

# VAB Agenda – 5/13/2021

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- (info) I. Call to Order/Invocation/Roll Call
- (action) II. Approval of April 8, 2021, minutes
- (info) III. Board Member Handbook
- (info) IV. Committee Reports – Appeals/Policies
- (info) V. March 2021 Contractor & Fund reports
- (info) VI. Veterans Assistance Center update
- (info) VII. Old and New Business
- (info) IX. Open Forum



# Agenda Item I. Call to Order/Invocation/Roll Call

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# Agenda Item II. Approval of April 8 minutes

**Approval March 11, 2021, Meeting Minutes: Motion made to approve, motion seconded, March 2021, minutes approved as written.**

## **Women Veterans Information**

Elizabeth Estabrooks, Acting Executive Director for the US Dept. of Veteran Affairs Center for Women Veterans. The CWV was created by Congress in 1994 to recognize women Veterans and provide equitable services to women Veterans. The CWV provides outreach, information advocacy, research, performance management, and accountability.

A 2016 survey of women Veterans yielded 74% stated the public does not recognize their service. In 2018, 9.7% of Veterans were women, by 2030 it is projected to be 13.5% and by 2045, 25% of the Veterans serving in the military will be women Veterans. Currently, women make-up 15% of all active-duty forces with 18% of the National Guard/Reserves being women and 20% of all new recruits being women. In addition, right now, women of color are enlisting at a greater rate than men of color. The CWV holds monthly meetings the first Wednesday of each month for those interested in joining the meeting.

## **February 2021 Contractor Reports & Fund Report**

The fund assisted 22 Veteran households in March with \$14,727 in assistance provided. The Veterans Assistance Center saw 126 Veteran visits for essentials and food. Volunteers provided 254 hours for a value of \$6,284. The Free Clinic billed \$879. The fund balance at the end of March was \$709,814.

## **Veterans Assistance Center (VAC) Update**

- CCVAC is now open until 3:00 PM during the week.
- CCVAC has new housing program funded in part by State dollars and half with Federal CARES Act dollars. The program is for Veteran households at or below 50% AMI who have been directly or indirectly affected by Covid. Funds can provide up to 12-months of rental assistance, regardless of Veteran discharge status. This program is **only** for renters; this will not assist with mortgages.
- The partnership between CCVAC and TMG on Operation Home Rescue is now up and running! This program is for Veterans over 55 who own their home and need minor improvements such as landscaping, clean up, or accessibility modifications. Households must also be at or below 80% AMI. The application can be found online or by calling the office.
- The online auction ends April 10<sup>th</sup>; check it out.

## **New Business**

Sam emailed members information on public disclosure. Each January, this information will be provided to members through email, as a reminder. The topic will be added to the agenda for next month to discuss whether to incorporate it into the Bylaws.

## **Open Forum**

- Reminder that the VA is open to **all** Veterans, regardless of eligibility, including their spouses and caregivers so they may obtain Covid vaccines. There is a large vaccine event coming up at Mark Morris High School in Cowlitz County next weekend. Sam will send the information to the group.



# Agenda Item III. Board Member Handbook

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## THE ROLE OF A BOARD MEMBER AND RESOURCES AVAILABLE

- **Citizen Participation through Boards and Commissions:** Clark County's boards are fundamental to getting citizen guidance, being innovative and responsive, and improving county services.
- **Veterans Advisory Board (VAB):** Serve as advisers on Veterans issues to Clark County, which is responsible for administering Veteran assistance.
- **The Advisory Role:** Members provide an important link between the public and agencies, and the Clark County Council.
- **VAB members:**
  - Interpret and communicate community opinions, attitudes, and needs to Clark County.
  - Study programs and services, analyze issues and needs.
  - Recommend changes in programs, policies, and standards.
  - Provide the public with information on county policies, programs, and budgets.



# Agenda Item III. Board Member Handbook

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## THE ROLE OF A BOARD MEMBER AND RESOURCES AVAILABLE

- **About Policy Making:** Members should be knowledgeable about board policies and changes. Policy is a written guidance for an organization's intent and direction. Should be reviewed periodically.
- **Being an Effective Board Member:** Board members are in a critical position to shape and influence board decisions and actions. Effective board members:
  - Attend all board meetings, prepared for meeting.
  - Recognize that serving the public interest is the top priority.
  - Recognize that the board must operate in an open and public manner.
  - Are knowledgeable about the issues affecting the board.
  - Examine all available evidence before making a judgment.
  - Communicate well and participate in group discussions.
  - Are aware that authority to act is granted to the board as a whole, not to individual members.
  - Exhibit a willingness to work with the group in making decisions.
  - Recognize that compromise may be necessary to reach consensus.
  - Do not let personal feelings interfere with their judgment.



# Agenda Item III. Board Member Handbook

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## THE ROLE OF A BOARD MEMBER AND RESOURCES AVAILABLE

- **Resignations.** A letter of resignation should be sent.
- **Staff Functions.** Board staff carry out policies and programs developed by the board. They arrange meetings, prepare meeting materials, and provide information as needed. Staff also serve as a liaison to other boards, county attorney, council and public. Board members should freely ask staff for help.
- **Legal Counsel.** The County Attorney serves Clark County's council, staff, and boards. The attorney legally advises and represents the county, and can help with:
  - Assurance that board decisions and actions fall within statutory authority.
  - Questions about conflict of interest.
  - Review of proposed regulations and revisions, and the drafting of such documents.
  - General legal advice about board actions and activities.



# Agenda Item III. Board Member Handbook

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## LAWS AFFECTING BOARD ACTIVITIES

### Restrictions and Requirements:

- Board's governing statutes and bylaws, as well as state and federal laws.
- No member may make unilateral decisions or speak for the board without consent of the board.
- Board members must keep in mind that their mission is to serve the public.
- Members are restricted from accepting gifts/favors.
- Information discussed in closed executive sessions should not be disclosed.



# Agenda Item III. Board Member Handbook

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## LAWS AFFECTING BOARD ACTIVITIES

### Open Public Meetings Act:

- **Notification of Meetings.** OPMA requires all VAB meetings be open to the public, and public must be notified of meetings in a timely manner.
- **Public Disclosure.** Minutes must be recorded and made available.
- **Accessibility Requirements.** Meetings must be wheelchair accessible. Public notices state ADA assistance will be provided with advance notice. Reasonable modifications should be made to policies or procedures if needed.
- **Additional ADA Support:**
  - Regularly inform people about ADA protections
  - Evaluate policies or practices and modify if needed for ADA
  - Identify barriers that limit accessibility to services or activities. Describe methods and timeframe for eliminating barriers if found.





# Agenda Item III. Board Member Handbook

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## LAWS AFFECTING BOARD ACTIVITIES

- **Ethics and the Appearance of Fairness:** Board member uphold high ethical standards. It is extremely important to avoid conflicts of interest or even the appearance. Using a public position for private gain is improper and illegal. Similarly, actions benefiting close relatives are prohibited. There are penalties for violations of state ethics statutes.
- The following are examples of conflicts of interest:
  - Directing contracts to a business in which you have a financial interest.
  - Using confidential information for private investments.
  - Accepting gifts or favors in exchange for rulings or making certain purchases.
  - Obtaining personal favors from employees.
  - Accepting favors for disclosure of confidential information.
  - Engaging in outside employment which assists non-governmental entities in quests for business.
- Additional information on the state ethics law at [www.ethics.wa.gov/](http://www.ethics.wa.gov/).



# Agenda Item III. Board Member Handbook

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## BOARD TRANSACTIONS

- **Bylaws:** The guidelines by which a board functions. Bylaws may not be changed without prior notice and formal vote by a majority of members. Addresses issues such as attendance, responsibilities and discipline and define a quorum.
- **The Chair and Voting:** The Chair may vote just as any other member. A chair has only one vote and may not vote as a member of the board and as a presiding officer.
  - Voting by secret ballot is prohibited by open meetings law.
- **Public Disclosure:** The county is required to have available public records, such as rules and policy, and other records, written or electronic, pertaining to board business. Exemptions are limited.
  - Records relating to the conduct of official business are subject to disclosure even if they are on a personal computer.
  - Records regarding advisory board business must be retained for six years.
  - For additional information on disclosure requirements and exemptions from disclosure, refer to Chapter 42.56 RCW or consult with the County Attorney.



# Agenda Item III. Board Member Handbook

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## BOARD TRANSACTIONS

- **Lobbying:** attempting to influence the passage or defeat of legislation, or any rule, standard, rate, etc.
  - VAB members do not lobby. Clark County has a lobbyist who takes direction from the Clark County Council.
- **Prohibition on Elections or Ballot Measures Using Public Resources.** Cannot use public facilities to assist a campaign or ballot proposition.
- **The News Media:** The county's PIO can assist with press releases or social media notices.



# Agenda Item IV. Committee Reports

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## Appeals

- 2 denials in March, no appeals

## Policies and Procedures



# Agenda Item V. March Contractor & Fund Reports

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## • **CCVAC**

- 29 Veterans served in March, services totaling \$32,132.49
- 3 Veterans assisted to exit homelessness year to date
- 32 men, 4 women Veterans
- 152 visits to the center for essentials and food, 132 meals served
- 302 Volunteer hours, totaling \$7,469 value

## • **Free Clinic**

- Two Veterans – exams, x-rays and extractions performed
  - Estimated value: \$387, billed: \$710

## • **VSO**

- First quarter: 690 claims, 86% approved, VA payments of \$645,533

## • **Fund**

- Revenue: \$63,387. Expenses: \$74,226. Balance: \$699,420



# Agenda Item VI. CCVAC updates



## VETERAN'S AFFAIRS POP-UP COVID-19 VACCINE CLINIC

- WHERE:** CLARK COUNTY VETERANS ASSISTANCE CENTER  
1305 COLUMBIA STREET, VANCOUVER WA 98660
- WHEN:** WEDNESDAY, MAY 26TH FROM 9AM TO 1PM  
WEDNESDAY, JUNE 2ND FROM 9AM TO 1PM
- WHAT:** JANSSEN COVID-19 VACCINE TO PREVENT CORONAVIRUS DISEASE.  
A SINGLE DOSE VACCINE
- WHO:** ALL VETERANS, THEIR SPOUSES AND THEIR CAREGIVERS 18YEARS  
OF AGE AND OLDER! PLEASE BRING YOUR ID CARD FOR VERIFICATION!

**ANY TYPE OF DISCHARGE WELCOME!**

FOR MORE INFORMATION PLEASE CONTACT THE CLARK COUNTY  
VETERAN'S ASSISTANCE CENTER  
PHONE: 360-693-7030 EMAIL: [VETFUND@CCVAC.NET](mailto:VETFUND@CCVAC.NET)



# Agenda Items VII. – X.

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- **Old Business**
- **New Business**
- **Open Forum**

## CMAC Memorial Day Observance

Car wash fundraiser May 15<sup>th</sup>, Saturday, from 0800-1700 at Fox's Car Wash/Fuel Station on Highway 99 (next to U Haul). Please pass the word and come on out and get your car washed and waxed and looking good!

Ron Brandon  
Life Member Vietnam Vets Marine Corp League &  
Chair Person, Fund Raising Committee

- **Adjourn**

***Next meeting: June 10, 2021***

