



**County of El Dorado
T.O.T. Committee
Meeting Minutes
Veteran Affairs Commission**

Todd Smith, District I – Alternate John Poiriuro
Roger Reynolds, District II – Alternate Donna Mullens-Becker
Kurt Raffetto, District III – Alternate Stephanie Carlson
Ken Welch, District IV – Alternate Tim Thompson
Jody Pratt, District V – Alternate Phillip Houseworth
Vacant, 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, September 8, 2022 @ 1100 hours
HHSA Building
Conference Room
3368 Sandy Way
South Lake Tahoe, CA 96150**

Veteran Affairs TOT Committee Agendas and Minutes are available online:

[https://www.edcgov.us/Government/Veterans/Pages/transient_occupancy_tax \(tot\) committee.aspx](https://www.edcgov.us/Government/Veterans/Pages/transient_occupancy_tax_tot_committee.aspx)

I. CALL TO ORDER

Roll Call Committee Members:

Kurt Raffetto - Present
Phillip Houseworth - Present
Roger Reynolds - Present
Jody Pratt - Present

II. APPROVAL OF AGENDA

Motion made by Commissioner Reynolds, seconded by Commissioner Pratt, to approve the agenda. Vote 4-0.

III. APPROVAL OF MINUTES – August 11, 2022 meeting

Motion made by Commissioner Reynolds, seconded by Commissioner Pratt, to approve the minutes. Vote 3-0 (Commissioner Houseworth abstained from vote).

IV. OLD BUSINESS

A. Discussion on updating Grant guidance

- a. Updating Grant Guidance
- b. Out of cycle grants

Commissioner Raffetto provided a handout which outlined current grant guidelines and proposed a process for including out of cycle grants or special request grants into the grant cycle. See attached handout.

Comments and feedback will be included in the handout and presented at the next meeting.

V. NEW BUSINESS

VI. PUBLIC COMMENT

Public comment is limited to three minutes per person.

D. Browne Jr. – Lake Tahoe Veterans Alliance to raise funds for flags for the cemetery; also provided a handout of a proposed Veterans Monument for SLT.

VII. ADJOURNMENT 11:35am

MINI GRANT FUNDING AND GRANT AWARDING POLICY

FUNDING:

Funds are issued by El Dorado County. They are the remainder from a \$175,000 allotment after annual funding amounts (Veterans' Alliance, MFSG, LTCC, FLCC, Snowline Hospice, Sierra Chaplaincy, VSO office, and any other recipients as approved by the Grant Committee (formerly TOT mini-grant) and the commission). Funds are deposited to the El Dorado Community Foundation (EDCF) and added to any previous balance with EDCF.

GRANTING:

The County of El Dorado Veterans' Affairs Commission Grant committee will be the point of contact for all grant issues. Proposals and changes will go to the entire commission for approval. Normal majority is sufficient for procedural changes. Funding of grants requires a 4/5 vote.

Grant applicants must be charitable organizations that work with military veterans or directly support veterans. Grants may be awarded directly to the organization or held and paid out quarterly based on committee validated expenditures.

EDCF runs all their grant process during the month of May. Applicants can be put on a mailing list by EDCF to be notified when the cycle opens, normally 1 May. The Grant committee will review all applications at the first meeting in June. After review and research, applications are recommended or denied by the committee at the July meeting. Final approval is made by the entire commission at the August meeting.

Grants may be awarded up to \$10,000. This amount is based on availability of funds, needs of the requester, and status of previous funding. Committee members may approve a lower amount.

Recipients may apply in subsequent years as long as previous year funding is spent and a final report has been submitted regarding expenditures.

Out of cycle (non-routine) grants may be considered with approval of the Grant committee. The grant will then follow the three month review and approval process as outlined above. If review has been completed prior to first committee meeting in the cycle, the request may go to the full commission the second month.

The Grant committee may initiate grants for appropriate charitable organizations if it is brought to their attention that an immediate emergency need has arisen. An example would be natural disaster assistance (ie: Housing needs for fire evacuees).