Joint Leadership Council of Veterans Service Organizations
DRAFT
Meeting Minutes
December 19, 2018

A meeting of the Joint Leadership Council of Veterans Service Organizations (the JLC) was held on December 19, 2018, at the Richmond Times-Dispatch Hanover Plant, 8460 Times Dispatch Blvd., Mechanicsville.

Members Present

- Tom Wozniak, Air Force Association
- Rick Oertel, American Legion
- John Cooper, AMVETS
- Michael Flanagan, Association of the United States Army
- Denice Williams, Disabled American Veterans
- Ken Shelton, Fifth Baptist Veterans' Ministry
- William Ashton, Fleet Reserve Association
- Lauren Augustine, Iraq & Afghanistan Veterans of America (IAVA)
- Tim Whitmore, Korean War Veterans Association
- John Clickener, Marine Corps League
- Frank Wickersham, Military Officers Association of America (MOAA)
- Jim Cuthbertson, Military Order of the Purple Heart
- William Barrett, Military Order of the World Wars
- Preston Curry, Paralyzed Veterans of America
- David Sitler, Reserve Officers Association
- Perry Taylor, Roanoke Valley Veterans Council
- Dan Boyer, Veterans of Foreign Wars
- Charles Montgomery, Vietnam Veterans of America
- Robert Barnette, Virginia Army/Air National Guard Enlisted Association
- Kevin Hoffman, Virginia National Guard Association
- Judy Reid, Women Marines Association
- Jim Icenhour, Chairman, Board of Veterans Services
- Jack Lanier, 2nd Vice Chairman, Veterans Services Foundation representing Frank Finelli, Chairman
- Commissioner John L. Newby II, Department of Veterans Services (DVS)

Alternate Members Present (representing their VSO)

- Mark Atchison, Military Order of the Purple Heart
- Rich Rinaldo, Legion of Valor

Members Absent

- Craig Cressman, Navy Mutual Aid Association
- Robert Herbert, Legion of Valor
- Glenn Rodriguez, Navy Seabee Veterans of America
- Jon Ostrowski, Non Commissioned Officers Association

Alternate Members Present (not representing their VSO)

- James Merchant, Air Force Association
- Rich Mansfield, AMVETS
- Robert Sempek, Association of the United States Army
- Jim Barrett, Marine Corps League
- Rich Anderson, MOAA

Commonwealth of Virginia Officials Present

- Steven Combs, DVS
- Carrie Ann Alford, DVS
- Beverly Van Tull, DVS
- Gen. Timothy Williams, The Adjutant General of the Virginia National Guard
- Gen. Walt Mercer (Ret.), Virginia National Guard
- Cassy Horn, Virginia National Guard
- James Perry, Virginia National Guard
- Mike Hayden, VADOC
- David Wingfield, VADOC
- Greg Escobar, DMV
- Karla Boughey, VSF

Others Present

- Maggie Wickersham, MOAA
- Herb Jones, VMAC member
- Abigail Motley, William & Mary

Items included in the Agenda Packet

Agenda
October 17, 2018 meeting minutes (Agenda Item V)
Reports (Agenda Item IV)

- Board of Veterans Services
- Veterans Services Foundation
- Virginia Military Advisory Council

2019 Meeting Schedule (Agenda Item VIIIa)
2019 Work Plan (Agenda Item VIIIb)
2019-2020 Appointed Officers (Agenda Item VIIIc)
2019 JLC at the General Assembly packet (Agenda Item VIIId)
The meeting agenda is included as *Attachment 1*.

Opening, Pledge of Allegiance, Invocation

Chairman Frank Wickersham, called the meeting to order at 10:03 a.m., and led the Council in the Pledge of Allegiance.

Chaplain L. T. "Tim" Whitmore delivered a short opening prayer.

Roll Call of VSOs, Quorum Determination, and Introduction of New VSO, Guests
The roll was called, and 21 of the 25 Veterans Service Organizations (VSOs) represented on the Joint Leadership Council of Veterans Service Organizations (the JLC) were recorded as being represented. A quorum was determined. Board of Veterans Services (BVS) Chairman Jim Icenhour; Mr. Jack Lanier, 2nd Vice Chairman of the Veterans Services Foundation (VSF) attending on behalf of Frank Finelli, Chairman; and DVS Commissioner John L. Newby II were recorded as present. One member arrived after the roll to bring the quorum to 22 of the 25 VSOs represented.

Chairman Wickersham asked the guests to introduce themselves. The names and organizations of the guests are recorded above. Chairman Wickersham welcomed them to the meeting.

Chairman Wickersham called on General Williams to say a few words. Gen. Williams thanked the JLC for all their hard work and the hard work they will do during Session and he is appreciative of all their efforts.

Approval of the Agenda
Mr. John Clickener made a **motion, seconded** by Mr. Mark Atchison, to approve the agenda. The motion carried **unanimously.** (*Attachment 1)*

Approval of the October 17, 2018 Meeting Minutes
Mr. John Clickener made a **motion, seconded** by Mr. John Cooper, to approve the minutes of the October 17, 2018 meeting. The motion carried **unanimously.**

Reports
Board of Veterans Services
Board of Veterans Services (BVS) Chairman Jim Icenhour gave the BVS report as listed in the attachment and gave an update that the three BVS working groups: one to study benefits, led by Carl Bedell, one to study veterans and the arts led by Julie Waters, and one to study education, led by Michael Dick were progressing. (*Attachment 2)*

Veterans Services Foundation
Veterans Services Foundation (VSF) 2nd Vice Chairman Jack Lanier gave the VSF report as listed in the attachment and mentioned that fundraising remains a top priority. (*Attachment 3)*

Virginia Military Advisory Council
Mr. Bill Barrett gave a report as listed in the attachment from the Virginia Military Advisory Council's November 14 meeting. He stated that it was held at the Virginia National Guard's new headquarters and Lt. Governor Justin Fairfax was in attendance. (*Attachment 4*)

Virginia War Memorial Board
There was no report as the Board has not met since September.

Report from DVS Commissioner John Newby
Commissioner Newby thanked the JLC for their continued support and for all the hard work they are about to do during Session. He shared powerpoint slides from the Eastern Virginia Medical

School (EVMS) and their "Arts for Optimal Health" program in partnership with DVS Virginia Veterans and Family Support (VVFS) Service Line. The presentation was distributed to the members via email after the meeting.

Overview of Governor Northam's 2019 Introduced Amendments to the Budget, and DVS Legislation

Ms. Alford briefed the JLC members on the veterans initiatives introduced by Governor Northam as amendments to the biennial budget, which was released on Tuesday, December 18th. DVS is pleased with the amendments as it will fill critical staffing shortages within the agency. The highlights included:

- **Benefits**: 5 new FTE & $500,000 = 4 new VSRs and 1 new claims specialist
- **VVFS:** 8 new FTE & $634,000 = 8 new Resource Specialists (RS)
- **VETE:** 4 new FTE and $460,692 = new regional VTAP coordinators in HR and NOVA, new SWVA V3/VTAP coordinator, and a new training coordinator
- 2ND Deputy Commissioner

Legislatively, DVS will work on three bills during session:

1. Clarify Code language about the Virginia War Memorial and Shrine of Memory and which names are honored on the Shrine of Memory. This amendment will distinguish between the Center and the Shrine in Code. With the new expansion project to be completed in FY20 this is a good time to update the Code.
2. Sunset the War Memorial Board and amend the Code Section for the War Memorial to shift that responsibility to the Board of Veterans Services. The enactment date will be January 1, 2020.
3. Amend Code section to add three additional seats: 1 senator, 1 delegate and 1 citizen member, and the chairman of the War Memorial Foundation Board as an ex officio member along with JLC and VSF.

Ms. Alford reviewed the JLC priorities and current tentative patrons. She encouraged the sponsors to reach out to the legislators they have been working with to confirm if bills will be filed and if not, to find new sponsors before the first day of Session on January 9.

Mr. Clickener asked about funding for the Virginia War Memorial and HR/headquarters staff since there has been so much expansion. Commissioner Newby responded that DVS needs more funding for both areas and that was not increased with these amendments to the budget. DVS will be working with the Governor's staff to increase these areas in the next biennial budget.

Mr. Barrett asked when is the deadline for the General Assembly to file legislation. Ms. Alford answered that she believes it is on January 9, opening day, but may be the next day. Last day to file budget amendments is that first Friday of session.

Mr. Ashton asked about how V3 companies find veterans and veterans find out about the companies and the jobs. There used to be a DOD database to access who was transitioning out and what their skills were. Commissioner Newby answered that the VTAP staff promote the V3 company job openings and DVS works with partners to engage veterans. Ms. Alford added that VTAP staff have office hours every week on several bases around Virginia, including Quantico,

Fort Lee, Fort Belvoir and others.

Mr. Kenney asked for a refresher on what the V3 is. Ms. Alford answered that the Virginia Values Veterans program is to train companies on the best practices to recruit, hire and retain veterans as employees.

The presentation was distributed to the members via email after the meeting.

Presentation from William & Mary MPP Student Project

Ms. Alford introduced Ms. Abigail Motley, one of the three students who worked on the project for DVS. They had been given the JLC policy paper 2018-03 on a veteran microloan program to research. The students presented a well-researched, thorough presentation with data and quantifiable evidence that the microloan program could be successful, of interest to veterans and the requested $1,000,000 appropriation per year would be sufficient with a few tweaks from the policy initiative presented by the JLC.

Mr. Clickener asked if the Small Business Association is going to partner with this for mentoring. Ms. Alford stated that the new Veteran Entrepreneurship Coordinator, Chris Carlton, is already building a list of mentors for veteran entrepreneurs and she would check to see if he has reached out to them.

Mr. Rinaldo asked why the Virginia Community College System was in the proposal instead of all the schools in Virginia. Ms. Alford said that Thomas Nelson Community College is already offering online classes that veteran entrepreneurs are taking advantage of and recommended to the project. Additionally, VCCS is very affordable for the veterans and a good use of GI Bill® benefits. Also, if a veteran then decides to go on for a BA in business or a MBA, they will have use of their GI Bill® benefits and DVS staff will assist them.

Ms. Augustine asked if veterans have a business degree if they will be allowed to waive the education regulation. Ms. Alford said yes, they can provide their transcripts and sign a waiver for that regulation alone – mentoring would still be mandatory.

The presentation was distributed to the members via email after the meeting.

New Business

The **2019 Meeting Schedule** of April 17, July 24, October 17 and December 18, was reviewed and Chairman Wickersham asked for a motion. Mr. John Clickner made a **motion, seconded** by Mr. Barrett to approve the 2019 meeting schedule. It was approved **unanimously**.

The **2019 Work Plan** was reviewed and Chairman Wickersham asked for a motion. Mr. John Clickner made a **motion, seconded** by Mr. Ashton to approve the 2019 work plan. It was approved **unanimously**. *(Attachment 5)*

The **Appointed Officers for 2019-2020** was reviewed and Chairman Wickersham asked for a motion. Mr. Dan Boyer made a **motion, seconded** by Mr. Cooper to approve the 2019-2020 Appointed Officers. It was approved **unanimously**. *(Attachment 6)*

Discussion of JLC Day, January 16, 2019
Chairman Wickersham asked Ms. Alford to speak about JLC Day. She reviewed the packet before the members and explained the advocacy day and draft itinerary for the new members. Members will gather at Meriweather's Café in the Sun Trust building at 0700, go over to the Pocahontas building for the General Assembly Military and Veterans Caucus meeting at 0800 and then go to their scheduled appointments. They will be escorted to the House and Senate Galleries for introductions at noon and reconvene in the Speaker's Conference room in the afternoon.

The JLC Day packet was distributed to all the members electronically after the meeting as well. *(Attachment 7)*

Other New Business and Open Discussion
Mr. Rich Rinaldo explained that the book in front of everyone was a gift from him. It is a book he wrote about those who have received the Legion of Valor honor and he wanted the JLC members and guests to have a copy as a holiday gift.

Public Comment
There was none.

Closing Remarks
Chairman Wickersham reminded the group that they are only as strong and influential as the work they put into their efforts. He encouraged them to show up strong in 2019 and participate in JLC Day and throughout the General Assembly Session.

Adjournment
There being no further business before the Council, the meeting adjourned at 11:34 p.m.

<u>ATTACHMENT 1</u>
Joint Leadership Council of Veterans Service Organizations
RTD Hannover Plant, 8460 Times Dispatch Blvd, Mechanicsville, VA
December 19, 2018
10:00 a.m. – 12:00 p.m.

DRAFT AGENDA

I. Opening & Pledge of Allegiance – *Frank Wickersham, JLC Chairman* (10:00 – 10:05)

II. Opening Prayer, *Tim Whitmore, JLC Chaplain* (10:05 – 10:10)

III. Roll call of VSOs, quorum determination, and introduction of guests – *Frank Wickersham, JLC Chairman* (10:10 – 10:15)

IV. Approval of Agenda, and approve October 17 meeting minutes – *Frank Wickersham, JLC Chairman* (10:15 – 10:20)

V. Reports (10:20 – 10:40)
   a. Board of Veterans Services (BVS) – *Jim Icenhour, BVS Chairman*
   b. Veterans Services Foundation (VSF) – *Frank Finelli, VSF Chairman*
   c. Virginia Military Advisory Council (VMAC), *Bill Barrett*
   d. Virginia War Memorial Board, *Marie Juliano*
   e. DVS Update, *John Newby, DVS Commissioner*

VI. Overview of Governor Northam's 2019 introduced budget amendments, DVS budget and legislation – *Carrie Ann Alford, Policy Director* (10:40 – 11:00)

VII. Report on veterans entrepreneurship and creating an ecosystem with microloans and education, *Carrie Ann Alford, Policy Director and William & Mary MPP students Abigail Motley, Chelsea West and Kendall Quirk* (11:00 – 11:20)

VIII. New Business (11:20 – 11:50)
   a. Approve 2019 Meeting Schedule– *Frank Wickersham, JLC Chairman*
   b. Approve 2019 Work Plan– *Frank Wickersham, JLC Chairman*
   c. Approve 2019-2020 Appointed Officers – *Frank Wickersham, JLC Chairman*
   d. JLC at the General Assembly 2019 – *Carrie Ann Alford, Policy Director* (10 minutes)
   e. Other New Business and Open Discussion – *Frank Wickersham, JLC Chairman* (10 minutes)

IX. Public comment period – *Frank Wickersham, JLC Chairman* (11:50 – 11:55)

X. Closing remarks – *Frank Wickersham, JLC Chairman* (11:55 – 12:00)

XI. Adjourn (12:00) Lunch to follow

ATTACHMENT 2

REPORT TO THE JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS (JLC)
December 19, 2018

The Board of Veterans Services (BVS) has met once since the October 17th meeting of the JLC. The BVS met last on November 15, 2018 at the DVS Office in Henrico, VA.

At our December meeting, we greeted new members Tammi Lambert and John Lesinski. We also regretfully accepted the resignation of board member Joana Garcia.

We received a report from Alan Gernhardt from the FOIA Council, and initial reports from our new working groups: Benefits, Education and Veterans and the Arts.

We clarified and updated our Bylaws regarding the terms of service of our Chair and Vice Chair. In the event the office of Chair or Vice-Chair is vacated prior to the scheduled completion of that officer's term of office, the person elected to serve the remainder of the term will only have that count as one term toward the two consecutive term limit if the vacancy is greater than 1 year.

The BVS consists of twenty-two members: fourteen citizen members, five legislators, and three *ex officio* members. Board members are in regular contact with the Department of Veterans Services to provide policy input on key operational issues.

Our next meeting will be on Thursday, May 2, 2019 at 10 a.m. at a place to be determined.

Respectfully submitted,

Jim Icenhour
Chairman

ATTACHMENT 3

VIRGINIA VETERANS SERVICES FOUNDATION REPORT
To The Joint Leadership Council of Veterans Service Organizations
December 19, 2018

The Veterans Services Foundation Board of Trustees has held one Board meeting since the last JLC meeting on October 17, 2018. The Veterans Services Foundation met on November 8, 2018 at the American Legion Department Headquarters in Richmond. The Development Committee and newly formed Procedures and Policies Committee also met on the same date and at the same location.

This was the first opportunity for the Procedures and Policies Committee to conduct a meeting. The committee members approved the proposed revisions to the Foundation's by-laws. The revised bylaws were then presented to and approved by the Board of Trustees. In addition, the committee began work updating the Foundation's Policies and the Memorandum of Understanding (MOU) with DVS. The Foundation Chair, Frank Finelli nominated, and the Board of Trustees approved, Tom Mulrine to serve as the Committee Chair and Jack Hilgers to serve as Vice Chair.

Fundraising will continue to be a top priority for the Foundation. All members of the board continue to work on the proposed fundraising plan implemented by the Development Committee. Each member has received informational marketing materials that can be used when contacting past donors and any potential donors. All are encouraged to set up VSF presentations with organizations in their area. The VSF has also made many commitments to host tables at upcoming events throughout the Commonwealth, when we can engage and provide marketing material to potential donors.

The Foundation closed the first quarter of FY19 with a total of $49,800.12 in donations and expenditures at $218,321.85. In an income/expenditure comparison, spanning from 2015 to 2018, the report showed that donations continue to fluctuate; however expenses supporting the Department of Veterans Services (DVS) programs continue to increase. Therefore, the VSF has the immediate need for successful fundraising to boost overall donations so that programs for assisting our Virginia veterans and their families can be expanded. The Chair made a detailed presentation to the Board on the Foundation's fundraising priorities for FY19. To increase funding to sustain the rate of expenses, the foundation will need to collaborate with the Department of Veterans Services to identify key donor relationships in regions across the Commonwealth.

The next Veterans Services Foundation Board of Trustees meeting is scheduled for Thursday, March 28, 2019 at the National Museum of the Marine Corps, 18900 Jefferson Davis Highway, Triangle, VA.

Respectfully Submitted,
Frank Finelli
Chairman
Veterans Services Foundation

ATTACHMENT 4

VMAC Meeting 11/14/18

- Secretary Hopkins opened the meeting by recognizing Major General Timothy P. Williams, The Adjutant General of the Commonwealth of Virginia and thanked him for hosting this month's Virginia Military Advisory Council (VMAC) which was held at the newly constructed Virginia National Guard Headquarters, 8000 Jefferson Davis Highway, Richmond, Virginia.
- The Secretary also took time to recognize the Lieutenant Governor, Honorable Justin E. Fairfax who brought greetings on behalf of the Governor and expressed his appreciation on behalf of the Governor for the support, contributions and success of the VMAC.
    - An update was provided on the NDAA and the need for Installation Commanders to provide their input to the SWAP revalidation and economic analysis which is tied to each installation commander's mission and budget.
    - The Sentinel Landscape for Virginia presentation was postponed until the next the VMAC. Michael Coleman who was scheduled to brief was called away unexpectedly.
    - Based on the feedback from the installation commanders, Secretary Hopkins built in to the schedule a networking break to allow commanders to engage amongst themselves in order to get to know one another better.
    - During the second half of the meeting Commissioner John Newby, Department of Veteran Services provided an update on the Virginia Transition Alliance. Based on the Governor and Secretary's desire to keep Virginia the most veteran friendly state the Department of Veteran Services has initiated numerous programs to assist veterans in finding jobs, increasing their skills and furthering their education.
- The Secretary provided each commander an opportunity during the roundtable discussion to address their issues, then the Secretary made a few closing comments and the meeting was adjourned at 1600 hrs.
- A tour of the new Virginia National Guard Headquarters was conducted by MG Williams following the formal part of the meeting.

William Barrett Jr.
JLC Rep to VMAC

ATTACHMENT 5

JLC 2019 Work Plan

2019 General Assembly (January 9 – February 23):

◎ Advocate for 2019 JLC Initiatives & Promote role of JLC

◎ Legislative Committee and Policy Paper Sponsors work with legislative patrons

◎ Goal: Every JLC Members meets with ***at least*** 2 Senators ***and*** 2 Delegates

◎ **Attend JLC Day on January 16, 2019** and join the Virginia National Guard at their Reception that evening.

Spring Meeting:

◎ Review 2019 General Assembly actions, including: legislation, budget and Veto Session

◎ Conduct an initial review of the current status of 2019 JLC initiatives not enacted

◎ Initial discussion of potential 2020 JLC Initiatives

◎ Report of the Constitution and By-Laws Review Committee (annual review)

◎ Nominating Committee requests candidates for Chair & Vice Chair declare intention to run

April – June

◎ JLC members submit potential initiatives, with draft papers preferably in JLC format.

◎ JLC Chairman & Legislative Committee review proposals submitted and pass to DVS Policy Director for review.

◎ Legislative Committee and DVS provides feedback/guidance to drafters.

30 DAYS OUT FROM SUMMER MTG:

◎ JLC Chairman distributes potential 2020 JLC Initiatives to members for review.

⚜ JLC members share potential 2020 JLC Initiatives with their VSO leadership and membership to solicit feedback, comments, additional ideas, etc.

Summer Meeting:

◎ Sponsors of each potential 2020 JLC Initiative present to JLC. Each initiative is voted on to either continue forward or be rejected for 2020.

◎ JLC members submit any additional potential 2020 JLC Initiatives – or concepts for initiatives based on state/national conferences, with a projected date of completion.

◎ Position papers offered by DVS or DMA or otherwise without a sponsor will be presented by the Legislative Committee chair and sponsors for each propose legislative initiative will be requested at the meeting

◎ Elect JLC Chair and Vice Chair

August – October:

◎ Position papers distributed to JLC members for distribution to their VSO leadership and others in their VSO to solicit feedback, comment, additional ideas, etc.

◎ DVS Policy Director works with sponsors on technical review.

◎ JLC Legislative Officer reviews and approves position papers.

◎ JLC Chairman reviews and approves positions papers.

30 DAYS OUT FROM FALL MTG:

◎ All approved draft positions papers forwarded to JLC Members for final review.

FALL Meeting:

◎ Review all proposed 2020 JLC Initiatives

◎ Adopt and prioritize 2020 JLC Initiatives

◎ Call for JLC members to serve as an Appointed Officer (approved by the Council at the December meeting)

Day after Fall Meeting:

◎ Adopted Position papers distributed to JLC members for distribution to their VSO leadership.

◎ Adopted Position papers sent to Secretary of Veterans and Defense Affairs and Governor.

◎ Post position papers on JLC website

November & December:

◎ Hold VSO legislative forums; Participate in legislators' forums/town halls

◎ Sponsors find and confirm patrons/co-patrons for initiatives, and meet with Executive and Legislative branch members

December Meeting:
Scheduled depending on the release date of the Governor's introduced budget

◎ Review Governor's Proposed Budget

◎ Receive DVS Agency proposed budget & legislation

◎ Review and approve any additional 2020 Initiatives that were not voted on in October

◎ Review list of approved General Assembly Patrons

◎ Adopt 2020 Meeting Schedule

◎ Adopt 2020 Work Plan

◎ Approve JLC Appointed Officers for 2020-2021

ATTACHMENT 6

JLC ELECTED OFFICERS: 2019-2020

- Chairman: Frank G. Wickersham, III
- Vice Chairman: Perry "Ace" Taylor

JLC APPOINTED OFFICERS: 2019-2020

- Legislative Officer: John Clickener
  - Assistant Legislative Officers: Dave Sitler, Rich Anderson (A)
- Chaplain: Denice Williams
- Constitution & By-Laws Committee
  - Chairman: Tom Wozniak
  - Members: Ace Taylor, Fallon Martin (A)
- Nominating Committee
  - Chairman: Dan Boyer,
  - Members: Judy Reid, Bob Sempek (A)
- JLC Rep to the Virginia Military Advisory Council (VMAC)
  - Primary: Chair
  - Alternate: Craig Cressman
- JLC Rep to the State Board of Elections (SBE)
  - Primary: MOAA
- JLC Rep to Board of Veteran Services (BVS)
  - Primary: Chair
  - Alternate: Rick Oertel
- JLC Rep to Veterans Services Foundation (VSF)
  - Primary: Chair
  - Alternate: Vice Chair
- JLC Rep to the Virginia War Memorial Board (VWMB)
  - Primary: Chair
  - Alternate: Marie Juliano (A)
- JLC Reps to Veterans Treatment Dockets
  - Hampton Roads: John Cooper, Rich Mansfield (A)
  - NOVA: Lauren Augustine, Rich Anderson (A)
  - Spotsylvania/Central VA: Bill Ashton
- Select Committee to Assist the DVS Women Veterans Program Manager:
  - Marie Juliano (JLC), Lyla Kohistany (BVS)
- Select Committee to Assist the DVS Veteran Entrepreneurship Ecosystem Coordinator:
  - Lauren Augustine (JLC), Nick Kesler (BVS)

ATTACHMENT 7

JLC DAY PACKET

JLC DAY AT THE GENERAL ASSEMBLY
JANUARY 16, 2019

Sign Up Sheet

Return to Carrie Ann Alford No Later Than January 4th

- **I will attend JLC Day on January 16, 2019 ☐ Y ☐ N**

Name _____ VSO _____

- -

If Attending:

Is your Alternate attending with you? ☐ Y ☐ N If yes, Name: _____

Names & Affiliations of other members of your VSO attending with you:

1.

2.

Please remember that the offices in the new GAB are small – please have a group no larger than 3 to be respectful of the spaces.

My Delegate: _____ My Senator: _____

Will visit: ☐ Y ☐ N Will visit: ☐ Y ☐ N

Other Legislators I have made appointments to visit:

_____ _____

_____ _____

☐ I will make the appointments myself
☐ I would like Carrie Ann's assistance in making the appointment(s)

After the morning session, I would like to visit (check only one):
☐ House Gallery
☐ Senate Gallery
☐ Neither

☐ I will stay for the afternoon

☐ I will stay for the National Guard reception in the evening at the Library of Virginia

- **Questions?** Call or email **Carrie Ann Alford**
email: carrieann.alford@dvs.virginia.gov
phone: 804-316-4754 (cell) or 804-225-4716 (desk)

JLC DAY AT THE GENERAL ASSEMBLY
JANUARY 16, 2019

Guidelines for JLC Members & Other Participants

Goals:

- Increase visibility and credibility of JLC and its role as advocate for Virginia's veterans, military and Guard, and their families.
- Educate the new legislators on the mission of JLC
- Promote and build support for the 2019 JLC policy initiatives
- Promote DVS – its programs and services
- Show support for the Secretary of Veterans and Defense Affairs and his initiatives
- Show support for the Adjutant General of the National Guard and his initiatives
- Show appreciation for the Executive and Legislative branches
- Continue to build strong relationships with our local Delegates and Senators!

Protocol:

- This is not a meeting. Participation is part of JLC membership but not mandatory
- Do take meetings with the Legislative Aide (LA) if offered because the legislator is not available.
- Do bring the Summary Matrix and direct attention to the URL at the top where the legislator or aide can look up all the papers electronically on your website! (Saving Trees!)
- Do not ask questions about other legislation – even if it relates to veterans
- Do not offer personal opinions when legislators ask you questions about JLC policy initiatives or other veteran, military or guard bills
- Respect the time allocated to you when meeting with legislators or their aides – they are on a tight schedule, as are we – you should have made multiple appointments!

Protocol When Meeting with Legislators:

- You are there representing the JLC – not yourself/VSO/political affiliation/etc.
- Advocate only for the 7 2019 JLC policy initiatives
- Have copies of the initiatives and distribute for each office you visit
- Be specific in your answers, referring the person back to the policy paper
- If you do not know the answer to a question do not speculate! Write the question down and give it to Carrie Ann before the end of the day so she can respond to the legislator
- If the legislator or LA asks you non-JLC questions, feel free to answer IF you know the answer – if not, see above.

- **Questions?** Call or email **Carrie Ann Alford**

email: carrieann.alford@dvs.virginia.gov
phone: 804-316-4754 (cell) or 804-225-4716 (desk)

JLC DAY AT THE GENERAL ASSEMBLY
JANUARY 16, 2019

DRAFT ITINERARY

Time	Event
0700 – 0740	Arrival & Check-in at Meriweathers on the 3rd Floor of the SunTrust Building
0740 – 0755	Walk across the street to the GAB, get through security and up to the committee room for the General Assembly Military & Veterans Caucus
0800 – 0850	General Assembly Military & Veterans Caucus meeting Senator Reeves & Delegate Freitas, co-chairs
0900 – 1115	Visit Members/Legislative Assistants in their offices
1115	Members going to the Galleries meet at E521 (Senator Reeves office) to walk over to Capitol as a Group, escorted by Carrie Ann Alford, Chris Snider, Mark Snesavage *and Gina Stuafenberg*
1130	Gallery Attendees seated in their respective galleries, GAMVC co-chairs will introduce each group in their respective chambers. Members are free to sit and watch the proceedings
~ 1230	***Lunch – on your own***
1400	Reconvene in Speaker's Conference room on 6th Floor – Carrie Ann and Rick Oertel will be by the elevators to direct members to the room
1415 – 1530	Greetings from *Speaker Cox, Secretary Hopkins, General Williams, Senate Minority Leader Sen. Dick Saslaw, House Minority Leader Del. Eileen Filler-Corn, Debby Burroughs (Senator Kaine), Katie Pillis (Senator Warner)* *(all afternoon speakers are tentative based on events of the General Assembly)*
1700 – 1900	Virginia National Guard Reception, Library of Virginia

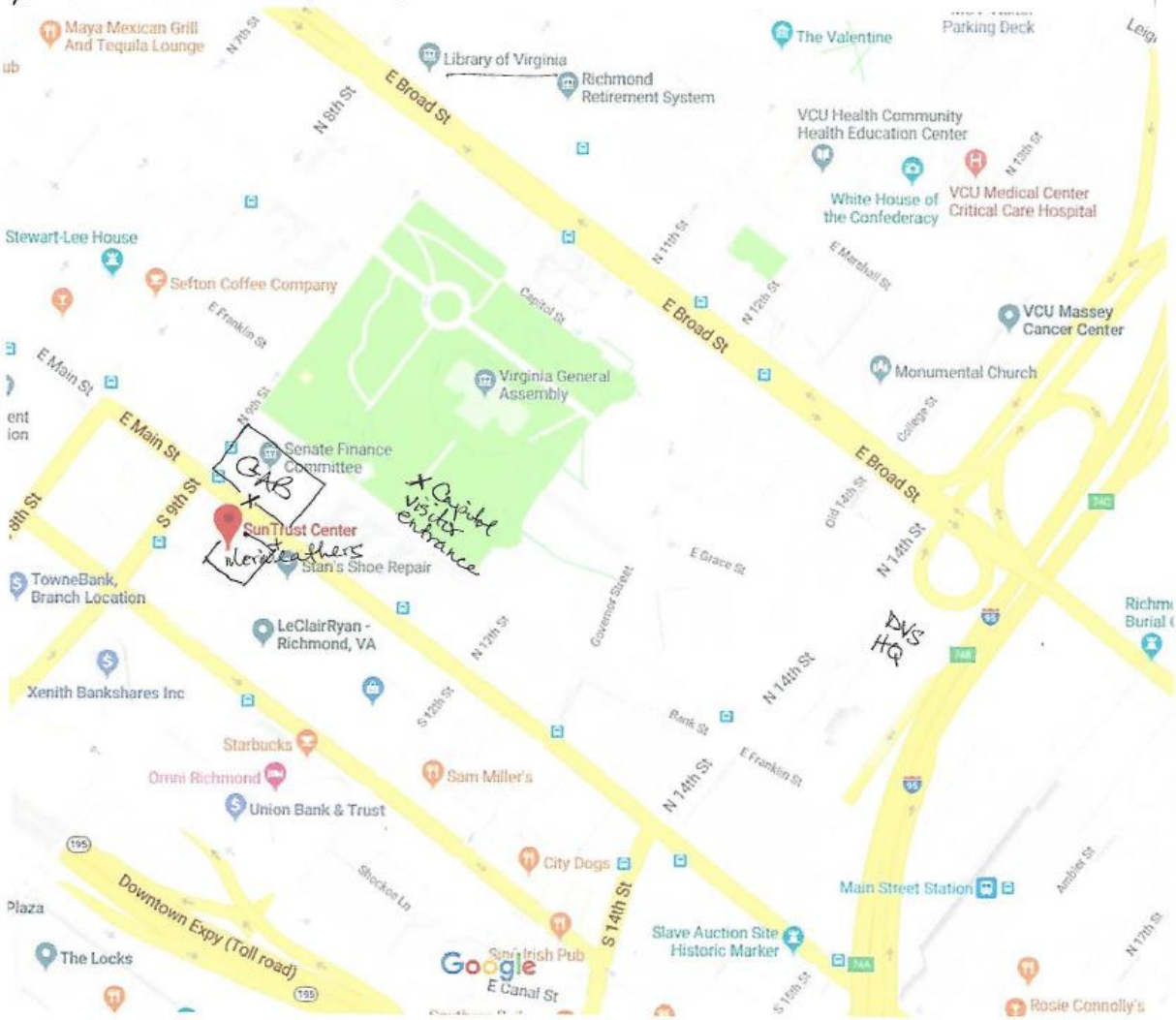
* Visit Legislative Assistants in their offices in the afternoon as well!
You have two blocks of time: 1300-1400; 1530 – 1700

** There may be committee meetings that afternoon taking up veterans legislation – Carrie Ann will not have that information until the day before.

JLC DAY AT THE GENERAL ASSEMBLY

JANUARY 16, 2019

Parking: Parking is horrible around Capitol Square. Please carpool if possible! Check out **Spot Hero** for prepaid discounted parking https://spothero.com/richmond-parking

SunTrust Center

X = visitor entrance to GAB