



**County of El Dorado
T.O.T. Committee
Meeting Minutes**

Veteran Affairs Commission

Todd Smith, District I – Alternate John Poimiroo
Chris Cockrell, District II – Alternate Roger Reynolds
Kurt Raffetto, District III – Alternate Vacant
Ken Welch, District IV – Alternate Tim Thompson
Daniel Browne, Jr., District V – Alternate Phillip Houseworth
Terry Thomas, VSO, Secretary Ex-Officio

Lauren Odell, Recording Clerk of Veteran Affairs Commission

Department of Veteran Services
130 Placerville Drive, Suite B
Placerville CA 95667
www.edcgov.us/veterans
Telephone: 530-621-5892
Fax: 530-621-2218

**Thursday, January 13, 2022 @ 1130 hours
Veterans Memorial Building
130 Placerville Drive
Placerville, CA 95667**

Veteran Affairs TOT Committee Agendas and Minutes are available online:

[https://www.edcgov.us/Government/Veterans/Pages/transient_occupancy_tax_\(tot\)_committee.a_spx](https://www.edcgov.us/Government/Veterans/Pages/transient_occupancy_tax_(tot)_committee.a_spx)

I. CALL TO ORDER

Meeting called to order at 11:30am.

II. APPROVAL OF AGENDA

Request to add a discussion topic under New Business made by Dan Browne. Motion to approve made by Roger Reynolds. Second by Phil Houseworth. Motion passed 4-0.

III. APPROVAL OF MINUTES

Request to change the minutes from December to change the use of the term "Perpetual" to "Annual" in the discussion of the TOT Grants that were approved. Motion to approve made by Roger Reynolds. Second by Phil Houseworth. Motion passed 4-0.

IV. COMMITTEE MEMBERS

Kurt Raffetto
Phillip Houseworth
Roger Reynolds
Dan Browne

Request made to move the Committee Members under Call To Order and remove this section from the agenda.

V. DISCUSSION/ACTION ITEMS

None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Discuss the El Dorado Community Foundation process for mini-grant accountability
Kurt Rafetto has been working with the El Dorado Community Foundation to determine the best practices for addressing Mini-Grant Contracts with special requirements. Samples of forms were provided to the committee for review (see attached). Committee members will be responsible for reviewing the documentation returned by the grant recipients for reimbursement to ensure funds should be provided based on the original restrictions to payment.

B. Limitations of Public Comment

Dan Browne proposed that Public Comment be limited to only topics that appear on the agenda. Cannot limit public comment, per John Poimiroo.

VIII. PUBLIC COMMENT

None

IX. ADJOURNMENT

Meeting adjourned at 11:50am.

El Dorado Community
Foundation
AGREEMENT FOR FUNDING
Veterans Fund Mini Grant

This Agreement for Funding, entered into between El Dorado Community Foundation on behalf of the County of El Dorado Veterans Affairs Commission and Hearts Landing Ranch, is subject to the following terms & conditions:

1. The Grant period is January 1, 2022 – December 31, 2022 for the amount of \$5000.
2. Grant funds will only be used for the “Veterans Equine Psychotherapy Program” program described in your application submitted in September 2021.
3. Grant funds not expended by December 31, 2022 will be forfeited to El Dorado Community Foundation.
4. The inability to deliver to the objectives outlined in the application may result in the recall of funding.
5. Hearts Landing Ranch agrees to maintain records of receipts and expenditures and submit **quarterly reimbursement requests** to EDC Veterans Affairs Commission, which upon approval will be paid by El Dorado Community Foundation to Hearts Landing Ranch.
6. Hearts Landing Ranch agrees to submit a Final Report no later than January 31, 2023. El Dorado Community Foundation will email the Final Report template in early January 2023.

Your signature indicates acceptance of these terms. We appreciate the opportunity to assist you in your support of Veterans and look forward to learning of your progress!

Dated: _____ **Hearts Landing Ranch**

By: _____

Print Name: _____

Title: _____

Dated: _____ **El Dorado Community Foundation**

By: _____, Executive Director
William J. Roby

Address to send check: Organization: _____

Attention: _____

County of El Dorado – TOT Committee Street Address: _____

EXPENSE REIMBURSEMENT REQUEST

El Dorado Community Foundation

COMMITTEE FUND: _____

Payee Name		Date Requested*	
Payee Address		Payee Email	
Payee City,State,Zip		Payee Phone #	
Authorized By		Total Reimbursement	\$0.00

Date	Description	GL Expense Code	Receipt Attached (Y/N)	Amount
				\$0.00