



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

Todd Smith, District I – Alternate John Poimiroo
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
Jon Brown, VSO, Secretary Ex-Officio
Lauren Odell, Recording Clerk of Veteran Affairs Commission

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**Thursday, November 10, 2022 @ 1130 hours
330 Fair Lane, Building A
Board of Supervisors Chambers
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.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

Commissioner Raffetto requested to add the following to the agenda under New Business:

B. Report of Meeting with El Dorado Community Foundation

Motion to approve made by Commissioner Houseworth; seconded by Commissioner Reynolds.
Vote 4-0, motion passes.

III. APPROVAL OF MINUTES – October 13, 2022 meeting

Motion to approve the minutes made by Commissioner Reynolds; seconded by Commissioner Pratt. Vote 4-0, motion passes.

IV. OLD BUSINESS

A. Review final Grant Guidance document
Final document reviewed. Motion to send the document for review to the Veterans Affairs Commission made by Commissioner Houseworth; seconded by Commissioner Reynolds.
Vote 4-0, motion passes.

V. NEW BUSINESS

A. Elder Options Grant Change Request EDCF
Grant Change request reviewed by Committee. Motion to extend the usage date to 10/1/23 made by Commissioner Houseworth; seconded by Commissioner Reynolds. Vote 4-0, motion passes. Will be sent to the Veterans Affairs Commission for approval.
B. Report of meeting with El Dorado Community Foundation
Several grant awards are still unspent by organizations. Will review additional Grant Change Requests at meeting next month.

VI. PUBLIC COMMENT

Public comment is limited to three minutes per person.

VII. ADJOURNMENT

ANNUAL AND MINI GRANT FUNDING AND GRANT AWARDING POLICY

FUNDING: Funds are issued by El Dorado County. They are the remainder from a \$175,000 (or as budgeted) allotment after annual funding amounts (For example, 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.

ANNUAL RECIPIENTS: As noted above, some funds are given to organizations without the need to apply for grants. These are organizations that support veterans on a regular basis, file reports with the County of El Dorado detailing expenditures, and are nominated by the grants committee to receive funds and approved by a 4/5 majority of the commission.

GRANTING (MINI GRANTS): 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 El Dorado County military veterans or directly support El Dorado County 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. In general, the committee likes to support established programs with a good track record of success. Start-ups may be considered but require extreme diligence in evaluation.

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 (i.e.: Housing needs for fire evacuees).