

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 6/8/21 **Approx. Start Time:** 1:30 PM **Approx. Length:** 30 min

Presentation Title: Veterans Advisory Council Update

Department: Health, Housing & Human Services (H3S)/Social Services Division

Presenters: Rod Cook, Interim Director H3S

Other Invitees: Brenda Durbin, Social Services Director

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

H3S is requesting that the Board of County Commissioners approve the Veterans Advisory Council (VAC) proposal to address specific recommendations brought forth by County Administrator Schmidt.

EXECUTIVE SUMMARY:

On March 30, 2021, County Administrator Schmidt submitted to the BCC and Interim H3S Director Rod Cook a list of recommendations on next steps specific to the Veterans Advisory Council. Next steps included actions that the VAC would address as well as county staff. The timeline included reporting back to the Board of County Commissioners in June 2021 with a status update and/or completion of the various tasks.

In response to the recommendations from County Administrator Schmidt, the VAC formed a VAC Investigation Response sub-committee to address the various items identified for them to complete. On May 27th, the Clackamas County Veterans Advisory Council met to review the recommendations from the VAC Investigation Response sub-committee.

Highlights from the Proposed Plan:

- Prepare an updated work plan and goals for next year. This includes measurable metrics and timelines. Plan to be completed by July 31, 2021.
- Online opportunities to support Veterans goals and priorities within both Clackamas County and the H3S Department's Performance Clackamas priorities and results. Plan to be completed by July 31, 2021.
- Bylaws were updated including a review of membership and membership requirements for the VAC. Proposed/DRAFT Bylaws completed. *These will go back to the VAC for approval. We are not asking for approval by the BCC at this policy session*
- Recommendations on how to better engage with the Board of County Commissioners. Completed.
- Revision of the VAC mission/purpose statement. Completed.
- Recommendations for better engagement with external Veterans community, National Guard and Camp Withycombe. Completed.
- Sponsor and/or identify Veterans events in the community for the Board of County Commissioners and staff to engage in. Plan to be completed by July 31, 2021.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? \$829,016

What is the funding source? County General Fund and Oregon Department of Veterans Affairs

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department’s Strategic Business Plan goals?
 - Efficient & effective services
 - Individuals and families in need are healthy and safe

- How does this item align with the County’s Performance Clackamas goals?
 - Ensure safe, healthy and secure communities
 - Build a strong infrastructure
 - Grow a vibrant economy
 - Build public trust through good government

LEGAL/POLICY REQUIREMENTS:

None

PUBLIC/GOVERNMENTAL PARTICIPATION:

None

OPTIONS:

Approval of the proposed plan as submitted by the Clackamas County Veterans Advisory Council

RECOMMENDATION:

On behalf of the Clackamas County Veterans Advisory Council, H3S is requesting approval of the proposed plan in an effort to build stronger connections between H3S, BCC, VAC and the United States veterans living and working in Clackamas County along with their families and dependents.

ATTACHMENTS:

VAC Response to County administrator Investigation
Proposed VAC Bylaws Revision 6.1.2021

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval ___Rodney A Cook-approved; _____

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Rod Cook at 503-650-5677

March 30, 2021

Email from County Administrator Gary Schmidt to Clackamas County Board of Commissioners:

Here are my recommendations on the next steps for the Veterans Advisory Council that you approved today.

The Veterans Advisory Council (VAC) will:

- Prepare an updated work plan and goals for the next year, which will include projects the Council will directly participate in. This will include measurable metrics with timelines.
- Outline opportunities to support Veterans goals and priorities within both the Clackamas County and Health, Housing and Human Services Department's Performance Clackamas priorities and results.
- Review the VAC bylaws and suggest revisions or updates, including a review of the membership and membership requirements for the VAC.
- Offer ways to better engage with the Board of County Commissioners.
- Consider revising the VAC mission/purpose statement.
- Offer ways to better engage with and coordinate with the external Veterans community, National Guard and Camp Withycombe.
- Sponsor/identify Veterans events in the community for the BCC and staff to engage in.

County staff will:

- Support the VAC in the requests above.
- Determine which county department/division would best support the work of the VAC.

Timeline:

- The VAC will report back to the Board of County Commissioners in June 2021 with a status update and/or completion of these tasks.

On May 27, 2021, the Clackamas County Veterans Advisory Council met to review the recommendations from the Ad Hoc Committee that was created to draft a response to the suggestions posed by County Administrator Gary Schmidt. *Please note that this report includes minor wording and formatting changes made by H3S staff after the VAC vote on May 27th. None of these changes significantly modifies the content of the report that was approved by the VAC.*

The Clackamas County Veterans Advisory Council (VAC) wishes to bring before County Administrator Gary Schmidt (H3S) and the Board of County Commissioners (BCC) a formal response to the above stated recommendations that were presented to the VAC on March 20, 2021. The VAC requests a thorough analysis and approval of the proposed plan in an effort to build a stronger connection between H3S, BCC, VAC and United States veterans living and working in Clackamas County along with their families and dependents.

Upon receiving the above recommendations, the Council formed a VAC Investigation Response sub-committee. Council Chairperson Tracy Bogard appointed Casey Curry as the VAC Investigation Response sub-committee Chairperson. The sub-committee drafted this preliminary report, which was approved by the full Veterans Advisory Council on May 27, 2021.

The Veterans Advisory Council (VAC) proposal:

Prepare an updated work plan and goals for the next year, which will include projects the Council will directly participate in. This will include measurable metrics with timelines.

Several years ago, the VAC identified several areas of interest to veterans. These areas are: Education, Housing, Employment, Family Support, and Mental Health/Suicide Prevention. In the subsequent years, VAC meetings focus on these areas, bringing information and resources to VAC members and the Council liaison. The VAC Dashboard was created to capture key data points related to these issues so that the VAC can track progress over time.

Annually, in July, the VAC reviews the areas of interests and develops a workplan for the coming year. The VAC proposes to continue the current timing of completing the annual workplan, and will bring the draft annual workplan before the Board for approval in August of 2021. All activities will be completed by July 31st of each year.

VAC intends to include the following activities in the workplan for FY 21/22.

1. Create a survey that will be distributed on an annual basis for local veterans to identify issues of concern and establish priority areas of focus for the VAC workplan. This work is still in its formative stage, but survey items may address:
 - Impacts of COVID-19
 - Assistance needed on an individual level
 - Opinions about need and priorities for veterans and their families in the local community
 - Interest in connecting with a Clackamas County Veteran Service Officer
 - Knowledge of veterans in need
2. Ongoing engagement with Veteran Service Officers to receive updates on systems trends including:
 - Service navigation barriers; what do local veterans need to avoid falling through the cracks
 - Barriers to transition for returning veterans and how to expedite benefits to this population
3. Regular reports from key stakeholder organizations which interface with veterans on the topics of mental health and addiction, employment, homelessness, housing and education.
4. Coordination with PGA to create a comprehensive outreach strategy to inform Clackamas County veterans about the County Veterans Service Office and to promote community engagement events as described below.

Outline opportunities to support Veterans goals and priorities within both the Clackamas County and Health, Housing and Human Services Department's Performance Clackamas priorities and results.

The VAC Investigation Response sub-committee reviewed the Performance Clackamas goals and has identified the following opportunities to support the County and Health, Housing and Human Services goals.

- **Build a Strong Infrastructure:**
 - Work towards Built for Zero and ending veteran homelessness in Clackamas County.

- **Grow a Vibrant Economy:**
 - Engage with JOBS Plus, Clackamas County Veterans Employment Program, Oregon Employment Department and Worksource Oregon; with a strong focus on getting veterans back in the workforce.

- **Ensure Safe, Healthy and Secure Communities:**
 - Grow partnerships with CareOregon and Clackamas County Behavioral Health to identify mental health providers who are trained in military culture and available to work with veterans.
 - Attend ongoing training around suicide prevention.
 - Insure well maintained equitable housing for veterans their families and dependents.
 - Work closely with the Equity and Inclusion Office of Clackamas County.

- **Build Public Trust through Good Government:**
 - Increase community outreach in an effort to bridge gaps between veterans and their benefits.

- Encourage transparency between H3S, BCC, VAC and the veteran communities within Clackamas County.

Review the VAC bylaws and suggest revisions or updates, including a review of the membership and membership requirements for the VAC.

The VAC has completed a comprehensive review of the current Council bylaws. A “red-lined” version of the proposed changes is attached to the report. Proposed changes include:

- Updated purpose and mission statement
- Revisions to membership requirements
- Additional duties assigned to Council Chairperson
- Changes to sub-committee membership
- Additional reporting requirements

Once it is determined that these changes are in line with the vision of the BCC, the changes will be brought before the VAC for an official vote.

Information on the affiliation of current members is include below.

MEMBER NAME	AFFILIATION	BRANCH SERVED	ERA SERVED
Bogard, Tracy Chairperson	Veteran Family Member, Lake Oswego VFW Auxiliary 12140, Operation Home Front, Former VFW Service Officer, Former Clackamas Community College Veteran Outreach Specialist		
Craig, Jerry Vice Chairperson	1 st Cavalry ID Assoc., 25 th ID Assoc., 41 st Infantry Brigade, Nat. Aviation Assoc., Nat. Quilts of Valor, Rotaries, Charities, Chambers, Church's, Business Assoc. (of Gladstone, Milwaukie, Oregon City), Local Funeral Homes, Assisted Living groups, River Shores Veterans of Oregon City, New Seasons Veterans of Happy Valley, Vets 4 (VN, PGR and NW Clackamas and Multnomah vets), IEBW, Milwaukie American Legion-Dept. of Oregon AL (Chaplin), Service Chaplin's for Veterans (Volunteer), Kiwanis, CCSS (VAC Advisory, Suicide, Houseless, Committees), WNC	Army, National Guard, USAR	Vietnam to Desert Storm 38 years
Curry, Cassandra (Casey)	NAMI Clackamas Masters in Military Psychology Returning Veterans Project	Army, Army National Guard	Cold War, Desert Storm, GWOT 26 years
Edgar, Paul	Edgar Properties, with commercial and residential renters Fort Kennedy	Army	
Green, Ransom (RB)	Veterans Services Coordinator Clackamas Community College	20 Years Active Duty, US Army, 3 Years Active Reserve, USAR	
Kimmell, Laurie	Retired Military and Law Enforcement	Air Force	
Khoroabadi, Masoud (Adam) Secretary	Serves on the Milwaukie City Planning Commission	Combat	Iraq
Kwiecinski, Joseph	Honorably discharged veteran who provides services to many VA's throughout the country with employer.	Army	
Southard, Scott	American Legion Post 180, Post Service Officer	Air Force	Vietnam

Offer ways to better engage with the Board of County Commissioners.

Beginning July of 2021 the newly appointed Clackamas County VAC Chairperson will request to appear before H3S and the BCC no less than twice per year in an effort to more directly advise the board on issues of importance to veterans. Additionally, the VAC will provide the Clerk to the BCC a quarterly calendar of local community events related to veterans within Clackamas County and note how these events link to the VAC. Given the wide variety of member affiliations, connections between current community events for veterans and the VAC will be an intentional area of focus. As always, the County Administrator, Board of County Commissioners and their guests are welcome to attend all VAC meetings.

Consider revising the VAC mission/purpose statement.

The purpose statement enshrined, in Article II of the VAC bylaws, is under revision per the recommendation above. The Council is also in the process of drafting an Equity Statement, working closely with the County's Office of Equity and Inclusion to ensure alignment with the County's equity policies.

Offer ways to better engage with and coordinate with the external Veterans community, National Guard and Camp Withycombe.

As veterans of the United States armed forces the Council is aware of the need to follow military chain of command while engaging with members from both the National Guard and Camp Withycombe. As veterans, the Council is aligned at the company level according to military chain of command. It is advised that engagement above the company level be undertaken by H3S leadership and/or the BCC. One expected outcome of establishing a stronger partnership with the National Guard and Camp Withycomb leadership is opportunity for participation in future veterans focused activities.

Sponsor/identify Veterans events in the community for the Board of Commissioners and staff to engage in.

The VAC is open to sponsoring or co-sponsoring veteran events for Clackamas County. No - or low-cost events including but are not limited to:

- Yellow Ribbons and Deployments
- Stand Down Events
- Veteran Job Fairs
- Clackamas County Fair / Molalla Rodeo
- Flag Retirement Ceremonies'
- Veterans Day, Memorial Day, Armed Forces Day and 4th of July tributes to veterans

The VAC will identify and advise the BCC of local veterans' events that they might be interested in engaging in. The VAC Executive Committee would like to meet to further discuss the BCC goals and solidify protocols for inviting Commissioners to such events, and to identify opportunities for the VAC to sponsor events.

Thank you for your time and consideration,
Clackamas County Veterans Advisory Council

CLACKAMAS COUNTY
Veterans Advisory Council

BYLAWS

Adopted ~~August 6, 2020~~ ~~April 21,~~
2016
Revised ~~May 27, 2021~~ ~~August 6,~~
2020

ARTICLE I: NAME AND AUTHORITY

This Council shall be known as the Clackamas County Veterans Advisory Council (~~VAC~~) and is created pursuant to the authority conferred in Board Order Number 2012-33.

ARTICLE II: PURPOSE AND MISSION

The Council Shall:

- ~~A.~~ Serve as an advisory body to the Clackamas County Board of Commissioners (BCC) and the Department of Health Housing and Human Services (H3S);
- ~~A.~~~~B.~~ Facilitate Connect with veterans and their families, National Guard and Reserves to identify and meet the needs in Clackamas County.
- ~~B.~~~~C.~~ Advise the BCC and H3S on:
 - a. all matters relating the provision of services to veterans, their families and dependents;
 - b. how to ensure that the needs of veterans, their families and dependents are recognized and addressed in a timely manner;
 - c. current issues affecting veterans, their families and dependents and will make recommendations regarding those issues.

ARTICLE III: MEMBERSHIP

SECTION 1: Members

- A. The Council shall be composed of no more than 20 members; 16

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veterans, 2 close relatives of a veteran, 2 community members who have work or volunteer responsibilities that include providing services to veterans.

~~The Council shall be composed of no more than 15 members. All members shall be veterans, close relatives of veterans, or have work or volunteer responsibilities that include providing services to veterans.~~

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B. All members shall be appointed to provide good representation between branches of service, service in different wars and conflicts, and eras of peacetime service.

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SECTION 2: Appointment and Tenure

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A. Members of the Veterans Advisory Council are appointed by the Clackamas County Board of County Commissioners.

B. The Council shall consist of no more than 20 voting members.

C. After consideration of the recommendations from the Executive Committee, the Council shall recommend to the Department of Health, Housing and Human Services (H3S) qualified candidates for appointment, or reappointment, to each vacant position for BCC approval.

D. Each Member shall serve for a period of two (2) years. A Council member may be appointed to additional terms.

E. To be excused from a meeting, a Council member must notify the Council secretary or Chairperson and H3S staff prior to the meeting.

F. Two unexcused consecutive absences from regularly scheduled meetings of the Council shall constitute automatic resignation by that absent member. Three absences in any twelve-(12) month period, excused or unexcused, by a member will require an Executive Committee review to determine probable future attendance. If termination is recommended by the Executive Committee, a two-thirds vote of members at a Council meeting, with a quorum present, shall constitute a recommendation for automatic termination of that member to the BCC. Approved leave of absence may be granted by the Executive Committee and shall not be counted in the above formula.

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SECTION 3: Voting Privileges

Each Member of the Council present at a Veterans Advisory Council meeting shall be entitled to one vote on all issues presented at regular and special meetings.

~~All members shall be appointed to provide good representation between branches of service, service in different wars and conflicts, and eras of peacetime service.~~ SECTION 4: Recall

A member may be recalled by the BCC with or without cause. Members can also be removed by a 2/3 vote of the membership with BCC approval.

ARTICLE IV: Meetings

SECTION 1: Schedule

- A. The Council shall meet at least 10 times each year at a preannounced location. Special meetings may be called by the Executive Committee or any five (5) members of the Council.
- B. Meetings shall be conducted in accordance with Oregon Public Meeting Laws.
- C. Unless otherwise covered by these bylaws, all Council and sub-committee meetings shall be conducted in accordance with Robert's Rules of Order.
- D. A majority of regular members shall constitute a quorum. When a quorum is in attendance, actions may be approved upon a majority vote of Council members present, unless otherwise provided in the bylaws.
- E. No member of the Council shall be authorized to speak or write on behalf of the Council until the Council takes a position by formal action. Members who do not follow the bylaws will be subject to a recall as stated in Article III, Section 4.
- F. In the event a Council member engages in business with the County that could present an actual or potential conflict of interest with matters within the Council's purpose, such member will declare the actual or potential conflict and announce its nature. In the event of a potential conflict, the member may participate and vote on the matter following the declaration.

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ARTICLE V: OFFICERS AND DUTIES

SECTION 1: Officers

The officers of the Council shall be a Chairperson, a Vice-Chairperson, and a Secretary elected from the Members.

SECTION 2: Election

An election shall be held during the regularly scheduled Committee meeting in Juneuly. The Executive Committee shall present a slate of officers during the regularly scheduled Council meeting in May. Additional nominations may be made during the regularly scheduled Council meeting in Juneuly.

SECTION 3: Term of Office

Each officer shall hold office during two fiscal years July 1 - June 30 or until relieved of the position by a two-thirds vote of the Members. Officers may hold succeeding terms of office, but may serve no longer than three consecutive terms.

SECTION 4: Duties

- A. The Chairperson shall preside at all meetings that he or she attends, and shall be responsible for the expeditious conduct of the business. The Chairperson will make a formal presentation at least twice a year to the Board of County Commissioners.
- B. The Vice-Chairperson shall perform all the duties of the Chairperson during the Chairperson's absence.
- C. The Secretary shall perform all the duties of the Chairperson during the absence of the Chairperson and the Vice-Chairperson.
- D. The Secretary is responsible for reviewing Council meeting attendance records and for advising the Chairperson regarding any Council member with absences requiring action in accordance with Article III, Section 2, item "F".
- E. The Past Chairperson is responsible for advising the Executive Committee on matters related to the Veterans Advisory Council.

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~~SECTION 4: Duties~~

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- ~~B. The Vice Chairperson shall perform all the duties of the Chairperson during the Chairperson's absence.~~
- ~~C. The Secretary shall perform all the duties of the Chairperson during the absence of the Chairperson and the Vice Chairperson.~~
- ~~D. The Secretary is responsible for reviewing Council meeting attendance records and for advising the Chairperson regarding any Council member with absences requiring action in accordance with Article III, Section 2, item "G".~~

ARTICLE VI: SUB-COMMITTEES

SECTION 1: Executive Committee

- A. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, and Past Chairperson. Should an immediate ~~Past~~ Past Chairperson not be available to attend on a regular basis, the Chairperson shall appoint a replacing member-at-large from the Council to serve for the remainder of the fiscal year. The Executive Committee shall determine the agenda of regular and special Veterans Advisory Council meetings. A quorum shall consist of a majority of the members of the Executive Committee.
- B. The Executive Committee shall select and nominate members to the Council, including interviewing candidates for appointment or reappointment. Final recommendations will be made to the BCC for Council for action.

SECTION 2: Other Sub-committees

Standing and special sub-committees may be established as deemed necessary by the Council. The Council Chairperson will appoint each Sub-

committee Chairperson.

SECTION 3: Sub-committee Membership

Sub-committee membership shall be determined by the respective Sub-committee Chairperson. A majority of the members of any sub-committee must be members of the Committee. The Chair of each sub-committee must be a member, in good standing, of the Advisory Council.

ARTICLE VII: REPORTING PROCEDURES

The Council shall make its reports and findings and recommendations to the Clackamas County Board of Commissioners and the Department of Health, Housing and Human Services through its officers and designated spokesperson.

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~~ARTICLE VII: REPORTING PROCEDURES~~

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~~ARTICLE VIII: AMENDMENTS TO BYLAWS~~

~~Amendments or repeal can occur only by a two-thirds (2/3) vote of members at a regular or special meeting. Any proposed change must be mailed to all members at least two weeks prior to the meeting at which the vote is to be held. No amendment shall be effective until approved by the Board of County Commissioners.~~

~~ARTICLE IX: DISSOLUTION~~

~~The Council may be dissolved at any time with or without cause by the Clackamas County Board of County Commissioners.~~