutes from the September 17, 2020 were emailed to the Trustees and posted on the Commonwealth Calendar and VSF website. The only changes necessary were grammatical. Mr. Paul Haughton moved to approve the September 17, 2020 minutes, Secretary Hopkins seconded the motion. A roll call vote was taken and the motion passed unanimously.

PRESENTATIONS

Chairman's Report

Chairman Lesinski stated he traveled to Lexington, VA to the local MOAA Chapter on December 9, 2020 to receive a donation of just over \$16,000.00. The Chairman stated that year to date giving we have received \$75,348.00 with 206 contributions. We are down by \$31,000.00 and were at \$106,000.00 last year with 264 contributions. Mr. Chairman announced that we will be doing a year end appeal. He stated that he would like trustees to record a short video if possible, for the appeal. Chair Lesinski stated we are working with a VFW Post in Fauquier County that would like to do a fundraising initiative centered around our Care Centers.

Virginia Chamber of Commerce, Cindi Miracle

Cyndi narrated a slide deck that talked about what the Chamber's initiatives are for Virginia Veterans moving forward. Cyndi spoke about the commerce's strategic plan called Blueprint Virginia which is a comprehensive plan for Virginia which was developed 7 years ago. The Chamber announced last week their plan for Blueprint 2030 which will start in January 2021. Cindy stated that she is looking forward to having us at their January meeting and working with DVS/VSF on their future initiatives for Virginia Veterans. The Chairman thanked Cindy for taking her time to talk about the chambers Veterans initiatives.

The Chairman opened the floor for any questions. There were none.

REPORTS

Department of Veterans Services

Commissioner Maxwell stated that DVS has been in a hybrid telework schedule since the end of June. He stated that they are down 35% of claims from last year and they have 22% less new clients working with their veterans and family support (VVSF) teams. Commissioner stated in September they released an online appointment tool and since the release they have had 900 online appointment requests. Commissioner Maxwell stated that the homeless rates have been down due to the Cares Act and eviction moratoriums that have been offered over the last few months. Commissioner Maxwell noted that both care centers are on schedule to open in 2022. Commissioner Maxwell stated that Women's Veterans Programs is going strong and there has been an increase of women veteran engagement by 21% and 50% increase of partner referrals.

Commissioner Maxwell stated he has some recommendations for a few of the programs.

- 1) Homeless fund usage is down by 61% and a decrease of 51% of funds are not being used due to the CARES ACT. The Commissioner does not believe that they will expend the entire \$210,000.00 that is allocated to the Homeless fund. He is recommending we increase \$2,500.00 per household over a two-year period. The Commissioner also stated that they would like to include homeless clients served through the rapid rehousing funds program.
- 2) Direct Services- Commissioner Maxwell stated there has been a decrease of 36% of veterans that were being served but an increase of 14% in total spending. Although there has been an increase, they are on track to spend \$140,000.00 to \$170,000.00 of the \$240,000.00 budget. The commissioner stated that they were looking into starting a gas card pilot program that would allow veterans to get to programs or appointments outside healthcare appointments. Commissioner Maxwell would like to increase the maximum assistance that regional directors can approve to \$2,500.00. The commissioner also stated that having flexibility on how they use funding for financial assistance.
- 3) VETE- Would like to use \$20,000 for the next women's summit in June. They have used \$18,500.00 for virtual networking platform so far and would like 105,000.00 for V3 curriculum updates for next FY.

The commissioner stated they are looking for more flexibility with using the funds for their programs and hopes that the Board of Trustees would be open to his recommendations. Chairman Lesinski asked when the Commissioner would like feedback from the Board. Commissioner Maxwell stated that the sooner the better.

Secretary of Veterans and Defense Affairs, Carlos Hopkins

Secretary Carlos Hopkins provided the board with an update on four primary focuses for this year's legislative session: Transitional Services, expand MMAT capabilities, giving the department of military affairs greater authority over tag and the state active-duty healthcare proposal. Secretary Hopkins stated they are currently working on cultivating a relationship with Home Depot on the Hire Vets program, and Transition Programs. He has also encouraged Home Depot to reach out to VSF as a potential donor.

Altria Grant, Deputy Commissioner Annie Walker

Deputy Commissioner Walker outlined the programs that were under her strategic guidance. Deputy Commissioner Walker stated that in 2015 they started partnering with Altria through a \$100,000.00 a year grant. Since 2015 there has been \$317,606.00 of unspent funds over a 5-year period. Walker stated that in November Altria gave Executive Director, Karla Boughey permission to unrestricted \$86,000.00 leaving them with \$231,000.00 to spend. Deputy Commissioner stated that \$120,000.00 will be allocated to Direct Services to Veterans and Spouses. These funds will be allocated for credentialing courses in manufacturing trades and IT field. Deputy Commissioner stated that VCSS has identified the lack of proper technology has increased due to COVID. DVS will be working with Tech for Troops to distribute 225 refurbished laptops to Veterans and Spouses in need and have allocated \$56,250.00 for this program. A total of \$20,000 will be used for marketing and communications to increase awareness of programs that are offered through the Altria Grant. Deputy Walker stated that they will be holding a virtual Military Education Summit that will be remote this year due to COVID. They are estimating a total of \$35,000 will be needed to host this event. In total they have allocated all of \$231,250.00 of unspent funds in these four areas. Deputy Commissioner Walker stated they submitted the plan to Altria as of last week and are waiting to hear back from them.

Board of Veterans Services

Michael Dick the Chair of the Board of Veterans Services noted BVS's last meeting was held on November 13, 2020 was focused on the consideration of JLC proposed incentives for the next legislative session. JLC had 7 proposed initiatives and the board embraced 4 of them and took no position on 3 other initiatives.

The Board of Veteran's Services has assigned point of contacts that affiliate with various aspects of DVS specifically service area directors. In BVS's September meeting they addressed 5 of those services areas, they will continue to address the additional services areas in their December and spring meetings. Chair Lesinski asked if there were questions. There were none.

Joint Leadership Council

Mr. Bill Ashton noted the JLC has come up with 8 initiatives this year and two support letters that you can find on the JLC website. Their next meeting is December 16, 2020 and will be held virtually. Mr. Ashton asked if there were questions. There were none.

Virginia Veterans Services Foundation

Acting Executive Director, Jordan Stewart stated that donations were down from where we were in 2019. Acting Executive Director Stewart stated that we had raised \$2,055 and we gained 8 first time donors from our Veterans Day Campaign. Acting Executive Director Stewart stated on Giving Tuesday we had a total of 9 donations, totaling in \$1,981. Acting Executive Director Stewart stated that on December 9, 2020 we had received a donation of \$2500.00 from Rosie's Gaming Emporium in New Kent which had been in result of Executive Director Karla Boughey's efforts in October. Executive Director Stewart stated that her and Erin Green, Operations Manager have been researching GiveCloud a donor database to help with donor relations and outreach. She stated that she was going to look further in what was needed to start the process of working with them in the future.

Development Committee Report, Robin Beres

Ms. Robin Beres stated the Development Committee had a virtual meeting on November 17, 2020. In the meeting they discussed creating a development plan to reach out to local corporations that Executive

Director Karla Boughey had Erin Green, Operations Manager research to see if they could be potential donors. The Committee will continue to work on the draft Development Committee Plan.

Finance Committee, Walter Stosch

Senator Walter Stosch stated he did not have a formal report. He stated that Executive Director Karla Boughey's request to Altria to redesignate \$86,000.00 to unrestricted funds was successful. Chair Lesinski asked if there were questions. There were none.

Procedures and Policy Committee (Attachment Three)

Dr. Jack Lanier stated that the Committee met virtually on November 16th, 2020. Dr. Jack Lanier welcomed new board member Bruce Waxman and thanked Jack Hilgers. Dr. Jack Lanier stated they had reviewed and approved a work plan for 2021 which is made up of four policies. Dr. Jack Lanier stated that the work plan is the road map for the P & P committee and will follow for the upcoming FY2021. He also stated that there were several Policies and Procedures that the Committee would recommend approving, because the changes were only technical in nature. Chair Lesinski asked if there were questions. There were not.

Review of FY21 First Quarter Financials Report

Mrs. Davidson noted that the first FY21 First Quarter ended on September 30, 2020. Mrs. Davidson stated we started out relatively low for our first Quarter with a total income of \$22,926.08. Mrs. Davidson stated we had \$73,432.94 in expenditures in the first quarter and we have total balance of \$1,878,215.23.

Mrs. Davidson discussed a budget adjustment to move \$10,000.00- \$20,000.00 from VA Veteran Care Center and the Unit Project and Funds function and place it VETE Women's Veterans Summit accommodate the donation they received for the women's summit.

UNFINISHED BUSINESS

The Chairman brought to discussion when the board should meet to discuss the changes that Commissioner Maxwell recommended in his report. Mrs. Davidson stated she will get with the Commissioner and have him provided a written document on the changes that he recommended and provide them to the board in a timely matter.

NEW BUSINESS

Approval of Development Committee Recommendations

None Required

Approval of Finance Committee Recommendations

Senator Stosch moved to approve the FY21 First Quarter financial report that was provided to the Board. Ms. Robin Beres seconded the motion. A roll call vote was taken the motion passed unanimously.

Approval of Procedures and Policies Committee Recommendations

Chair Lesinski made the recommendations for Policy F1, Policy F4 and Joint Policy J11, appendix E en bloc. Mr Allan Burke moved to approve the policies en bloc. Dr. Jack Lanier seconded the motion. A roll call vote was taken and the motion passed unanimously.

Other New Business

Mrs. Tammy Davidson made a motion to move \$10,000 from VA Veteran Care center and the unit project and funds function and place it VETE Women's Veterans Summit increasing it to \$182,700 and decreasing 62,000 to accommodate the donation they received for the women's summit. Ms. Robin Beres seconded the motion. A roll call was taken and the motion passed unanimously.

PUBLIC COMMENT PERIOD

There were no comments.

Adjournment

A final roll call was taken and 8 out of 14 Trustees were present. Ms. Nicole Carry moved to adjourn the meeting and Dr. Jack Lanier seconded the motion. The meeting adjourned at 1:02PM.

October 18-24, 2021 | The Country Club of Virginia, James River Course



**Virginia Veterans Services Foundation
Board Meeting**
June 10, 2021



1



CHAMPIONS PLAY IN RVA

In its short history, the Dominion Energy Charity Classic has become a **can't miss** on the region's annual event calendar. With more than 140 corporate partners, 1,100 volunteers and big crowds, the PGA TOUR Champions professionals voted the tournament their favorite of the season in 2016, 2017 and 2019.

2021 Dates: October 18-24
Defending Champion: Phil Mickelson
Location: The Country Club of Virginia James River Course, Richmond, VA

2





Top 72
players on the
regular season
money list

October 22-24



Top 54
from
DECC

November 5-7



Top 36
from
TimberTech

November 11-14

3

BY THE NUMBERS

- Best attended Charles Schwab Cup Playoff Event 2016 through 2019
- Winner of the 2016, 2017 and 2019 PGA TOUR Champions Players' Award
- Winner of the 2018 PGA TOUR Corporate Partner Award
- Nine hours of global television coverage on Golf Channel
- Over 1,100 volunteers
- Over 140 local corporations participate as sponsors
- \$15 million annual economic impact to Henrico County and surrounding region
- Historic 10-year extension signed in 2018 to secure the event through 2029



4

FEATURED PGA TOUR CHAMPIONS PROFESSIONALS

**SCOTT
MCCARRON**

**BERNHARD
LANGER**

**RETIEF
GOOSEN**

**VIJAY
SINGH**

**MIGUEL ANGEL
JIMENEZ**

5

LOCAL CHARITABLE IMPACT

OVER \$5.1 MILLION GENERATED SINCE THE EVENT'S INCEPTION IN 2016
INCLUDING \$553,489 TO THE VIRGINIA VETERANS SERVICES FOUNDATION

6

SUPPORTING OUR VETERANS

- Complimentary tournament admission and hospitality
- Invitations from Dominion Energy to compete in the Pro-Am
- Military Appreciation Ceremony Friday after play
- Drive Through Baby Shower for expectant military moms
- Pro-Am caddie opportunities for the professional golfers on hole #10

7

BIRDIES FOR CHARITY

- Fundraising platform designed to give Richmond-area charities the opportunity to generate donations
- Open to all 501(c)(3) organizations
- Participating charities receive all donations collected on their behalf by PGA TOUR Charities, Inc.
- The PGA TOUR will donate an **additional 10%** to all participating charities on donations generated through the program

PRESENTED BY
TOWNE BANK
RICHMOND

8

PARTNERSHIP OPPORTUNITIES

HOSPITALITY

- 16th, 17th and 18th holes
- Private and shared accommodating four to 100 people per day
- All-inclusive food and beverage





9

PARTNERSHIP OPPORTUNITIES

OFFICIAL PRO-AM FOURSOME
Perhaps the most unique partnership opportunity available in the sports world

MARKETING & BRANDING
18 Green Videoboard, Official Spectator Guide, Social Media





10

INDIVIDUAL TICKETS


Individual grounds tickets on sale on-line at DECCGOLF.COM beginning mid-August

Grounds ticket options:

Thursday	\$15
Friday	\$35
Saturday	\$25
Sunday	\$25
Weekly	\$70

Youth age 18 and under receive complimentary admission to the Grounds with a paying adult

Active Duty, Military Reserve, Military Retirees and National Guard members and their dependents receive complimentary Grounds admission; Veterans also receive complimentary Grounds admission



11

VOLUNTEER OPPORTUNITIES

GET A BEHIND-THE-SCENES EXPERIENCE AT A PROFESSIONAL GOLF TOURNAMENT!

25 COMMITTEES, 1,100+ VOLUNTEERS
There are many fun and unique volunteer opportunities at the tournament – you don't have to be a golfer to volunteer!

GROUP VOLUNTEER OPPORTUNITIES
Have a group of co-workers, family members, friends or neighbors? We will work with you to identify a group volunteer opportunity to work the tournament together.

VOLUNTEER WEBSITE:
VOLUNTEERS.DECCGOLF.COM
This website provides further detail on registration, committees, volunteer package and more.





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13



COMMONWEALTH of VIRGINIA

Department of Veterans Services

John Maxwell
Commissioner

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

Virginia Department of Veterans Services Update for the Veterans Services Foundation June 10, 2021

With recent modifications to the Governor's Executive Orders eliminating the need for face coverings and removing capacity restrictions around the state, the Virginia Department of Veterans Services (VDVS) has increased access to our services for veterans and families across Virginia. We resumed in-person services by appointment at all VDVS offices five days per week with exceptions at Chesapeake, Roanoke, and Petersburg. Chesapeake and Roanoke have not yet reopened, and Petersburg is open to in-person services three days per week at an itinerant site provided by the Department of Social Services. Also, staff at the Hampton Pinewood office (VVFS) will permanently relocate to the Hampton Executive Office Building on June 23, 2021.

VVFS is increasing new clients by about 15-20 clients per month. We may be seeing our anticipated uptick in veterans' housing needs, as the last two months of housing assistance averaged \$21,667 per month as compared to an average of \$9,228 per month for the previous nine months. For Fiscal Year 2021 to date, total VSF housing fund usage is approximately \$126,000 and direct services (financial assistance/behavioral health) is \$113,000. We are also planning to restart Mission Healthy Relationships in the fall of CY 21 and Mission Healthy Families in the summer of CY 22. Finally, we are very appreciative for the Veterans Services Foundation's (VSF) support of the George Mason University Psychiatric Evaluations that help veterans with mental health diagnoses, and subsequent treatment and claims evidence.

The 2021 Women Veterans Virtual Summit is in the final stages of planning. We have a robust list of key leaders joining us live and via recorded remarks that includes elected officials, state and local government leaders, and prior General and Flag Officers. We are grateful for VSF's financial assistance for this conference.

Our transition services are as strong as ever, as we continue to reach TSMs via virtual means. We have distributed 80 laptops through our partnership with John Tyler and Reynolds Community Colleges. The Virginia Values Veterans (V3) team is increasing the company count with a focus on small and medium-sized companies. Recently, we learned that Dominion Energy will reprogram funds donated to VSF from its annual Charity Classic (DECC) to VVFS; previously this grant supported the V3 company certification curriculum.

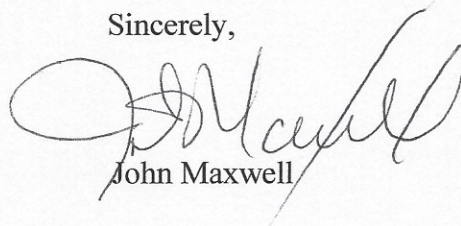
With the FY 22 budget, we also gained a military spouse liaison position. This will enable us to focus on military spouse needs. Combined with the military spouse licensure legislation passed last year and our partnerships with other organizations, we will be able to make great strides in providing rewarding careers to military and veteran spouses here in Virginia.

Cemeteries has seen a large increase in interments; anecdotally, it appears this is COVID related, both directly and indirectly. Cemeteries staff are exploring the purchase of carillons at each cemetery with designated VSF funds.

Our veterans care centers remain COVID-free and are allowing family visitations, greatly improving quality of life for their residents. Also, the two new care centers remain on track for opening next year.

VDVS is grateful for VSF's efforts to raise funds that support Virginia's veterans and their families. We are committed to this partnership and look forward to collaborating on ways to continue serving veterans and families.

Sincerely,

A handwritten signature in black ink, appearing to read "John Maxwell". The signature is fluid and cursive, with a large initial "J" and "M".

John Maxwell



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

COMMONWEALTH OF VIRGINIA BOARD OF VETERANS SERVICES

Michael Dick,
Chairman

Tammi Lambert,
Vice Chairman

Victor Angry

Carl Bedell

Senator John Bell

Carl Bess

Paige Cherry

Jenny Dye

Mario Flores

Delegate Buddy Fowler

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Murphy

Kathy Owens

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Efrain (Frank) Reyes

Delegate Marcus Simon

Julie Waters

William Ashton
Chairman, Joint
Leadership Council of
Veterans Service
Organizations

Jack Lanier
2nd Vice Chair, Veterans
Services Foundation

Linda Schreiner,
Chairman, Virginia
War Memorial
Foundation

John Maxwell,
Commissioner, Virginia
Department of
Veterans Services

REPORT TO THE VETERAN SERVICES FOUNDATION **June 10, 2021**

The Board of Veterans Services (BVS) held an on-line meeting on April 16, 2021, primarily focused on the Virginia Department of Veterans Services' (VDVS) strategic priorities. We also welcomed two new members to the BVS – Ms. Jenny Dye and Mr. Mario Flores. Ms. Dye is a Licensed Professional Counselor and an Approved Clinical Supervisor in Virginia. In her current position, she coordinates and provides triage services to Virginia Tech Students. Mr. Flores is a U.S. Army combat veteran with experience in the areas of national security and national defense strategies. Selected as one of 23 Army service members to serve as an Army Congressional Defense Fellow, he will begin this assignment in May on the staff of a Member of Congress.

During our April meeting, VDVS Commissioner John Maxwell discussed the Compact with Virginia's Veterans and outlined VDVS' strategic priorities. In particular, the Commissioner highlighted the Compact's objectives that are focused on unifying and better coordinating the efforts of state agencies and community partners to provide enhanced support to veterans. The Commissioner also discussed the strategic priority of ensuring VDVS effectively serves as the Primary Port of Entry to veteran-related federal, state and community resources. Finally, the Commissioner underscored the strategic necessity of enhancing the strength of VDVS through employee development, support, and collaboration. During the discussion that followed the Commissioner's presentation, the question of how to measure progress towards achievement of VDVS' strategic priorities was raised. I anticipate that the BVS will work closely with VDVS to assist in the development of appropriate metrics.

As a key stakeholder in the VDVS Strategic Plan, the Board is committed to identifying legislative and budgetary initiatives that will contribute to ensuring Virginia remains the most veteran friendly state in the nation.

Our next meeting is scheduled for June 29, 2021, during which we plan to focus on our initial review/discussion of legislation and budget initiatives needed to support the strategic priorities of the Compact with Virginia's Veterans as outlined by Commissioner Maxwell. We will also conduct our annual review of BVS Bylaws and hear scheduled POC reports.

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
June 10, 2021

The Joint Leadership Council met virtually May 14, 2021. The briefing provided by the Veteran Services Foundation during our meeting was very well received and informative for our members. We very much enjoy our relationship with the VSF and look forward to continuing our strong partnership.

During our May meeting, VDVS Commissioner John Maxwell presented his strategic priorities to the JLC supporting the Compact with Virginia's Veterans. Commissioner Maxwell presented three of his top priorities with the goal of making Virginia the most veteran-friendly state in the nation. We understand that veteran retirement income tax remains a concern in Virginia, so the JLC will continue its advocacy on that issue as well as other initiatives that support VDVS strategic priorities.

One of the JLC initiatives for 2021 was to expand real estate property tax exemption to both the surviving spouses of service members who were "*Killed in Action*" and those who "*died while serving or from a service connected injury or illness.*" This initiative was presented as a House Joint Resolution, but was left in committee. A surviving spouse attended our May JLC meeting as a member of the public to ask about this initiative. Her husband was killed in Afghanistan in 2012 in a vehicle accident. He was on his 5th deployment. By the current Code regulations, she does not qualify for tax exemption, yet her husband paid the ultimate price. We will continue to advocate for this surviving spouse and others across the Commonwealth.

This will be my last report to the VSF as Chairman of the JLC. My term ends on 30 June. We will elect a new Chairman at our next meeting in July. It has been my privilege and honor to serve as Chairman, advocating for veterans and their families. I will remain engaged with veteran issues, and will always stand on the side of freedom. Thank you all for everything you do to support Virginia's veterans.

Respectfully submitted,

William B. Ashton
Chairman

Virginia Veterans Services Foundation

Nominating Committee Report

Submitted on June 10, 2021

At the March 25, 2021 virtual VSF Board of Trustees meeting, the Board Chairman, John Lesinski proposed and the Board approved Dr. Jack Lanier (Chair), Mr. Allan Burke and Ms. Nicole Carry to serve as members of the FY22 Nominating Committee. This Committee is responsible for the oversight of the nomination process that is stated in Articles 3.09, 3.10 and 6.04 of the Foundation Bylaws.

Later, Ms. Carry became a candidate for an office rendering her ineligible to serve and she resigned her position on the Nominating Committee. The Board Chair then appointed Mr. Bruce Waxman as Ms. Carry's replacement on the committee.

On behalf of the Chairman of the Nominating Committee, Dr. Jack Lanier, the Executive Director posted a call for nominations from the Board that included a list of Trustees eligible to serve as Chair, 1st Vice Chair or 2nd Vice Chair in FY22:

- Robin Beres
- Lettie Bien
- Nicole Carry
- Paula Buckley
- Kyle Craig
- Paul Haughton, Jr.
- Phillip Jones
- John Lesinski
- Laura Schmiegel
- Walter Stosch
- Jarris Taylor, Jr
- Valerie Zimmerman

The Nominating Committee respectfully submits an uncontested slate of candidates who were nominated and if elected, have volunteered to serve. Nominations from the floor may also be made at the June 10th Board of Trustees Meeting.

The Nominating Committee received one nomination for each position:

- **Board Chair: John Lesinski**
- **First Vice Chair: Nicole Carry**
- **Second Vice Chair: Paul Haughton**

Thank you to my colleagues Mr. Allan Burke and Mr. Bruce Waxman for their service and participation in this year's nominating process.

Sincerely,
Dr. Jack Lanier
Nominating Committee Chairman

Veterans Services Foundation
Statement of Assets
For the Month Ended March 31, 2021 (FM09)
FY 2021 Year-To-Date
(Unaudited)

Assets:

Cash held by State Treasurer	1,964,044.84
Total Assets	<u><u>\$ 1,964,044.84</u></u>

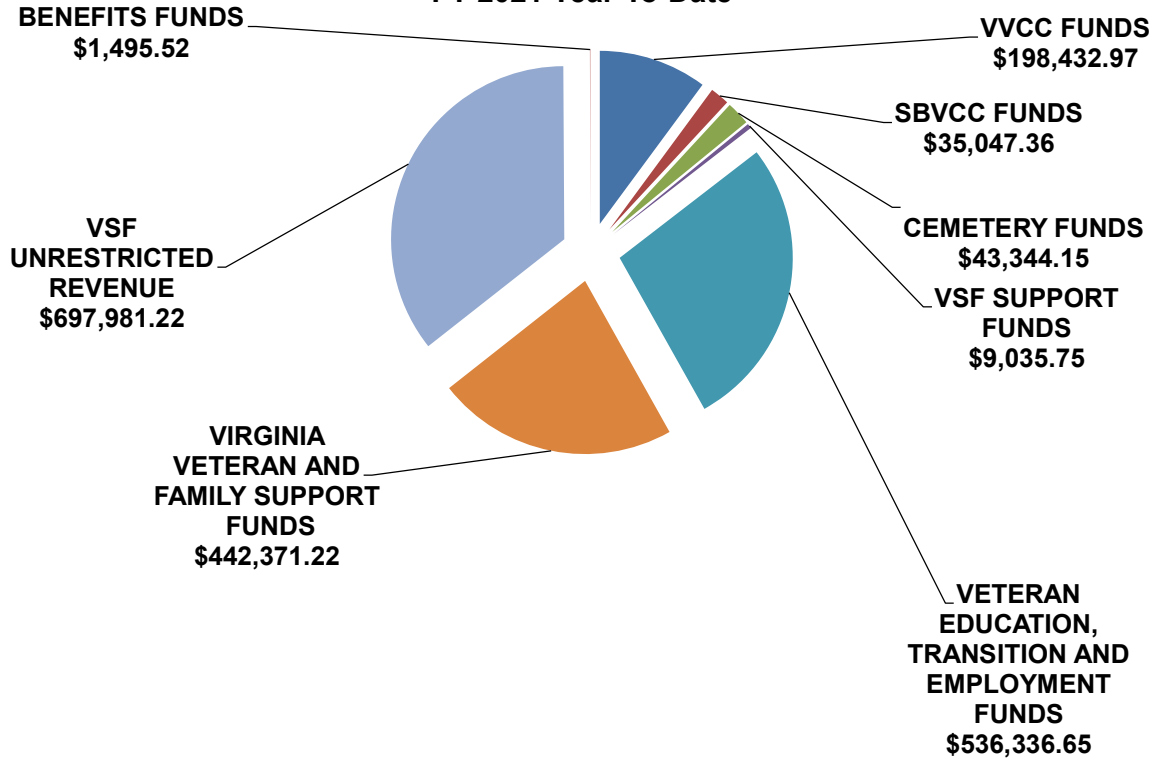
Fund Balances:

Restricted Fund Balances:	
Restricted for VVCC Activities	198,432.97
Restricted for SBVCC Activities	35,047.36
Restricted for Cemetery Funds	43,344.15
Restricted for VVFS Funds	442,371.22
Restricted for Benefits Funds	1,495.52
Restricted for VETE Funds	536,336.65
Restricted for VSF Support Funds	<u>9,035.75</u>
Total Restricted Fund Balances	1,266,063.62
VSF Unrestricted Revenue	<u>697,981.22</u>
Total Fund Balances	<u><u>\$ 1,964,044.84</u></u>

Notes:

- 1 All cash is held by the State Treasurer.
- 2 Restricted fund balances are donations given for a specific purpose, or are funds authorized by the Foundation for a specific expenditure purpose.
- 3 VSF Unrestricted Revenue Fund Balance represents the funds remaining from the VSF base funding.

**Veterans Services Foundation
Cash Balances
For the Month Ended March 31, 2021 (FM09)
FY 2021 Year-To-Date**



198,432.97	VVCC
35,047.36	SBVCC
43,344.15	CEMETERIES
9,035.75	VSF SUPPORT
536,336.65	VETE
442,371.22	VVFS
697,981.22	VSF UNRESTRICTED REVENUE
<u>1,495.52</u>	BENEFITS
1,964,044.84	

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Funds Balances
For the Month Ended March 31, 2021 (FM09)
FY 2021 Year-To-Date
(Unaudited)

INCOME:

Y-T-D Actual

Restricted gifts received for:

Virginia Veterans Care Center	26,554.77
Sitter & Barfoot VCC	3,225.00
Cemetery Funds	610.00
VVFS Funds	92,280.20
Benefits Funds	-
VETE Funds	-
VSF Support Funds	-
VSF Unrestricted Revenue	118,825.61
TOTAL INCOME	241,495.58

EXPENDITURES:

VVCC Indigent Resident Needs	-
VVCC Activities/ Carnival Funds--Activities with Residents	-
VVCC Operation Holiday Spirit	(390.00)
VVCC Unit Projects & Functions	-
VVCC Other Donations Restricted	-
SBVCC Indigent Resident Needs	-
SBVCC Activities Funds	-
SBVCC Other Donations Restricted	-
Va Veterans Cemeteries- Other Donations Restricted	-
Va Veterans Cemetery--Amelia	4,450.00
Memorial Cemetery--Suffolk	-
SW Va Veterans Cemetery--Dublin	-
VVFS Outreach Services	-
VVFS Direct Veterans Services	81,540.98
VVFS Enabling Veterans Services	-
VVFS Homeless Veterans Funds	86,378.98
VVFS Operation Family Caregiver Grant	-
Benefits Funds	-
VETE V-3 Fund	10,000.00
VETE Altria Grant	23,300.00
VETE Women's Summit Funds	-
VETE Other Donations Restricted	-
VSF Support Funds--Operating Expenditures and Web Site	964.25
VSF Unrestricted Revenue	(71.38)
TOTAL EXPENDITURES	206,172.83

Excess of Income over Expenditures

35,322.75

Beginning Fund Balances

1,928,722.09

Ending Fund Balances

1,964,044.84

NOTES:

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

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
For the Month Ended March 31, 2021 (FM09)
FY 2021 Year-To-Date
(Unaudited)

Activity	Fund 09410 Balance July 1, 2020 Adjusted	Receipts YTD	Expenditures YTD	Fund 09410 Balance March 31, 2021 YTD	FY 2021 Budget YTD	FY 2021 Budget Balance YTD
Virginia Veterans Care Center:						
Indigent Resident Needs	36,134.07	2,000.00	-	38,134.07	2,000.00	2,000.00
Activities/Carnival Fund	16,541.07	750.00	-	17,291.07	7,000.00	7,000.00
Operation Holiday Spirit	96,240.93	21,034.00	(390.00)	117,664.93	21,000.00	21,390.00
Unit Projects & Functions	-	-	-	-	21,500.00	21,500.00
Other Donations Restricted	22,572.13	2,770.77	-	25,342.90	10,500.00	10,500.00
Total VVCC Funds	171,488.20	26,554.77	(390.00)	198,432.97	62,000.00	62,390.00
Sitter & Barfoot VCC:						
Indigent Resident Needs	6,242.52	-	-	6,242.52	1,000.00	1,000.00
Activities Fund	17,521.84	350.00	-	17,871.84	16,500.00	16,500.00
Other Donations Restricted	8,058.00	2,875.00	-	10,933.00	10,500.00	10,500.00
Total SBVCC Funds	31,822.36	3,225.00	-	35,047.36	28,000.00	28,000.00
Cemetery Funds:						
Va Veterans Cemeteries- Other Donations Restricted	842.00	-	-	842.00	500.00	500.00
Va Veterans Cemetery--Amelia	13,969.38	560.00	4,450.00	10,079.38	5,000.00	550.00
Memorial Cemetery--Suffolk	21,415.98	-	-	21,415.98	5,000.00	5,000.00
SW Va Veterans Cemetery--Dublin	10,956.79	50.00	-	11,006.79	5,000.00	5,000.00
Total Cemetery Support Funds	47,184.15	610.00	4,450.00	43,344.15	15,500.00	11,050.00
Virginia Veterans' and Family Support						
Outreach Services	-	-	-	-	-	-
Direct Veterans Services	81,540.98	-	81,540.98	-	240,000.00	158,459.02
Enabling Veterans Services	-	-	-	-	-	-
Homeless Veterans Fund	160,039.32	35,000.00	86,378.98	108,660.34	210,000.00	123,621.02
Operation Family Caregiver Grant	923.99	-	-	923.99	-	-
Other Donations Restricted	275,506.69	57,280.20	-	332,786.89	-	-
Total VVFS Funds	518,010.98	92,280.20	167,919.96	442,371.22	450,000.00	282,080.04
Benefits Funds:	1,495.52	-	-	1,495.52	1,000.00	1,000.00
Veteran Education, Transition and Employment						
V-3 Fund	309,184.41	-	10,000.00	299,184.41	100,000.00	90,000.00
Altria Grant	240,452.24	-	23,300.00	217,152.24	90,000.00	66,700.00
Women's Summit	20,000.00	-	-	20,000.00	20,000.00	20,000.00
VETE Other Donations Restricted	-	-	-	-	-	-
Total VETE Funds	569,636.65	-	33,300.00	536,336.65	210,000.00	176,700.00
VSF Support Funds:	10,000.00	-	964.25	9,035.75	30,000.00	29,035.75
VSF Unrestricted Revenue						
Appropriated Funds	193,321.01	-	-	193,321.01	-	-
Donor Funds	278,177.96	110,377.63	(71.38)	388,626.97	-	(71.38)
Interest	107,585.26	8,447.98	-	116,033.24	-	-
Total VSF Unrestricted Revenue	579,084.23	118,825.61	(71.38)	697,981.22	-	(71.38)
Grand Total All 09410 Funds	1,928,722.09	241,495.58	206,172.83	1,964,044.84	796,500.00	590,184.41
	BALANCE	CASH IN	CASH OUT	BALANCE		
Cash Transfers						
913 09410 Fund Balance	1,798,659.69		(148,742.44)	1,890,519.96		
912 09410 Fund Balance	130,062.40	148,742.44		73,524.88		
TOTAL CASH 09410 FUNDS	1,928,722.09			1,964,044.84		

**Veterans Services Foundation
High/Low Budgets FY 2022, by Activity
Cash Balances 4/30/21**

Activity	FY 2021 Budget YTD	FY 2022 High Budget Proposal	FY22 Low Budget Proposal	Latest Cash Balance 4/30/21
Virginia Veterans Care Center:				
Indigent Resident Needs	2,000.00	5,000.00	3,000.00	38,134.07
Activities/Carnival Fund	7,000.00	10,000.00	7,000.00	17,291.07
Operation Holiday Spirit	21,000.00	25,000.00	25,000.00	117,664.93
Unit Projects & Functions	21,500.00	2,000.00	2,000.00	-
Other Donations Restricted	10,500.00	0.00	0.00	25,342.90
				-
Total VVCC Funds	62,000.00	42,000.00	37,000.00	198,432.97
Sitter & Barfoot VCC:				
Indigent Resident Needs	1,000.00	4,500.00	2,000.00	6,242.52
Activities Fund	16,500.00	16,500.00	14,000.00	18,871.64
Other Donations Restricted	10,500.00	7,000.00	2,000.00	11,103.00
Total SBVCC Funds	28,000.00	28,000.00	18,000.00	36,217.16
Cemetery Funds:				
Va Veterans Cemeteries- Other Donation:	500.00	500.00	0.00	842.00
Va Veterans Cemetery--Amelia	5,000.00	5,000.00	0.00	10,079.38
Memorial Cemetery--Suffolk	5,000.00	5,000.00	0.00	21,415.98
SW Va Veterans Cemetery--Dublin	5,000.00	5,000.00	0.00	11,006.79
Total Cemetery Support Funds	15,500.00	15,500.00	0.00	43,344.15
Virginia Veterans' and Family Support				
Outreach Services	-	0.00	0.00	-
Direct Veterans Services	240,000.00	240,000.00	170,000.00	-
Enabling Veterans Services	-	0.00	0.00	-
Homeless Veterans Fund	210,000.00	210,000.00	210,000.00	95,342.77
Operation Family Caregiver Grant	-			923.99
Other Donations Restricted	-			331,721.27
Total VVFS Funds	450,000.00	450,000.00	380,000.00	427,988.03
Benefits Funds:	1,000.00	0.00	0.00	1,495.52
Veteran Education, Transition and Employmen				

V-3 Fund	100,000.00	111,000.00	90,000.00	299,184.41
Altria Grant	90,000.00	100,000.00	85,000.00	188,295.24
Women's Summit	20,000.00	20,000.00	20,000.00	20,000.00
VETE Other Donations Restricted	-			-
Total VETE Funds	210,000.00	231,000.00	195,000.00	507,479.65
VSF Support Funds:	30,000.00	30,000.00	20,000.00	9,035.75
VSF Unrestricted Revenue				
Appropriated Funds	-			193,321.01
Donor Funds	-			391,304.39
Interest	-			118,970.96
Total VSF Unrestricted Revenue	-			703,596.36
Grand Total All 09410 Funds	796,500.00	796,500.00	650,000.00	1,927,589.59

Understanding FOIA



or: How I Learned to Stop Worrying and Love Open Government.

1

- **ATTORNEY-CLIENT PRIVILEGE**

This presentation is not required to be disclosed under the Freedom of Information Act
Va. Code § 2.2-3705.1(2)

- Please note that this presentation does not constitute an opinion, formal or informal, of the Attorney General. Rather, this presentation contains legal advice, which is the individual view of the staff member providing it.

2

If you don't know, now you know

- **§ 2.2-3702. Notice of chapter.**
- Any person elected, reelected, appointed or reappointed to any body not excepted from this chapter shall (i) be furnished by the public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment or reappointment and (ii) read and become familiar with the provisions of this chapter.

3

Freedom of Information Act (FOIA)

Purpose –

By enacting FOIA, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. **The affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is to be the beneficiary of any action taken at any level of government.** Va. Code § 2.2-3700.

4

FOIA

How FOIA is to be viewed –

The provisions of FOIA shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld or meeting closed to the public unless specifically made exempt pursuant to this chapter or other specific provision of law.

5

FOIA

The two major pillars of FOIA:

1. Public Records
2. Meetings

6

Public records

Except as otherwise specifically provided by law, all public records shall be open to inspection and copying by any citizens of the Commonwealth during the regular office hours of the custodian of such records.

Access to such records shall not be denied to citizens of the Commonwealth. Va. Code § 2.2-3704.

7

Public records

What are “public records”?

“Public records” means all writings and recordings, however they are stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. Va. Code § 2.2-3701.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter. Va. Code § 2.2-3707(I).

The custodian of such records shall take all necessary precautions for their preservation and safekeeping. Va. Code § 2.2-3704.

8

FOIA

How do you respond to a FOIA request?

Any public body that is subject to this chapter and that is the custodian of the requested records shall promptly, but in all cases within five working days of receiving a request, provide the requested records to the requester or make one of the following responses in writing. . . Va. Code § 2.2-3704(B). *See* Va. Code § 2.2-3704(B)(1-4) for permissible responses.

If it is not “practically possible” to produce the requested records in five days, you may secure another seven work days under certain conditions. Va. Code § 2.2-3704(B)(4).

Generally, no public body shall be required to create a new record if the record does not already exist. Va. Code § 2.2-3704 (D).

Failure to respond to a request for records shall be deemed a denial of the request and shall constitute a violation of this chapter. Va. Code § 2.2-3704(E).

9

FOIA

If FOIA is violated –

If the court finds the denial to be in violation of FOIA, the petitioner shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorneys' fees from the public body if the petitioner substantially prevails on the merits of the case . . . Va. Code § 2.2-3713

10

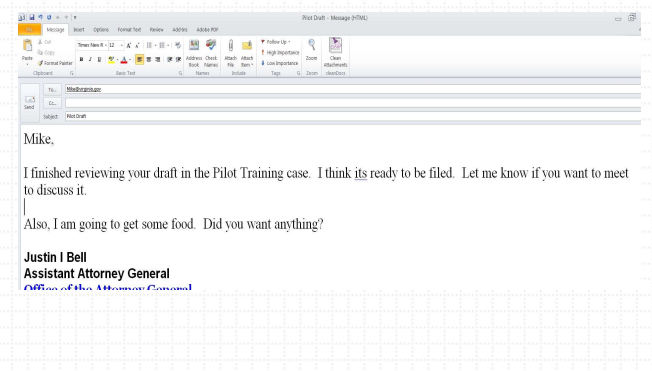
FOIA

If FOIA is violated (cont'd.) – knowing violation

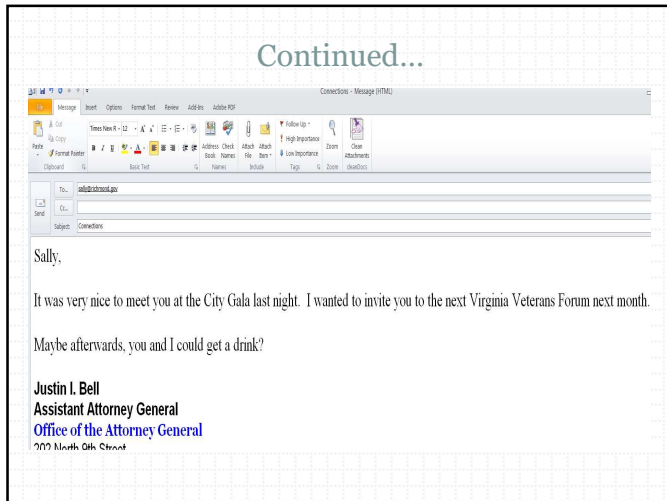
In a proceeding commenced against any officer, employee, or member of a public body under FOIA, the court, if it finds that a violation was willfully and knowingly made, shall impose upon such officer, employee, or member in his individual capacity, whether a writ of mandamus or injunctive relief is awarded or not, a civil penalty of not less than \$ 500 nor more than \$ 2,000. . . For a second or subsequent violation, such civil penalty shall be not less than \$ 2,000 nor more than \$ 5,000. Va. Code § 2.2-3714.

11

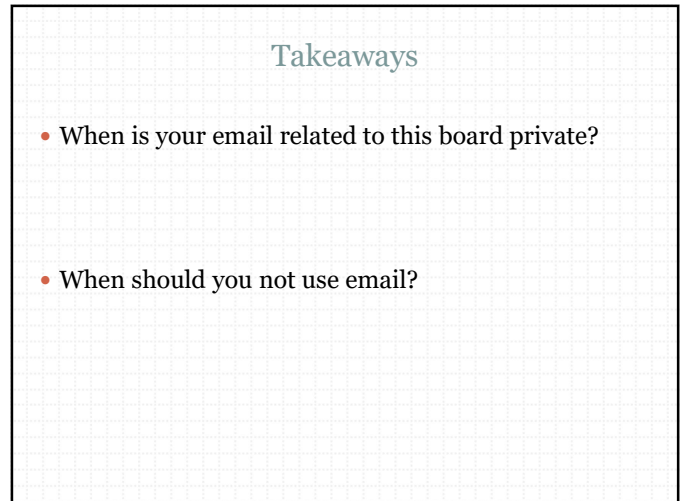
Be Mindful of What You Put in Email



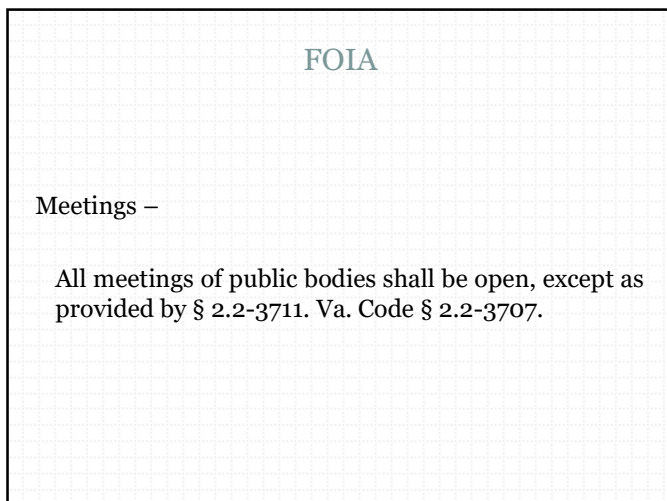
12



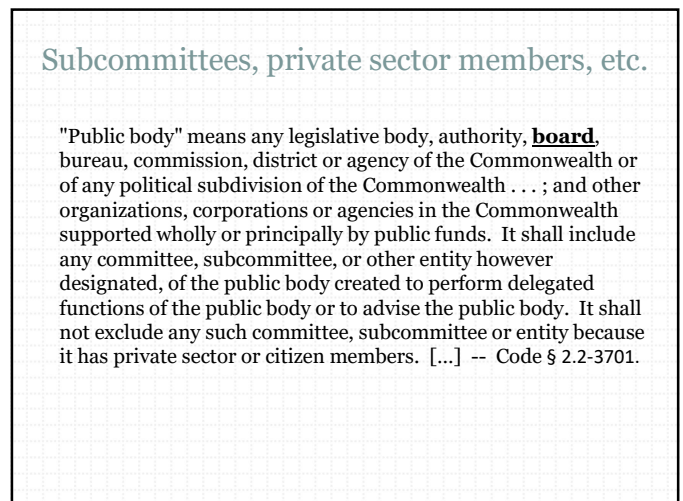
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14



15



16

FOIA

When are you having a meeting?

"Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708 or 2.2-3708.1, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body.

17

Definition cont...(2015)

- Neither the gathering of employees of a public body nor the gathering or attendance of two or more members of a public body at any place or function where **no part of the purpose of such gathering or attendance is the discussion or transaction of any public business**, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body . . . shall be deemed a "meeting" subject to FOIA.

18

Key Requirements for Meetings

- **§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.**
- A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.
 - § 2.2-3707.01 – Meetings of the General Assembly.
 - § 2.2-3707.01 – Closed meetings. But, there is a set of procedures you must take BEFORE going into closed meeting.
- B. No meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not *physically assembled* to discuss or transact public business, except as provided in § 2.2-3708, 2.2-3708.1 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

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More Requirements

- C. Every public body shall give notice of the date, time, and location of its meetings by:
 1. Posting such notice on its official public government website, if any;
 2. Placing such notice in a prominent public location at which notices are regularly posted; and
 3. Placing such notice at the office of the clerk of the public body or, in the case of a public body that has no clerk, at the office of the chief administrator.
- All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on a central, publicly available electronic calendar maintained by the Commonwealth. Publication of meeting notices by electronic means by other public bodies shall be encouraged.
- And there are more steps that must be taken in addition to those.

20

When meeting always required

- § 2.2-3710. Transaction of public business other than by votes at meetings prohibited.
- A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter.

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But...

- B. Notwithstanding the foregoing, nothing contained herein shall be construed to prohibit (i) separately contacting the membership, or any part thereof, of any public body for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting as defined in this chapter

22

Electronic meetings

- § 2.2-3708. Electronic communication meetings; applicability; physical quorum required; exceptions; notice; report.
- A. No board or subgroup created by that board shall conduct a meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.
- Ways to do it involve quorum of members physically assembled.

23

FOIA

- Hypo: At a public meeting, the board votes to create a subcommittee of two board members to confer and create recommendations for the annual report to the Governor. Any problem?
- The two subcommittee members agree to meet over the telephone and discuss business, but they report to the board their discussions? Allowed? Why or why not?

24

FOIA

- Hypo: At a charity cocktail hour, you see two committee members standing by the bar. You pleasantly greet them as you order a drink. Meeting under FOIA? Can you make plans to see Knives Out this weekend? Can you reminisce together about the previous meeting?

25

FOIA

- Hypo: A bike trail developer offers a helicopter tour to any committee members who wish to view the construction of a new bike trail at a state park in Maryland. You and two other members take the helicopter tour. Meeting under FOIA? Why or why not? What if the park is in Virginia?

26

FOIA

- Hypo: You write an email to all the other members sharing an interview with Adam Driver about the latest Star Wars movie, The Last Skywalker. A fellow member responds all. Yet another member quickly responds all on the same topic.
- Meeting for FOIA purposes?
- How about opening an instant message chat online between three members?
- What if only two?

27

FOIA

- What if the topic of discussion was inviting Adam Driver to a meeting to discuss his non-profit, Arts in the Armed Forces?
- Answer: an improper closed meeting occurs where the feature of simultaneity inherent in the term "assemblage" arises; the e-mails involve some sort of back-and-forth exchange of the three required members; the messages generate group conversations or responses with multiple recipients.
- From Hill v. Fairfax County Sch. Bd., 284 Va. 306 (2012).

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Hypo cont.

- the inquiry is whether a series of electronic communications of whatever type constitutes a meeting of a public body for purposes of applying the FOIA.
- Can a blog be a meeting? "the key difference between permitted use of electronic communication, such as e-mail, outside the notice and open meeting requirements of [the] FOIA, and those that constitute a 'meeting' under [the] FOIA, is the feature of simultaneity inherent in the term 'assemblage.' "
- In Hill, emails were written by one member to one recipient. Court upheld finding of no meeting.

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Beck v. Shelton

- In Beck, more than three members of City Council corresponded with each other concerning specific items of public business by use of e-mail. The shortest interval between sending a particular e-mail and receiving a response was more than four hours. The longest interval was well over two days.
- While such simultaneity may be present when e-mail technology is used in a "chat room" or as "instant messaging," it is not present when e-mail is used as the functional equivalent of letter communication by ordinary mail, courier, or facsimile transmission.
- Court found no meeting because no feature of simultaneity.

30

FOIA

- What about making decisions by vote over email?
- What prevents this?

31

FOIA

- That's right. Code § 2.2-3710 prohibits the transaction of public business other than by votes at meetings.

32

RECAP

- 1) can't transact public business without meeting--no voting, no deciding.
- 2) can't conduct an electronic meeting discussing public business (except if you follow certain requirements like quorum present).
- 3) can "separately" contact members to ascertain position so long as communication doesn't become a meeting. Can't have feature of simultaneity with quorum or three members.

33

Best practices

- Remember that what you put in writing is a public record subject to FOIA.
- Think first. If unsure, reach out and ask questions.
- Use a separate account for your public business.
- Pick up the phone.
- If in writing, send emails to staff for distribution.

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FOIA

Questions about FOIA?

Please contact the "Virginia Freedom of Information Advisory Counsel"

Toll free: 866-448-4100

Email: foiacounsel@dls.virginia.gov

35




VIRGINIA VETERANS SERVICES FOUNDATION

VSF Chairman's Update
For VSF Board of Trustees Meeting 06/10/2021

www.vvsf.org


1

FY21 Fourth Quarter 

April 1: DVS and VSF laptop presentations to John Tyler And J Sargeant Reynolds Community Colleges


April 9 & 12: MOU Rider discussions with Finance Committee Chair

April 12: VSF participated in DVS ELT (Executive Leadership Team) meeting



www.vvsf.org

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FY21 Fourth Quarter 


April 28: New member Orientation

April 29: Operations Director Interviews and new hire

May 7: Large donor cultivation meeting coordinated by Development Committee member


May 12: Work on VSF brochure revisions begins

May 14: VSF presentation to the JLC

May 14:  Annual Golf Tournament benefiting VVFS

www.vvsf.org

3

FY21 Fourth Quarter 

May 18: Giving Tuesday Interview with John Reid, WVRA radio Richmond

May 21: MOU and Rider discussions with DVS and VSF

May 24: Circle of Heroes campaign launch

May 26: Large donor cultivation briefing with VVFS and Dev Com member

May 31: Memorial Day event at the Virginia War Memorial

www.vvsf.org

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Goals continued into FY22



- Grow the small donor list: Circle of Heroes, recurring donations, matching gifts
- Leverage Trustee relationships to cultivate large donor prospects
- Build awareness of VSF: presentations and events
- Build and strengthen relationships with VSO
- Website and social media efforts to raise awareness
- Thank you, thank you, thank you: Personal notes, calls, and donor retention efforts



QUESTIONS?