

**Joint Leadership Council of Veterans Service Organizations**  
**Meeting Minutes**  
**November 9, 2011**

A meeting of the Joint Leadership Council of Veterans Service Organizations (the JLC) was held on November 9, 2011, at the American Legion Building, 1708 Commonwealth Avenue, Richmond.

**Members Present**

- Jeffrey Platte, Air Force Association
- George Coker, American Ex-POWs
- Brett Reistad, American Legion
- Bruce Brown, AMVETS
- Don Kaiserman, Association of the United States Army
- David Martinez, Disabled American Veterans
- Abe Zino, Fleet Reserve Association
- James Jones, Korean War Veterans Association
- Roger Dimsdale, Legion of Valor
- Bruce Steeley, Marine Corps League
- Raymond Edwards, Military Officers Association of America
- Robert Fairchild, Military Order of the Purple Heart
- William Townsley, Military Order of the World Wars
- Thomas Moran, National Association for Uniformed Services
- Frank Driscoll, Navy Seabee Veterans of America
- Matthew Dailey, Non Commissioned Officers Association
- David Coffield, Paralyzed Veterans of America
- Carmen Gentile, Reserve Officers Association
- Daniel Boyer, Veterans of Foreign Wars
- George Corbett, Vietnam Veterans of America
- Jenny Holbert, Women Marines Association
- Thad Jones, Chairman, Board of Veterans Services
- Jack Hilgers, for the Veterans Services Foundation
- Paul Galanti, Commissioner of Veterans Services

**Members Absent**

- Nolan Jackson, Roanoke Valley Veterans Council
- Michael Coleman, Virginia National Guard Association

**Alternates Present (representing their VSO)**

- James Clem, Roanoke Valley Veterans Council
- Shawn Otto, Virginia National Guard Association

### **Alternates Present (not representing their VSO)**

- Ed Dauksz, AUSA
- John Prendergast, Marine Corps League

### **Commonwealth of Virginia Officials Present**

- Delegate Richard Anderson, Virginia House of Delegates
- Cindy Norwood, Office of the Attorney General
- Jon Hatfield, Virginia War Memorial
- Jesse Smith, Virginia War Memorial
- Anne Atkins, Department of Veterans Services
- Steven Combs, Department of Veterans Services
- Tammy Davidson, Department of Veterans Services
- Dan Kemano, Department of Veterans Services
- Christina Lipin, Department of Veterans Services
- Martha Mead, Department of Veterans Services
- Judy Reid, Department of Veterans Services
- Danielle Weaver, Department of Veterans Services
- Al Pianalto, Delegate Kirk Cox's Office

### **Others Present**

- Jim Cox, AUSA
- Carl Matney, AUSA
- Hugh Sproul, AUSA
- Master Chief Evelyn Banks, COMNAVSEASYSCOM
- Senior Chief Elbert Woodall, COMNAVSEASYSCOM
- Mary Jo Fields, Virginia Municipal League
- Stan Scott, Virginia National Defense Industrial Authority
- Paul Hinkhouse, USDOL/VETS
- Roger Sullivan, Virginia Veterans Coalition
- Tom Anderson, Virginia Veterans Coalition

### **Agenda Packet**

- Agenda (Agenda Item II)
- Reports (Agenda Item V)
  - Board of Veterans Services Report
  - Veterans Services Foundation Report
  - Department of Veterans Services Report
  - Virginia Veterans Corps (Power Point Slides)
  - Virginia Military Advisory Council Report
- Old Business (Agenda Item VII)
  - Summary of JLC 2011-2012 Initiatives and position papers
  - Proposed changes to the JLC Constitution and Bylaws
  - JLC Legislative Working Group Presentation (Power Point Slides) and JLC Sponsor Guidelines

- JLC branding (Power Point Slides)
- New Business (Agenda Item VIII)
  - Proposed JLC Appointed Officers
  - Proposed JLC 2012 Meeting Schedule
  - Veterans Remembered Flag – background information
  - House Joint Resolution 608

### **Opening and Pledge of Allegiance**

Chair Jenny Holbert called the meeting to order at 10:00 a.m. and asked Mr. William Townsley to lead the Council in the Pledge of Allegiance.

### **Roll Call of VSOs and Quorum Determination**

The roll was called, and 21 of the 23 Veterans Service Organizations (VSOs) represented on the JLC were recorded as being represented (19 by a representative, 2 by an alternate representative) and a quorum was determined. Board of Veterans Services Chairman Thad Jones, Veterans Services Foundation representative Mr. Jack Hilgers, and Commissioner Paul Galanti were recorded as present. Mr. David Martinez joined the meeting about 10:15 am. Mr. David Coffield joined the meeting about 10:45 a.m., bringing the total of VSOs represented to 23.

### **Approval of the agenda**

Chair Holbert asked for a **motion** to approve the agenda as presented. Mr. George Corbett made a **motion, seconded** by Mr. Dan Boyer. The agenda was approved **unanimously** (see *Attachment 1*).

### **Introductions of Guests**

Chair Holbert asked that guests and staff introduce themselves. Their names and organizations are recorded above. Chair Holbert welcomed them to the meeting.

### **Review and Approval of July 13, 2011 meeting minutes**

Chair Holbert stated that the minutes from the July 13, 2011 meetings had been distributed electronically.

Chair Holbert asked for a **motion** to approve the July 13, 2011 minutes as drafted. Mr. Townsley made a **motion, seconded** by Mr. Thomas Moran. The July 13, 2011 minutes were approved by **unanimous consent**.

### **Presentations**

#### **Virginia Veterans Care Center**

Mr. Steven Combs stated that the Virginia Veterans Care Center (VVCC) Administrator, Bill Van Thiel, sends his apologies for not being able to attend today's meeting. Mr. Combs then proceeded with the presentation on the VVCC. Mr. Combs explained that VVCC is a state facility and that VVCC operating funds come from non-general fund sources such as Medicare, Medicaid, VA Per Diem, Private Insurance and Private Pay. He noted that VVCC has to earn the

revenue to pay for operations and does not receive any direct General Fund support from the Commonwealth. The facility has 60 Assisted Living Beds and 180 Nursing Beds.

### **Veterans Cemeteries Woods Walkway Projects**

JLC Vice Chair Don Kaiserman and Cemeteries Director Dan Kemano gave a presentation on the Veterans Cemeteries Wood Walkway Projects. Mr. Kemano thanked the JLC for their efforts to make the cemeteries successful. Mr. Kemano explained that each cemetery has a designated area for a Woods Walkway. He reviewed the plans to pave the Woods Walkway at the Amelia Cemetery, and to install benches and memorial features along the walkways at all three cemeteries.

Mr. Kaiserman asked that each VSO representative encourage his/her VSO to consider donating a memorial feature to the cemeteries.

Chair Holbert thanked Mr. Kemano and Mr. Kaiserman for their presentation.

## **Reports**

### **Board of Veterans Services**

Board of Veterans Services (BVS) Chairman Thad Jones delivered the BVS report (see *Attachment 2*). Mr. Jones stated that the Board adopted and submitted six Executive Order 29 (EO29) recommendations:

1. **Delivery of Benefit Services**: Improve the delivery of benefit services to Virginia veterans by (i) changing the ratio of Department of Veterans Services (DVS) claims agents to veterans to one claims agent for every 23,000 veterans; and (ii) providing an additional four GF positions and \$350,000 (GF) to meet the new Code requirement and address other shortfalls.
2. **Education Services Staffing**: Ensure that the Education Services Section of the Department of Veterans Services has the necessary resources to meet its new mission under the Post 9/11 GI Bill Improvement Act by providing two additional NGF positions.
3. **Care Center Staffing**: Ensure that state veterans care centers have the resources to deliver quality care to residents by providing an additional 51 NGF positions and \$2,700,000 additional NGF appropriation in FY13, to reflect the opening of the 40-bed addition to the Sitter & Barfoot Veterans Care Center.
4. **Hampton Veterans Care Center Pre-Planning Study**: Ensure that a viable and appropriate site is selected for the construction of the Hampton Roads Veterans Care Center by re-appropriating up to \$300,000 (GF) from FY11 to FY12 for a pre-planning study.
5. **Voting Status of Ex Officio Members of the Board of Veterans Services**: Strengthen the capacity of the Board of Veterans Services to fulfill the Powers and Duties set forth in the Code of Virginia by granting voting privileges to all *ex officio* members.
6. **Additional Citizen Board Members**: Strengthen the capacity of the Board of Veterans Services to fulfill the Powers and Duties set forth in the Code of Virginia by increasing the number of citizen board members from 11 to 15.

Mr. Jones reviewed each recommendation, noted that a position paper for each was included in the agenda packet, and asked the JLC to endorse and support the Board's recommendations.

Mr. Jones noted that Board members Dr. Samuel Metters and Mr. Max Taylor had resigned from the Board and had been replaced by Mr. Don Lecky, CEO of Westminster Canterbury Richmond, and Mr. William Nicholas, former Director of the VA Regional Office in Roanoke.

Chair Holbert asked for a **motion** to endorse and support the Board's EO29 recommendations. Mr. Townsley made the **motion, seconded** by Mr. George Coker. All VSO representatives voted to endorse and support the Board's EO29 recommendations, with the exception of Mr. David Martinez of the Disabled American Veterans, who voted against supporting the recommendations.

### **Veterans Services Foundation**

Mr. Jack Hilgers delivered the Veterans Services Foundations (VSF) Board of Trustees report in the absence of Chairman David Holt (*Attachment 3*). The Board welcomed new member, Rear Admiral (USN Ret) Jack Kavanaugh, who is a finance specialist and who has been assigned to the Finance Committee. Mr. Hilgers reviewed funds raised as noted in the report. The next meeting will be scheduled in March after the General Assembly adjourns.

Mr. Hilgers mentioned that the American Legion has initiated a fundraising effort to pave the Virginia Veterans Cemetery Woods Walkway. The project will cost about \$7,000. The American Legion has raised about \$1,500. The Foundation requested that Council members to ask their VSO's to provide funding support for this initiative.

Chair Holbert asked Mr. Hilgers how the Foundation decides where donations are to be allocated for use by DVS. Mr. Hilgers explained that the use of any donation is specified by the donor and these donations are allocated to the program for which the donation is intended. DVS programs submit an annual budget request for funds through the Commissioner to the Foundation for consideration. The Foundation then allocates funds that have been donated to the DVS programs within the limits specified in the state biennial Appropriations Act. For example, the Foundation allocates \$150,000 annually to the VWWP as specified in the Appropriations Act.

Chair Holbert thanked Mr. Hilgers for the Foundation report.

### **Department of Veterans Services**

Commissioner Paul Galanti delivered the DVS report (*Attachment 4*). His comments included the following:

- Benefit Services got an increase in state funds and hopes to be where they should be within the next couple of months according to state law.
- The State Approving Agency (SAA) approves educational programs for veterans and their dependants. SAA just got a new directive from the GI Bill to audit education programs.
- The Care Centers represent about 90% of the DVS budget. One of the new Board members, Mr. Don Lecky, is the CEO of Westminster Canterbury Richmond. Mr. Lecky

visited Sitter & Barfoot Veterans Care Center (SBVCC) and was very impressed with the facility. The JLC has not been able to hold a meeting at SBVCC because there isn't a meeting room large enough to accommodate the entire JLC. Commissioner Galanti encouraged the JLC members to visit both care centers.

- The Suffolk cemetery holds a *Wreath Across America* ceremony each year and places a wreath on each gravesite.
- The Virginia Wounded Warrior Program is still fairly new. Mr. Jim Thur is stepping in for Ms. Cathy Wilson while she is out on Medical Leave.

### **Virginia Wounded Warrior Program (VWWP)**

Ms. Martha Mead, Special Projects Coordinator, addressed the Council members and expressed thanks for their support. She stated that the VWWP has two new Regional Directors – Mr. Matthew Wade for Region III (Southwest Virginia) and Ms. Martha Utley for Region IV (Central Virginia). Ms. Mead gave a brief background on both. All five regions are now staffed with a director.

Ms. Mead explained that VWWP has been working this week with Commissioner Galanti and Commissioner of Health Dr. Remley to communicate to all physicians across the Commonwealth the importance in recognizing the signs and symptoms of Post-Traumatic Stress. The goal is for physicians to be able to assist veterans or to refer them to VA or VWWP resources.

Ms. Mead introduced Ms. Christina Lipin who is the program director for the Virginia Veterans Corps (AmeriCorps Grant) program. Ms. Mead stated that about a year ago she reported to the Council on how VWWP would pursue this grant. Ms. Mead gave a brief background on Ms. Lipin.

Ms. Lipin explained that she is working with a pilot program with the AmeriCorps. She stated that this program is a little different than most AmeriCorps programs. The Virginia Veterans Corps is partnering with community groups throughout Region V (Hampton Roads). The program currently has 19 volunteers, known as navigators, and soon will have 20 navigators in nine service locations. These locations were selected by identifying populations that AmeriCorps was not serving. She explained the different partnerships. The program is reaching out to veterans to help them get the services they need.

Mr. Martinez commented that he was a volunteer in the AmeriCorps in 1994. He asked for clarification on how the navigators were selected and how they received training. Ms. Lipin said that preference was given to veterans, secondarily to military family members, and then to those who have strong military ties. The training is provided through VWWP resource specialists. The navigators receive additional training on-site with their community organizations. Mr. Martinez thanked Ms. Lipin for her explanation.

Mr. Moran asked Ms. Mead to provide clarification as to the nature of the program and applicability to other VWWP regions. Ms. Mead stated that the pilot is in Region V. VWWP will evaluate the success of the program in Region V, and, if successful, seek grant funding at the appropriate time to replicate the program in other parts of the Commonwealth.

Mr. Jones asked the amount of the stipend that the navigators receive, and Ms. Lipin replied that it is \$5,177. She noted that the navigators complete 900 hours of service. At the end of their service they also receive an educational award for \$2,775. This award can be applied to previous student loans or future education.

### **Virginia Military Advisory Council**

Mr. Jeff Platte, JLC Representative to the Virginia Military Advisory Council (VMAC) reviewed his report (*Attachment 5*). The VMAC meeting was held on September 28. Two presentations were held during their meeting. Mr. Blake Hall and Mr. Matthew Thompson discussed their Troop Swap small business startup. Mr. Jay Redman discussed the need for clothing tailored for combat wounded veterans.

### **Virginia War Memorial**

Mr. Jon Hatfield, Virginia War Memorial (VWM) Executive Director, thanked the JLC members for their support.

Mr. Hatfield discussed some of the challenges facing the VWM, including insufficient parking spaces to accommodate the increased number of visitors and the proposed relocation of the Wall of Honor from the Pocahontas Building to the VWM. He stated that the VWM Board has been studying these and other issues, and has proposed to build a new underground parking deck with a one-level building above the parking deck that would house the VWM Foundation and DVS HQ. Mr. Hatfield also noted that between the VWM and the office building/parking deck will be a new oval building where the Wall of Honor could be placed.

Mr. Hatfield explained that the VWM Board has approved this proposal and that a request has been made through the budgeting process for the Governor's support for \$1.9 million for construction design services. Mr. Hatfield asked for the JLC's support for this proposal. Mr. Hatfield noted that if design funding is received in FY13, the new parking deck and building would open in the spring of 2016.

Mr. Hatfield stated that \$1.9 million is needed for design and \$18.5 million for construction.

## **Old Business**

### **Review status of JLC 2012 Legislative Objectives**

Mr. Kaiserman reviewed the JLC 2012 Legislative Objectives (see *Attachment 6*). Mr. Kaiserman explained that:

- The legislative objectives had been re-named as initiatives, since not every legislative objective required a legislative solution.
- The initiatives were broken down into legislative, budget and administrative initiatives, depending on how the JLC felt they could best be addressed.
- The legislative and budget initiatives were submitted through DVS to Secretary Terrie Suit and to the policy staff for the Governor's review and consideration.
- The JLC hopes to meet with the Governor in late November or early December.

- The JLC will be reviewing the Governor's budget at our December meeting.
- This year we started coordinating these efforts between the BVS and JLC.

Mr. Kaiserman then covered the Veterans ID Card initiative in greater detail:

- The JLC had initially proposed to identify veterans through an indicator on their driver's license. DVS began work with the Department of Motor Vehicles (DMV) and learned that there were some restrictions that DMV would face relative to federal laws about what could or could not go on the license.
- DMV came up with a solution whereby they would not put an indicator on the driver's license but would issue a Veterans ID Card instead.
- Applying for the card would be voluntary.
- The veteran would apply for the card at a DMV office or online.
- The card provides a way for veterans to prove veteran status.
- There will be a \$10 fee for the card.

Chair Holbert pointed out that one reason why they thought it would be good to break out the initiatives this year into legislative, budget and administrative initiatives is because what may start out as a legislative initiative could have an administrative solution. Chair Holbert also pointed out that Delegate Rich Anderson is on the BVS and that is why he was attending today's JLC meeting.

Mr. Kaiserman then reviewed the JLC sponsor for each initiative:

- Unclaimed Cremains: Marine Corp League, assisted by the Military Order of World Wars.
- Sales and Use Tax Exempt for Veterans Service Organizations: VFW.
- Reducing Veterans Homelessness in Virginia: MOAA.
- Veterans Designation on Virginia Driver's License: NAUS.

Mr. Kaiserman then noted that the JLC had voted to endorse and support the six EO29 recommendations submitted by the Board of Veterans Services. He noted that two objectives were focused on the internal makeup of the Board, while four of the recommendations had broader implications for Virginia's veterans. He requested that a VSO serve as the sponsor for each of the four recommendations with broader implications, just as VSOs serve as sponsors for JLC initiatives.

Mr. Kaiserman asked that these VSOs serve as the JLC sponsors for the Board's recommendations:

- Delivery of Benefits Services: Vietnam Veterans of America.
- Education Services Staffing: Military Officers Association of America
- Care Center Staffing: Military Order of Purple Heart
- Hampton Roads Veterans Care Center Pre-Planning Study: Disabled American Veterans

There were no objections to the VSOs listed above serving as JLC sponsors for the BVS recommendations.

### **Review and adopt changes to JLC Constitution & Bylaws**

Mr. Robert Fairchild reviewed the proposed changes to the Constitution and Bylaws (*Attachment 8 and 9*).

Mr. Townsley made a **motion, seconded** by Mr. Abe Zino, that one additional change be made on top of those proposed by Mr. Fairchild: By-Laws, Page 3, Item 2, Line 4 (Legislative Objectives Committee paragraph): add *and co-sponsors* after the word *sponsors*. The additional change to the By-Laws was approved **unanimously**.

Mr. Fairchild made a **motion, seconded** by Mr. Townsley to approve the proposed changes to the Constitution and By-Laws as amended. The changes to the Constitution and By-Laws were approved **unanimously**.

Mr. Martinez pointed out that in the Constitution on Page 3, Item b, Unscheduled Meetings may be called by the Chair, upon the written request of two or more organization representative. Mr. Martinez made a **motion, seconded** by Mr. Townsley to change this to five or more organization representatives. The Council discussed Mr. Martinez's proposal. Mr. Moran pointed out that the same verbiage is used in the Item c, Special Meetings. Mr. George Coker strongly disagreed with both suggestions and further explained that this is a standard clause in all constitutions. Mr. Martinez stated that in all of the constitutions he has seen they call for a third person. Further discussion among the Council to change from 2 to 5 or more organization representatives continued. The motion was not approved.

### **Report of the JLC Legislative Working Group**

Mr. Zino, Chair of the JLC Legislative Working Group, addressed the Council with a PowerPoint presentation (*Attachment 9*). Mr. Zino thanked everyone on the Working Group and the DVS staff for their help. He then introduced two active duty personnel present in the meeting; Master Chief Evelyn Banks and Senior Chief Elbert Woodall. Both work for COMNAVSEASYS COM in Washington, D.C.

The Working Group held its fourth meeting on October 15, 2011. Mr. Zino pointed out the Working Group charter and the progress the Group has made. He stated that all items listed for the May 18 and July 13 meetings have been met.

Mr. Zino reviewed the Working Group's deliverables for today's meeting:

1. Guidelines for working with the Governor;
2. Guidelines for meeting with Legislators;
3. Guidelines for working with legislative leadership;
4. Provide a Game Plan for meeting with legislators;
5. Guidelines for involvement of non-JLC members in the JLC process;
6. Guidelines for maintaining JLC Unity.

Mr. Zino pointed out that the title of Item 1 should be changed to "Guidelines for meeting/working with the Executive Branch." Mr. Hilgers explained that the process that the JLC should go through with DVS, the Secretary of Veterans Affairs and Homeland Security, and the Governor's policy staff. He also mentioned that the Working Group recommends another

deliverable that ties in with working with the Executive Branch – “Guidelines for the Patron Recommendation Process” – which will be provided to the JLC members before the December JLC meeting.

Mr. Zino continued with his presentation and reviewed the Guidelines for Meeting with Legislators and those for working with Legislative Leadership in the House of Delegates and Senate. Mr. Hilgers pointed out that the information presented on these two slides is abbreviated and that details will be sent electronically to the JLC members. The committee chairs are subject to change in the Senate and House depending on a lot of circumstances, but primarily on the elections held yesterday.

Mr. Zino then reviewed the Game Plan for Meeting with Legislators. The charts indicate the timelines for 2011 and 2012. Mr. Hilgers stated that the timelines are fairly inflexible because they are set by the state Constitution and enabling legislation. The Governor’s budget announcement is scheduled for December 16 and January 20 is the deadline for submitting legislation. Mr. Hilgers reviewed some of the significant issues that the Council is facing this year that happens every six years. There are both Senate and House elections. This year is the Governor’s year for his personal budget and the only one he can see through to implementation. Additionally, this year is complicated by the government situation in Washington DC.

Mr. Zino stated that some revisions are required for the JLC 2011 Plan of Action. They are in bold on the slide. One major change is the meeting with the Governor, which has been delayed by the problems Mr. Hilgers previously mentioned. Mr. Zino then reviewed the Involvement of Non-JLC Members in the JLC Process. He encourages everyone to talk to their VSOs. Mr. Hilgers stated that in your packets is a Guideline for Sponsors that will be used later in the meeting for sponsor assignments.

Mr. Zino continued with his presentation and reviewed Maintaining JLC Unity followed by Deliverables for next JLC meeting.

The next Working Group meeting will take place before the JLC December 20, 2011 meeting, but it has not been scheduled as yet.

### **JLC Branding**

Chair Holbert asked Ms. Anne Atkins if she would mind deferring her presentation on JLC Branding to the next JLC meeting. Ms. Atkins agreed, and noted that a copy of her planned presentation was included in the agenda packet.

### **New Business**

#### **Present JLC Appointed Officers**

Chair Holbert proposed that these JLC members serve as appointed officers:

- Legislative Officer/Chair of the Legislative Operations Committee: Brett Reistad
- Assistant Legislative Officer/Chair of the Legislative Procedures Committee: Abe Zino
- Chair of the Constitution & By-Laws Committee: Pete Fairchild

- Chair of the Nominating Committee: Dan Boyer
- JLC Representative to the Virginia Military Advisory Council: Jeff Platte
- JLC Representative to the Virginia Council on the Interstate Compact on Educational Opportunity for Military Children: Chip Moran

Chair Holbert noted that a JLC members was needed to serve as Chaplain. Mr. George Corbett quickly volunteered, noting that he had served in this capacity in several VSOs.

Chair Holbert stated that the JLC would hold a vote at the next meeting on the appointed officers.

### **Review proposed 2012 meeting schedule**

Chair Holbert proposed the following 2012 meeting schedule:

- Thursday, January 12: JLC Conference at the General Assembly
- Wednesday, March 28
- Wednesday, May 23
- Wednesday, July 11
- Wednesday, November 7
- Wednesday, December 19 or Thursday, December 20 (depending on the release of the Governor's budget)
- Thursday, January 10, 2013: JLC Conference at the General Assembly

Chair Holbert asked the Council to please review these dates and to be prepared to vote on the proposed schedule at the next meeting.

### **Veterans Remembered Flag**

Mr. Combs addressed the Council on the Veterans Remembered Flag (see *Attachment 10*). Mr. Combs pointed out that there is a one page handout in the agenda packet with a copy of the flag. The organization that has proposed the creation of the Veterans Remembered Flag has contacted Governor McDonnell and requested that he issue a proclamation of support for the flag. The Governor's office has asked the JLC for its recommendation of whether the Governor should issue the proclamation, or not.

The Council discussed the proposal. Mr. Moran pointed out that we already have the Honor and Remembered Flag.

Mr. Martinez recommended that the JLC not consider this proposal. Mr. James Clem endorsed Mr. Martinez's recommendation.

Mr. Frank Driscoll made a **motion** that the issue be tabled to the December meeting for further review. The motion was agreed to by unanimous consent.

Mr. Combs asked the Chair if he can report back to the Governor's office that the JLC has decided to table the motion. The Chair indicated that Mr. Combs could do this.

### **Other New Business**

Chair Holbert asked if there was any other New Business.

Mr. Driscoll stated that he is trying to revitalize the Navy Seabee Veterans of America. The current membership is getting older. The WWII Veterans are gone. There is a need to bring in a younger group. Mr. Driscoll also asked "what are we offering them as a veteran organization?" Mr. Driscoll then stated that a couple of older veterans said that they really need to know about their benefits. Mr. Driscoll is proposing that VSOs put out a point paper and circulate to the JLC so they can circulate to the younger veterans.

Mr. Townsley stated that he would like an explanation on the Veteran's ID Card and voting. He wanted to know why veterans could not file for one card. Ms. Atkins stated that can be done, but that the Veterans ID Card could not be used for voting.

Chair Holbert briefly discussed the possibility of changing the name of the Joint Leadership Council of Veterans Services to make its purpose and mission more readily apparent. She noted that the change will require legislation.

Mr. Roger Dimsdale commented on inviting younger veterans by suggesting that the JLC invite the Iraq and Afghanistan Veterans of America to join the Council. Chair Holbert suggested that we could approach them and they could decide if they would like to join.

Mr. Zino stated that the Fleet Reserve Association along with other VSOs will be at Quantico on Friday, November 11 for Veterans Day.

Mr. Bruce Steeley announced that the Marine Corps League has 50 officer swords for sale. They received them as a donation. He will provide an email address for anyone who is interested.

Mr. Driscoll stated that he went to his Commissioner of the Revenue to file for his real estate tax exemption and provided the Commissioner with information so that he would understand what he has to do for veterans seeking the real estate tax exemption. Chair Holbert stated that each municipality is working from scratch.

Mr. Combs stated that in back of the agenda packet is a copy of House Joint Resolution 608 which Commemorates Veterans Day on November 11, 2011, with a moment of silence at 11:00 a.m. (see *Attachment 11*). He asked all JLC members to please distribute it to their VSOs.

Mr. Dan Boyer thanked all members that contributed to the Muscular Dystrophy Association. He raised over \$700.

### **Public Comment**

There was no public comment.

### **Closing remarks**

Chair Holbert thanked everyone for everything they have been doing. She stated that they will work hard to get the meeting with the Governor.

**Adjournment**

Chair Holbert adjourned the meeting at 12:23 p.m.

# **ATTACHMENT 1**

**Joint Leadership Council of Veterans Service Organizations  
American Legion Building  
1708 Commonwealth Avenue, Richmond  
November 9, 2011  
10:00 a.m. – 12:10 p.m.**

- I. Opening and Pledge of Allegiance – *Jenny Holbert, JLC Chair* (10:00 – 10:05)
  - II. Roll call of VSOs, quorum determination, approval of agenda and introduction of guests – *Jenny Holbert, JLC Chair* (10:05 – 10:10)
  - III. Review and approval of July 13, 2011 meeting minutes – *Jenny Holbert, JLC Chair* (10:10 – 10:15)
  - IV. Presentations (10:15 – 10:25)
    - a. Virginia Veterans Care Center – *Steven Combs, Director of Policy & Planning* (5 minutes)
    - b. Veterans Cemeteries Woods Walkway Projects – *Dan Kemano, Cemeteries Director, and Don Kaiserman, JLC Vice Chair* (5 minutes)
  - V. Reports (10:25 – 10:55)
    - a. Board of Veterans Services – *Thad Jones, BVS Chairman* (5 minutes)
    - b. Veterans Services Foundation – *David Holt, VSF Chairman* (5 minutes)
    - c. Department of Veterans Services – *Paul Galanti, Commissioner* (5 minutes)
    - d. Virginia Wounded Warrior Program – *Martha Mead, Special Projects Coordinator and Christina Lipin, Virginia Veterans Corps Program Director* (5 minutes)
    - e. Virginia Military Advisory Council – *Jeff Platte, JLC Representative* (5 minutes)
    - f. Virginia War Memorial – *Jon Hatfield, Executive Director* (5 minutes)
- Break (10:55 – 11:05)
- VI. Old business (11:05 – 11:40)
    - a. Review status of JLC 2012 Legislative Objectives – *Don Kaiserman, JLC Vice Chair* (5 minutes)
    - b. Review and adopt changes to JLC Constitution & By-Laws – *Robert Fairchild, Chair, Constitution & By-Laws Review Committee* (10 minutes)
    - c. Report of the JLC Legislative Working Group – *Abe Zino, Chair, Legislative Working Group* (15 minutes)
    - d. JLC branding: *Anne Atkins, Director of Communications* (5 minutes)
  - VII. New business (11:40 – 12:00)
    - a. Present JLC Appointed Officers: *Jenny Holbert, JLC Chair* (5 minutes)

- b. Review proposed 2012 meeting schedule (5 minutes)
- c. Veterans Remembered Flag: *Steven Combs, Director of Policy & Planning* (5 minutes)
- d. Other new business: *Jenny Holbert, JLC Chair* (5 minutes)

VIII. Public comment period (12:00 – 12:05)

IX. Closing remarks – *Jenny Holbert, JLC Chair* (12:05 – 12:10)

X. Adjourn (12:10)

Lunch (12:10 – 1:00)

## **ATTACHMENT 2**

### **BOARD OF VETERANS SERVICES REPORT TO JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS November 9, 2011**

The Board of Veterans Services (BVS) met on August 10. The next Board meeting is scheduled for Wednesday, November 16.

In Executive Order 29 (EO29), Governor McDonnell directed the BVS to submit, no later than August 15, recommendations for consideration by the Governor for introduction in the 2012 General Assembly. At the August 10 meeting the BVS adopted six recommendations:

7. Delivery of Benefit Services: Improve the delivery of benefit services to Virginia veterans by (i) changing the ratio of Department of Veterans Services (DVS) claims agents to veterans to one claims agent for every 23,000 veterans; and (ii) providing an additional four GF positions and \$350,000 (GF) to meet the new Code requirement and address other shortfalls.
8. Education Services Staffing: Ensure that the Education Services Section of the Department of Veterans Services has the necessary resources to meet its new mission under the Post 9/11 GI Bill Improvement Act by providing two additional NGF positions.
9. Care Center Staffing: Ensure that state veterans care centers have the resources to deliver quality care to residents by providing an additional 51 NGF positions and \$2,700,000 additional NGF appropriation in FY13, to reflect the opening of the 40-bed addition to the Sitter & Barfoot Veterans Care Center.
10. Hampton Veterans Care Center Pre-Planning Study: Ensure that a viable and appropriate site is selected for the construction of the Hampton Roads Veterans Care Center by re-appropriating up to \$300,000 (GF) from FY11 to FY12 for a pre-planning study.
11. Voting Status of *Ex Officio* Members of the Board of Veterans Services: Strengthen the capacity of the Board of Veterans Services to fulfill the Powers and Duties set forth in the Code of Virginia by granting voting privileges to all *ex officio* members.
12. Additional Citizen Board Members: Strengthen the capacity of the Board of Veterans Services to fulfill the Powers and Duties set forth in the Code of Virginia by increasing the number of citizen board members from 11 to 15.

Detailed point papers supporting each of the six recommendations are attached. I request that the JLC vote to endorse and to support the Board's recommendations.

Two new citizen members have joined the BVS, replacing Samuel Metters and Max Taylor. The new members are:

1. Don Lecky, President & CEO, Westminster Canterbury of Richmond, and;
2. William Nicholas, Retired Director of VA Roanoke Regional Office.

Respectfully submitted,

Thad A. Jones  
Chairman

**BOARD OF VETERANS SERVICES**  
**2011 Executive Order 29 Recommendation #1**  
**Delivery of Benefit Services**

1. **OBJECTIVE:** Improve the delivery of benefit services to Virginia Veterans by (i) recommending a change to the Code-mandated ratio of claims agents to Veterans; (ii) identifying the resources needed to meet the new Code requirements; (iii) proposing how the additional claims agents would be used; and (iv) identifying other shortfalls in benefit services delivery.
  
2. **BACKGROUND:**
  - Veterans are entitled to disability compensation from the federal government for injuries or illnesses resulting from military service. To obtain this compensation, Veterans must file claims with the U.S. Department of Veterans Affairs (USDVA).
  - Filing a claim is a long, complex process – most Veterans seek assistance to file a claim.
  - To assist Virginia Veterans, the Virginia Department of Veterans Services (DVS) operates 20 Benefits Field Offices that provide free assistance to Virginia Veterans in developing and filing claims for compensation and pension benefits with the USDVA.
  - §2.2-2002.1 of the Code of Virginia sets a ratio of one DVS claims agent for every 26,212 veterans residing in the Commonwealth.
    - There were 823,000 Virginia Veterans as of September 30, 2010.
  - The number of claims filed by DVS on behalf of Virginia Veterans continues to grow, and DVS claims agents are struggling to keep up with this growing demand.
    - In FY05, DVS filed 18,550 claims;
    - In FY10, that number grew to 26,431 – a 42% increase.
  - Virginia receives a considerable return on investment for helping Virginia Veterans. In FY10, DVS filed 26,431 claims on behalf of Virginia Veterans, resulting in an estimated \$122 million in new disability compensation payments.
  - Veterans whose claims are approved by the USDVA are assigned a service-connected disability rating. In addition to monthly payments, it enables access USDVA health care.
  - DVS Benefit Field Offices are staffed by claims agents, who provide direct, one-on-one assistance to veterans in developing and filing claims with the USDVA.
  - DVS does not have the financial resources to add additional staff to meet rising demand.
  - Most DVS offices are “one-deep” – only one claims agent is assigned.
    - When the claims agent is on vacation or is sick, the office is effectively closed. The closest DVS claims agent may be in an office 50 miles away.
    - Employees in their first year of State service can take up to 26 days of vacation and sick leave a year. This means that a benefit field office with only one claims agent assigned could be closed as much as 10.5% of the time.
    - This increases to 12% of the time for a claims agent with five years of experience, and 14% for a claims agent who has been with the Commonwealth for 10 years.

3. **DISCUSSION:**

- The solution is to change the Code-mandated ratio of claims agents to Veterans from 1:26,212 to 1:23,000 and to provide the resources to fill the additional positions required.
  - The new ratio would require DVS to hire four additional claims agents, at an estimated cost of \$275,000 per year.
- The four additional claims agents will help DVS improve services to Virginia Veterans and increase the number of claims filed by:
  - Ensuring that the “one-deep” offices remain open for service when the assigned claims agent is sick or on vacation;
  - Increasing outreach to homeless and incarcerated veterans;
  - Expanding outreach to Veterans Service Organizations;
  - Providing services at itinerant service locations; and
  - Offering expanded service hours such as on nights or weekends.
- Three of the new claims agents should be assigned as “floater” claims agents to assist a group of three to four benefit field offices that are geographically clustered:
  - One “floater” claims agent to assist the Alexandria, Fairfax, and Quantico offices;
  - One “floater” to assist the Big Stone Gap, Bristol, Cedar Bluff, and Wytheville offices; and
  - One “floater” to assist the Charlottesville, Front Royal, and Staunton offices.
- The fourth new claims agent should be assigned to the Danville field office, which is shorthanded because of the increase in workload following a relocation to a new office adjacent to the Danville USDVA Community Based Outpatient Clinic (CBOC) and expanded itinerant services to veterans in the Martinsville area.
  - The new claims agent in Danville would also provide backup to the Lynchburg, Roanoke, and South Hill offices.
- A final area of concern is that DVS lacks the financial resources to adjust salaries to provide for internal realignment, incentive pay, or location differential pay; or to meet rising rent and utility costs. An additional \$75,000 per year is recommended to begin to correct these problems.
- DVS is working to develop an improved claims filing system called TurboVet that DVS believes will increase the productivity of individual claims agents and ensure accuracy and completeness of claims filed. However, TurboVet is not a replacement for trained claims agents, nor will it help to provide services when one-deep offices are closed.

4. **RECOMMENDATIONS:** That the Governor (i) propose legislation changing the ratio of DVS claims agents to Veterans to one claims agent for every 23,000 Veterans; and (ii) provide an additional four positions and \$350,000.

**BOARD OF VETERANS SERVICES**  
**2011 Executive Order 29 Recommendation #2**  
**Education Services Staffing**

1. **OBJECTIVE:** Ensure that the State Approving Agency (SAA) for Veterans Education and Training of the Department of Veterans Services (DVS) has the necessary position authorization to meet its new mission under the Post 9/11 GI Bill Improvement Act.
  
2. **BACKGROUND:**
  - The Virginia SAA is responsible for approving courses of instruction at post-secondary educational institutions, so that eligible veterans, war orphans and widows may enroll in and receive financial assistance from the USDVA while pursuing an approved course or program.
  - At present, 994 institutions are approved; 426 are active (i.e. have a Veteran enrolled for FFY12 – October 2011-September 2012).
  - Over 42,000 Veterans and eligible dependents were enrolled in Virginia institutions in FFY10.
  - The Virginia SAA operates under a contract with the U.S. Department of Veterans Affairs (USDVA), is authorized seven (7) positions, and is funded by federal (non-general) funds.
  - Beginning October 1, 2011, the Virginia SAA will also be required, under the federal contract, to perform compliance surveys under the Post 9/11 GI Bill Improvement Act.
  - This will involve conducting audits of Veterans educational and financial aid records at all active institutions in Virginia (i.e. the 426 schools with a Veteran enrolled for FFY12).
  - 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 new mission will also help SAA monitor the graduation and employment rates of Veterans.
  
3. **DISCUSSION:**
  - SAA estimates that it will take two to three hours to audit a Veterans record. Even if only 10% of the records are audited, the time required exceeds the current capacity by a wide mark.
  - SAA cannot complete its new mission without additional manpower.
  - Two additional positions are required to ensure the Virginia SAA has the human resources necessary to meet its mission of ensuring access to higher education opportunities for Virginia Veterans and eligible dependents.
  - The estimated cost is \$70,000 per position. This includes salary, benefits, travel, etc.
  - SAA is federally funded, so there will be no fiscal impact to the Commonwealth. The SAA will either receive increased funding from the USDVA to pay for the new positions, or will reprogram funding currently used for education outreach.

4. **RECOMMENDATIONS:** That the Governor's budget include two additional positions for the Virginia Department of Veterans Services, State Approving Agency for Veterans Education and Training.

**BOARD OF VETERANS SERVICES**  
**2011 Executive Order 29 Recommendation #3**  
**Care Center Staffing**

1. **OBJECTIVE:** Ensure that state veterans care centers have the required personnel and financial resources to deliver quality care to residents.
  
2. **BACKGROUND:**
  - DVS operates two veterans care centers – in Richmond and Roanoke.
  - The 240-bed Virginia Veterans Care Center (VVCC) in Roanoke has 260 authorized full-time positions. The VVCC includes 120 skilled-care beds, 60 beds in the Alzheimer’s/Dementia unit, and 60 assisted-living beds.
  - The 160-bed Sitter & Barfoot Veterans Care Center (SBVCC) in Richmond has 233 authorized full-time positions. The SBVCC includes 120 skilled-care beds and 40 beds in the Alzheimer’s/Dementia unit.
  - A 40-bed addition (skilled care beds) is planned for the SBVCC. Design work will commence this fall. Construction will likely begin in summer 2012 and be completed in March 2013.
  - Staffing ratios per resident are higher for skilled care beds than for assisted living beds, which accounts for the higher staffing ratios at the SBVCC than at the VVCC.
  
3. **DISCUSSION:**
  - The VVCC and SBVCC both have adequate staffing and spending authority to meet current (FY12) service levels.
  - SBVCC will require additional staff and appropriation (spending authority) in late FY13 and ongoing for the 40-bed addition.
    - 51 additional full-time positions will be needed.
    - \$2,700,000 in additional appropriation (spending authority) will be required.
  
4. **RECOMMENDATION:** That the Governor’s budget proposal include an authorization for 51 additional positions and \$2,700,000 additional appropriation in FY13 for the Sitter & Barfoot Veterans Care Center addition.

**BOARD OF VETERANS SERVICES**  
**2011 Executive Order 29 Recommendation #4**  
**Hampton-Veterans-Care-Center-Pre-Planning-Study**

1. **OBJECTIVE:** Ensure that a viable and appropriate site is selected for the construction of the Hampton Roads Veterans Care Center.
  
2. **BACKGROUND:**
  - DVS operates two veterans care centers – the Virginia Veterans Care Center (VVCC) in Roanoke and the Sitter & Barfoot Veterans Care Center (SBVCC) in Richmond.
  - A 40-bed addition is planned for the SBVCC. Design work will commence this fall. Construction will likely begin in summer 2012 and be completed in March 2013.
  - The Governor, through the Department of Veterans Services (DVS), was authorized and has applied for grant funding from the U.S. Department of Veterans Affairs (USDVA) to construct new care centers of up to 240 beds each in Hampton Roads and Northern Virginia.
    - DVS has requested \$52 million from the USDVA for each project. This amount would be matched by \$28 million in state funds for each project.
    - Virginia is on the USDVA grant funding priority list and could receive funding for the Hampton care center as early as FFY12.
  - A potential site for the Hampton Roads Veterans Care Center has been identified on the grounds of the Hampton VA Medical Center (Hampton VAMC).
  - DVS has also been advised that a site may be available on Fort Monroe, after it is turned over to the Commonwealth.
  - Pre-planning studies are used to evaluate such factors as site access; electrical, water, and other utility capacity; ability of the local soil/bedrock to support the building's foundation; vertical/horizontal scale of the building; etc.
  - The Department of General Services, on behalf of DVS, has issued a Request for Proposal (RFP) for architecture and engineering (A&E) services for the SBVCC addition. As part of the RFP, firms were also requested to provide bids to conduct a pre-planning study for the Hampton Roads Veterans Care Center.
  
3. **DISCUSSION:**
  - A pre-planning study is required before the Commonwealth takes possession of either the Hampton VAMC or the Fort Monroe site.
  - The pre-planning study will determine the relative feasibility of either site to serve as the future home of the Hampton Roads Veterans Care Center.
  - The study should be initiated as soon as possible in order to position the Commonwealth for receipt of the federal grant funds and move the project forward expeditiously.
  
4. **RECOMMENDATION:** That the Governor re-appropriate up to \$300,000 for DVS to use in FY12 for a pre-planning for the Hampton Roads Veterans Care Center.

**BOARD OF VETERANS SERVICES**  
**2011 Executive Order 29 Recommendation #5**  
**Hampton-Veterans-Care-Center-Pre-Planning-Study**

1. **OBJECTIVE:** Strengthen the capacity of the Board of Veterans Services (BVS) to fulfill the Powers and Duties set forth in the Code of Virginia by granting voting privileges to all *ex officio* members.
  
2. **BACKGROUND:**
  - BVS was established in 2003 as a policy board in the executive branch of state government. The Board consists of:
    - 11 citizen members, appointed by the Governor;
    - 5 legislative members; and
    - 3 *ex officio* members.
  - The Commissioner of Veterans Services serves *ex officio* with full voting privileges.
  - The Chairmen of the Board of Trustees of the Veterans Services Foundation (VSF) and of the Joint Leadership Council (JLC) of Veterans Service Organizations serve *ex officio* without voting privileges.
  - Under §2.2-2452, a majority of the Board members constitutes a quorum. Under current law, the BVS must actually have two quorums to conduct business – a quorum of all members, and a quorum of voting members.
  
3. **DISCUSSION:**
  - The BVS works closely with the VSF and JLC to support the delivery of veterans services in the Commonwealth of Virginia.
  - For example, the JLC might advance an issue to the BVS for study. After study, the BVS could return the issue to the JLC, pass it to the Commissioner for action, or advise that the VSF seek donated or other funding for the issue.
  - Because of the close interaction between the three boards and the critical linking role played by the BVS, the JLC and VSF should be fully represented on the BVS.
  - In situations like the BVS, Roberts Rules of Order recommends full participation by all board members, including *ex officio* members.
  - Granting voting privileges to all *ex officio* members is cost neutral, as these members already attend BVS meetings.
  
4. **RECOMMENDATIONS:** That voting status be granted to all *ex officio* members of the Board of Veterans Services.

**BOARD OF VETERANS SERVICES**  
**2011 Executive Order 29 Recommendation #6**  
**Additional-Citizen-Board-Members**

1. **OBJECTIVE:** Strengthen the capacity of the Board of Veterans Services (BVS) to fulfill the Powers and Duties set forth in the Code of Virginia by increasing the number of citizen board members from 11 to 15.
  
2. **BACKGROUND:**
  - BVS was established in 2003 as a policy board in the executive branch of state government. The Board consists of:
    - 11 citizen members, appointed by the Governor;
    - 3 *ex officio* members; and
    - 5 legislative members.
  - The Code specifies that: *In making appointments, the Governor shall endeavor to...[select] appointees of such qualifications and experience as will allow them to provide expertise and insight into:*
    1. *Best practices in benefits claims services, medical and health care management, or cemetery operations;*
    2. *Performance measurements and general management principles; and*
    3. *Nonprofit volunteer operations and management.*
  - The Board has three standing committees (Benefits, Care Centers, and Cemeteries). The Board also establishes *ad hoc* committees as required (e.g., Bylaws, Nominating, etc.).
  - The number of Virginia Veterans has increased by 40,000 in the 10 years; the services provided by the Commonwealth have expanded to meet their new or expanded needs.
  - In the past decade, the Virginia Department of Veterans Services has opened five new benefit field offices, two veterans cemeteries, and a veterans care center, and has established the Virginia Wounded Warrior Program.
  
3. **DISCUSSION:**
  - The *ex officio* and legislative members bring unique and irreplaceable skills and experience to the Board. However, because of the demands on their time (service on other boards, legislative duties, etc.) they are unavailable to serve on committees.
  - Considerable demands are also placed on the Board Chairman and Vice Chairman (providing leadership and direction, representing BVS on other boards, etc.), meaning that these two citizen members are also unavailable to participate in committee work.
  - This leaves only 9 citizen members to do the “heavy lifting” on the committees.
  - Increasing the number of citizen members from 11 to 15 will provide the Board with additional expertise and capacity to meet Code-mandated requirements and will improve committee operations, enabling the Board to better serve Virginia’s veterans and support the Governor’s goal of making Virginia the most veteran-friendly state in the nation.
  - The increase in members will result in a small increase in mileage reimbursement.
  
4. **RECOMMENDATIONS:** That the number of citizen members on the Board of Veterans Services be increased from 11 to 15.

**ATTACHMENT 3**  
**VETERANS SERVICES FOUNDATION**  
**REPORT TO**  
**Joint Leadership Council of Veterans Service Organizations**  
**November 9, 2011**

The Veterans Services Foundation (VSF) Board of Trustees met on August 3 and November 2, 2011. A quorum was present for each meeting. The following actions were taken at the two meetings.

- (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, VSF Committee; VWWP Regional Directors, and Cemeteries Projects Reports;
- (2) Reviewed Foundation fundraising conducted during FY11 and FY12;
- (3) Approved VSF FY11 4th Quarter and the FY12 1<sup>st</sup> Quarter Financial Reports;
- (4) Reviewed and approved the FY12 Budget for DVS and the Foundation;
- (5) Reviewed FY11 Goals and Objectives and discussed those for FY12;
- (6) Approved updated VSD-DVS Joint Policies #7 and #8;
- (7) Approved changes to the VSF Trustees Bylaws;
- (8) Discussed proposals for a VSF Logo;
- (9) Approved the appointments of Peter Trainer as Chair and Jim Cuthbertson as Vice Chair of the Development Committee;
- (10) Welcomed a new member, Jack Kavanaugh of Norfolk, who was assigned to the Finance Committee.

The Finance and Development Committees met before each full board meeting. The minutes of the Committee meetings and the board for August 3 are posted on the Commonwealth Calendar. The November 2 meetings will be posted by November 16.

The Foundation raised almost \$105,000, of which over \$95,000 was for VWWP, during FY11. This is a revision of the estimate reported to the JLC on 13 July. Some of the funds for VWWP were not deposited until FY12. However, total fundraising and VWWP fundraising are above that of last year.

As of October 31, 2011, the Foundation has raised \$50,000 of which almost \$43,000 is for VWWP. That does not count about \$50,000 in pledges that have been received and should be collected by the end of 2011.

The next Board meeting is scheduled for sometime in March 2012 after the General Assembly adjourns. Its location is to be determined. Items for the next meeting may include: (1) approve the 2nd Quarter FY11 Fund Statement; (2) review VSF FY12 fundraising program; (3) consider recommendations for a VSF logo; and (4) approve and budget adjustments proposed. There will be Finance and Development Committee meetings before the next Board meeting.

Respectfully submitted,

David Holt  
VSF Chairman

**ATTACHMENT 4**  
**DEPARTMENT OF VETERANS SERVICES**  
**REPORT TO**  
**JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS**  
**November 9, 2011**

**Overview of Fiscal Year 2011(FY11) operations**

- ***Benefit Services: assists Virginia's veterans and their dependents in obtaining benefits to which they are entitled under federal, state, and local laws***
  - 28,541 claims submitted to U.S. Department of Veterans Affairs (USDVA) on behalf of Virginia's veterans
    - 15,962 claims adjudicated by USDVA
    - 12,063 claims granted – 76% approval rate
  - 135,721 client contacts
  - \$1.68 billion in USDVA compensation and disability payments to Virginia veterans and dependents in Federal Fiscal Year 2010 (FFY10)
  
- ***State Approving Agency for Veterans Education and Training: the only organization in Virginia that approves educational programs so veterans and their dependents may receive their educational benefits***
  - Post GI Bill covers tuition and fees plus allowances for housing, books and supplies
  - In FFY10, Virginia ranked 5<sup>th</sup> in terms of veterans taking advantage of GI Bill benefits
  - In FFY10, the GI Bill brought \$400 million into Virginia
  - More than 990 instructional institutions in Virginia are approved to provide training to veterans and dependents
  - 292% growth from 2007-2011 in the number of Virginia veterans and dependents using GI Bill benefit
  
- ***Virginia Veterans Care Centers: provide long-term care and short-term rehabilitation to Virginia's veterans***
  - Sitter & Barfoot Veterans Care Center
    - Adjacent to McGuire VAMC
    - 160 beds in private rooms
    - Skilled nursing care, secure Alzheimer's/dementia unit
  - Virginia Veterans Care Center
    - Adjacent to Salem VAMC
    - 240 beds
    - Skilled nursing care, domiciliary care, secure Alzheimer's/Dementia unit
  - Care center nursing units provided 117,925 patient days of care in FY11, operating at 95% capacity

- ***Virginia Veterans Cemeteries:*** *Virginia's veterans cemeteries are shrines commemorating the personal sacrifice of those who served and those who stand ready to defend our freedom*
  - In FY11, the Albert G. Horton, Jr. Memorial Veterans Cemetery and the Virginia Veterans Cemetery conducted 1,091 interments.
  - The Southwest Virginia Veterans Cemetery was dedicated on May 6, 2011 and conducted 23 interments in FY11
  
- ***Virginia Wounded Warrior Program:*** *provides behavioral health, rehabilitation services, and support to veterans, National Guard members, reservists, and their family members*
  - 3,617 veterans and their families served by Virginia Wounded Warrior Program (VWWP) in FY11
  - 615 community events attended by VWWP staff
  - 20,000 Virginians reached at events
  - 6,550 military personnel and families reached at VWWP briefings
  - VWWP built in just three years
  - Extraordinary interagency collaboration
  - Grants aggressively augment state funding:
    - Education for mental health community
    - Conferences
    - Education for criminal justice community
    - AmeriCorps pilot expanding outreach in Greater Hampton Roads

## **JLC 2011 Legislative Objectives – Progress Report on Objectives 2 and 3**

- **Objective 2:** To improve services to Virginia veterans by restoring staffing for the DVS Benefits Services Program
  - DVS budget increased by \$402,400 to fill seven vacant (previously unfunded) positions and open two field offices
  - Claims agents: four positions have been filled:
    - Alexandria
    - Norfolk
    - Staunton
    - Virginia Beach
  - Administrative support:
    - Employee hired to fill position in Virginia Beach office – will start in December
    - Currently holding interviews for position in the Alexandria office
  - Training manager: starts November 10
  - Reopened the Alexandria field office in October
  - New office in Virginia Beach will open in December

- **Objective 3:** Ensure that state veterans cemeteries operate in a safe, efficient manner and meet national shrine standards by filling vacant positions, replacing worn out equipment, and purchasing necessary supplies
  - DVS budget increased by \$387,100, as follows
  - \$101,500 to fill three positions that were previously unfunded
    - Two positions have been filled – one each at the Amelia and Suffolk cemeteries
    - The third position (at the Suffolk cemetery) will be filled in the next two weeks
  - \$85,000 and one additional position to make up the operating and position shortfall at the Dublin cemetery
    - Four of five positions filled
    - Fifth position should be filled within two weeks
  - \$60,000 to replace worn out equipment at Amelia cemetery
    - Dump truck (\$39,000) purchased
    - Two zero-turn mowers (\$9,000 each) purchased
    - Remaining funds will be used to purchase smaller items
  - \$20,000 to replace worn out equipment at Suffolk cemetery
    - Three zero-turn mowers (\$9,000 each) purchased
  - \$71,000 for road signs for Amelia, Dublin, and Suffolk cemeteries
    - VDOT contractor currently surveying locations for signs
    - Installation to begin ASAP
  - \$16,000 for grass seed/fertilizer
    - Approximately \$5,000 spent at Amelia to date
    - Approximately \$5,000 spent at Suffolk to date
  - \$33,600 for weekend/holiday staffing
    - Implemented weekend staffing in July. Amelia and Suffolk cemeteries staffed on Saturdays and Sundays from 9 a.m. to 4 p.m.
    - No weekend staffing at Dublin cemetery yet because of limited number of gravesites
    - All cemeteries staffed 8 a.m. – 5 p.m. on most holidays

Respectfully submitted,

Paul E. Galanti  
Commissioner

## **ATTACHMENT 5**

**Jeffrey L. Platte**

109 Colonels Way  
Williamsburg, VA 23185

October 31, 2011

**To:** Joint Leadership Council of Veterans Service Organizations

**Subject:** Virginia Military Affairs Council Meeting, September 28, 2011

1. The meeting was held at the Norfolk Naval Station. The Honorable Terrie L. Suit called the meeting to order at 1:15 PM.
2. Ms. Suit announced Rear Admiral Townsend G. Alexander, Navy Region Mid-Atlantic had accepted the nomination to serve as Chairman of the Council. The Council voted unanimously to accept Admiral Townsend as Chairman.
3. There were two veteran centered presentations to the Council.
  - a. Blake Hall and Matthew Thompson (both veterans of the Iraq wars) discussed their TroopSwap small business startup. Their business is focused on serving all military and veterans with a “groupon” like service which provides valuable discounts with local merchants. Their business model also acknowledges military spouses lack business employment opportunities so they only employ military spouses. Currently, TroopSwap only serves the Virginia Beach and San Diego areas with the Northern Virginia area next for expansion. They verify veteran and military status before authorizing access. You can find them at [www.TroopSwap.com](http://www.TroopSwap.com).
  - b. Jay Redman is a combat wounded SEAL veteran that identified a need for clothing tailored to combat wounded veterans. His Wounded Wear organization is a 501(c)3 organization raising money which is returned to combat wounded veterans in the form of ‘clothing kits’ tailored to veterans recovering from combat wounds. Wounded Wear sells clothing to combat wounded veterans that clearly identify their injuries as combat related and not due to an industrial, motorcycle or other non-combat accident. WoundedWear carefully vet those buying articles as having wounds from combat operations. Their organization conducts events ranging from skydiving to women’s flag football to raise funds and 100% of all donations go to their mission. You can learn more at [www.woundedwear.org](http://www.woundedwear.org).
  - c. A word of warning to all. There are a large number of organizations purporting to be support the wounded warrior mission and not all are legitimate or return a high percentage of their earnings to the wounded veterans. So “Buyer Beware” and vet your contributions accordingly.
4. Reports.
  - a. Secretary Suit reported the BRAC transfer of Ft. Monroe was working well, however a small issue arose after hurricane Irene. Some residents of privately managed substandard Wherry housing were adversely impacted. The transition team made suitable alternative housing available. Unfortunately, some misunderstandings is yet to be resolved.

b. Mr. Richard Holcomb from the Virginia Department of Motor Vehicles briefed several programs designed to partner with military installations. DMV is working to accept military truck driver's license as valid Virginia truck qualified licenses. DMV also have mobile offices that are available to serve military bases and provide a full range of services.

5. Admiral Alexander adjourned the Council and announced the next meeting would be in the spring 2012.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Jeffrey L. Platte". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

Jeffrey L. Platte

JLC VSO Representative

## **ATTACHMENT 6**

### **Joint Leadership Council of Veterans Service Organizations 2011-2012 JLC Initiatives**

#### **Legislative Objectives**

Unclaimed Cremated Remains of Veterans: Facilitate the honorable burial of the unclaimed cremated remains (cremains) of Virginia veterans in a state veterans cemetery by requiring funeral homes to provide the names of unclaimed cremains to the Department of Veterans Services (DVS). DVS can screen the names to identify those belonging to a veteran and determine if he/she is eligible for burial in a state veterans cemetery.

Sales and Use Tax Exemption for Veterans Service Organizations: Recognize the community service and philanthropic contributions of Virginia's Veterans Service Organizations (VSOs) by establishing an exemption for VSOs from state and local Sales or Use Taxes.

#### **Budget Objectives**

Homeless Veterans: Reduce and prevent veterans homelessness in Virginia by implementing as many strategies identified in the Joint Legislative Audit and Review Commission (JLARC) 2010 study as state fiscal resources will allow.

#### **Administrative Objectives**

Veterans Designation on Virginia Driver's License: Provide a simple, ready means of identification of veterans status for Virginia's veterans by adding a veterans indicator to the Virginia Driver's License/ID Card.

JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS  
2011 Executive Order 29 Recommendation #1  
Veterans Designation on Virginia Driver's License

1. **OBJECTIVE:** To provide a simple, ready means of identification for Virginia's veterans.
  
2. **BACKGROUND:**
  - Retired service personnel, including those that are medically retired, receive a United States Uniformed Services Identification Card (DD Form 2 (Retired)).
  - All other veterans who have served in the active military, naval, or air service and who have been released there from under conditions other than dishonorable receive a Certificate of Release or Discharge from Active Duty (DD Form 214) as evidence of their service and a Discharge Certificate. Neither of these documents are suitable substitutes for an identification card.
  - Veterans who receive medical care through the U.S. Department of Veterans Affairs receive a veterans identification card. However, only 15% of Virginia's veterans qualify for USDVA medical care.
  
3. **DISCUSSION:**
  - Those veterans who wish to prove veterans status, but who lack government-issued identification (ID) cards, are obligated to produce their DD 214 or other discharge papers, which are not documents that conveniently can be carried on a daily basis.
  - A method of honoring Virginia's veterans and providing them with a convenient ID would be to add their veterans service status to their Virginia Drivers License or to their state-issued ID if the veteran so requests. Other states have implemented this feature, most recently North Carolina and Utah.
  - Each time a Virginia veteran uses a driver's license or state ID, the veteran's honorable service to Virginia and the Nation would be easily and immediately recognized.
  - A veterans indicator on a driver's license or state ID would help qualify for commercial discounts (restaurants and other stores) or other cost saving features (such as free access to Virginia's parks or reduced fishing license fees).
  - Having a veterans identifier on state driver's licenses could help law enforcement when officers come across a veteran in a tense situation where the veteran may be suffering from post-traumatic stress disorder and other emotional battle scars. The knowledge can be used by law enforcement to decrease the volatility of a potentially dangerous situation.
  - Adding a veterans service designation to the Virginia Driver's License would be a way of giving veterans a recognizable distinction whenever their state ID is used and would be further proof that Virginia is the most veterans friendly state in the Nation.
  - Veterans requesting the designation would need to show their DD-214 as evidence of their service and their discharge. Active Duty, Retired, or members of the National Guard or Reserve would present their current military ID.
  
4. **RECOMMENDATION:** The JLC recommends that the Governor and General Assembly enact legislation that would authorize a veterans designator on Virginia Drivers Licenses and ID cards.

JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS  
2011 Executive Order 29 Recommendation #2  
Unclaimed Cremated Remains of Veterans

1. **OBJECTIVE:** Facilitate the honorable burial of the unclaimed cremated remains (cremains) of Virginia Veterans in a state veterans cemetery.
  
2. **BACKGROUND:**
  - The cremains of Veterans sometimes go unclaimed by family from funeral homes. When this happens, the cremains may sit on shelves in funeral homes for years or even decades.
  - The Code of Virginia allows funeral homes to dispose of unclaimed cremains after 90 days, but many funeral homes retain unclaimed cremains in storage for extended periods.
  - The Virginia Department of Veterans Services (DVS) operates state veterans cemeteries in Amelia, Dublin, and Suffolk that provide honorable burials to qualified veterans.
  - If a set of unclaimed cremains can be positively identified as belonging to a veteran, and if that veteran is eligible for burial in a veterans cemetery, then DVS can provide that veteran with a dignified burial and an honorable final resting place among his/her comrades in arms.
  - While the Code of Virginia allows funeral homes to dispose of unclaimed cremains, it does not require the funeral homes to provide the names of the unclaimed cremains to DVS for determination of veterans status.
  - In an effort to encourage funeral homes to provide the names of unclaimed cremains, DVS signed a Memorandum of Understanding (MOU) in 2009 with the Virginia Funeral Directors Association (VFDA) – one of the four funeral director associations in Virginia.
  - The other three funeral directors associations did not wish to sign an MOU with DVS.
  - Though the MOU with the VFDA has been in effect for two years, few names have been provided by funeral homes to DVS for determination of veterans status and eligibility.
  - DVS staff members have made a considerable effort to request the names of unclaimed cremains from funeral directors, but have met with limited success, as have the efforts of the non-profit Missing in America Project (MIAP) in Virginia.
  
3. **DISCUSSION:**
  - Veterans who served our Nation honorable deserve an honorable final resting place among their comrades in arms, not to end up unclaimed and forgotten on the back shelf of a closet in a funeral home.
  - If provided the names of unclaimed cremains, DVS can work with the U.S. Department of Veterans Affairs to identify those belonging to Veterans, and can determine if they are eligible for burial in a state veterans cemetery.
  - The Code of Virginia gives funeral directors the authority to transfer the unclaimed cremains of Veterans to DVS for honorable burial.
  
4. **RECOMMENDATION:** That the Governor propose legislation requiring funeral homes to provide the names of unclaimed cremains to the Department of Veterans Services, in order to facilitate the honorable burial of unclaimed cremains of Virginia Veterans in a state veterans cemetery.

JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS  
2011 Executive Order 29 Recommendation #3  
Sales and Use Tax Exemption for Veterans Service Organizations

1. **OBJECTIVE:** To recognize the community service and philanthropic contributions of Virginia's Veterans Service Organizations (VSOs) by establishing an exemption for VSOs from state and local Sales or Use Taxes.
  
2. **BACKGROUND:**
  - The IRS has recognized VSOs as exempt from federal income tax under section 501 (c) (19) of the Internal Revenue Code.
  - The Code of Virginia 58.1-609.11. Exemptions for nonprofit entities provides an exemption for sales or use taxes for entities exempt from federal income taxation under 501 (c) (3) or 501 (c) (4) of the Internal Revenue Code.
  - VSOs classified as 501 (c) (19) perform essentially the same functions as those classified as 501 (c) (3) or 501 (c) (4).
    - For example, the VFW Congressional Charter establishes "charitable" as one of the purposes of the organization
    - In 2010, the VFW Department of Virginia and Auxiliaries reported the expenditure of \$1,852,292 and a donation of 339,052 volunteer hours in support of numerous community activities for the citizens of the Commonwealth
    - The VFW volunteer hours cited are valued at \$8,926,533, making the total value of contributions approximately \$11.0 million annually
    - Similarly, in 2009, the American Legion reported the expenditure of \$3,193,679 and a donation of 452,411 volunteer hours in support of community service
    - Other smaller VSOs also contribute dollars and hours in support of community service
  
3. **DISCUSSION:**
  - Given the level of community service performed by VSOs as expressed in dollars and hours, VSOs should be accorded the same sales and use tax exemption as 501 (c) (3)s and 501 (c) (4)s
  - An exemption would free sales and use tax dollars spent on maintenance, cleaning, and office supplies for additional community service expenditures.
  - VSOs that provide food/beverage service in conjunction with Bingo operations would no longer be double taxed.
  - Currently VSOs pay sales tax on purchase of supplies and sales tax on gross proceeds.
  - The neighboring states of Maryland, West Virginia, and North Carolina provide sales and use tax exemption for VSOs.
  - Providing sales and use tax exemption to VSOs will continue Virginia's move toward making Virginia "the most veteran-friendly state in the nation."
  
4. **RECOMMENDATION:** That the Governor and General Assembly establish a sales and use tax exemption in the Code of Virginia for VSOs.

JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS  
2011 Executive Order 29 Recommendation #4  
Reducing Veterans Homelessness in Virginia

WHEREAS, homelessness has been a long-term issue and now is a growing problem within the population of veterans in the Commonwealth; and

WHEREAS, trends reported by the U.S. Department of Veterans Affairs, veterans advocacy groups, and social services agencies show that there has been a significant increase in the number of women veterans among the homeless; and

WHEREAS, trends reported by the U.S. Department of Veterans Affairs, veterans advocacy groups, and social services agencies show that veterans of the conflicts in Iraq and Afghanistan are becoming homeless at a faster rate than did veterans of previous conflicts; and

WHEREAS, the goal of reducing homelessness among Virginia's veterans may be a long term program; and

WHEREAS, action must be taken to start the process of reducing homelessness and the veterans homeless population provides a strong starting point because of the discipline they share, because they are readily identifiable, and because of the benefits they may incur by participating; and

WHEREAS, homeless veteran "stand downs" have been proven to be a successful method of attracting homeless veterans and providing them with access to veterans and employment services; and

WHEREAS, Governor McDonnell's Executive Order Number 29 seeks to address veterans homelessness in conjunction with Executive Order Number 10; and

WHEREAS, in 2010, the Joint Legislative Audit and Review Commission (JLARC) documented the estimated size and nature of the problem and provided eighteen potential strategies to reduce and prevent veterans homelessness; therefore be it

RESOLVED by the Joint Leadership Council of Veterans Service Organizations, That the Governor take another step toward making Virginia the nation's most veteran-friendly state by implementing as many strategies identified by JLARC as state fiscal resources will allow.

## ATTACHMENT 7

### **JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS**

#### CONSTITUTION

##### Preamble

For God and Country, we the veterans of the Commonwealth of Virginia, have joined together to acknowledge our faith in our Creator; to reaffirm our belief in the principles of justice, freedom, democracy and loyalty to our country; to rededicate ourselves to the sanctity of our homes and our families; to re-establish the comradeship begun in our periods of service to our nation; and to pledge ourselves anew to the ideal of serving the veterans of the Commonwealth, their families and survivors, and each other through our association of our various service organizations and this Joint Leadership Council.

##### Article I - Organization

1. Organization Name. The name of this organization shall be the Joint Leadership Council of Veterans Service Organizations, hereinafter referred to as the JLC or the Council.
2. Organization Membership. The Council shall be composed of one representative from each qualifying veterans service organizations or his/her designated alternate. Representatives shall be appointed by the Governor. The Commissioner of the Department of Veterans Services and the Chairmen of the Board of Veterans Services and Veterans Services Foundation shall serve as non-voting, *ex officio* members.
3. Location of Headquarters. The Headquarters of the JLC shall operate in a manner and place as determined by the Chair to be most effective. The office of the Commissioner of the Department of Veterans Services is available to the Chair and elected/appointed officials at their request.

##### Article II – Operating Principles

1. Aim and Purpose. As a separate and distinct entity of veterans service organizations of Virginia, it is the JLC's objective to be mindful of and to address and advocate for the needs of Virginia's veterans.
2. Jurisdictional Control. The JLC consists of volunteer, non-profit organizations and is self-governing. It exercises control over procedures and matters discussed in accordance with this Constitution and all duly approved By-Laws and operating procedures.

3. Solidarity. The JLC is organized as a single body that expresses its purposes at meetings held at times and places approved by its members.
4. Constitution and By-Laws. The Constitution and By-Laws of the JLC, along with duly approved procedures, once ratified, will be the governing authority of the JLC.
5. Non-partisan. The JLC shall be non-partisan and shall not be used for the dissemination of partisan principles, or for the promotion of the candidacy of any person seeking public office.
6. Support of Veterans Programs. The JLC, through its elected/appointed officials, and through its member organizations, shall publicize, promote, educate, and advocate for priority veterans programs that are presented to, approved by, and prioritized by the JLC at its Regular or Special Meetings. The JLC recognizes the individuality and sovereignty of each service organization. In some cases, support and prioritization of issues may differ. In the rare instances in which differences arise, each organization shall have the right to abstain from support, or to establish its own legislative priorities.

### Article III – Eligibility and Representation

1. Eligibility. Qualifying veterans service organizations shall be 1) composed principally of and controlled by veterans of the United States Armed Forces, 2) a registered nonprofit organization in good standing, incorporated for the purpose of promoting programs designed to assist veterans of the armed forces of the United States and their Virginia-domiciled surviving spouses, orphans, and dependents, and 3) active and in good standing with its parent national organization, if such a parent organization exists. In order to qualify for membership, veterans service organizations should provide the following documentation to the Secretary of the Commonwealth and the Department of Veterans Services:
  - a. Congressional Charter or Articles of Incorporation – To show that the organization is “composed principally of and controlled by veterans of the United States Armed Forces” and that the organization was “incorporated for the purpose of promoting programs designed to assist Virginia-domiciled veterans of the armed forces of the United States and their eligible spouses, orphans, and dependents”;
  - b. By-Laws – To show that the organization is “composed principally of and controlled by veterans of the United States Armed Forces” and that the organization was “incorporated for the purpose of promoting programs designed to assist Virginia-domiciled veterans of the armed forces of the United States and their eligible spouses, orphans, and dependents”;
  - c. Letter from the Internal Revenue Service designating its status as a 501(c)(3), 501(c)(4), or 501(c)(19) organization – To show that the organization is “a registered nonprofit organization in good standing”;

- d. A statement of good standing from the parent organization, if such an organization exists – To show that the organization is “active and in good standing with its parent national organization”; and
  - e. Confirmation from the State Corporation Commission of the current status of the organization, if available – To show that the organization is “in good standing.”
2. Representation. Each member organization is responsible for recommending a member for appointment to the Council by the Governor. When appointed, this member will act on behalf of his/her organization.
- a. Representatives shall be appointed for terms of three years.
  - b. Appointments to fill vacancies shall be for the un-expired terms.
  - c. No person shall be eligible to serve for or during more than two successive three-year terms.
  - d. If a representative cannot attend a Council meeting, he/she may designate an alternate to attend the meeting in his/her place. When representing his/her organization, the alternate shall have the same responsibilities and duties as the appointed representative.

## **Article IV – Meetings and Voting**

1. Meetings.
- a. Regular Meetings may be held according to the following schedule:
    - i. First quarter (January – March): one meeting per month while the General Assembly is in session
    - ii. Second quarter (April – June): one meeting
    - iii. Third quarter (July – September): one meeting
    - iv. Fourth quarter (October – December): one meeting
  - b. Unscheduled Meetings may be called by the Chair, upon the written request of two or more organization representatives.
  - c. Special Meetings with the Commissioner of the Department of Veterans Services may be called by the Chair, upon the written request of two or more organization representatives.
  - d. Meeting Locations: Council meetings may be held in any locality in the Commonwealth, with the exception of the first quarter meetings, which will be held in Richmond.

- e. Quorum Determination: A majority of the voting members of the Council, including an elected officer, shall constitute a quorum.

2. Voting.

- a. Each organization shall have one vote.
- b. If the appointed representative is not in attendance, the designated alternate may vote.
- c. An individual may represent only one organization.
- d. The Department of Veterans Services will record the vote of each organization.
- e. A majority of the votes cast will decide the issue unless otherwise specified by the Constitution and/or By-Laws. Roll call votes will be taken under the following circumstances:
  - i. Upon a proposed change of the Constitution or By-Laws; and
  - ii. When requested by at least three member organization representatives.

Article V - Officers

1. Elected Officers. The following officers will be elected:

- a. Chair; and
- b. Vice-Chair.

2. Appointed Officers. The following officers may be appointed by the Chair, subject to confirmation of the JLC membership. *The Chair and Vice Chair shall not be eligible to serve in the appointed positions.*

- a. Legislative Officer
- b. Assistant Legislative Officer*
- c. Chaplain

3. Election of Officers.

- a. Election of officers will be held every year during the regular third quarter meeting.

- b. The Chair may serve any number of terms, but shall not serve more than two consecutive terms.
- c. Candidates must declare their intention to run for office at the second quarter meeting. If a candidate cannot attend the meeting, he/she should declare his/her intent in a letter to the Chair, who will read the letter at the meeting.
- d. Elections will be by voice vote unless the presiding officer deems a show of hands to be needed.
- e. Elections shall be decided by a majority of the votes cast. If a candidate fails to achieve a majority vote on the first ballot, the two candidates with the most votes will be voted on by a second ballot.
- f. Newly elected officers will assume the responsibility of the position to which they were elected at the conclusion of the meeting during which election occurs.
- g. Prior to the fourth quarter meeting, the new Chair may nominate Appointed Officers. The nominations will be submitted to the members one month prior to the fourth quarter meeting.
- h. Appointed officers will be confirmed by a majority of votes cast. Confirmation will take place at the fourth quarter meeting.
- i. Outgoing officers will turn over all official records pertaining to their office to the newly elected or appointed officers.

#### Article VI - Finances

Organizational Dues. No organizational dues will be assessed.

#### Article VII – By-Laws

1. Authorization for By-Laws. Suitable By-Laws shall be enacted by the JLC to establish operating procedures. Adoption will require approval of two-thirds of those members present and eligible to vote.
2. Amendment of By-Laws. By-Laws may be amended, repealed or altered, in whole or in part, at any Regular Meeting, or at any Special Meeting called for that purpose, by the vote of two-thirds of the total authorized votes cast by the organizational representatives present and voting at that particular meeting, provided that the proposed changes shall have been furnished, in writing, to each organizational representative at least fifteen days in advance of the meeting at which the proposed changes will be voted upon.

## **Article VIII – Constitutional Amendments**

Constitutional Amendments. This Constitution may be amended at any Regular or Special Meeting of the JLC, provided the following conditions are met:

1. All organizational representatives have been furnished copies of proposed changes at least thirty days in advance of the proposed meeting date.
2. All organizational representatives have been advised of the date, time, and place of the JLC meeting at which the proposed changes will be voted upon.
3. Proposed changes are approved by two-thirds of the members present and voting.

**ATTACHMENT 8**  
**JOINT LEADERSHIP COUNCIL**  
**OF VETERANS SERVICE ORGANIZATIONS**

**BY-LAWS**

**Article I – Officers and Their Roles**

1. **Chair** (Elected Officer). The Chair of the Joint Leadership Council of Veterans Service Organizations (the JLC, or, the Council) shall be the Chief Executive of the JLC. He or she shall:
  - a. Preside at all meetings.
  - b. Enforce the Constitution, By-Laws and duly approved operating procedures.
  - c. In cooperation with other officers and Council members, be responsible for furthering the aims and purposes of the Council.
  - d. Advise the Commissioner of the Department of Veterans Services, *and with the approval of the Commissioner*, the members of the General Assembly, and the Governor of Virginia on veteran-related matters.
  - e. Promote those legislative programs and recommendations approved and prioritized by the JLC.
  - f. Appoint those officers named in Article V, Paragraph 2, of the JLC Constitution to serve a term concurrent with his or her own, subject to confirmation by Council members. He or she shall nominate replacements, as needed.
  - g. Attend meetings of other Department of Veterans Services' Boards as specified in the Code of Virginia and other Commonwealth boards and committees dealing with veterans' issues. In the event that neither the Chair nor the Vice-Chair can attend, appoint a JLC member or alternate member to attend, represent the JLC, and report the meeting results to the Council.
2. **Vice-Chair** (Elected Officer). The Vice-Chair shall:
  - a. In the absence of the Chair, preside at all meetings of the JLC and attend other veterans related meetings as required in Article I, Paragraph 1.g. or appoint a JLC member or alternate to attend, represent the JLC, and report the meeting results to the Council.
  - b. Keep himself or herself fully informed of all issues and activities in which the JLC is involved.
  - c. In the event of the stated, or obvious, inability of the Chair to perform his or her assigned duties, assume those responsibilities until the JLC has elected a new Chair.
3. **Legislative Officer** (Appointed Officer). The Legislative Officer shall:
  - a. Review all legislative issues pertaining to veterans and advise the Chair and Council members of recommended actions to be taken.
  - b. Assist the Chair in ensuring that appropriate government agencies, legislators, and policymakers are aware of JLC positions on veterans' issues.

- c. Chair the Legislative *Objectives* Committee as it seeks to promote the legislative agenda of the JLC.
4. **Assistant Legislative Officer (Appointed Officer).** *The Assistant Legislative Officer shall:*
- a. *Chair the Legislative Procedures Committee.*
  - b. *Assist the Legislative Officer.*
5. **Legislative Sponsor (Appointed Officer).** The Legislative Sponsor shall:
- a. Lead the effort to achieve a specific legislative initiative.
  - b. Assist the Chair in ensuring that appropriate government agencies, legislators, and policymakers are aware of the JLC's position on his/her specific legislative initiative.
  - c. Obtain information from Federal and State governments, or other sources, as determined necessary to formulate or justify proposed legislation.
  - d. Lead the effort to prepare white papers, background materials, briefings and other documentation needed for his/her specific legislative issue.
  - e. Serve as focal point and primary source of expertise on his/her legislative issue to the JLC Chair, the Legislative Officer, and other JLC members as they support the legislative issue during the legislative process.
  - f. Serve as a member of the Legislative Committee.
6. **Chaplain (Appointed Officer).** As requested by the Chair, the Chaplain may:
- a. Open and close meetings with an appropriate prayer, a brief period of silence, or a moment of reflection.
  - b. Send an appropriate greeting card to Council members at times of sickness or grief.
  - c. Perform other duties as required.

## **Article II – Department of Veterans Services**

1. The Department of Veterans Services shall:
- a. Take charge and arrange for the safekeeping of all administrative records and files of the JLC.
  - b. Record, publish, and distribute minutes of all Regular and Special Meetings.
  - c. Maintain a record of currently approved Council members and their contact information.
  - d. Inform Council members of the dates, times and locations of all meetings.
  - e. Prepare and distribute materials to Council members at the request of the Chair.
  - f. Receive and safeguard pertinent information furnished to the JLC by Officers, Committee Chairs, Council members, or outside sources.

## **Article III - Committees**

1. **Constitution and By-Laws Review Committee.** Every two years the Chair shall appoint a Committee Chair and appropriate number of committee members to form a Constitution and By-Laws Review Committee which shall review the JLC Constitution and By-Laws and

make recommendations for changes in accordance with the provisions of the JLC Constitution.

2. Legislative *Objectives* Committee. The purpose of the Legislative *Objectives* Committee is to promote the *annual* legislative agenda of the JLC and to perform other legislative duties as directed by the JLC Chair. Members ~~will~~ *shall* be appointed to this committee by the JLC Chair to work under the leadership of the Legislative Officer. *Sponsors of legislative objectives shall be members of the Legislative Objectives Committee.* If approved by the JLC, the Legislative Officer may appoint additional members to the ~~C~~ committee. ~~Legislative Sponsors will be members of the Legislative Committee.~~
3. *Legislative Procedures Committee.* *The Legislative Procedures Committee shall develop procedural guidelines and schedules required to ensure appropriate interaction with members of the executive and legislative branches of state government through the Commissioner of the Department of Veterans Services. Members shall be appointed to this committee by the JLC Chair, in consultation with the Legislative and Assistant Legislative Officers, to work under the leadership of the Assistant Legislative Officer. The Legislative Officer shall be an ex officio voting member of the committee. To assure continuity and as determined by the JLC Chair, appointees shall serve on the committee for staggered terms of three years so the memberships do not all expire simultaneously.*
4. Nominating Committee. Every year the JLC Chair shall appoint a Nominating Committee to recommend a slate of officers for the upcoming year. Membership shall be at the discretion of the JLC Chair, but will include the most recent past JLC Chair and a least one other prior JLC Chair if available.

#### **Article IV – Quorum Requirements**

No official business of the JLC shall be conducted unless a majority of voting Council members, including an elected officer, is present.

#### **Article V - Use of Roberts Rules of Order**

Procedural instances not otherwise provided for herein shall be governed by *Roberts Rules of Order*.

## **ATTACHMENT 9**

### JLC Legislative Working Group

**November 9, 2011**

### Members

- Abe Zino – Chair
- Don Kaiserman
- Chip Moran
- Bill Townsley
- Jack Hilgers
- Steve Combs

## Charter and Process

- Charter: Position the JLC for success in the 2012 General Assembly and beyond
- Process: JLC Legislative Working Group will meet prior to each JLC meeting to develop recommendations for review and approval by full Council

## Review of May 18 JLC meeting

- The Working Group recommended, and the JLC adopted, the following:
  1. Timeline for the JLC Legislative Process
  2. Goals of the JLC Legislative Process
  3. Guiding Objectives/Principles
  4. Format and content of JLC Position Papers
  5. Backup objectives should be considered, as they arise, for possible inclusion in the current year's initiatives or carryover to the following year
  6. JLC can develop/identify issues on a continuing basis and pass both legislative and non-legislative issues to DVS at any time for study/resolution

## Review of July 13 JLC meeting

- Guidelines for meeting/working with the Governor were approved by the JLC
- The JLC Constitution and Bylaws Committee recommended that the following proposed changes be approved at the November JLC meeting:
  1. LC Legislative Officer not be the JLC Chair or Vice Chair
  2. JLC Chair to appoint an Assistant JLC Legislative Officer
  3. The JLC Legislative Working Group to be permanent
  4. LC Legislative Working Group members staggered terms

## Deliverables for Today's Meeting (as outlined in work plan)

1. Review Guidelines for working with the Governor
2. Guidelines for meeting with legislators
3. Guidelines for working with legislative leadership
4. Provide a Game Plan for meeting with legislators
5. Guidelines for involvement of non-JLC members in the JLC process
6. Guidelines for maintaining JLC Unity with "Maverick VSOs"

## Guidelines for meeting/working with the Governor

1. The Legislative Working Group recommends this title be changed to “Guidelines for meeting/working with the Executive Branch” to include DVS, Secretary of Veterans Affairs and Homeland Security, and the Governor’s Policy Staff.
2. The Legislative Working Group will provide “Guidelines for the Patron Selection Process” prior to the December 20, 2011 JLC meeting.

## Guidelines for Meeting with Legislators

BE TIMELY, BRIEF, ACCURATE, PERSUASIVE, PERSISTENT, GRATEFUL

### Do

- Be Prepared
- Be Understanding
- Be Friendly
- Be Reasonable
- Be Realistic
- Build Credibility
- Be Thoughtful

### Don't

- Demand
- Be Deceptive
- Preach or Pester
- Be Uncompromising
- Condem Other Legislation

# Guidelines for Working with Legislative Leadership

## House of Delegates

- Leaders
- Committee Chairmen
- Sub-Committee Chairmen
- Other Influential Members

• Top Down and Bottom Up  
Guidelines for Success

## Senate

- Leaders
- Committee Chairmen
- Sub-Committee Chairmen
- Other Influential Members

• Top Down and Bottom Up  
Guidelines for Success

# Game Plan for Meeting with Legislators 2011

- **November 9** Legislators-elect submit legislation for drafting  
JLC Meeting: selection of sponsors and cosponsors
- **November 21** Pre-filing of bills and resolutions starts
- **December 5** Pre-filing ends at 5:00 p.m.
- **December 16** Governor's Budget announced
- **December 20** JLC Meeting: select patrons to be recommended to Governor for objectives and available draft bills
- **December 30** Pre-filing drafts submitted to Legislators-elect for review

## Game Plan for Meeting with Legislators 2012

- **January 6** Requests for drafting, redrafting, or correction of pre-filed bills due by 5:00 p.m.
- **January 11** Pre-filing bills shall be pre-filed with either house clerk by 10:00 a.m. General Assembly Convenes at 12:00 p.m.
- **January 12** House and Senate committees start to meet  
JLC General Assembly Conference 8:00 a.m. – 3:00 p.m.  
Note that few bills will be available to get co-patrons
- **January 13** Budget Amendment Requests and Drafting/Redrafting must be submitted by 5:00 p.m.
- **January 20** Deadline for submitting legislation 3:00 p.m.

## JLC 2011 Plan of Action Revised

- November 9 meeting
- ***Appoint Legislative Officer and Assistant Legislative Officer, form Legislative Committee***
- Prepare for meetings with General Assembly members
- Legislative Officer and Committee game plan for meetings with legislators
- November (post election)
- ***Chair and Legislative Officer meet with Governor***
- Meet with General Assembly members and Hold legislative forums
- December 20 meeting
- Review Governor's Proposed Budget
- ***Report on Bills filed, assigned Bill Numbers, and Patrons***
- ***Report on the meeting with the Governor***
- ***Legislative Committee secures recommends General Assembly Patrons***
- Plan for 2012 Conference at the General Assembly

## Involvement of Non-JLC Members in the JLC Process

- Timely submission/use of Position Papers and FAQ Sheets is the Key to participation
- Non-JLC members must have prior approval of the JLC
- Sponsoring and Co-sponsoring VSOs must control their members

## Maintaining JLC Unity

- VSO membership in the JLC is voluntary
- JLC cannot direct VSOs to conform with its position on its objectives
- By a VSO's membership in the JLC and initial support for JLC objectives, the VSO agrees to support the objectives
- It is not in the best interest of either the JLC or the VSO to break their relationship over one point of disagreement
- It is in the best interest of the JLC and VSO to make every effort to obtain a satisfactory solution to the matter quietly and informally
- The proper and tactful handling of the case is of prime importance
- Some form of mutual agreement should be the goal of both the JLC and the VSO

## Deliverables for next JLC Meeting

1. Work on Legislative Working Group Recommendation 6 (as it applies to the General Assembly): Maintain a bright, clear line between the JLC legislative objectives and other veteran-related legislation/budget. JLC works as a body to adopt a specific set of recommendations. The process takes a considerable period of time. Because of the JLC's deliberative process, the JLC is not set up to take a specific position on budget items or legislation not recommended by the JLC. However, the JLC can express a broad/general support for legislation/budget items that support Virginia veterans.
2. Guidelines for the Patron Selection Process

## **GUIDELINES FOR THE SELECTION AND APPOINTMENT OF SPONSORS OF LEGISLATIVE AND ADMINISTRATIVE OBJECTIVES**

- Sponsors (and Co-sponsors) should be members of the JLC.
- Sponsors must have approval of their VSO to be a sponsor and provide support.
- The sponsor for a legislative or administrative objective normally:
  - Originates the need for an objective;
  - Drafts the supporting Position Paper and FAQ Sheet;
  - Presents the objective to the JLC for acceptance;
  - Works with DVS to refine the objective;
  - Gathers co-sponsors as required.
  - Is available to see the objective accepted.
- The sponsor for a legislative objective performs the foregoing actions and:
  - Recommends a potential patron from each side of the isle for consideration;
  - Works with the selected patron to ensure the resulting legislation reflects the objective;
  - Is available with members of the sponsoring and co-sponsoring VSO(s) to appear before legislative committees and sub-committees in Richmond (i.e., should live in close proximity);
  - Coordinates obtaining co-patrons;
  - Assists with modifications to the legislation as may be required
- Sponsors must maintain constant contact with DVS appointed staff regarding progress, changes, problems encountered.
- A JLC member who cannot participate in the legislative process must find one with a VSO that can and is willing to accept the challenge.

## ATTACHMENT 10

### Veterans Remembered Flag

Information taken from <http://veteransrememberedflag.com> on November 8, 2011



#### Home Page

As we all know, there is our great American Flag and one celebrating each of the five branches of our great military - the Army, Navy, Marines, Coast Guard and Air Force - and even one that pays homage to our missing in action and prisoners of war. But where is the emblem or Flag to honor the largest contingency of military people, our Veterans, both living and deceased? We, the Sonoma Veterans Memorial Park Association, are trying very hard to rectify this omission. We have created a beautiful Flag to do just that. Please help us accomplish our goal by sharing this message with your relatives and friends as well as your state and national legislators.

Our web page is: "[veteransrememberedflag.com](http://veteransrememberedflag.com)".

Thank you,

James L. Parks, Honorary Chairman  
Sonoma Veterans Memorial Park Association

## **The Meaning of the Flag**

The Flag depicts the founding of our nation by the thirteen stars that emanate from the hoist to the large red star that represents our Nation and the five branches of our country's military that defend her.

The white star indicates the Veteran's dedication to service.

The blue star honors all who serve in the military in the past, present, and future.

The gold star memorializes those who fell defending our Nation.

The green field represents the hallowed ground where all rest eternally

**ATTACHMENT 11**  
**HOUSE JOINT RESOLUTION NO. 608**

*Commemorating Veterans Day on November 11, 2011, in Virginia with a moment of silence.*

Agreed to by the House of Delegates, January 21, 2011

Agreed to by the Senate, February 22, 2011

WHEREAS, Veterans Day, originally called Armistice Day, is a federal holiday observed on November 11 annually in the United States to honor all military personnel, living and dead, who served the country during times of peace and war, and commemorates the end of World War I; and

WHEREAS, Veterans Day was first observed on November 11, 1919, the anniversary of the end of the war in response to a proclamation issued by President Woodrow Wilson that expressed pride in the heroism of those who died during the war; and

WHEREAS, World War I, the "Great War," "the war to end all wars," began in August 1914, was centered in Europe and involved all of the world's great powers which had assembled in two opposing alliances, the Allies and the Central Powers; and

WHEREAS, although alliances, imperialism, militarism, and nationalism were long-term causal factors of the war, the assassination of Archduke Franz Ferdinand of Austria, the heir to the throne of Austria-Hungary, and his wife, on June 28, 1914, triggered the beginning of the war; and

WHEREAS, World War I was considered to be the first "modern" war, displaying effects never seen before in previous wars, and more than 70 million military personnel, including 60 million Europeans, were mobilized in one of the largest wars in history resulting in more than nine million combatants being killed, primarily because of great technological advances in firepower without corresponding advances in mobility; and

WHEREAS, the United States became involved in the war in April 1917, and the World War I Memorial and Centennial Act of 2009 states that "more than 4,000,000 American men and women served in uniform in the defense of liberty, among them two future presidents, Harry S. Truman and Dwight D. Eisenhower; two million Americans served overseas during the war, including 200,000 naval personnel; the United States suffered 375,000 casualties; and the events of 1914 through 1918 shaped the world, the United States, and the lives of millions of people in countless ways"; and

WHEREAS, the Armistice was signed on November 11, 1918, at 11:00 a.m., "the 11th hour of the 11th day of the 11th month," halting the fighting and hostilities between the Allied Nations and Germany, and the war ended officially with the signing of the Treaty of Versailles on June

28, 1919; and

WHEREAS, during the 1920s and 1930s, many states made Veterans Day a state holiday, and in 1938, Congress declared Armistice Day a federal holiday; and

WHEREAS, Armistice Day was renamed Veterans Day in 1954 to honor American veterans of World War II and the Korean War, and today veterans of all wars are honored on the holiday; and

WHEREAS, it is fitting and proper that the signing of the Armistice, signaling the end of World War I, "the Great War," be commemorated on Veterans Day, November 11, 2011, at 11:00 a.m., throughout the Commonwealth with a moment of silence to memorialize this historic event; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, That Veterans Day on November 11, 2011, in Virginia be commemorated with a moment of silence; and, be it

RESOLVED FURTHER, That the Governor be requested to call upon the citizens of the Commonwealth to observe November 11, 2011, at 11:00 a.m. with a moment of silence in respect for and to honor and remember the great sacrifices and contributions of the heroic men and women of the United States Armed Forces who valiantly served this nation and mankind during World War I and subsequent wars; and, be it

RESOLVED FINALLY, That the Clerk of the House of Delegates transmit a copy of this resolution to the Honorable Robert F. McDonnell, Governor of Virginia, requesting that he lead and encourage the people of the Commonwealth to pause for a moment of silence on November 11, 2011, at 11:00 a.m., and to the Director of the Virginia Department of Veterans Services, the Superintendent of Public Instruction, and the Executive Director of the State Council of Higher Education for Virginia, requesting that they further disseminate copies of this resolution to their respective constituents so that they may be apprised of the sense of the General Assembly of Virginia in this matter.