

Board of Veterans Services
Meeting Minutes
May 12, 2015

A meeting of the Board of Veterans Services (BVS) was held on Tuesday, May 12, 2015 at the Virginia War Memorial, 621 S. Belvidere Street, Richmond.

Members Present

- Richard Anderson
- Max Beyer
- William Haneke
- Susan Hippen
- James Icenhour
- Johnny Johnson
- Thad Jones
- Donald Kaiserman
- Sandra Love
- William Nicholas
- Belinda Pinckney
- Toddy Puller
- Bryce Reeves
- Christopher Stolle
- Rich Schollmann, Chairman, Veterans Services Foundation
- Chip Moran, Chairman, Joint Leadership Council of Veterans Service Organizations
- John Newby, Commissioner, Department of Veterans Services

Members Absent

- Mamyé BaCote
- Don Lecky

Commonwealth of Virginia Officials Present

- Drew Dickinson, Joint Legislative Audit and Review Commission
- Steven Combs, Department of Veterans Services (DVS)
- Glendalynn Glover, DVS
- Brandi Jancaitis, DVS
- Judith Reid, DVS
- Andy Schwartz, DVS
- Annie Walker, DVS
- Carrie Ann Alford, Legislative Assistant to Senator Puller

Others present

- Matt Underwood, U.S. Department of Agriculture

Materials Distributed as part of the Agenda Packet

- Agenda
- Reports (Agenda Item IV)
 - Benefits Committee
 - Care Centers Committee
 - Cemeteries Committee
 - Joint Leadership Council of Veterans Service Organizations
 - Veterans Services Foundation
 - Department of Veterans Services
- 2015 General Assembly Session (Agenda Item V)
 - Summary of Bills
 - Summary of Budget Items

Call to Order

Chairman Don Kaiserman welcomed the BVS members and called the meeting to order at 10:04 a.m. The Board recited the Pledge of Allegiance.

The roll was called and with 17 of 19 members present a quorum was determined. The members, state officials, and guests introduced themselves. Their names are recorded above.

Approval of Agenda

Mr. L. Max Beyer made a **motion, seconded** by Ms. Sandra Love, to approve the agenda as presented. The motion carried **unanimously**. The approved agenda is included as *Attachment 1*.

Approval of January 12, 2015 Meeting Minutes

Mr. Beyer made a **motion, seconded** by Mr. William Haneke, to approve the January 12, 2015 Meeting Minutes as presented. The motion carried **unanimously**.

Presentations

Ms. Annie Walker, Director, Veterans Education, Training, and Employment (VETE) section, provided a brief overview of the service provided by VETE, emphasizing the synergy created between its education, training, employment, and transition services.

Mr. Andrew Schwartz, V3 Program Manager, provided an update on the V3 Program's history, present success, program updates, legislative and budget updates, and future strategies for continued success. Specific items discussed were the level of increased engagement with V3 companies, the Veterans Employment Grant, and the mandatory state-agency V3 certification.

Ms. Brandi Jancaitis, Director of the Virginia Wounded Warrior Program (VWWP), gave a briefing that covered VWWP history and mission, structure, services (including the Virginia Veterans Corps and Housing/Homeless Programs) and the October 1 rebrand, when the VWWP will become Virginia Veterans and Family Support (VVFS). The members asked many questions about VWWP and its services, particularly in regard to homeless veterans services, which Ms. Jancaitis answered.

Delegate Richard Anderson and Senator Toddy Puller stated that they are very pleased at the direction that the programs were taking. Chairman Kaiserman agreed that the results are impressive.

Mr. James Icenhour asked if the members would receive copies of the presentations. Mr. Steven Combs said that copies of the presentations and other material would be sent to the Board by e-mail following the meeting.

Reports

Benefits Committee

Committee Chairman Belinda Pinckney delivered the report of the Benefits Committee (*Attachment 2*).

Care Centers Committee

Committee Vice Chairman William Haneke delivered the report of the Care Centers Committee (*Attachment 3*).

The Board members discussed the planned veterans care centers in Hampton Roads and Northern Virginia, including site selection, design, cost, and scope. Chairman Kaiserman shared his concerns about the new federal design standards (small house concept). Commissioner Newby stated that all of these items are or will be addressed by DVS. Chairman Kaiserman commended Commissioner Newby and Secretary of Veterans and Defense Affairs John Harvey for working with the Governor to move forward with finalizing the plans for the centers. He also thanked the members of the General Assembly, especially the House and Senate members of the Board, for all their work on these projects.

Cemeteries Committee

Committee Chairman Beyer delivered the report of the Cemeteries Committee (*Attachment 4*).

The Board members discussed the recently completed master plans for the Amelia and Suffolk cemeteries, which outline the phase development of these cemeteries. Additional property may be required in the future to accommodate demand.

Joint Leadership Council of Veterans Service Organizations

Joint Leadership Council of Veterans Service Organizations (JLC) Chairman Chip Moran delivered the JLC report (*Attachment 5*).

Mr. Moran stated that he is fully committed to making Virginia the most veteran and military friendly state in the nation, and that he is very proud of all that has been accomplished in the past six years. He said that his term on the JLC would end in June, so that he would be stepping down as Chairman. He thanked the Board for allowing him to serve.

Veteran Services Foundation

Veterans Services Foundation (VSF) Chairman Rich Schollmann delivered the VSF report (*Attachment 6*).

Department of Veterans Services

Commissioner John Newby delivered the Department of Veterans Services (DVS) report (Attachment 7).

Commissioner Newby reviewed recent staffing changes at the Department of Veterans Services.

Commissioner Newby gave a rundown of upcoming ceremonies:

- Friday May 22 – BG Timothy Williams (Adjutant General of Virginia) promotion ceremony;
- Monday May 25 – Memorial Day Ceremonies: Virginia War Memorial, Southwest Virginia Veterans Cemetery, Virginia Veterans Cemetery, and Albert G. Horton, Jr. Memorial Veterans Cemetery;
- Wednesday, June 10, 10 a.m. – Department of Veterans Services, Chesapeake Benefits Office Opening, Tidewater Community College, Chesapeake Campus
- Tuesday, June 23, 3 p.m. – Bill Signing Ceremony – multiple veterans and military bills, Norfolk (location TBD);
- Monday, June 29, 3 p.m. – Bill Signing Ceremony – community colleges awarding academic credit for military training; Northern Virginia Community College Woodbridge Campus;
- Wednesday, July 1, 11 a.m. – Virginia Veterans ID Card – first issue to Virginia National Guard members;
- Tentative (July/August, date/time TBD) – Sitter & Barfoot Veterans Care Center – dedication of 40-bed addition

Mr. Combs stated that he would e-mail a list of these ceremonies to the members following the meeting.

2015 General Assembly session

Chairman Kaiserman led the Board's discussion of the 2015 General Assembly Session.

Mr. Combs delivered a presentation that highlighted budget and legislation passed during the session. He pointed to the significant increases in the DVS budget in key program areas such as Benefit Services, housing/homeless services, and employment/transition services.

Public Comment

There was no public comment.

Wrap Up and Prepare for Next Meeting

Chairman Kaiserman stated that the next BVS meeting is scheduled for July 21, 2015.

Adjourn

There being no further business before the Board, the meeting adjourned at 12:30 p.m.

ATTACHMENT 1

**Virginia War Memorial
621 S. Belvidere St, Richmond
May 12, 2015
10:00 a.m. – 12:00 p.m.**

AGENDA

- I. Opening, Pledge of Allegiance, Roll Call and Quorum Determination, Approval of Agenda, and introduction of BVS members, DVS Staff, and Guests – *Don Kaiserman, BVS Chairman* (10:00 – 10:10)
- II. Approval of January 12, 2015 Meeting Minutes – *Don Kaiserman, BVS Chairman* (10:10 – 10:15)
- III. Presentations (10:15 – 10:55)
 - a. Virginia Values Veterans (V3) Program – *Annie Walker, VETE Director and Andrew Schwartz, V3 Program Manager*
 - b. Virginia Wounded Warrior Program – *Brandi Jancaitis, Executive Director*
- IV. Reports (10:55 – 11:25)
 - a. Benefits Committee – *Belinda Pinckney, Chairman*
 - b. Care Centers Committee – *Don Lecky, Chairman*
 - c. Cemeteries Committee – *Max Beyer, Chairman*
 - d. Joint Leadership Council – *Chip Moran, JLC Chairman*
 - e. Veterans Services Foundation – *Rich Schollmann, VSF Chairman*
 - f. Department of Veterans Services – *John Newby, Commissioner*
- V. 2015 General Assembly session summary/wrap up and potential initiatives for the 2016 General Assembly – *Don Kaiserman, BVS Chairman* (11:25 – 11:40)
- VI. Public comment (11:40 – 11:50)
- VII. Wrap Up and Prepare for Next Meeting – *Don Kaiserman, Chairman* (11:50 – 12:00)
- VIII. Adjourn (12:00)

ATTACHMENT 2

BENEFITS COMMITTEE REPORT

May 12, 2015

Chairman Kaiserman and members of the Board:

The Benefits Committee met on April 20, 2015. At the meeting, the committee continued its in-depth engagement the DVS Benefits Services team to strengthen and improve services for Virginia veterans and family members. Topics covered included: staffing and organization; services provided; budget and economic impact; budget, staffing, training, process, and facility challenges; remediation – steps taken and planned to address challenges; FY16 funding (approved budget) and FY17-18 funding.

The Board's top priority for FY16 was additional funding for the DVS Benefits Services section; the Committee applauds the supports of the Governor and General Assembly in providing 100% of the FY16 funding recommended by the Board. The \$1,750,201 (GF) in new money approved by the Governor and General Assembly:

- Funds vacant positions:
 - Veterans Service Representatives (VSRs) to McGuire VAMC, Salem VAMC, and Chesapeake
 - Veterans Service Administrators (VSAs) to Fairfax and Roanoke
 - Northern Region Manager
 - Center of Excellence (COE) Chief
- Funds 6 New Positions: VSRs at Petersburg, Fredericksburg, Henrico, Hampton VAMC
- Funds wage positions at Danville, VA Beach, Chesapeake, Fredericksburg
- Funds New Benefit Offices – Fredericksburg, Chesapeake & Petersburg
- Funds for Annual Training
- Funds for Office Furnishings/Signage/Relocations
- Funds for Needed IT Equipment
- Funds for Career Development Plan
- Funds 13 Additional VSR Positions

The Committee notes that additional funding will be required in FY17/18 to sustain the FY16 initiatives and fill the few remaining holes to meet shifting and growing veteran population. Potential FY17/18 initiatives could include an appeals specialist in Washington, D.C. and an additional office in Northern Virginia. The Committee will work closely with the Department on the FY17/18 budget plan and will present a full report to the Board at the July 21 meeting.

The Committee applauds the leadership of Commissioner John Newby, DVS Benefits Director Tom Herthel, and all of the dedicated members of the DVS Benefits team. Things are definitely moving in the right direction, and the Committee Chair and members will do our utmost to ensure that the Benefits section has the tools and support it needs to do the job right!

Respectfully submitted,

Belinda Pinckney
Chair, Benefits Committee

ATTACHMENT 3

CARE CENTERS COMMITTEE REPORT

May 12, 2015

Chairman Kaiserman and members of the Board:

The Care Centers Committee of the Board of Veterans Services met on April 27, 2015. The Committee held in-depth discussions and reviews of the following:

- Current operations at the Virginia Veterans Care Center (Roanoke), including census and occupancy rates; Virginia Department of Health (VDH) and U.S. Department of Veterans Affairs (USDVA) surveys; the generator replacement project; patient elopement system; upcoming fire alarm replacement project; and the upcoming renovation project – wall paper, carpet, and furniture.
- Current operations at the Sitter & Barfoot Veterans Care Center (Richmond), including census and occupancy rates; VDH and USDVA surveys; and the construction of the 40-bed addition. Furniture is currently being delivered and staff hired for an anticipated June/July opening.
- Planned veterans care centers in Hampton Roads and Northern Virginia, with a comparison of the previous processes regarding commitment of state funding versus the new process approved by the Governor and 2015 General Assembly.
 - The Committee applauds the commitment of the Governor and General to “move out” on these projects prior to the receipt of USDVA funding, but have many questions about the new USDVA “small house” design concept. At the meeting, the members discussed the efficacy of such facilities versus the current model, especially given the likely patient mix in the new facilities. It was recognized that the policy intent may be good, but that building and operating such a facility could be difficult and expensive.
 - The Committee urges the Department to explore waiver options or design flexibility to ensure that the new facilities are designed and built to support Virginia requirements and the expected mix of patients the facilities will be likely to have.
 - The Committee notes the experience and knowledge possessed by Mr. Bill Van Thiel and Ms. Sandra Ranicki, and recommends that they play a key role in the design of the new facilities.

Respectfully submitted,

Don Lecky
Chairman, Care Centers Committee

ATTACHMENT 4

CEMETERIES COMMITTEE REPORT

May 12, 2015

Chairman Kaiserman and members of the Board:

The Cemeteries Committee met on April 21, 2015 at the Virginia Veterans Cemetery, Amelia. At the meeting, the Committee conducted an in-depth review of:

- Current operations: the three cemeteries performed 150 memorial services in April, with the Albert G. Horton, Jr. Memorial Cemetery in Suffolk accounting for 2/3 of the numbers. Over 1,300 memorial services have been conducted to date in FY15 and over 12,000 total since opening.
- Staffing levels: staffing levels are sufficient to support current operations, and most authorized positions are currently filled. There is one key vacancy (Assistant Director). Additional staff will be needed in the future as burial numbers rise and the amount of developed acreage increases.
- Financial resource and budget levels: financial resource levels are sufficient to support current operations, but the Department will need to plan for a projected appropriation shortfall in FY19-20 and to request additional funds when needed. The Committee wholeheartedly supports the Department's conservative approach to asset and resource management at the cemeteries, especially given the uncertainty of non-general fund revenues. The Department must continue to maintain a sufficient cash reserve for emergencies and request additional resources when needed to ensure that the cemeteries are always able to meet all requirements without compromising services or appearance.
- Building & Property Maintenance, Equipment Purchase & Replacement, and Planning & Improvement plans for FY15-26: the plans accurately present a 12-year picture of all identified requirements.
- Cemetery Master Plans: have been completed for the Amelia and Suffolk cemeteries; the master plan for the Dublin cemetery was completed when the cemetery was constructed. The Amelia and Suffolk plans do an excellent job of charting future expansion of the cemeteries. The committee recommends the Department continue to monitor opportunities to acquire adjacent property through donation or purchase for a nominal amount.
- Memorial Day: ceremonies will be held at all three cemeteries (10 a.m. for Amelia and Suffolk, 9:30 a.m. for Dublin). Board member attendance is encouraged.

Overall, our three state veterans cemeteries are in good shape. Cemeteries Director Dan Kemano leads a team of dedicated professionals, and the cemeteries have the financial, personnel, and equipment resources needed to meet all current requirements. The Department is forward looking, with well-developed plans for future expansion. Future resource levels must be monitored closely to ensure the cemeteries are always able to meet all requirements without compromising services or appearance.

Respectfully submitted,

Max Beyer
Chairman, Cemeteries Committee

ATTACHMENT 5

Joint Leadership Council of Veterans Service Organizations

Report to the Board of Veterans Services

May 12, 2015

The Joint Leadership Council of Veterans Service Organizations (the JLC) has held one conference and one regular business meeting since the last report to the Board of Veterans Services.

The JLC held its annual *Conference at the General Assembly* on January 15, 2015. In its 8th year, the conference is a unique opportunity for the JLC members to meet with members of the Executive and Legislative branches. We were glad that several members of the Board could join us.

At the March 18, 2015 meeting, the JLC members received an in-depth presentation on the budget and legislative actions taken by the Governor and General Assembly before/during the 2015 session regarding the JLC 2015 initiatives. A summary is attached.

The JLC looks forward to continuing our partnership with the BVS in support of Virginia's veterans in 2015. Our next meeting is Wednesday, May 20.

Respectfully submitted,

Thomas "Chip" Moran
Chairman

Joint Leadership Council of Veterans Service Organizations
Summary of 2015 Initiatives
As of 4/15/15

<i>Initiative</i>	<i>JLC Recommendations: revised 12/18/14</i>	<i>Status – as of 4/15/15</i>
JLC 2015-01	That the Governor and General Assembly support the hiring, training, and retention of Department of Veterans Services (DVS) Veterans Service Representatives, the addition of representatives in understaffed locations, and the building of needed service capacity at Benefits Offices, by approving an additional \$1,750,201 (GF) in FY2016.	\$1,750,201 (GF) included in introduced budget; approved by Governor and General Assembly
JLC 2015-02	That the Governor and General Assembly support the continued delivery of critical core behavioral health, rehabilitative, and supportive services for Virginia veterans, Guardsmen, Reservists, and family members by appropriating an additional \$281,000 (GF) for the Virginia Wounded Warrior Program (VWWP) in FY2016.	No action taken
JLC 2015-03	That the Governor and General Assembly authorize \$161,000 (GF) (partial-year funding) and three new positions for the Virginia War Memorial in FY2016; two additional new positions in FY2017 (for a total of five); and full funding of \$404,000 (GF) for all positions in FY2017.	\$107,333 (GF) approved by Governor and General Assembly
JLC 2015-04	That the Governor and the General Assembly support the further reduction of veteran homelessness by approving additional funding in FY2016 for: <ul style="list-style-type: none"> a. \$180,000 (GF) for DVS/VWWP to add three new Housing Resource Specialists in Hampton Roads, Northern Virginia, and Roanoke. b. \$1 million (GF) for the Department of Housing and Community Development (DHCD) to support increases in general statewide homeless prevention, rapid re-housing, and permanent supportive housing funding. 	\$180,000 (GF) included in introduced budget, approved by Governor and General Assembly \$1 million (GF) included in introduced budget. Governor and General Assembly approved \$1 million, with \$500,000 earmarked for homeless veterans
JLC 2015-05	That the General Assembly and the Governor approve the establishment of a veterans' lottery as part of the Compact with Virginia's Veterans to supplement the General Fund's support of approved veteran's requirements, with any residual lottery funding reverting back to Education.	HJ536 (Lingamfelter) left in House P&E
JLC 2015-06	That the Governor and General Assembly increase the state funding commitment for the Hampton Roads and Northern Virginia veterans care center construction projects, and, once the higher state commitment is approved, that DVS request increased federal grant funding for the two projects.	General Assembly approved four bills (HB1275, HB1276, SB675, and SB676) tied to \$66.7 M bond authorization in budget bill

ATTACHMENT 6

VETERANS SERVICES FOUNDATION

Report to Board of Veterans Services May 12, 2015

The Veterans Services Foundation (VSF) Board of Trustees has held two meetings since last BVS meeting. A meeting was held on March 25, 2015 and on May 6, 2015 with a quorum present. The following events occurred and actions taken at the meetings, in addition to the usual reports and updates on VWWP and V3 and a presentation on the Veterans Transition Program:

- (1) Reviewed Foundation income, expenses, and fundraising events conducted during FY15;
- (2) Approved the 2nd and 3rd Quarter FY15 VSF Financial Reports;
- (3) Approved VSF-DVS FY16 Budget;
- (4) Approved an update of the Trustees Bylaws and DVS-VSF MOU;
- (5) Approved the new VSF-DVS Joint Policy #11, Planned Giving;
- (6) Adopted a FY15 VSF Milestone Plan (Attached); and
- (7) Appointed a Nominating Committee and elected officers for FY15.

As of 30 April, the Foundation has received donations during FY15 of about \$525,000, of which over \$320,000 is for VWWP. As always, the Foundation extends its sincere congratulations to the outstanding outreach of all DVS activities to realize this significant fundraising level. It could not have been accomplished without the dedication of all DVS personnel.

The Board of Trustees elected the following officers for FY16:

- Chair, Brad Antle
- 1st Vice Chair, Rich Schollmann
- 2nd Vice Chair, Al Pianalto

In keeping with the VSF Board Bylaws, their terms will be effective July 1, 2015.

The next Board meeting is scheduled for August 5, 2015 at the Virginia War Memorial. Items for the next meeting may include: (1) approval of the Final Quarter FY15 Financial Statement; (2) approval of budget adjustments for FY16, if any; (3) review FY16 Goals and Objectives; (4) review VSF FY16 fundraising program for FY15; (5) appointment of committee chairs for FY16.

Respectfully submitted,

Rich Schollmann
VSF Chairman

Attachments: (1) VSF FY16 Milestone Plan

VSF Milestones FY16*

July 1, 2015

Board Officers assume duties

August 5 meeting**

Review FY15 Goals and Objectives

Consider Goals and Objectives for FY16

Approve 4th Quarter FY15 Financial Statement

Approve review of VSF-DVS Policies, as required

Board Chair appoints Committee Chairs/Vice Chairs

Approval of Committee Chair/Vice Chair appointments

Approve tentative dates and locations (if available for 2016)

November 4 meeting**

Approve 1st Quarter FY16 Financial Statement

Approve budget adjustments, if any

Approve review of VSF-DVS Policies, if needed

Approve Bylaws and MOU changes, if any

March 14, 2016

Request Budget input for FY17 due April 15

March 30 meeting

Approve 2nd Quarter FY16 Financial Statement

Approve budget adjustments, if any

Approve review of VSF-DVS Policies, if needed

Confirm dates and locations of 2016 Board meetings

Elect a nominating committee

April 4

Nominating Committee put out call for candidates for officers' positions

May 4 meeting***

Approve 3rd Quarter FY16 Financial Statement

Approve budget adjustments, if any

Approve FY17 budget

Elect officers for FY17

*At all meetings, as appropriate, receive VWWP, V3, and other DVS activity updates.

**In odd numbered years review all VSF-DVS Policies, Bylaws, and MOU

***In Odd numbered years, receive report on APA audit, if available

ATTACHMENT 7

Memorandum for: Chairman Don Kaiserman
Members, Board of Veterans Services

From: John L. Newby II, Commissioner

Date: May 12, 2015

Subject: Department of Veterans Services report

Your Department of Veterans Services continues to “move out” on multiple fronts:

- Expanding access to veterans benefits: \$1,750,201 in new General Fund (GF) money was approved for the DVS Benefit Services section in Fiscal Year (FY) 2016. On July 10, DVS will onboard 23 new full-time employees (2 regional managers, 3 veterans service representatives (VSR)/outreach coordinators, 17 VSRs, and 1 veterans service administrator). New offices are planned for Chesapeake, Fredericksburg, and Petersburg.
- Ending Veterans Homelessness: over 500 homeless veterans have been housed since November 2014. Planning is underway for the 2nd Annual *Ending Veterans Homelessness* Summit on June 17. With new funding approved by the Governor and General Assembly, DVS will hire three new Housing Resource Specialists in FY16.
- Putting veterans to work in the new Virginia economy: \$500,000 in new GF was approved for FY16 to award grants to companies that hire and retain veterans; \$1,000 for each veteran hired and retained for one year, up to a maximum of \$10,000 per company. Additional FY16 funding was also provided for V3 and Virginia Transition Assistance Program (VTAP) operations.
- At the reconvened session on April 15, the General Assembly unanimously approved the Governor’s proposed amendments to the four veterans care center bills. \$66.7 million in Virginia Public Building Authority (VPBA) bond funding has been approved for the design of new veterans care centers in Hampton Roads and Northern Virginia and the construction of one center.
- Virginia Wounded Warrior Program (VWWP) will become known as Virginia Veteran and Family Support (VVFS) on October 1.
- DVS will submit a grant application to the U.S. Department of Veterans Affairs for phase expansion at the Albert G. Horton, Jr. Memorial Veterans Cemetery (Suffolk).