

# Texas Veterans Commission Meeting Minutes

Special Meeting (FY 2011)  
November 16, 2010

## I. Call to Order

Chairman O'Mahoney called to order the Special Meeting of the Texas Veterans Commission at 8:30 a.m. on November 16, 2010, in the TVC Conference Room in Suite 800 of the Stephen F. Austin Building at 1700 N. Congress Avenue, Austin, Texas 78701.

The following Commissioners were present:

T.P. O'Mahoney, Chairman  
Eliseo "Al" Cantu, Vice Chairman  
John B. McKinney, Secretary  
Richard A. McLeon, IV, Member  
James H. Scott, Member

Also present was Thomas P. Palladino, Executive Director.

Also present: See the attached list.

Secretary McKinney led the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Vice Chairman Cantu gave the opening prayer.

Chairman O'Mahoney opened the meeting with an introduction and welcome of visitors.

## II. Approval of Minutes from Special Commission Meeting held September 29, 2010

The minutes were previously distributed to the Commissioners.

MOTION: To approve the minutes as presented.

MADE BY: Vice Chairman Cantu

SECONDED BY: Secretary McKinney

ACTION: The motion passed unanimously.

## III. Review and Approval of Fund for Veterans' Assistance Internal Audit

Russell Gregorczyk, TVC Internal Auditor, presented the final draft of the Internal Audit of the Fund for Veterans' Assistance. Management Responses were revised to remove references to the Advisory Committee.

MOTION: To approve the Internal Audit of the Fund for Veterans' Assistance as amended.

MADE BY: Chairman O'Mahoney

SECONDED BY: Commissioner Scott

ACTION: The motion passed unanimously.

**IV. Staff Report regarding Fund for Veterans' Assistance Grant Program**

David Nobles, Director of Fund for Veterans' Assistance, presented the Grant Program Manual containing the policies and procedures for administering the Fund for Veterans' Assistance grant program. Mr. Nobles noted there have been 29 grants awarded so far, and 19 are in place as of today. After discussion, Commissioners provided input regarding several items in the manual.

MOTION: Approve the Grant Program Manual subject to future edits as necessary.

MADE BY: Secretary McKinney

SECONDED BY: Commissioner McLeon

ACTION: The motion passed unanimously.

**V. Discussion and/or Action regarding Grantee Budget Amendment Policy**

Mr. Nobles presented the Grantee Budget Amendment Policy that will allow nonprofits and units of local government grantees limited flexibility to amend their budget by 10%. The policy was revised to show these amendments are for one-time requests only, and the grantee must submit a request for approval to staff in writing 30 days before an amendment can be made.

Chairman O'Mahoney called for a 5-minute recess at 9:55 a.m.

Chairman O'Mahoney reconvened the meeting at 10:00 a.m.

MOTION: Approve the Grantee Budget Amendment Policy as amended.

MADE BY: Chairman O'Mahoney

SECONDED BY: Vice Chairman Cantu

ACTION: The motion passed unanimously.

**VI. Discussion and/or Action regarding Process for Granting Limited No-Cost Grant Period Extensions**

Mr. Nobles presented the Process for Granting Limited No-Cost Grant Period Extensions. The process was amended as follows: Requests to extend grant periods will come to FVA staff, then sent to the Executive Director for administrative review, the Commissioners will be notified of the extension via email, and a contract amendment will be executed prior to the end of the contract period.

Discussion was held regarding the start date and end date of the grant periods. The Commissioners agreed the start date should begin on, or after the date both parties have signed the grant agreement contract. General Counsel suggested scheduling a uniform start date for each group of grants awarded.

Chairman O'Mahoney tabled for further discussion at the next Special Meeting the coordination of grant awards, contract start and end dates, contract processing and calendars.

MOTION: Approve the Process for Granting Limited No-Cost Grant Period Extensions as amended.

MADE BY: Secretary McKinney

SECONDED BY: Vice Chairman Cantu

ACTION: The motion passed unanimously.

**VII. Discussion and Action regarding Proposed Grant Agreement Amendments**

Mr. Nobles presented the following four (4) amendments for approval. Amendment for Homeless Veterans Services of Dallas, Inc.

MOTION: Approve the Grant Agreement amendment as presented.

MADE BY: Chairman O'Mahoney

SECONDED BY: Secretary McKinney

OPPOSED: Vice Chairman Cantu

ACTION: The motion passed by a vote of four (4) to one (1).

Amendment for Girlstart.

MOTION: Return to grantee for revisions to resubmit at a later date.

MADE BY: Chairman O'Mahoney

SECONDED BY: Commissioner Scott

ACTION: The motion passed unanimously.

Amendment for Texas Department of VFW.

MOTION: To return the balance of unused funds back to FVA.

MADE BY: Secretary McKinney

SECONDED BY: Commissioner McLeon

ACTION: The motion passed unanimously.

Amendment for Rains County.

MOTION: Return to grantee for revisions to resubmit at a later date.

MADE BY: Commissioner McLeon

SECONDED BY: Vice Chairman Cantu

ACTION: The motion passed unanimously.

Discussion was held regarding vehicle purchase requirements for grantees. The Commissioners requested to take up this item for further discussion at the next Special Meeting.

#### **VIII. Fund for Veterans' Assistance Advisory Committee Report**

General Thomas G. Smith, Chair, Fund for Veterans' Assistance Advisory Committee, presented the advisory committee report. Discussion was held regarding the requirements of representation of the members of the advisory committees in accordance with the agency's rules. Tina Carnes, General Counsel, agreed to modify the rule language to clarify the intended interpretation. General Smith continued his report with updates regarding the promotion and availability of the veterans lottery scratch-off tickets, and the addition of language to the Texas Department of Transportation vehicle registration forms to allow registrants to donate to the FVA.

#### **IX. Review and Approval of Grant Cycle Calendars**

Mr. Nobles presented a calendar for cycles of three (3) grant awards per year for FY 2011, beginning with the grants awarded on September 29, 2010. The Commissioners accepted the Grant Cycle Calendar.

**X. Review and Approval of the Revised Grant Forms**

Mr. Nobles presented revised grant application and instructions forms to be used beginning with the March 1, 2011 grant cycle. Chairman O'Mahoney requested to take up discussion of capital expenditures for vehicles at the next Special Meeting. Item 1.6 on page 7 of the proposed Grant Application was removed.

MOTION: Approve the grant forms as amended.

MADE BY: Secretary McKinney

SECONDED BY: Commissioner Scott

ACTION: The motion passed unanimously.

**XI. Report regarding TVC Fund for Veterans' Assistance Program Reports**

Mr. Nobles presented the Cumulative Program Performance Reports for FY 2010, and FY 2011. The Commissioners agreed to consider at the next Special Meeting grant monitoring and enforcement of accountability of grantees to perform. The Commissioners also requested a list of grantees who have not submitted performance reports yet. Mr. Nobles also presented maps of Texas highlighting where grants have been awarded. Vice Chairman Cantu requested a letter to be sent to the Nueces County Judge regarding the availability of grant funds for veterans courts.

**XII. Report regarding TVC Fund for Veterans' Assistance Financials**

Irma Rodriguez, Chief Financial Officer, presented the financial reports of the Fund for Veterans' Assistance grant program. The transfer received from the lottery ticket sales that took place in October is \$561,498.00 and \$713,415.00 for the month of September. Ms. Rodriguez reported based on the amounts received so far, the FVA is estimated to have available approximately \$2.6 million to award in January 2011. Current sales are on track to meet Texas Lottery Commission projections. Discussion was held regarding the portion of unclaimed prize dollars from veterans lottery tickets that are transferred to FVA. Ms. Rodriguez noted that FVA has not received any of these funds to date. Ms. Rodriguez was asked to confirm the amount FVA can receive from unclaimed prize dollars.

**XIII. Public Comments**

None.

**XIV. Executive Session**

Chairman O'Mahoney adjourned into Executive Session at 11:55 a.m.

Chairman O'Mahoney reconvened in Open Meeting at 12:25 p.m.

Chairman O'Mahoney reported there was no action taken in Executive Session.

**XV. Discuss date, time and location of next Commission Meeting**

The next Special Meeting of the Commission was scheduled for December 2, 2010 at 10:00 a.m. in the TVC Conference Room to discuss FVA contract awards and processes.

**XVI. Items for next Commission Meeting**

Review the procedures for processing grant contracts after grant awards are made; contract start and end dates; and coordinating timing with Grant Cycle Calendars.

Review Grant Cycle Calendars and options of 3 or 2 cycles per year.

Discuss the capital expenditures policy with regards to the provision of vehicle purchases for grantees.

Review of grant monitoring process; managing and enforcing accountability of grantees to meet performance requirements and spending awarded funds. Review list of grantees who have not submitted reports.

Confirm the amount FVA can receive from unclaimed lottery ticket prize dollars.

**XVII. Commissioners' Closing Comments**

Vice Chairman Cantu welcomed the new Commissioners. Commissioner McLeon expressed what an honor it is to serve on the Commission. Chairman O'Mahoney thanked each of the Commissioners for their contributions and cooperation, and thanked staff for all their work.

**XVIII. Adjournment**

Chairman O'Mahoney adjourned the meeting at 12:30 p.m.

Minutes Approved by:

  
T.P. O'Mahoney, Chairman



**TEXAS VETERANS COMMISSION**

Special Commission Meeting - Fiscal Year 2011

November 16, 2010 8:30 a.m.

SFA Bldg. – Room 800-I - Austin, Texas

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**Russell Gregorczyk**

CPA – Jansen & Gregorczyk

TVC - Internal Auditor

**Kyle Mitchell**

Governor's Advisor

Office of the Budget, Planning & Policy

**General Thomas G. Smith**

Chair, Fund for Veterans' Assistance Advisory Committee