



**TEXAS VETERANS COMMISSION
FOURTH QUARTER COMMISSION MEETING (FY 2023)
Thursday, August 10, 2023, 09:00 a.m.
1701 N. Congress Ave, Room 1-111, Austin TX 78701**

MINUTES

I. OPENING

- a. Chairwoman Laura Koerner calls the meeting to order at 09:16 a.m.
- b. Roll call:

Secretary Dale informs Chairwoman Koerner that there is a quorum.

Chairwoman Laura Koerner, Vice-Chair Kimberlee Shaneyfelt, Secretary Mary Dale, Commissioner Mike Hernandez, Commissioner Kevin Barber.

Also present was Executive Director Thomas P. Palladino.

- c. Vice Chair Kimberlee Shaneyfelt led the Pledge of Allegiance to the United States Flag, and Commissioner Kevin Barber led the Pledge of Allegiance to the Texas Flag.
- d. Chip Osborne led the Commission in prayer.
- e. Approval of the May 9th Third Quarter Commission meeting minutes and July 13th, 2023, Special Commission meeting minutes.

MOTION: Made by Commissioner Kevin Barber, seconded by Commissioner Mary Dale to approve the minutes

VOTE: 5-0: Motion Passed

II. PUBLIC COMMENT

David LeBlanc, US Army veteran, Collin County VALOR program participant
Joshua Horton, US Army veteran, Collin County VALOR program participant

III. PRESENTATIONS

- a. FY23 Annual Internal Audit Update and Report. Weaver and Tidwell, partner, Brandon Tanous, provided the report.
 - i. FY23 Internal Audit Plan – Emergency Management – completed.
 - ii. FY23 Follow-up Internal Audits –
 - 1. Procurement follow-up – satisfactory rating. 1 finding remediated, 1 finding partially remediated to be completed later this month.
 - 2. Information Technology follow-up – details covered in executive session. 3 findings, 2 remediated, 1 partially remediated.

- b. Quarterly Presentations from Advisory Committees.
 - i. **Michael Hernandez, Chairman of Veteran County Service Officer**, summarized the Advisory Committee's activities since their last report to the Commission.
 - ii. **Katherine “Kitty” Meyers, Chairman of Veteran Services**, summarized the Advisory activities since their last report to the Commission.
 - 1. **Veteran Entrepreneur Program – Verification letter backlog**
 - 2. **Communication – Updating website resources. Trademark the logo.**

IV. REPORTS

- a. Report on Agency Departments and Programs.
 - i. **Program Operations Division**. Gary Lee, Health Care Advocacy Director, provided the Commissioners with department updates.
 - 1. VEAC Survey
 - 2. Claims – training in Aug 2023 in Corpus Christi.
 - 3. VES – training symposium July 2023 in San Marcos.
 - 4. HCAD – Gary Lee attended national training.
 - 5. Vets Ed – VEERA award presentations.
 - ii. **Resource Management Division**. Chip Osborne, Division Director of Resource Management.
 - 1. Texas Veterans Commission Exceptional Items. Initially, seven exceptional items and Executive Director salary increase. New FTE cap: 460.5.
 - 2. Performance Measures – new measures FY24, 1Q
 - 3. FVA Big Check Presentations – nine tour stops.
 - 4. VEP – depleted backlog of over 75 days for verification letters, currently a three-day turnaround. Over 12,000 services to veterans in 2023.
 - 5. Fiscal Year 2023 Third Quarter Operating Budget Statement.
- b. **Deputy Executive Director Report**. Shawn Deabay, Deputy Executive Director, provided updates.
 - i. IT – New network specialist: Son Thai
 - ii. Communications – Every second Tuesday of each month, do question/answer with veterans.
 - iii. Buddy Check Day.
 - iv. VLB Veterans Benefit Fair.
 - v. Government Relations – James Crabtree is out until next year.
 - vi. TCCVS – Identify veteran needs and make recommendations to the legislature.
 - vii. WVP – National conference – Alexandria, VA.
- c. **Executive Director Report**.
 - i. Every program has diligently worked to give virtual services. TVC provides services in many mediums - depending on what the veteran needs.
 - ii. Commissioner Recognition. Chairwoman Koerner, Commissioner Shaneyfelt, and Commissioner Barber were presented with a five-year longevity award.

10-minute break.

V. CONSIDERATIONS

- a. *Action Regarding Commission Officer elections (Vice Chair).*** Commissioner Mike Hernandez nominated Kimberlee Shaneyfelt as the Commission Vice Chair. Commissioner Kimberlee Shaneyfelt accepted the nomination for Commission Vice Chair.

MOTION: Made by Commissioner Kevin Barber and seconded by Secretary Mary Dale to accept the nomination of Kimberlee Shaneyfelt as the Commissions Vice Chair.

VOTE: 5-0: Motion Passed.

Action Regarding Commission Officer elections (Secretary). Commissioner Kevin Barber nominated Commissioner Mary Dale. Commissioner Mary Dale accepted the nomination for Commission Secretary.

MOTION: Made by Commissioner Mike Hernandez and seconded by Chairwoman Laura Koerner to accept the nomination of Mary Dale as the Commission's Secretary.

VOTE: 5-0: Motion Passed.

- b. *Action regarding the Amendment to Collin County Valor Grant.*** Elaine Zavala, Fund for Veterans Assistance Director, presented background information from Collin County. The request is to extend and add additional money from Jan 2024 – Jun 2024. Judge Roach, a Veteran Court Judge, briefed the Commission on the VALOR program.

MOTION: Made by Commissioner Mike Hernandez and seconded by Vice Chair Kimberlee Shaneyfelt to approve the amendment to the Collin County Valor Grant.

VOTE: 5-0: Motion Passed.

- c. *Presentation regarding the Fiscal Year 2024 Risk Assessment and Internal Audit Plan.*** Weaver, and Tidwell L.L.P. partner Brandon Tanous presented the FY24 Risk Assessment and Internal Audit Plan.

MOTION: Made by Vice Chair Kimberlee Shaneyfelt and seconded by Commissioner Kevin Barber to accept the FY 2024 Risk Assessment and Internal Audit Plan.

VOTE: 5-0: Motion Passed.

- d. *Action Regarding the Acceptance of Gifts.*** Chip Osborne, Division Director of Resource Management, briefed that there was one anonymous donation of \$500.00, and put it towards the FVA program..

MOTION: Made by Commissioner Kevin Barber and seconded by Secretary Mary Dale to accept the anonymous donation of \$500 and allocate it towards the FVA program.

VOTE: 5-0: Motion Passed.

- e. *Action Regarding the FY24 Annual Operating Budget and the Executive Director's Salary Increase.*** Coretta Brisco, CFO presented.

MOTION: Made by Commissioner Mike Hernandez and seconded by Chairwoman Laura Koerner to accept the FY24 Annual Operating Budget and the Executive Director's salary increase.

VOTE: 5-0: Motion Passed.

- f. Action Regarding the 2023 Veterans Education Excellence Recognition Awards (VEERA) for AY 2023.** David Salgado, Veterans Education Director, presented the VEERA awards process and noted 21 nominations, and 21 award winners.

MOTION: Made by Commissioner Kimberlee Shaneyfelt and seconded by Commissioner Kevin Barber to accept the AY 2023 VEERA Awards.

VOTE: 5-0: Motion Passed.

- g. Action Regarding the Advisory Committee Chair Selection Process.** Shawn Deabay, Deputy Executive Director, provided a briefing on the overall process and procedures of the Advisory Committee, as well as the overall process of selecting the Advisory Committee Chair.

MOTION: Made by Commissioner Mike Hernandez and seconded by Secretary Mary Dale to accept the selection process for the Advisory Committee Chair.

VOTE: 5-0: Motion Passed.

- h.1. Action Regarding the Adoption of the Review of Agency Rules and re-adoption of the Title 40 Texas Administrative Code, Part 15, Chapter 450, Veteran County Service Officers Certificate of Training, Chapter 451, Veteran County Service Officer Accreditation, Chapter 452, Administrative General Provisions and Chapter 453, Historically Underutilized Business Program.** Kathleen Cordova, General Counsel, briefed the review of agency rules and the re-adoption of Chapters 450, 451, 452, and 453.

MOTION: Made by Commissioner Kevin Barber, seconded by Secretary Mary Dale to approve the rule review of agency rules, Title 40 Texas Administrative Code Part 15, Chapter 450, Veteran County Service Officers Certificate of Training, Chapter 451, Veteran County Service Officer Accreditation, Chapter 452, Administrative General Provisions and Chapter 453, Historically Underutilized Business Program and the re-adoption of Chapters 452 and 453?

VOTE: 5-0: Motion Passed.

- h.2. Action Regarding the Re-adoption with Amendments to Chapter 450, Sections 450.1, 450.3, and Chapter 451, Sections 451.1 and 451.3.** Kathleen Cordova, General Counsel, briefed the re-adoption with amendments to Chapter 450, Sections 450.1, 450.2, and Chapter 451, Sections 451.1 and 451.3.

MOTION: Made by Commissioner Kevin Barber, seconded by Vice Chair Kimberlee Shaneyfelt, to approve the re-adoption of Chapters 450, Section 450.1, 450.2, and Chapter 451, Sections 451.1 and 451.3.

VOTE: 5-0: Motion Passed.

- i. Action Regarding the Proposed Amendments of Administrative Rule, Title 40 Texas Administrative Code, Chapter 460, Fund of Veterans' Assistance Program, 460.2, Definitions.** Kathleen Cordova, General Counsel, briefed.

MOTION: Made by Commissioner Kevin Barber, seconded by Commissioner Mike Hernandez to approve the proposed Administrative Rule amendment, Title 40 Texas Administrative Code, Chapter 460, Fund of Veterans' Assistance Program, 460.2, Definitions.

VOTE: 5-0: Motion Passed.

- j. *Action Regarding the Approval of the Fund for Veterans Assistance 2024-2025 Request for Application (RFA).*** Elaine Zavala, Director of the Fund for Veterans' Assistance, provided a detailed report on the 2023-2024 RFA and supporting documents.

MOTION: Made by Commissioner Kevin Barber, seconded by Commissioner Kimberlee Shaneyfelt to approve the FVA 2024-2025 Request for Application with proposed changes and supporting documents.

VOTE: 4-1: Motion Passed. Nay vote – Secretary Mary Dale

VI. Executive Session.

Chairwoman Laura Koerner adjourned the open and public commission meeting on August 10, 2023, at 12:23 p.m. This agenda item is authorized to go into an Executive Session in accordance with Government Code, at Section 551.074 of the Texas Government Code: item of personnel matters.

Chairwoman Koerner called the following individuals into Executive Session:

Commissioner Kevin Barber, Commissioner Kimberlee Shaneyfelt, Commissioner Mary Dale, Commissioner Mike Hernandez, Thomas Palladino, Shawn Deabay, Chip Osborne, Cruz Montemayor, Kathleen Cordova, Swapna Jain, Tim Shatto, Brandon Tanous, Michael Karnes.

Executive Session reconvened on August 10, 2023, at 12:42 p.m.

- VII.** Discuss and take action on the items considered in Executive Session. There were no items to act on.

VIII. Discussion about setting the date, time, and location of the next Commission Meeting

The Commission agreed that the 1st Quarterly Commission Meeting of FY 2024 would be held on Thursday, November 14, 2023, at 9:00 a.m. HQ Austin TX, Stephen F. Austin Bldg. room 170.

IX. Adjournment.

Chairwoman Koerner asked each Commissioner for any closing remarks. Vice Chair Shaneyfelt and Chairwoman Koerner made comments.

MOTION: Made by Commissioner Kevin Barber, seconded by Secretary Mary Dale's motion to adjourn.

VOTE: 5-0: Motion Passed.

Chairwoman Koerner adjourned the meeting at 12:46 p.m. Minutes

Approved by:



Mary Dale, Secretary

