



ADMINISTRATIVE SERVICES COMMITTEE – VETERANS AGENDA

April 4, 2023
1030 hours

- APPROVAL OF MINUTES:
 - March 7, 2023
- FINANCIAL:
 - 2023 Year-to-date Budget Report
- OLD BUSINESS:
 - Women Veterans & Military Caregiver Recognition Luncheon
 - Coffee Mess with Onward Ops/ETS
 - Welcome Home Vietnam Veterans Day
- NEW BUSINESS:
 - YTD statistics
 - April is Month of Military Child
 - Moved into new office space
 - New community partners for food insecurity needs: Owego Elks – Veterans Services Committee & LH Employees Volunteer Group
 - Tioga County veterans Trust Fund
 - Outreach for April
 - Bowling for kids & families at Owego Bowl/Waverly Lanes (April 3-7, 10-14)
 - Family Movie & Fun Night at Nazarene Church – April 29
 - ETS Sponsorship at Ft. Drum, April 10-12, will be taking Schuyler County ETS Team member and recruiter from Willow Run Foods
 - Coffee Mess at Waverly VFW with new VA Medical Foster Care Program – April 21
- PERSONNEL
 - N/A
- RESOLUTIONS
 - D32 – 2023 Budget Modification/Funds Transfer

TIOGA COUNTY, NEW YORK

Veterans' Service Agency

1062 State Route 38 PO Box 84 Owego, NY 13827



Michael F. Middaugh Director ☎ 607 687 8228 📠 607 687 8226 🌐 www.TiogaCountyNY.com

- PROCLAMATIONS
 - N/A
- EXECUTIVE SESSION
 - N/A
- ADJOURMENT



Administrative Services Committee – Veterans Minutes

March 7, 2023

Start Time: 1035 hours

ATTENDANCE:

- Legislators: Committee Chairman Mullen; Legislators: Standinger, Ciotoli, and Brown, Chairwoman Sauerbrey
- Staff: Suzanne Tyler

APPROVAL OF MINUTES:

- Approval of February 7, 2023 minutes, Legislator Standinger made the motion, and seconded by Legislator Brown to accept minutes as written. All in favor, motion carried.

FINANCIAL:

- 2023 Year-to-date budget report was reviewed

OLD BUSINESS:

- N/A

NEW BUSINESS:

- YTD agency statistics
- Mike attended NYSAC Conference and taught 8-hour workshop on MHFA for Adults to Legislators from across NYS
- ETS Sponsorship Program
 - Mike was at Ft. Drum February 13-15th for ETS Sponsorship, met with 202 servicemembers and enrolled 27 in ETS
- Dwyer Program
 - Women Veterans and Military Caregivers Appreciation Luncheon was held on March 4th, well attended and honored 13 women veterans and three caregivers
 - Coffee Mess to be held at Belva Lockwood Inn on 3/17/23 with ETS National Outreach Coordinator, Brian Roeder, presenting on being a sponsor.

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- Welcome Home Vietnam Veterans Day on March 29th. Wreath laying ceremony at TC Vietnam Memorial, recognition and keynote, with lunch following.

PERSONNEL:

- N/A

RESOLUTIONS/PROCLAMATIONS:

- N/A

PROCLAMATIONS

- N/A

EXECUTIVE SESSION:

- N/A

ADJOURNMENT:

1042 hours

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A6510 Veterans' Service							
A6510 427700 Other unclassified	-6,000	0	-6,000	.00	.00	-6,000.00	.0%
A6510 427700 DP22 Other Revenues	-100,000	0	-100,000	.00	.00	-100,000.00	.0%
A6510 437100 State Aid-Veterans	-25,000	0	-25,000	.00	.00	-25,000.00	.0%
A6510 437100 ETSSP State Aid-VS	0	-30,000	-30,000	.00	.00	-30,000.00	.0%
A6510 510010 Full Time	139,823	0	139,823	19,381.15	.00	120,441.85	13.9%
A6510 510010 DP22 Fulltime-Dwyer	62,000	0	62,000	7,507.90	.00	54,492.10	12.1%
A6510 510020 Part Time/Temporar	18,445	0	18,445	3,887.55	.00	14,557.45	21.1%
A6510 520130 M7674 Equipment (No	0	1,000	1,000	0	.00	25.05	97.5%
A6510 520210 M7674 Other Furnitu	0	4,000	4,000	3,912.05	.00	87.95	97.5%
A6510 520621 M7674 Computer Equi	0	1,800	1,800	1,525.96	.00	274.04	84.8%
A6510 540010 Advertising	4,700	0	4,700	.00	.00	4,700.00	.0%
A6510 540010 M7674 Advertising-A	0	6,000	6,000	1,335.00	.00	4,665.00	22.3%
A6510 540070 Car Maintenance-VA	500	0	500	.00	.00	500.00	.0%
A6510 540180 Dues	600	0	600	160.00	.00	440.00	26.7%
A6510 540220 Automobile Fuel	600	0	600	162.81	.00	437.19	27.1%
A6510 540220 M7674 Automobile Fu	0	1,000	1,000	.00	.00	1,000.00	.0%
A6510 540360 Meals/Food	1,300	0	1,300	300.00	.00	1,000.00	23.1%
A6510 540360 M7674 Meals/Food-AR	0	1,000	1,000	.00	.00	1,000.00	.0%
A6510 540420 Office Supplies	1,400	0	1,400	225.09	.00	1,174.91	16.1%
A6510 540420 M7674 Office Suppli	0	1,000	1,000	.00	.00	1,000.00	.0%
A6510 540480 Postage	400	0	400	59.75	.00	340.25	14.9%
A6510 540485 Printing/Paper	600	0	600	.00	.00	600.00	.0%
A6510 540487 DP22 Program Expens	32,350	0	32,350	5,465.94	.00	26,884.06	16.9%
A6510 540487 ETSSP Program Expens	0	46,328	46,328	769.21	.00	45,559.03	1.7%
A6510 540620 Software Expense	200	200	400	396.95	.00	3.05	99.2%
A6510 540640 Supplies (Not Offi	1,280	-200	1,080	570.28	.00	509.72	52.8%
A6510 540640 M7674 Supplies (Not	0	21,105	21,105	2,796.88	.00	18,308.52	13.3%
A6510 540660 Telephone	485	0	485	75.98	.00	409.02	15.7%
A6510 540731 Training/State Req	5,000	0	5,000	580.01	.00	4,419.99	11.6%
A6510 540731 M7674 Training/stat	0	1,000	1,000	.00	.00	1,000.00	.0%
A6510 540733 Training/All Other	4,000	0	4,000	690.00	.00	3,310.00	17.3%
A6510 540733 M7674 Training/All	0	2,500	2,500	.00	.00	2,500.00	.0%
A6510 581088 State Retirement F	2,744	0	2,744	2,282.28	.00	461.50	83.2%
A6510 581088 DP22 State Retireme	394	0	394	1,141.14	.00	-747.14	289.6%
A6510 583088 Social Security Fr	6,885	0	6,885	2,050.22	.00	4,835.03	29.8%
A6510 583088 DP22 Social Securiti	1,004	0	1,004	690.66	.00	313.34	68.8%
A6510 584088 Workers Compensati	3,673	0	3,673	881.46	.00	2,791.56	24.0%
A6510 584088 DP22 Workers Compens	441	0	441	293.82	.00	147.18	66.6%
A6510 585588 Disability Insuran	102	0	102	15.66	.00	86.20	15.4%
A6510 585588 DP22 Disability Ins	24	0	24	15.66	.00	8.34	65.3%



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A6510 586088 Health Insurance F	25,721	0	25,721	6,078.72	.00	19,641.78	23.6%
A6510 586088 DP22 Health Insuran	8,904	0	8,904	6,172.08	.00	2,731.92	69.3%
A6510 588988 Eap Fringe	44	0	44	10.98	.00	32.70	25.1%
A6510 588988 DP22 EAP Fringe	6	0	6	3.66	.00	2.34	61.0%
TOTAL Veterans' Service	192,624	56,734	249,358	70,413.80	.00	178,943.93	28.2%
TOTAL General Fund	192,624	56,734	249,358	70,413.80	.00	178,943.93	28.2%
TOTAL REVENUES	-131,000	-30,000	-161,000	.00	.00	-161,000.00	
TOTAL EXPENSES	323,624	86,734	410,358	70,413.80	.00	339,943.93	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	192,624	56,734	249,358	70,413.80	.00	178,943.93	28.2%

** END OF REPORT - Generated by Middaugh, Michael **

Year-to-Year Veteran Services Comparisons (Totals)

Totals	2019	2020	2021	2022	2023	2024	2025	2026	2027	Totals
Veterans	1076	1068	1285	1471	576					5476
*Others	477	514	751	580	152					2474
New Vets	338	305	296	344	61					1344
**Services Provided	2,724	2,836	3,424	4,465	1407					14856

Can a local government or school district create a new 501(c)(3) or designate an existing 501(c)(3) to receive contributions that qualify for tax credits?

No. The governing boards of counties, cities (including New York City), towns, villages, and school districts are authorized to establish a charitable gifts reserve fund to receive unrestricted charitable monetary contributions. This authority is granted in section 6-t of the General Municipal Law (counties and New York City), section 6-u of the General Municipal Law (all other cities, towns, and villages), and subdivision 44 of section 1604, subdivision 12-b of section 1709, and subdivision 54 of section 2590-h of the Education Law (school districts).

This is a fund of the government itself, and the monies in this fund are to be deposited and secured like other local government or school district funds, pursuant to section 10 of the General Municipal Law (see [Guidance](#) at page 3). Therefore, contributions received by this public governmental fund need to be received by the local government or school district itself, not a newly created or designated 501(c)(3).

Fund Administration

Who will administer the local charitable funds and can administration be delegated?

The governing board of the local government or school district must designate a local official, such as the Chief Fiscal Officer or Finance Director, to serve as the fund's administrator. The Administrator is authorized to appoint agents to act on the Administrator's behalf for purposes of administering the charitable fund.

Can contributions be made in the form of real property?

No. Contributions must be monetary.

Can contributors direct that their contributions be used for specific purposes?

No. Contributions must be unrestricted for use by school districts and local governments for public educational and charitable purposes, respectively.

How should local governments and school districts account for the charitable gift reserve funds on their books?

The Office of the State Comptroller will establish appropriate account codes

Veterans Trust Fund Policy

I. Purpose

The Tioga County Veterans' Service Agency (TCVSA) maintains a Veterans Trust Fund consisting of donations made to the TCVSA by private individuals, organizations and fund raising events. The TCVSA has a goal of using these funds to help veterans and their families with emergency financial needs and for educational outreach efforts which benefit the larger veteran population of Tioga County.

II. General

- A. The objectives of the Veterans Trust Fund:
 - 1. To provide immediate monetary assistance to eligible veterans and their family members who are in financial crisis. The Director of the TCVSA shall request approval from the Administrative Services Committee of the Tioga County Legislature for relief exceeding \$500. In addition to the emergency assistance, the applicants will be referred to appropriate outside resources for long term support and services.
 - 2. To assist the TCVSA in conducting outreach to all veterans within the County through individual events. Disbursements for this objective exceeding \$500.00 shall require the approval of the Administrative Services Committee.
- B. This Veterans Trust Fund will allow TCVSA to fulfill its mission of **“Serving those who have served for us”**.

III. Policy

- A. All applicants for assistance from the Veterans Trust Fund shall complete a vetting form with supporting documentation. Applicants must appear for an in-person interview with TCVSA. Applicants will be referred to outside sources for assistance where applicable.
- B. Eligible expenses for which assistance may be requested include, but are not limited to:
 - 1. Food
 - 2. Clothing
 - 3. Emergency housing
 - 4. Rent
 - 5. Fuel (vehicles/homes)
 - 6. Utilities (termination/shut-off notices)

7. Other expenses that may be required to maintain safety and shelter
- C. Items not eligible for emergency assistance include, but are not limited to the following:
1. Commercial or business venture
 2. Non-essential goods, services or travel
 3. Expenses otherwise available to the applicants through a federal, state or local program and/or benefit
- D. If an applicant's request for emergency financial assistance is approved, all payments shall be made directly to the third parties on behalf of the applicants. If the approval involves assistance for items such as food, gas, clothing, and other items of a similar nature, the TCSVSA shall acquire the monies from the Veterans Trust Fund and purchase gift cards for the applicants. No applicants shall ever receive direct payment either by check or cash for their approved emergency assistance.
- E. Final decision on applications for emergency assistance or use in supporting outreach events shall be at the sole discretion of the Director of TCSVSA.

IV. Eligibility

- A. Eligible recipients for assistance include the following:
1. Veterans: Any veteran who was discharged from active duty, guard or reserve under other than dishonorable conditions, and active-duty military, guard and reserve members.
 2. Current spouses of a veteran, or active duty, guard and reserve members who meets the criteria as a veteran as previously defined.
 3. Un-remarried spouses of a deceased veteran who meets the definition as previously defined.
 4. Only residents of Tioga County who meet the qualifications previously stated herein are eligible to apply for assistance from the Veterans Trust Fund.
- B. Eligible recipients may only be granted assistance once in a 12-month period from date of original approval. Exceptions may be made on a case-by-case basis, but will only be granted in extreme emergencies upon approval by both the Director of the TCSVSA and the Tioga County Legislature's Administrative Services Committee.

V. Payment Procedures

- A. To receive any payment from the Veterans Trust Fund, all applicants must complete and sign the vetting form, appear for an in-person interview at the TCSVSA and provide all necessary documentation to prove their need.
- B. Upon approval of the emergency assistance, the Director of TCSVSA will submit a voucher to the Tioga County Treasurer's Office for payment. The payee, whether it be a third party or the TCSVSA, will be listed on the voucher as well as all other

**Tioga County Veterans' Service Agency
Veterans Trust Fund – Vetting Form**

Applicants Name: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

DOB: _____ Male: __ Female: __ Veteran: __ Spouse: __ Widowed: __

Employment status: Full-time: __ Part-time: __ Unemployed: __ Hours work per week: _____

Monthly Household Income (from all sources): _____

Total Monthly Expenses: _____

Please explain what type of assistance you are requesting and why:

Once you have completed this vetting form, please return it to TCVSA along with a clear copy of your DD 214 (Member 4 copy) showing your type of discharge, or copy of Military ID for active duty and any statements or bills related to the emergency request you are making for assistance.

Declaration of Understanding:

Anyone who knowingly makes a false or misleading statement on this form, or in any other way violates the policy of the Veterans Trust Fund is subject to being permanently barred from further applying for assistance.

I declare that the information provide regarding this request for assistance, is true and complete to the best of my knowledge and belief.

Signature: _____ **Date:** _____

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -23 TRANSFER OF FUNDS
2023 BUDGET MODIFICATION
VETERANS' SERVICE AGENCY

WHEREAS: The Tioga County Veteran Services' Agency (TCVSA) will be purchasing additional equipment and technology for our new office needs; and

WHEREAS: The TCVSA shall be utilizing funds as allowed by ARPA program guidelines to pay for the necessary equipment and technology; and

WHEREAS: Amending of Budget and Transfer of Funds requires Legislative approval; therefore be it

RESOLVED: That TCVSA budget be modified, and the following sums be transferred within the 2023 TCVSA budget to cover the costs of furniture, equipment and technology needs:

From: A6510 540640 M7674	ARPA Supplies (Not Office)	\$ 1,400.00
To: A6510 520130 M7674	ARPA Equipment (Not Car)	\$ 1,000.00
To: A6510 520621 M7674	ARPA Computer Equipment	\$ 400.00