

**Board of Veterans Services
Meeting Minutes
June 15, 2011**

A meeting of the Board of Veterans Services (BVS) was held on Wednesday, June 15, 2011 at the American Legion Building, 1708 Commonwealth Avenue, Richmond.

Members Present

- Mark Cole
- William G. Haneke
- Donald Kaiserman
- Kate Kohler
- Thad Jones
- Sandra Love
- Toddy Puller
- J. W. Peyton Robertson
- Al Sample
- Vivian Watts
- Jack Hilgers, representing the Veterans Services Foundation
- George Corbett, representing the Joint Leadership Council of Veterans Service Organizations
- Paul Galanti, Commissioner of Veterans Services

Members Absent

- John Anderson
- Kirk Cox
- John Edwards
- George Melnyk
- Samuel Metters
- Max Taylor

Commonwealth of Virginia Officials Present

- Richard L. Anderson, Virginia House of Delegates
- Al Pianalto, Delegate Kirk Cox's office
- Kate Morosoff, Senator Puller's office
- Jim Hopper, Deputy Secretary of Veterans Affairs and Homeland Security
- Carol Rauschberg, Department of Human Resources Management
- Cynthia Norwood, Office of the Attorney General
- John Tarris, intern for the Office of the Attorney General
- Anne Atkins, Department of Veterans Services
- Steven Combs, Department of Veterans Services
- Brian Pickral, Department of Veterans Services
- Mike Rogers, Department of Veterans Services
- Danielle Weaver, Department of Veterans Services

Others Present

- Mary Jo Fields, Virginia Municipal League

Materials Distributed in the Agenda Packet

- Agenda
- Presentations (Agenda Item III)
 - 2011 General Assembly Session (Power Point slides)
 - The three veterans boards
 - Veterans Services Organization Chart
 - Board Classification
 - Board Descriptions
 - BVS and JLC Powers and Duties
 - VSF Authority
 - DVS Coordination Process
- Ex officio member reports (Agenda Item IV)
 - Department of Veterans Services Report
 - FY12 VSF Budget Request (Excel Spreadsheet)
 - Letter – Commissioner Galanti to BVS
 - Joint Leadership Council of Veterans Service Organizations (JLC) Report
 - Veterans Services Foundation Report
- Unfinished Business (Agenda Item V)
 - Proposed changes to the BVS Bylaws
- New Business (Agenda Item VI)
 - Proposals to Strengthen the BVS
 - Proposed Committee Assignments
- Prepare for Next Meeting (Agenda Item VIII)
 - BVS 2011 Plan of Action

Additional Materials Distributed

Virginia Department of Veterans Services News Release *Southwest Virginia Veterans Cemetery to begin performing interments*

Call to Order

Chairman Thad Jones called the meeting to order at 10:05 am.

Chairman Jones led everyone in the Pledge of Allegiance to the American Flag.

Roll Call and Quorum Determination

The roll was called, and with 12 of 19 members present a quorum was determined. Senator Toddy Puller arrived later, bringing the number of members present to 13. Mr. Steven Combs stated that Mr. George Corbett is the representative for the Joint Leadership Council of Veterans Service Organizations and Mr. Jack Hilgers is the representative for the Veterans Services Foundation. Mr. Combs noted that Mr. Al Pianalto from Delegate Kirk Cox's office was in attendance.

Approval of Agenda

Chairman Jones asked for a motion to approve the agenda as presented (*Attachment 1*). Mr. Don Kaiserman made a **motion, seconded** by Mr. Al Sample. The motion carried unanimously.

Chairman Jones then asked Mr. Combs to introduce guests and staff. Their names and organizations are recorded above.

Approval of January 10, 2011 minutes

Chairman Jones asked if there were any changes to the draft minutes of the January 10, 2011 meeting, which had been sent to the Board members by e-mail and not distributed at the meeting. No changes were offered, and the minutes were approved by unanimous consent.

Presentations

2011 General Assembly Session and impact on DVS FY12 operations

Mr. Combs delivered a PowerPoint presentation on the 2011 General Assembly Session and impact on DVS FY12 operations.

Mr. Combs explained that Ms. Cathy Wilson was unable to attend today's meeting and announced that the Virginia Wounded Warrior Program (VWWP) has hired two new regional directors. Mr. Bert Levesque is the new regional director for VWWP Region 4 (Central Virginia) and Mr. Eric Endries is the new regional director for VWWP Region 5 (Hampton Roads). The Governor has approved the hiring of a regional director for VWWP Region 1 (Northwestern Virginia). The position has been advertised and DVS expects to fill it soon.

Chairman Jones and Commissioner Galanti thanked Mr. Combs for his excellent presentation.

The three veteran's boards: powers, duties, and inter-relationship

Mr. Hilgers reviewed the veterans services organizational structure within the Executive Branch of the state government, including the roles of the Board of Veterans Services (BVS), Joint Leadership Council (JLC), Veterans Services Foundation (VSF) Board of Trustees, and their relation to the Department of Veterans Services (DVS) (*Attachment 2*).

Mr. Hilgers noted that Governor McDonnell's Executive Order 29 directs BVS and JLC to develop legislation to be considered by the Governor for introduction in the 2012 and subsequent General Assembly sessions. Proposals shall be submitted via the DVS Commissioner by August 15 of each year. This requirement sets the stage for the briefing on the veterans services organizational structure within the Executive Branch of the state government. The briefing provides a description of: (1) veterans services organizational relationships; (2) the uniqueness of the organizations involved; (3) the responsibilities of each; and (4) the DVS coordination issues involved.

The focus of the briefing is on the types of boards that support DVS and their relationships with higher authority. The first page (page S-1) is a graphic description of the relationships of the primary state organizations involved in veterans services. These relationships are taken directly

from the Code of Virginia which establishes three agencies under the Secretary of Veterans Affairs and Homeland Security and the boards that support the three agencies.

All primary relationships are connected by lines of authority (control or chain of command). Lines of authority include lines of direct support and lines of coordination/cooperation. DVS provides direct support to the Virginia War Memorial Foundation (VWMF) and VSF and DVS, in turn, is supported by VWMF and VSF to various degrees. Lines of direct support (provision of goods and services, but not control) include lines of coordination/cooperation.

The three agencies have supporting boards that are linked to some extent through lines of coordination and cooperation between them. These lines do not include authority or direct support. Accordingly, there is no need to reinvent board relationships. However, the reality of the situation is that though the three agencies and their boards are separate, DVS gets the fallout if there is a problem.

Mr. Hilgers then described the classifications of BVS, JLC and VSF boards, with VWMF boards by comparison as depicted on page S-2. These classifications are not all clear cut as can be seen. He explained the unique status of VWMF and VSF authority which dictates that they function as supervisory boards, regardless of their classification or lack thereof. He said that the status of the War Memorial boards would not be discussed further as they are not directly related to the other three boards as displayed on the organizational chart on page S-1.

Mr. Hilgers presented short descriptions from the Code of Virginia of the three boards that are linked by Virginia Code provisions (page S-3). He noted the uniqueness of each and that: (1) *ex officio* members on all boards provide another coordination/cooperation mechanism; (2) *ex officio* members have different voting status on each board; (3) the power of each board lies in its unique membership; (4) the different reporting requirements of each board, including the JLC being required to advise DVS and BVS on matters of concern to veterans and their families.

Mr. Hilgers discussed the complimentary Powers and Duties of BVS and JLC boards (page S-4) and why the two boards are different and cannot be consolidated or eliminated. Additionally, he noted that neither board is authorized to advise nor report directly to the Governor. He then displayed (page S-5) the unique membership and authority of the VSF board, which is totally dissimilar to the other two boards and predicates its supervisory status. He said that this board will not be discussed further because it normally is not involved in the administrative and legislative issues that characterize BVS and JLC.

Mr. Hilgers returned to Executive Order 29 and its requirement for BVS and JLC to submit legislative proposals and how they must be coordinated by DVS. He said that DVS is the appropriate agency under the Code of Virginia to adjudicate BVS and JLC board issues dealing with requests for action on veterans issues. DVS has the authority to: (1) review; (2) approve; (3) return for further action; or (4) disapprove the request with appropriate rationale. Mr. Hilgers described how DVS should coordinate the activities of BVS and JLC as set forth on page S-6.

He said that the key elements of DVS's role in adjudication of board issues are:

- Ensure cooperative and efficient inter-relationships between DVS and BVS and JLC and

to coordinate their administrative and legislative initiatives so they may be both mutually supporting and mutually exclusive.

- Forward only requests from BVS and JLC to other or higher authority that have been reviewed and approved by DVS.
- Have all requests from boards or councils for meetings with Executive Branch agencies submitted to DVS for scheduling.
- Be informed of all planned meetings and the subjects thereof with members of the Legislative Branch before they occur.

He followed with an example and said that the information on page S-6 could become a DVS policy that will clarify the relationships involved for all concerned.

Chairman Jones thanked Mr. Hilgers for this very thorough report.

Chairman Jones called for a break at 11:12 am. Chairman Jones called the meeting back to order at 11:23 am.

Ex officio member reports

Department of Veterans Services Report

Commissioner Galanti briefly reviewed the DVS Report (Attachment 3).

Commissioner Galanti thanked Mr. Combs again for the wonderful presentation he gave earlier, and noted that the presentation covered much of his report. He stated that the report that is in the members' packet is that same that goes to the Governor's office every week.

Commissioner Galanti commented on the first class burials at the cemeteries and stated that the staff is first class as well. Commissioner Galanti stated that the VWWP is held up nationally as a number one program and that Ms. Wilson has done a tremendous job, even though she has been operating at about 50% strength.

Commissioner Galanti announced that he would be going to Virginia Beach tomorrow to participate in a panel on veterans legal issues at the Virginia Bar Association conference. He noted that several members of the JLC would also attend the meeting.

Commissioner Galanti reminded everyone that the two care centers are Class A facilities and that a new care center will be built on a prime piece of property in Hampton at the Hampton VAMC. Commissioner Galanti invited everyone to visit both care centers and the new site in Hampton.

Commissioner Galanti commented on the need for Benefits personnel and the push to establish a County Veterans Service Officer program. This will be a significant benefit to veterans in processing their claims and getting them the disability compensation they deserve. He also stated that he is very proud of the U.S. Department of Veterans Affairs and the care they provide, and noted that they often are the first to receive new diagnostic equipment.

Commissioner Galanti then presented to BVS his request to VSF for a comprehensive FY12 Budget, noting that the request lays out a plan for FY12 and future years. Chairman Jones asked the Board to review the request. Commissioner Galanti asked the Board to approve the DVS Budget Request for FY2012 as presented, and recommend to the VSF that it accept and act on the Commissioner's request.

Chairman Jones asked the Board to approve the DVS Budget Request for FY2012 as presented, and recommend to the VSF that it accept and act on the Commissioner's request. Mr. Don Kaiserman made a **motion, seconded** by Delegate Mark Cole. The motion carried unanimously.

Commissioner Galanti then presented a letter to Chairman Jones and Board members, in which he requests that the Board study certain matters related to Virginia's veterans (*Attachment 4*).

Chairman Jones asked the Board to accept the letter from the Commissioner as presented. Mr. William Haneke made a **motion, seconded** by Ms. Kate Kohler. The motion carried unanimously.

Chairman Jones noted that the items listed in the Commissioner's letter impacted all three of the Board's standing committees. He asked that the Benefits Committee take Items 1 and 2 for action, that the Cemetery Committee work on Item 3, and that the Care Center Committee work on Item 4. Chairman Jones stated that the committees should complete their work no later than August 14. Mr. Combs suggested that Item 1 has components that all committees could assist with and advise the Commissioner.

Joint Leadership Council

JLC member George Corbett, representing JLC Chairman Jenny Holbert, delivered the JLC report (*Attachment 5*). Mr. Corbett stated that the JLC has been very busy for the last six months, and that the JLC has established a Legislative Working Group headed up by Mr. Abe Zino to will focus on JLC procedures. The next JLC meeting will be July 13. New officers will be elected at this meeting.

Veterans Services Foundation

Mr. Jack Hilgers, representing Veterans Services Foundation (VSF) Chairman David Richardson, delivered the report for the VSF (*Attachment 6*). Mr. Hilgers noted that the VSF will have new officers effective July 1, and that the next VSF meeting will be August 3.

Commissioner Galanti announced that the Army's 236th birthday celebration is to be held this Saturday, June 18 at the Virginia War Memorial starting at 10 a.m.

Chairman Jones called for a lunch break at 12:10 pm. Chairman Jones called the meeting back to order at 12:47 pm. Ms. Kohler and Mr. Sample departed before the meeting resumed.

Unfinished Business

Review /adopt proposed changes to BVS Bylaws

Chairman Jones reviewed the proposed changes to the BVS Bylaws (Attachment 7) which had been submitted to the Board on January 10.

Chairman Jones asked the board for a motion to approve the Bylaws changes as presented. Commissioner Galanti made a **motion, seconded** by Senator Toddy Puller. The motion carried unanimously.

Chairman Jones then stated that several additional changes need to be made to the Bylaws:

- Page 1, Article 2, line 2 states “Members from the Senate are appointed by the *Senate Committee on Privileges and Elections*.” He noted that this should be changed to: *Senate Committee on Rules*.”
- Page 6, Article 7 – Miscellaneous Number 3 – Parliamentary Authority states: “*The adopted parliamentary authority for Board meetings is Robert’s Rules of Order*.” Chairman Jones noted that there is a new revised version 10 of Robert’s Rules of Order, and that the Bylaws should be changed to read: “*The adopted parliamentary authority for Board meetings is the current version of Robert’s Rules of Order, Newly Revised*.”

Chairman Jones asked the Board for a motion to approve the two additional changes he had identified. Delegate Watts made a **motion, seconded** by Senator Toddy Puller, to approve these additional changes. The motion carried unanimously.

Senator Puller suggested that on Page 3 a comma be added after “*Care Centers*” in this sentence: “*The Board has three standing committees (Veterans Benefits, Care Centers and Veterans Cemeteries), along...*”

Chairman Jones asked the board for a motion to approve Senator Puller’s suggested change. Senator Puller made a **motion, seconded** by Ms. Sandra Love. The motion carried unanimously.

Delegate Watts suggested that on Page 1, Article 2, Number 3, last line, the words “*familiarity with*” be removed.

Chairman Jones asked the Board for a motion to approve the change suggested by Delegate Watts. Delegate Watts made a **motion, seconded** by Mr. Peyton Robertson. The motion carried unanimously.

Mr. Combs noted that the Bylaws as presented in Attachment 7 need to be revised to incorporate the changes made and that a revised version would be available shortly.

Discuss proposed / potential Executive Order 29 initiatives

Chairman Jones stated that Commissioner Galanti had presented four potential issues earlier in the meeting, and asked the Board if there were any other proposals.

Mental Health Issues for Veterans

Mr. William Haneke stated that Ms. Love has identified an issue relating to Mental Health for veterans. Ms. Love explained that the majority of veterans with mental health issues are treated

at the Veterans Affairs Medical Centers (VAMCs) and once these veterans are at a base level, stable with their medications, they are then returned to their prospective hometown. Some problems arise when veterans are unable to follow through with treatment due to transportation issues. If a veteran is unable to go to the VAMC, the VWWP will then attempt to outsource the veteran to a community services organization. The VAMC has a waiting list for beds for veterans. The list is a month or more long. Community Service Boards (CSB) also have a waiting list for individuals with mental issues that are not that serious. If a veteran has PTSD or is bi-polar they are not accepted at the CSB and are referred to the VAMC. Additionally, funding is needed to outsource veterans who need transportation.

Ms. Love discussed criminal justice issues facing veterans. Many veterans that are in jail have mental health issues. Ms. Love stated that they have been working with the Chesapeake Police Department to educate the police officers so they will know these issues that veterans have. When a veteran is in crises the VAMC will not take care of them. There are some gaps in serving veterans who are facing criminal justice charges. Ms. Love said that attempts are being made to close these gaps. CSB is also trying to outsource veterans to private providers that can help with these gaps.

Chairman Jones asked the board for a motion to study the issues presented by Ms. Love as a potential EO29 initiative. Mr. Haneke made a **motion, seconded** by Senator Puller. The motion carried unanimously.

Changes to the Board of Veteran Services structure

Chairman Jones proposed two changes to the structure of the Board of Veterans Services:

1. Increase the number of Board members from 19 to 23.
2. Give all of the *ex officio* members voting privileges on the Board, but stipulate that they cannot serve as Chairman or Vice Chairman.

Chairman Jones asked the Board to include in its EO29 recommendations the recommendation that the Code of Virginia be changed to increase the number of Board members from 19 to 23. The request was accepted by a vote of vote of 8-1.

Chairman Jones asked the Board to include in its EO29 recommendations the recommendation that the Code of Virginia be changed to give voting privileges to the two *ex officio* members that currently are non-voting members and specify that they cannot serve as Chairman or Vice Chairman. The request was accepted unanimously.

New Business

Proposal to strengthen BVS

Vice Chairman William Haneke presented a set of recommendations to strengthen the BVS (Attachment 8). He noted that two of the nine proposals had just been addressed by the Chairman. Vice Chairman Haneke reviewed each one of these proposals and then opened the floor to discussion.

Chairman Jones asked the Board for a motion to approve the seven proposals presented by Vice

Chairman Haneke that had not previously been approved. Commissioner Galanti made a **motion, seconded** by Ms. Love. The motion carried unanimously.

Chairman Jones asked the Board for a motion to accept the committee assignments proposed by Vice Chairman Haneke (*Attachment 9*). Vice-Chairman Haneke made a **motion, seconded** by Mr. Kaiserman. The motion carried unanimously.

Delegate Vivian Watts suggested that the definition of a veteran may need to be clarified, especially as it applies to members of the Reserve. Discussion followed. Mr. Peyton Robertson made a **motion, seconded** by Vice-Chairman Haneke, that the Board study this issue to determine if a change needs to be made. The motion carried unanimously.

Public Comment

There was no public comment.

Mr. Robertson discussed his recent visits to the veterans care centers and stated that he had wonderful visits. He received a letter from Ms. Patti Smith at the Virginia Veterans Care Center thanking him for visiting their facility.

Prepare for Next Meeting

Chairman Jones announced that the next Board meeting will be September 14 at a location to be announced. He stated that the JLC 2012 recommendations and parts of the DVS strategic plan will be reviewed at this meeting. He then stated that the chairmen of the committees will need to meet very soon.

Adjourn

There being no further business, the meeting adjourned at 1:40 p.m.

ATTACHMENT 1

Board of Veterans Services

**American Legion Building
1708 Commonwealth Avenue
Richmond
June 15, 2011
10:00 a.m. – 2:00 p.m.**

AGENDA

- I. Opening, Pledge of Allegiance, Roll Call and Introduction of Members, Quorum Determination, Approval of Agenda, and Introduction of DVS Staff and Guests – *Thad Jones, BVS Chairman* (10:00 – 10:05)
- II. Approval of January 10, 2011 Meeting Minutes – *Thad Jones, BVS Chairman* (10:05 – 10:10)
- III. Presentations
 - a. 2011 General Assembly Session and impact on DVS FY12 operations – *Steven Combs, Director of Policy & Planning* (10:10 – 10:30)
 - b. The three veterans boards: powers, duties, and inter-relationship – *Jack Hilgers, Director of Development* (10:30 – 10:50)

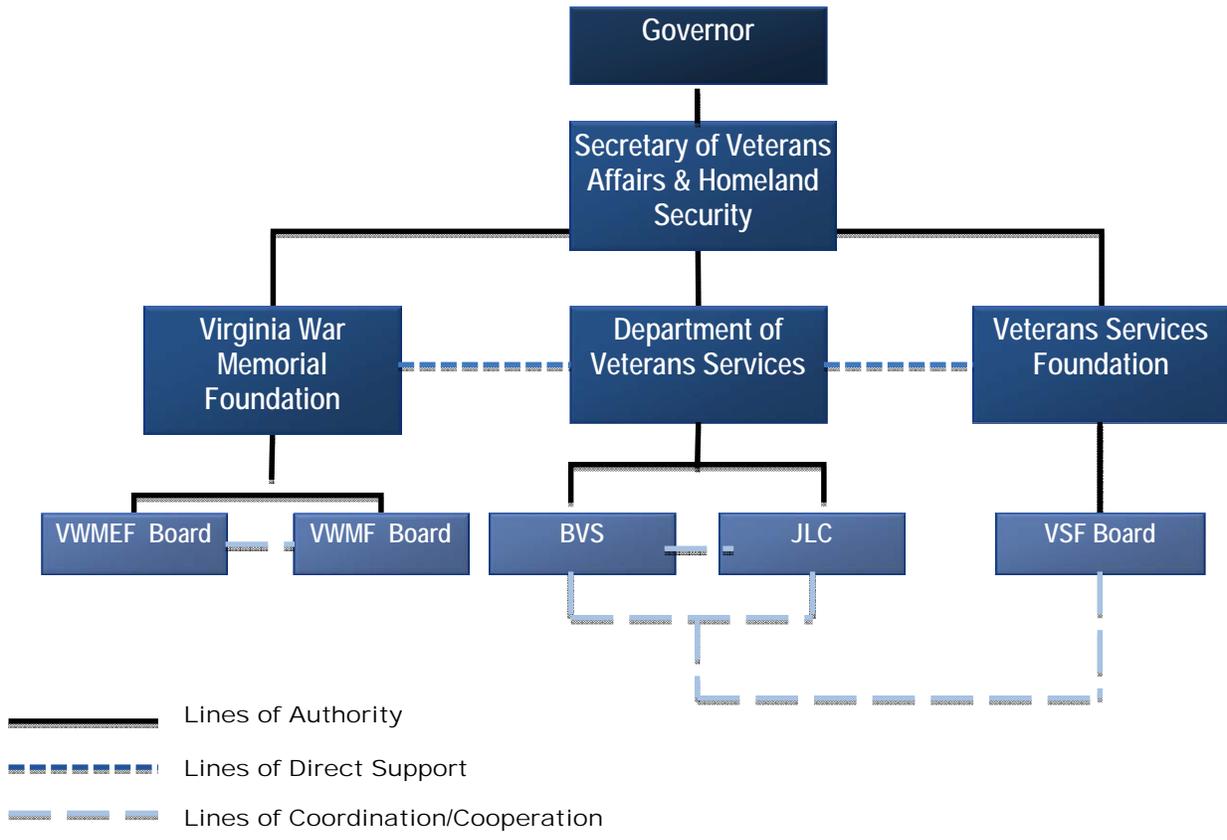
Break (10:50 – 11:00)
- IV. *Ex officio* member reports
 - a. Department of Veterans Services – *Paul Galanti, Commissioner* (11:00 – 11:30)
 - b. Joint Leadership Council – *Jenny Holbert, Chair* (11:30 – 11:40)
 - c. Veterans Services Foundation – *David Richardson, Chairman* (11:40 – 11:50)

Lunch (11:50 – 12:20)
- V. Unfinished Business – *Thad Jones, Chairman*
 - a. Review/adopt proposed changes to BVS Bylaws (12:20 – 12:30)
 - b. Discuss proposed/potential Executive Order 29 initiatives (12:30 – 1:00)
- VI. New Business (1:00 – 1:30)
 - a. Proposals to strengthen the BVS – *Bill Haneke, Vice Chairman*
 - b. Proposed committee assignments – *Bill Haneke, Vice Chairman*
 - c. Other new business requested by Board members
- VII. Public Comment (1:30 – 1:50)
- VIII. Prepare for Next Meeting – *Thad Jones, Chairman* (1:50 – 2:00)
- IX. Adjourn (2:00)

ATTACHMENT 2

Briefing on Veterans Services Organizational Structure

S-1



Classification of Executive Branch Boards, Commissions and Councils
The classifications equate to each board's level of authority.

"Advisory" - A board, commission or council shall be classified as advisory when its purpose is to provide advice and comment to an executive branch agency or office.

- (1) An advisory board, commission or council serves as a formal liaison between the agency or office and the public to ensure that the agency or office understands public concerns and that the activities of the agency or office are communicated to the public.
- (2) An advisory board, commission or council does not serve a regulatory or rule-making purpose.
- (3) It may participate in the development of public policy by providing comment and advice.

"Policy" - A board, commission or council shall be classified as policy if it is specifically charged by statute to promulgate public policies or regulations.

- (1) It may also be charged with adjudicating violations of those policies or regulations. Specific functions of the board, commission or council shall be enumerated by law.
- (2) Policy boards, commissions or councils are not responsible for supervising agencies or employing personnel.
- (3) They may review and comment on agency budget requests.

"Supervisory" - A board, commission, or council shall be classified as supervisory if it is responsible for agency operations including approval of requests for appropriations. A supervisory board, commission, or council appoints the agency director and ensures that the agency director complies with all board and statutory directives. The agency director is subordinate to the board.

JLC – Advisory

BVS – Policy

VWM Board of Trustees – Policy However, functions under supervisory authority

VSF Board of Trustees – Not Classified However, functions under supervisory authority

VWM Education Foundation Board – Not Applicable Is a 501 (c) (3) organization

BVS, JLC, and VSF Boards

The following provides a summary background from the Code of Virginia.

Board of Veterans Services (BVS)

BVS is a policy board that is composed of 11 nonlegislative citizen members appointed by the Governor and five legislative members appointed by the General Assembly. The Commissioner is an ex officio voting member and the JLC and VSF Chairs are ex officio nonvoting members. The power of BVS is in the composition of its membership.

The board is charged with having at least three standing committees responsible for veterans benefits, veterans care services, and veterans cemeteries. BVS responds to the DVS Commissioner, but no formal periodic reports are required.

Joint Leadership Council (JLC) of Veterans Service Organizations

JLC is an advisory council composed of one representative from each qualifying veterans service organization (VSO) appointed by the Governor. There currently are 23 member VSOs representing over 250,000 veterans. Each VSO representative may designate an alternate to attend meetings in the absence of the primary representative. The Commissioner and Chairs of BVS and VSF are ex officio nonvoting members. The power of the JLC is in its VSO membership.

JLC is required to report the results of its meetings to the Commissioner and BVS and submit an annual report.

Veterans Services Foundation (VSF) Board of Trustees

The VSF or the Foundation is a body politic and corporate agency under the Secretary of Veterans Affairs and Homeland Security, separate from but directly supporting DVS.

The Foundation is governed and administered by the board of trustees that perform a supervisory function. The trustees board is composed of eight nonlegislative citizens appointed by the Governor and eight nonlegislative citizens appointed by the General Assembly. The Commissioner and Chairs of BVS and JLC are ex officio voting members. The power of the Foundation Board is in its membership expertise.

The Foundation is authorized to: (1) administer the Veterans Services Fund; (2) allocate funding to DVS for veterans services and programs; and (3) accept and raise tax-exempt gifts and bequests to support the Veterans Services Fund. Inter-agency relations between VSF and DVS are covered by a MOU executed under the cognizance of the former Secretary of Public Safety.

The VSF trustees submit a quarterly report to the DVS Commissioner on funding levels and services. They also submit an annual report to the Secretary of Veterans Affairs and Homeland Security. The Auditor of Public Accounts annually audits the Foundation accounts.

Board of Veterans Services

Appointees

Have expertise in (1) benefit claims services, (2) medical and health care management, and (3) nonprofit volunteer operations and management.

Powers and Duties

1. Advise and recommend to the Commissioner on his performance of duties
2. Investigate issues related to veterans care and services, if requested by the Commissioner or Governor (JLC 1, 2, 3)
3. Study matters affecting veterans and their families and make recommendations to the Commissioner (JLC 1, 2, 3)
4. Develop recommendations for DVS policies and procedures for delivery of services (JLC 1, 5)
5. Establish policies for the coordinated delivery of veterans services, in consultation with other state and local agencies and other organizations (e.g., VSOs)
6. Monitor administration of veterans related laws (JLC needs to do)
7. Review and advise the Commissioner on the DVS strategic plan
8. Analyze and recommend to DVS regarding future projects that may benefit veterans (JLC 1, 5)
9. Provide recommendations to DVS & VSF regarding donations, grants, and other resources

Joint Leadership Council

Appointees

Representatives of VSOs

Powers and Duties

1. Advise DVS on (1) methods of providing support for veterans services and programs, and (2) addressing veterans issues (BVS 2, 3, 6)
2. Recommend issues that may impact veterans and their families (BVS 2, 3, 6)
3. Advise DVS & BVS on matters of concern to veterans and their families (BVS 2, 3, 6)
4. Promote and support veterans services and programs (BVS needs to do)
5. Recommend and promote new efficient and effective admin initiatives to serve veterans (BVS 4, 8)
6. Maintain a nonpartisan approach to veterans services and programs
7. Report to the Commissioner and BVS results of meetings and submit an annual report
8. May apply for funds from VSF to better carry out JLC objectives, without imposing unreasonable burdens or costs

Veterans Services Foundation

Appointees

The majority of appointees shall be active or retired chairmen, chief executive officers, or chief financial officers for large private corporations or nonprofit organizations or individuals who have extensive fundraising experience. They also, insofar as possible, shall be veterans.

Authority

1. Administer the Veterans Services Fund and make allocations of revenue from the Fund to the Department of Veterans Services to provide supplemental funding for the Department's services and programs;
2. Accept, hold, and administer gifts and bequests of money, securities, or other property, absolutely or in trust, for the purposes for which the Foundation is created;
3. Enter into contracts and execute all instruments necessary and appropriate to carry out the Foundation's purposes;
4. Take such actions as may be reasonably necessary to seek, promote, and stimulate contributions for the Fund;
5. Develop other possible dedicated revenue sources for the Fund; and
6. Perform any lawful acts necessary or appropriate to carry out the purposes of the Foundation.

DVS Coordination Process

The role of DVS in adjudication of board issues:

- a. Ensure cooperative and efficient inter-relationships between DVS and BVS and JLC and to coordinate their administrative and legislative initiatives so they may be both mutually supporting and mutually exclusive.
- b. Forward only requests from BVS and JLC to other or higher authority that have been reviewed and approved by DVS.
- c. Have all requests from boards or councils for meetings with Executive Branch agencies submitted to DVS for scheduling.
- d. Be informed of all planned meetings and the subjects thereof with members of the Legislative Branch before they occur.

A generic example of the process follows:

In most cases, the procedure for commencing interactions between DVS, the BVS, and the JLC is for the JLC to identify an unmet need or issue for development.

- The need then may be passed to the BVS for its insight and recommendations on best practices, management and performance requirements, non-profit operations and other considerations.
- The BVS then would validate the requirement and pass its recommendation to DVS for consideration.
- DVS may consider internal resources or external resources, including VSF resources, to address the unmet need.
- DVS may pass the issue back to BVS or JLC for further consideration.

When BVS identifies a need, it would be passed to DVS for consideration and the JLC for information or coordination. DVS may consider internal resources or external resources to address the need.

DVS needs may be passed to the BVS for vetting and recommendations, and then passed to the JLC or other agency for advise, as appropriate.

DVS, in consultation with the Chairs of BVS and JLC shall determine which activity may take the lead on analyzing any one issue. All concerned shall ensure the highest degree of cooperation and coordination in both the administrative and legislative processes.

ATTACHMENT 3

DEPARTMENT OF VETERANS SERVICES REPORT TO BOARD OF VETERANS SERVICES June 15, 2011

Highlights of current operations

- *Cemeteries*
 - Southwest Virginia Veterans Cemetery
 - Dedicated on May 6, 2011.
 - However, burial operations have not yet started, as several critical items still needed to be completed by the contractor.
 - DVS Cemeteries Director Dan Kemano and Project Manager Mickie Jones have worked diligently with the contractor to complete all work necessary to begin burial operations.
 - The cemetery will be turned over to DVS today, and burial operations will begin before the end of the week.
 - Memorial Day Ceremonies
 - Memorial Day ceremonies were held at the Albert G. Horton Jr. Memorial Veterans Cemetery (Suffolk) and the Virginia Veterans Cemetery (Amelia).
 - Approximately 350 – 400 people attended the Suffolk ceremony. Guest speakers were Major Jeremy S. Mushtare, U.S. Army, and Delegate Chris Jones.
 - Approximately 200 – 250 people attended the Amelia ceremony. Guest speakers were Chuck Sepich, Director of the McGuire VA Medical Center, and Delegate Tommy Wright.
 - No ceremony was held at the Southwest Virginia Veterans Cemetery because no burials have been performed, and because the cemetery has not yet been officially accepted by the Commonwealth. Instead, an open house was held, with fewer than 10 people attending.
- *Virginia Wounded Warrior Program*
 - Virginia Veterans Corps
 - Pursuit of the AmeriCorps grant to establish the Virginia Veterans Corps was successful; the amount of final funding is still to be announced.
 - This grant will fund the Virginia Veterans Corps Program, an AmeriCorps Director, and either full-time or part-time AmeriCorps members within VWWP and partner organizations. The plan is to establish a pool of “navigators” to help veterans and families access services for healthcare, behavioral health care, social

services or other individual and family needs. The navigator would be a trusted friend who has knowledge of community resources and the ability to help the veteran and family access whatever services are needed to maintain a good quality of life and to participate actively in their communities.

- The Veterans Corps program will be designed to begin operations in the VWWP Region V, Tidewater area, but plans are to expand the program statewide in subsequent years.
- VWWP pursued this grant in partnership with the Office on Volunteerism and Community Service within the Virginia Department of Social Services and it was submitted to the Corporation for National and Community Service in January.
- Interviews were conducted on June 9 for part-time AmeriCorps Program Director for grant in Region V.

○ Homeless Veterans

- Jim Thur, Region 1 and 2 Director, attended the National Coalition on Homeless Veterans (NCHV) Conference last week with Secretary Terrie Suit.
- Bert Levesque, Region 4 Director, attended the Governor's Homeless Outcomes Advisory Committee meeting on June 6.

○ Suicide Prevention Workshops

- VWWP partnered with the Virginia Department of Behavioral Health and Developmental Services (DBHDS) and the Virginia Department of Health (VDH) on suicide prevention workshops that have been and are being held at seven locations throughout the Commonwealth.
- These one day summits are a way for communities to come together to learn about how suicide is affecting their communities, prevention resources and services available to them, their communities' needs in regard to suicide and what they can do to address those needs.
- Summits have been held or will be held in seven locations across the state:

Abingdon	May 10
Roanoke	May 11
Harrisonburg	May 24
Fredericksburg	May 25
Chesterfield	June 1
Annandale	June 6
Hampton	June 15

- Student Veterans Conference: Planning for conference for student veterans and academic leaders continues and will be held at VMI on August 9th. Secretary Suit is attending; will need assistance with coordinating participation by Governor and First Lady.

• *Care Centers*

- Sitter & Barfoot Veterans Care Center (SBVCC)

- Governor Bob McDonnell, the First Lady, and Secretary Suit visited and toured the SBVCC on June 6. WWII Veterans were recognized in honor of D-Day. D-Day historical presentation by Dr. Brian Dementi of Frank Dementi’s Colonial Studio.
- Colonel Van Barfoot was interviewed by Channel 6, Richmond on Monday, May 30. The interview may be viewed at <http://www.wtvr.com/news/wtvr-barfoot-memorial-day,0,6063711.story>.
- SBVCC: On Monday, May 30, Memorial Day, Famous Dave’s Restaurant catered a meal for residents at SBVCC to honor Veterans. See Channel 12 video at <http://www.nbc12.com/story/14750954/ashland-restaurant-thanks-war-veterans-for-service>.
- The Virginia Veterans Care Center (VVCC)
 - Organized a trip to the National D-Day Memorial on June 6 for VVCC residents.
 - On May 26, VVCC hosted and fed between 550 and 600 motorcycle riders who were participating in the “The Run for the Wall.” The event was very successful. More information on The Run is available at <http://www.rftw.org>.
- **Benefits**
 - Claims Report for May 2011 and FY11

	Number of Claims Adjudicated by U.S. Department of Veterans Affairs	Number of Claims Granted by U.S. Department of Veterans Affairs	Percentage of Claims Granted	Retroactive awards to Virginia veterans of \$5,000 or greater
May 2011	1,389	1,085	78%	\$4,947,908 for 183 claims
FY11	14,510	10,967	76%	\$53,107,198 for 2,338 claims

- Retroactive awards over \$100,000:
 - \$457,781 – to a claimant in Richmond
 - \$226,340 – to a claimant in Lynchburg
 - \$211,492 – to a claimant in King George
 - \$184,654 – to a claimant in Duffield
 - \$163,432 – to a claimant in Dumfries
 - \$155,166 – to a claimant in North Tazewell
 - \$146,696 – to a claimant in Norfolk
 - \$105,580 – to a claimant in Newport News
 - \$103,393 – to a claimant in Norfolk
 - \$91,515 – to a claimant in Pulaski

- \$77,893 – to a claimant in Virginia Beach
 - \$76,350 – to a claimant in Newport News
 - \$73,774 – to a claimant in Staunton
 - \$73,398 – to a claimant in Suffolk
 - \$64,871 – to a claimant in Newport News
 - \$60,315 – to a claimant in Fredericksburg
 - \$58,801 – to a claimant in Highland Springs
 - \$58,388 – to a claimant in Martinsville
 - \$56,460 – to a claimant in Brodnax
 - \$53,925 – to a claimant in Norfolk,
 - \$51,560 – to a claimant in Midlothian
 - \$50,938 – to a claimant in Hurley
- ***Education***
 - Additional duties under the Post 9/11 GI Bill Improvement Act
 - The Virginia State Approving Agency for Veterans Education and Training (SAA) is preparing to assume additional duties under the Post 9/11 GI Bill Improvement Act.
 - In addition to approval, supervision and outreach functions at educational institutions, businesses and industries that request and provide training to Veterans and their dependents, the SAA will conduct Compliance Surveys at selected schools beginning October 2011.
 - These new duties will assist the SAA in monitoring the graduation and gainful employment rates of Veterans.
 - The SAA will begin training for the new duties this month with an on-site training session from the USDVA Regional Education Compliance Survey Specialist and the Education Liaison Representative and continue with several national trainings in June and July.
 - Compliance Surveys are conducted at schools and establishments to verify enrollment data, award actions and previous payments for accuracy and to ensure that payments made to eligible Veterans are in keeping with USDVA regulations. The records are reviewed and audited to determine compliance and investigations conducted pertaining to Title VI of the Civil Rights Act of 1964; Title IX, Section 504, of the Education Amendments Act of 1972; Section 404 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975.

Respectfully submitted,

Paul E. Galanti
Commissioner

ATTACHMENT 4

June 15, 2011

Chairman Thad Jones and the Members
of the Board of Veterans Services
900 E. Main Street
Richmond, Virginia 23219

Dear Chairman Jones and Members of the Board of Veterans Services:

The Code of Virginia, § 2.2-2454, delineates the powers and duties of the Board of Veterans Services. Among those powers and duties are the following:

1. *Advise and make recommendations to the Commissioner of Veterans Services upon such matters as may arise in the performance of his duties;*
2. *Investigate issues related to the provision of care and services to veterans, upon request of the Commissioner of Veterans Services or the Governor;*
3. *Study all matters affecting the welfare of Virginia citizens who are veterans or dependents or survivors of such veterans, and make recommendations to the Commissioner of the Department of Veterans Services;*
4. *Develop recommendations for policies and procedures related to the efficient and effective delivery of the services provided by the Department of Veterans Services;*

In Executive Order 29 (EO29) – Serving Virginia’s Veterans – Governor McDonnell directs

...the Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations to develop legislation to be considered by the Governor for introduction in the 2012 and subsequent General Assemblies. Such proposals shall be submitted, via the Commissioner of the Department of Veterans Services, to the Governor’s Office no later than August 15, 2011, and by August 15 of each subsequent year this Executive Order is effective.

I would like to request that the Board of Veterans Services study/investigate the following matters, and, no later than August 15, 2011, make recommendations for consideration by the Governor and Department of Veterans Services.

1. Study Department of Veterans Services (DVS) staffing: The Governor and General Assembly, in the 2011 Session, provided significant additional resources to the Benefit Services and Cemetery Services sections of DVS.
 - a. Does the Benefit Services section now have sufficient financial and personnel resources to meet current Code requirements?
 - b. Does the Cemetery Services section now have sufficient financial and personnel resources to meet National Shrine Standards?
 - c. Are other DVS sections properly resourced to meet current expectations?

- d. If the answer to any of these questions is “no,” what additional resources are required?
2. Ratio of claims agents to veterans: The Code of Virginia sets the ratio of claims agents to veterans at 1:26,212. The Governor and 2011 General Assembly provided significant additional resources such that DVS would be able to meet current Code requirements.
 - a. Should this ratio be changed? If so, then to what?
 - b. What additional resources are needed to meet the new ratio?
 - c. If additional claims agents are needed, where/how should they be deployed?
3. Virginia Veterans Cemetery Woods Memorial (Woods) Walkway project: assist DVS with this project by:
 - a. Reviewing/recommending placement of a Scatter Garden area within the woods walkway.
 - b. Reviewing/recommending the route or revised route for the walkway.
 - c. Reviewing/recommending the designated areas for placement of at least 10 granite memorials
 - d. Reviewing/recommending areas for brick walkways to be installed by the cemetery crew. The walkways will allow visitors to walk from the woods walkway to the granite memorials and back.
 - e. Reviewing/recommending placement of donated granite benches along the brick walkways.
 - f. Reviewing/recommending areas along the brick walkways to and around the features for placement of donated granite benches.
 - g. Reviewing/recommending placement of bush and flower bed placements throughout this whole area.
 - h. Reviewing/recommending placement of additional trees and types of trees for this whole area.
4. Pre-planning study – Hampton Roads Veterans Care Center:
 - a. Determine the purpose of and need for a pre-planning study.
 - b. If a study is needed, assist DVS in the preparation of a Request for Proposal (RFP) to conduct the study.
 - c. If a study is needed, assist DVS in determining the cost of the study and specific deliverables.

My staff and I are at your disposal to assist in studying these matters. Please coordinate your request through Steven Combs at 804-786-0294 or steven.combs@dvs.virginia.gov.

Sincerely,

Paul E. Galanti

ATTACHMENT 5

JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS REPORT TO BOARD OF VETERANS SERVICES June 15, 2011

The Joint Leadership Council of Veterans Service Organizations (the JLC) met:

- January 13 for the annual JLC Conference at the General Assembly;
- March 23; and
- May 18

The 2011 JLC Plan of Action (see attached) was reviewed and amended at the March 23 meeting. The Plan serves as a blueprint to guide JLC action in the year ahead.

To support the development of JLC legislative recommendations, the JLC has formed an ad hoc Legislative Working Group, which met on March 18, April 15, and June 11. The Working Group's focus is on internal JLC policies and procedures, which are presented for consideration and adoption by the entire Council.

The JLC will adopt its 2012 legislative/budget recommendations at the July 13 meeting, and a copy will be sent to the BVS at that time. I have proposed that the Council's objectives focus on specific issues and needs, rather than on broad solutions.

At the July 13 meeting, the JLC will also:

- Elect a Chair and Vice Chair
- Appoint a Legislative Officer and form the Legislative Committee

JLC meetings are also scheduled for October 5 and December 20. Legislative Working Group meetings will precede each of these meetings.

Respectfully submitted,

Jenny M. Holbert
Chair

ATTACHMENT 6

VETERANS SERVICES FOUNDATION REPORT TO Board of Veterans Services June 15, 2011

The Veterans Services Foundation (VSF) Board of Trustees met on May 4, 2011. A quorum was present. The following actions were taken.

- (1) Received Board of Veterans Services Chairman's, Joint Leadership Council of Veterans Service Organizations (JLC) Chairman's, the Department of Veterans Services (DVS) Commissioner's, and VSF Committee Reports;
- (2) Ratified Executive Committee Actions taken at the January 4 and March 9, 2011 meetings;
- (3) Reviewed Foundation fundraising and fundraising events conducted to date during FY11;
- (4) Discussed the Foundation mission and changes thereto along with a proposed Foundation logo
- (5) Approved VSF FY11 Third Quarter Financial Report and Budget Extension;
- (6) Approved changes to VSF-DVS Joint Policies 1, 2, 3, and 4
- (7) Approved a change to the Foundation Mission Statement
- (8) Elected FY12 Board officers; and
- (9) Confirmed that the next Board meeting will be held on August 3, 2011 at the Virginia War Memorial.

The Development and Finance Committees met before the Executive Committee meeting on May 4, 2011. Each Committee had a quorum. The minutes of the Development and Finance Committee meetings are posted on the Commonwealth Calendar as are the minutes of the VSF Meeting.

As of 18 June, the Foundation raised over \$96,000, of which over \$87,800 is for VWWP, during FY11. Additionally, pledges have been received that could total an additional \$15,000 for VWWP. Total fundraising and VWWP fundraising are above the same level as last year and several significant fundraising events are being conducted this month, including two golf tournaments.

The Board of Trustees elected the following officers for FY12:

- Chair, David Holt
- 1st Vice Chair, Juanita Farrow
- 2nd Vice Chair, Richard Schollmann

In keeping with the VSF Board Bylaws, their terms will be effective July 1, 2011.

The next Board meeting is scheduled for August 3, 2011, as mentioned above. It is expected to be a long meeting. Items for the next meeting may include: (1) approval of the 4th Quarter FY11 Fund Statement; (2) approval of the FY12 Budget; (3) review VSF FY11 and FY12 fundraising programs; (4) refinement of VSF proposed logo; (5) approving the updates of the two remaining Joint VSF-DVS Policies; and (6) review of FY12 Goals and Objectives. There will be Finance

and Development Committee meetings before the next Board meeting.

As this is the last report of the current VSF Officers, on behalf of 1st Vice Chair, Meade Spotts, 2nd Vice Chair Supriya Christopher, and myself, we sincerely wish the BVS all the best for the future.

Respectfully submitted,

David Richardson
VSF Chairman

ATTACHMENT 7

BOARD OF VETERANS SERVICES BYLAWS

Proposed Revisions – January 10, 2011

Article 1 – Authority and Statement of Purpose

1. Authority: The authority for the Board of Veterans Services is found in § 2.2-2452 of the Code of Virginia (the Code).
2. Statement of Purpose: The Board of Veterans Services (the Board) is a policy board within the meaning of § 2.2-2100, in the executive branch of state government. The Board is responsible for monitoring the welfare of Virginia veterans and setting policies to enhance veteran services across the Commonwealth.

Article II – Membership

1. Composition and Appointment of Members: The Board consists of 19 members, including five legislative members, eleven non-legislative citizen members and three *ex officio* members. Members from the Senate are appointed by the Senate Committee on Privileges and Elections. Members from the House of Delegates are appointed by the Speaker of the House of Delegates. Non-legislative members are appointed by the Governor. The Commissioner of the Department of Veterans Services (DVS) (with full voting privileges), the Chairperson of the Veterans Services Foundation (with no voting privileges) and the Chairperson of the Joint Leadership Council of Veterans Service Organizations (with no voting privileges) are *ex officio* members.
2. Terms: Legislative members' and the Commissioner of the Department of Veterans Services' Board terms coincide with their terms of office. After the initial appointments, non-legislative citizen members are appointed to a term of four years. Appointments to fill vacancies, other than by expiration of a term, are for the unexpired terms. All members may be reappointed. However, no House member can serve more than four consecutive two-year terms, no Senate member can serve more than two consecutive four-year terms and no non-legislative citizen member can serve more than two consecutive four-year terms. The remainder of any term to which a member is appointed to fill a vacancy does not constitute a term in determining the member's eligibility for reappointment.
3. Qualifications: Board members will have experience that allows them to provide expertise and insight into: best practices in benefits claim service; medical and health care management or cemetery operations; performance measurements and general management principles; or familiarity with not-for-profit volunteer operations and management.

Article III – Officers

1. General: The Board will elect a Chairperson, Vice-Chairperson and Secretary from its membership. The Commissioner of the Department of Veteran Services is not eligible to serve as Chairperson. A staff member from the Department of Veterans Services may assume some of the recording responsibilities of the Secretary with the concurrence of the Board.
2. Duties of the Chairperson: Preside over all meetings and perform the duties required to achieve the Board's purpose. The Chairperson will appoint the chairs and members of the CSubcommittees from within the Board membership. The Chairperson will serve as an *ex officio* member of the Veterans Services Foundation (with full voting privileges) and the Joint Leadership Council of Veterans Service Organizations (with no voting privileges).
3. Duties of the Vice Chairperson: In the absence of the Chairperson, preside at Board meetings; ~~p~~Perform duties as assigned by the Chairperson; ~~a~~Assume the responsibilities of the Chairperson in the event the Chairperson can no longer fulfill them; and aAssume the role of Chairperson for the remainder of the elected Chairperson's term if necessary.
4. Duties of the Secretary: Ensure the accuracy of Board minutes and track all Board actions. A staff member from the Department of Veterans Services will record, publish, and distribute minutes of all meetings.
5. Duties of the Committee Subcommittee Chairpersons: Coordinate all CSubcommittee activities and preside over all CSubcommittee activities.
6. Term of Service: The Chairperson, Vice-Chairperson and Secretary will serve a two-year term of office. CSubcommittee Chairs serve a term of office coincident with that of the Chairperson. The Chairperson and Vice-Chairperson are eligible for re-election, but can serve no more than two consecutive terms. Likewise, CSubcommittee Chairs will serve no more than two consecutive terms.
7. Elections: Non-legislative members of the Board are appointed to serve ~~a~~ a four-year terms s that runs from July 1 to June 30. Elections of new officers will be held at the first Board meeting following July 1. Candidates for office may either put their own name forward, or may be nominated by another member. Elections will be by voice vote.

Article IV – CSubcommittees

CSubcommittees are an integral part of Board operations. Working on behalf of the entire Board, subcommittee members perform detailed analytical and investigative work, monitor department activities, and develop policy recommendations for adoption by the full Board. CSubcommittees meet as frequently as necessary to exercise their responsibilities~~duties~~. Committees will provide regular reports to the full Board as directed by the Board Chair.

Because of the detailed work required, Subcommittee members are selected for their subject matter expertise.

The Board has three standing committees (Veterans Benefits, Care Centers and Veterans Cemeteries), along with other ad-hoc committees as required to accomplish the work of the organization, e.g. Budget and Strategic Planning and By Laws.

1. Veterans Benefits CSubcommittee:

- A. Provide oversight, counsel and develop recommendations for the Commissioner, Governor and the Board on the operations, administration, organization, fiscal operation, expansion and policies for the service function of the geographically dispersed service offices throughout the Commonwealth.
- B. Have principal oversight responsibility for all “advisory committees” appointed for the purpose of providing ongoing policy or operational input to the Service Officer operation, recognizing that this activity is a key the primary *raison d’être* for the establishment of the Board of Veterans Services.
- C. Ensure that all relevant policies and hiring practices are followed through oversight of the staffing, selection and hiring of potential service officers and training personnel including supervisory personnel.
- D. Participate with the Office of the Commissioner in an annual review of the operational, financial and organizational policies, procedures to ensure compliance with all state and federal requirements and assist in the development of professional competency testing and performance reviews to ensure the highest quality of expertise.
- E. In conjunction with the Office of the Commissioner, establish the parameters for success to include liaison with the U.S. Department of Veterans Affairs (USDVA), and its subordinate agencies, the, Veterans Benefits Administration and the Veterans Health Administration operations to develop working relationships and ensure that Virginia’s veterans receive all federal compensation and health care entitlements.

2. Veterans Care Centers CSubcommittee:

- A. Provide oversight, counsel and recommendations for the Board and the Commissioner on the operation, administration, organization, fiscal status, expansion and policies for the Commonwealth’s Veterans Care Centers.
- B. Provide principal oversight to the Commissioner for all “advisory committees” appointed for the purpose of providing ongoing policy or operational input to the Care Center Network.

- C. Participate as an essential part of the review and selection process in the hiring of key Care Center administrative, operational and medical staff.
 - D. Support the Office of the Commissioner in an annual review of Care Center operational, financial and organizational policies and procedures to ensure compliance with state and federal requirements, inspections and reviews.
 - E. Provide advice and counsel to the Board and the Commissioner with respect to
 - a. the disposition of any/all funds earmarked for, or deposited by the Care Centers
 - b. into the Veterans Service Fund.
3. Veterans Cemeteries CSubcommittee
- A. Provide oversight, counsel and recommendations for the Board and the Commissioner on the operation, administration, organization, fiscal status, expansion and policies for the Veterans Cemeteries in the Commonwealth. The Chairperson of the Veterans Cemeteries CSubcommittee will maintain liaison with the Commissioner's office, the Administrator of Virginia Veterans Cemeteries and the Superintendent of each cemetery.
 - B. Serve as the Board's point of contact for the Virginia veterans community, the Veterans Service Organizations and the general public on matters affecting Virginia Veterans Cemeteries.
 - C. In collaboration with the Commissioner's Office, provide oversight ~~offer~~ ceremonies and activities at the Veterans Cemeteries throughout the Commonwealth. Members of the CSubcommittee will provide a representational presence at scheduled ceremonies and activities at Veterans Cemeteries throughout the Commonwealth.
 - D. On behalf of the Board, provide principal oversight to the Commissioner for all "advisory committees" appointed for the purpose of providing ongoing policy or operational input to the Cemetery Administrator. The CSubcommittee Chairperson will maintain liaison with the various volunteer fundraising groups that support each cemetery.
 - E. Participate as a part of the review process in the hiring of key cemetery staff; capital improvement budget requests (those outside annual operating expenses); and any new initiatives ~~with~~ the USDVA.
4. Budget and Strategic Planning Ad Hoc CSubcommittee:
- A. Review the Budget Findings and Recommendations made by the Department of Planning and Budget and develop a recommendation to the Board on the

appropriateness of using the findings of this study group as a baseline for DVS' planning and budgetary activities.

- B. Review impact of enacted legislative amendments on the DVS budget and make recommendations to the Board regarding any policy changes needed for the Department arising from the budgetary amendments.
 - C. Assess the adequacy, appropriateness and applicability of the DVS Mission, Vision and Values as articulated in the Commissioner's Annual Report. Make recommendations for changes as appropriate.
 - D. Obtain input from the Board's three standing CSubcommittees on strategic initiatives necessary to support each of DVS' primary mission elements (i.e., benefits, cemeteries and care centers).
 - E. Develop an approach aligning measurable objectives for DVS with the budgetary support necessary to successfully accomplish the objectives. Present a report to the Board containing a prioritized list of DVS objectives along with recommendations on how they can be funded.
5. By-Laws Committee (Ad Hoc)
- A. Develop principles for the effective operation of the Board of Veterans Services.
 - B. Delineate the key attributes of the Board of Veterans Services (Authority and Statement of Purpose, Membership, Officers, Committees, Powers and Duties, Meetings and Compensation, Miscellaneous).
 - C. Ensure that all operational guidance for the BVS is consistent with statutory requirements and legislative intent based on the enabling legislation of the Board of Veterans Services and the Department of Veterans Services.
 - D. Review existing by-laws on a regular basis and recommend changes, as appropriate, to the Board.

Article V – Powers and Duties of Board

- 1. Advise and make recommendations to the Commissioner of Veterans Services upon such matters as may arise in the performance of his/her duties.
- 2. Investigate issues related to the provision of care and services to veterans, upon request of the Commissioner of Veterans Services, or the Governor.

3. Study all matters affecting the welfare of Virginia citizens who are veterans or dependents or survivors of such veterans and make recommendations to the DVS Commissioner or appropriate staff of DVS.
4. Develop recommendations for policies and procedures related to the efficient and effective delivery of services provided by DVS.
5. Establish polices related to the coordinated delivery of veterans services, in consultation with those agencies, entities and organizations, including counties, cities, towns or other political subdivisions of the Commonwealth capable of providing such services.
6. Monitor the administration of all laws concerning veterans and their dependents.
7. Review and advise the Commissioner of the Department of Veterans Services on the Department's strategic plan.
8. Based on rigorous cost-benefit-value analysis, provide recommendations to the Department of Veterans Services regarding future projects and the acquisition of facilities that may benefit the Commonwealth's State's veterans, including but not limited to veterans cemeteries and veterans care centers.
9. Provide recommendations to the Department of Veterans Services and the Veterans Services Foundation regarding gifts, grants and other resources from public and private entities and organizations to support veterans services.

Article VI – Meetings and Compensation

1. Meetings: The Board will meet at least three times a year or on the call of the Chairperson.
2. Compensation: Legislative members of the Board shall receive such compensation as provided in § 30-19.12 of the Code, and non-legislative citizen members shall receive such compensation as provided in § 2.2-2813, for the performance of their duties. All members shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties as provided in §§2.2-2813 and 2.2-2825. Funding for compensation and expenses of the members will be provided by DVS.

Article VII –Miscellaneous

1. Quorum: A majority of the voting members of the Board constitutes a quorum.
2. Adoption and Amendment of Bylaws: These Bylaws can be amended by a two-thirds of votes cast from voting Board members, if prior notice of the vote has been given.
3. Parliamentary Authority: The adopted parliamentary authority for Board meetings is Robert's Rules of Order.

ATTACHMENT 8

Looking and Moving Forward Proposals to Strengthen the BVS

The changes proposed below are driven by the need to meet the requirements of Code of Virginia and Executive Order 29, and to provide the Board with the resources required to fulfill its missions.

1. Make meetings “decision-oriented.” There should be active discussion and debate on issues at the meeting, with decisions made (or deferred if appropriate) and votes taken. Board members should not be there just to hear reports from DVS and other board members, but rather should be active participants in the meetings who make decisions that affect the delivery of veterans services in the Commonwealth of Virginia.
 - a. For example, two of the legislative initiatives proposed by the JLC (benefit staffing and cemetery resources) should have been identified and proposed by the BVS, or at least jointly by the BVS and JLC, rather than by the JLC alone
2. Develop closer relationship with DVS, whereby DVS refers issues to the Board for study and decision, and Board refers issues to DVS for study and action. Issues should not focus exclusively on legislation/budget, but should address non-legislative issues, operating policies and procedures, etc.
3. Change the status of the two non-voting ex officio members (JLC and VSF Chairs) – make them voting members.
4. Expand the number of citizen members from 11 to 15.
 - a. Legislators are critical to board success because of their positions and ability to provide advice to and oversight of Board committee operations.
 - b. However, because of their “outside responsibilities,” legislators often do not have the time to perform the outside work required of committee members.
 - c. Expanding the number of citizen members will strengthen board member subject matter expertise, ensure regional balance, and provide adequate “strength” to properly staff committees.
5. Realign current committee assignments – see attached.
6. Hold committee meetings as breakout meetings from the main meeting.
 - a. Committee meetings are not meant to take the place of outside committee work and preparation.
 - b. Committee meetings are designed to discuss issues and prepare recommendations for Board action.
7. Extend the meeting by one hour to allow time for more committee breakouts. Include lunch.

8. Board members should “give help, get help, or get off.” Non-participation by Board members hurts the BVS both internally and externally.
9. Review the Code of Virginia sections relating to the BVS structure, powers, and duties. What changes does the Board feel are necessary to best accomplish the Board’s mission? For example, the Board is a Policy Board, but many of its powers and duties use the words “advise” and “recommend.”

ATTACHMENT 9

Looking & Moving Forward Committees Assignments (Proposed)

Benefits Committee

- Bill Haneke, Chairman
 - Kate Kohler
 - Sandra Love
 - Max Taylor
-

Care Centers Committee

- Peyton Robertson, Chairman
 - John Anderson
 - Sam Metters
-

Cemeteries Committee

- George Melnyk, Chairman
 - Don Kaiserman
 - Al Sample
-

Board Members at Large

- Thad Jones, BVS Chairman
- Jenny Holbert, JLC Chair
- Dave Richardson, VSF Chair
- Paul Galanti, DVS Commissioner
- Mark Cole, House of Delegates
- Kirk Cox, House of Delegates
- Vivian Watts, House of Delegates
- John Edwards, Senate of Virginia
- Toddy Puller, Senate of Virginia