



Agenda DATE 3/2/16 TIME 3:04pm

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**VETERANS ADVISORY BOARD
MEETING**

Wednesday, March 9, 2016

Market Station

Conference Room

500 Market Station

3:00 p.m.-5:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: February 10, 2016
4. New Business/Action Items:
 - a. Fund Administration – Summary of Procedure – Greg Scargall and Chris Sanchez
 - b. Marketing Plan – Greg Scargall
 - c. Housing Plan – Hank Hughes, Phillip Chavez and Elinor Reiners
 - d. 50 Anniversary of the Vietnam War, The Commemorative Partner Program – Chris Calvert
5. Old Business:
 - a. Veterans Data – Ken Dettelbach
 - b. Housing Fair – Greg Scargall
 - c. Purple Heart/Disable Parking Spaces – Hana Mabel
 - d. Update on 4th of July Resolution – Chris Sanchez
6. Comments from the Chair and Advisory Members
7. Report from Staff
8. Public Comment
9. Adjournment

Persons with disabilities in need of accommodations, please contact the City Clerk's office at (505) 955-6521 five (5) working days prior to the meeting date.

**SUMMARY OF ACTION
VETERANS ADVISORY BOARD
Market Station Conference Room
500 Market Station, 3:00 pm**

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| CALL TO ORDER | | 1 |
| ROLL CALL | NO QUORUM | 1 |
| APPROVAL OF AGENDA | NOT ADDRESSED | 1 |
| APPROVAL OF MINUTES February 10, 2016 | NOT ADDRESSED | 1 |
| <u>NEW BUSINESS/ ACTION ITEMS</u> | | |
| FUND ADMINISTRATION | INFORMATION/DISCUSSION | 2-5 |
| MARKETING PLAN | INFORMATION/DISCUSSION | 5-6 |
| HOUSING PLAN | INFORMATION/DISCUSSION | 6-9 |
| 50 TH ANNIVERSARY OF THE VIETNAM WAR, THE COMMEMORATIVE PARTNER PROGRAM | INFORMATION/DISCUSSION | 10 |
| <u>OLD BUSINESS</u> | | |
| VETERANS DATA | NOT ADDRESSED | 10 |
| HOUSING FAIR | INFORMATION/DISCUSSION | 10-11 |
| PURPLE HEART/DISABLED PARKING SPACES | INFORMATION/DISCUSSION | 11-12 |
| UPDATE ON 4 TH OF JULY RESOLUTION | INFORMATION/DISCUSSION | 12 |

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| COMMENT FROM THE CHAIR AND ADVISORY MEMBERS | INFORMATION/DISCUSSION | 12 |
| REPORT FROM STAFF | NONE | 12 |
| PUBLIC COMMENT | NONE | 12 |
| ADJOURNMENT | ADJOURNED | 13 |

**VETERANS ADVISORY BOARD
Market Station Conference Room
500 Market Station, 3:00 pm
Wednesday, March 9, 2016**

1. CALL TO ORDER

The meeting of the Veterans Advisory Board was called to order at approximately 3:00 pm by Chris Calvert, Chair, on Wednesday, March 9, 2016, at the Market Station Conference Room, 500 Market Station, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Chris Calvert, Chair
Greg Scargall, Vice Chair
Henry B. F. Hughes
Sigrid Hannah Mabel

MEMBERS ABSENT

Philip Chavez (excused)
Carmen M. Rodriguez (excused)
Kenneth Dettelbach
Chris Abeyta

Jim McCormick, Resigned

Roll call established a lack of quorum

OTHERS PRESENT

Elinor Reiners, CEO, New Mexico Veterans Integration Center
Chris Sanchez, City of Santa Fe, Children and Youth Director
Charmaine Claire for Elizabeth Martin, Stenographer

This is an informational meeting only due to the lack of quorum. No action was taken.

3. APPROVAL OF AGENDA

Not discussed.

**4. APPROVAL OF MINUTES
February 10, 2016**

Not discussed.

5. NEW BUSINESS/ ACTION ITEMS

A. FUND ADMINISTRATION

Mr. Sanchez said that he and Mr. Scargall met and discussed how to potentially administer the funds for the Veterans Advisory Board. Because of the anti-donation clause they found the Board cannot give money to an individual. The Board will need to contract with a fiscal agent who can then administer the funds.

Mr. Sanchez said they had considered the Veterans Resource Center because they are already doing work in that area. Another thought was to have an Advisory Committee subcommittee whose sole responsibility would be to approve or disapprove requests for nonemergencies. A Veteran would fill out an application for the funds and would be screened by the Veterans Resource Center. The subcommittee would discuss the request and if approved the request would be processed.

Mr. Sanchez continued with the plan by explaining how emergency funding would work. For emergency funding the Board would set funding parameters and give preapproval to the subcommittee for a Veteran who needs immediate help.

Ms. Seaton asked could the Veterans Advisory Board delegate that the subcommittee be given the authority to grant funds without the Board's approval.

Mr. Scargall said yes, they would formally vote to approve the subcommittee authority within the parameters. For nonemergencies, the approval could be immediate and the thought was that once it was approved there would be a report back to the full Board.

Chair Calvert said he agreed. Even after processing the request it should immediately be given to the subcommittee to review and concur with the decisions made. There should be feedback on whether the process is working. When funds are given they are not given directly to the individual, but to the entity that needs to be paid, i.e. the power company and others.

Ms. Mabel asked are there different protocols for different dollar amounts.

Mr. Sanchez said yes, anything under \$50,000 can be approved by the City Manager. He understood that the request would not be significant. The entire amount allocated to this category on the budget is \$30,000.

Chair Calvert said he thought that even if there is an emergency and the request was for \$20,000, they would want that to go through the emergency tract. He thought Ms. Mabel was asking if the Board should provide guidance before it goes to the subcommittee even if it is an emergency. He thought the emergency subcommittee could meet ad hoc online.

Mr. Scargall said he put language in the original proposal saying any single request amount should not exceed one fourth of the current fund balance. He anticipates a request of \$500 or less.

Mr. Sanchez said he thought they would have to defer to the Board.

Ms. Reiners asked if the Veterans Advisory Board is a non profit. She explained that typically, even with a \$30,000 budget, program administration should be done by agencies. It has been done several ways in the past. You set a budget and a maximum for the committee that they can vote on per request. Once it is past the maximum limit they would need to go to the Board because it is the Board's responsibility to manage the funds.

Ms. Mabel asked if the subcommittee should be a quorum.

Chair Calvert said it should be at least two people but cannot be more than three. That is due to quorum rules.

Mr. Sanchez asked the members what their thoughts were on the process.

Mr. Hughes asked if they should set a maximum amount that can be spent per month.

Mr. Scargall said the purpose of the fund is twofold. There is no way they could know all of the needs of the community. They want to be able to empower the community of Veterans to come to the Board with their needs and for the Board to be able to act swiftly. He thought there should be a cap on the amount, but if there is a legitimate request it could still be considered. He said the purpose of having this take place at a place that is open and accessible is the best thing. They can verify the Veteran's status and they have the equipment to scan the application and receipts for the subcommittee to review and approve.

Mr. Hughes said he worries that the needs will be higher in the winter and he wants there to still be money when winter comes.

Chair Calvert said that is not the way the City's budget year works. The budget will go through June of next year. He suggested that they cap certain requests and allow no more than one request per person per year for a better distribution.

Ms. Seaton said there needs to be simple parameters for screening what is approved and not approved with the reasons documented. We need basic guidelines.

Mr. Scargall said you can read the guidelines from the report. It states who can use the funds, what the funds can be used for, the amount that can be requested and how often. Everything is in the document.

Mr. Sanchez said the subcommittee could use the document framework and incorporate that into the parameters and then bring that back to the Board.

Chair Calvert said they have time to add things since we do not have a quorum today. He would also like the administration of the funds to be a standing item on the agenda from now on so it can be reviewed monthly.

Mr. Sanchez said going back to what Hank said, if there is a month with high activity where would they pull funds from for the remainder of the time.

Chair Calvert said they wouldn't.

Ms. Seaton added it would be the subcommittee to manager the funds and if the funds are exhausted it would be on pause until new funding comes in.

Chair Calvert asked what will you say when you get emergency requests, I'm sorry, there were too many emergencies this month.

Mr. Scargall said that is the sustainability piece of how to regenerate and replenish the money. They need to know the options to replenish the fund. They need to be able to draft a letter to go to business partners because they want people to donate to the fund.

Ms. Mabel suggested if possible, they could structure it to say that the recipient agrees to pay back 10% in to the fund. That person is paying it forward for the next Veteran that needs funding.

Mr. Scargall said he hopes that happens organically.

Chair Calvert said that would be hard to administer.

Mr. Scargall suggested that they could create a database of those who access the fund. They can put a call out to fund this and maybe the Foundation would get on board. The Veterans Advisory Board needs the ability to do fundraising. He said \$30,000 is not near enough and they need to go to businesses and centralize their efforts to help Veterans out. If they see trends the Board needs to address some of the issues that are recurring.

Chair Calvert said the power company or the gas company have funds to assist already. Part of the vetting of the request will be to see if they could use those funds first.

Chair Calvert asked who would want to be on the subcommittee. It was confirmed that Ms. Seaton, Mr. Scargall and Ms. Mabel would be on the subcommittee. He asked that the subcommittee get together and put their ideas together to bring back

to the next meeting for the full Board's approval.

B. MARKETING PLAN

Mr. Scargall reviewed the budget document which is included in the packet.

The 50th Commencement of the Vietnam Veterans Memorial was discussed.

Chair Calvert said sponsorships may have to be lumped into one of the categories to be able to spread it around. They might be able to work with other entities such as the American Legion Post, the New Mexico National Guard and the Santa Fe National Cemetery. Also supportive is Walmart. We could build a relationship with this program and Walmart and they might sponsor other programs. Instead of specifying too closely that funds will be allocated on a certain day or event, they can be lumped in one line item for flexibility.

Mr. Hughes asked are the t-shirts in the budget related to the run.

Mr Scargall said no. They are for ongoing events such as Memorial Day, Veterans Day and others. They will be given out for recognition and appreciation. Some of the money is to do five hundred of them for the Vietnam Veterans. It is important that we support them.

Chair Calvert said some of the events could be combined. They could pick a year and have it be specific to the Vietnam Veterans.

Ms. Seaton asked is the intent of the coins the same as the shirts.

Chair Calvert said part of that is for City employees who are Veterans. It would serve two purposes, recognition and for the City to have a better understanding of which of their employees are Veterans.

Mr. Scargall said there is a new item on the budget. He and Chris met with the New Mexico Department of Veterans Services with the hope to put on a career benefits fair the first week of June or July. The Department asked the Veterans Advisory Board to provide a portion of the event such as the marketing and the refreshments.

Chair Calvert asked if any of the funds had been spent.

Mr. Sanchez said no.

Ms. Seaton asked have you thought about having a contingency fund.

Mr. Sanchez said the City frowns on that.

Chair Calvert noted that certain items are a one time expense and start up. The same amounts would not be spent every year and it would depend on the events. He asked Mr. Scargall to bring this document back for a vote of the Board at the next meeting.

C. HOUSING PLAN

Mr. Hughes said he suggested a couple of meetings ago to allocate \$10,000 in the budget for housing homeless people toward a case manager/housing navigator who could reach out to Veterans that are hard to track down and get into the system. At the last meeting we talked about having the Veterans Integration Center hire a part time employee for that.

Ms. Reiners confirmed the Board's focus on homeless Veterans. She took the numbers from the shelters and there are between seventy five and one hundred homeless Veterans that are not housed or accessing services outside of the shelters per year. They are looking to provide a person in town who is on call to do an assessment of whether homeless or not, how many times they are in shelters, their level of income and then to determine the resources available based on that scoring. The State has an HMIS system the data is put into and it shows if services were accessed somewhere else and what services are available in that area.

Ms. Reiners said the proposal would need thirty days to get a person set up. The estimate of costs is based on twelve months and included about twelve hours a week and getting the case manager a phone. Monthly reports would be sent to the appropriate entity and there would be an expense report as well. Everything will be entered into Quick Books. The hours spent and the services provided or preferred will be reflected as well.

Ms. Reiners reported that MNCH also has another service called a mini grant. They have some funds that have been donated through the local businesses to provide if the Veteran cannot be in a shelter and put them into a hotel. The estimate is based on straight cost based on rates in Santa Fe. There are no overhead costs.

Mr. Sanchez asked how is this currently being done.

Mr. Hughes said currently Veterans have to get from the Interfaith Shelter to Goodwill to get on the program.

Ms. Reiners said this system has worked in Albuquerque. The team goes as a group to talk to the Veterans and then to vet them. In Santa Fe it is done as the Veteran comes for the services but all Veterans do not come. Part of the reason is that

many Veterans don't like the VA and sometimes it takes three or four times for them to feel comfortable. Then you can finally get them into the program and off the street.

Chair Calvert said he met with the County who has a group that intervenes in certain cases to ask them to identify if they are Veterans. The City has a program too and both of those could be steered to this program, although the City is visiting people who go to the emergency room all the time. The person hired is the key and if they are good the program will work.

Ms. Reiners said the process in training is to see how well that person does when exposed to the clients. They have been hitting the shelters and they work well with the Fire Department and the Police Department in Albuquerque. The marketing piece of the budget is to get the information out.

Ms. Mabel asked how will you find the person that can spend that amount of hours a week. Is there someone at Interfaith.

Chair Calvert said John Herman is there and is a VA employee.

Mr. Scargall said he knows several Veterans who are finishing their degree in social work and moving on to the MSW. This could be a supplemental income and it gives exposure to the Veterans Integration Center and the social work.

Chair Calvert said it could be a retiree who wants to help.

Ms. Reiners added that they could go after retired Veterans or disabled Veterans.

Ms. Mabel said she loved the school piece but a student may lack the ability to do what is asked.

Mr. Scargall said most of the students he works with are in their forties and fifties and this would be their second or third career.

Ms. Reiners said consistency is important too. This position is more for someone who has a vested interest. We can work toward funding and if they see the need growing, we will go after grants. That is why she is working on the mini grant.

Mr. Sanchez said this will grow.

Chair Calvert said the nominal funding might have to last until June 2017. The on call person has to capture the Veteran at the shelter at night when they come in or in the morning. If John Herman can capture those people we could spread out the money more.

Ms. Reiners said based on her experience, they have three days to react once

they sign up a Veteran. She has worked with John minimally and has never had a problem. She was sure he would be on board.

Chair Calvert suggested that John could do the initial screening to determine if they are a Veteran.

Mr. Hughes said the Interfaith will be closed by the time they get the funding since the Board cannot vote today.

Chair Calvert said that is why he was saying are they trying to capture people during the day or just in the winter time.

Mr. Hughes said they want to capture people during the summer because there are more homeless in the summer.

Ms. Reiners said we focused on the shelter. That is why she wants a case manager. This on call person will have to make the rounds of St. Elizabeth's, the Salvation Army and other sites. We have relationships with all the shelters, food banks and churches in town.

Chair Calvert said regarding the reporting, he would like to see the results of the program tracked. They can work with the number of Veterans served. When they get their budget approval they will want to know the results.

Mr. Hughes said that will be easy for Ms. Reiners to get that information because it is in the HMIS system. They can tailor the report to what the board wants to see.

Chair Calvert said that will be key for the City Council to have. He apologized for the lack of quorum today to vote on the program. Are there any concerns that need follow up before the Board approves this at the next meeting.

Mr. Scargall said since housing is on there, he would like an update on the University of Art and Design feasibility. We need a Veteran house that is available to us.

Chair Calvert said regarding the Veterans Integration Center, he contacted a City official that works closely with SFUAD and he was told they are not interested in that type of use. They are trying to build their enrollment and want access to all of their dormitories. They are a for profit corporation. The Veterans Center will be moving soon. What about that building.

Ms. Reiners said it could be renovated. She will check on that.

Mr. Scargall said his agenda is to see that it happens. He is concerned with people's safety and sees more and more people who are beaten up. Cerrillos has the

old animal shelter. It is a perfect location and shape. Could they create a subcommittee to look at options for creating a Veterans homeless house. Last year they put in with other stakeholders for the Homeless Veteran's Integration Program. It is a Federal grant of up to \$300,000 to put together resources to help homeless and incarcerated Veterans so that they can get training and be stable so that they can get back into the workforce. The grant is due on the 23rd.

Mr. Scargall wondered if they can leverage the language to say this is how to create a program and a blueprint to get housing and Veterans training at the Community College. The City is supportive and they were working on this out of the Mayor's office.

The University option was discussed.

Chair Calvert said the University has the lease and controls the use of the property.

Mr. Scargall asked how can we make this a tangible program within a year.

Mr. Hughes said the Federal level of funding is moving away from transitional housing toward permanent housing and that is being promoted to the VA and the VIC. It would be important to see the data showing how many Veterans are really out there. There have been nights at Interfaith where there have been none. Getting people into permanent housing should be the goal.

Mr. Scargall said that is the other Achilles' heel. Having other places Veterans can choose from. He is aware of several Veterans under John Herman's program here it took six months to find a place.

Ms. Reiners said they can set up transitional housing for alternate funding. First you have to have a place to do that. It would be stronger if the VIC was housed there as well.

Chair Calvert said according to City code, you can have a group home in any residential neighborhood.

Ms. Reiners asked if there were any City properties that would work.

Mr. Sanchez said he was sure there was property available.

Chair Calvert said the Board will continue to work on those issues.

Mr. Sanchez said he will set up a meeting with Matt O'Reilly to discuss the possibilities.

D. 50TH ANNIVERSARY OF THE VIETNAM WAR, THE COMMEMORATIVE PARTNER PROGRAM

Chair Calvert asked if they want to participate in this and if so, they need at least three people to serve. The National Cemetery is part of this and will have a program on the 29th of March as a re-flame ceremony. He thought the Board would get better participation if they coordinate with other entities such as the American Legion and the National Guard. He offered to download the forms and get the process started to coordinate with the City staff. He asked for volunteers to serve on this activity.

Chair Calvert said he, Ms. Seaton and Mr. Phillip Sanchez are designated to be on the subcommittee.

Chair Calvert said the benefit fair could be a function. He wouldn't want to complicate other functions and they might partner with other institutions who might do something similar for Memorial Day.

Mr. Scargall brought up the memorial in Barrio la Canada which is always successful

Chair Calvert said that could also be a function.

Ms. Seaton said she read the materials and it is a simple plan. They have a lot of time to accomplish simple goals.

Chair Calvert said the main goal is to honor Vietnam Veterans and they could also supply lapel pins. He would like them to be presented to Veterans at the ceremonies. He said that is where they could honor the Veterans in the specific functions on Memorial Day and other times. He will begin work on the paperwork to get them as a member of the celebration committee.

6. OLD BUSINESS

A. VETERANS DATA

This item was not discussed as Mr. Dettelbach was not present.

B. HOUSING FAIR

Mr. Scargall said they are locked in for April 21st at the Santa Fe Community

College. The partners are Goodwill, Habitat for Humanity, Home Wise, the Housing Trust, VA, the Veterans Center and realtors on the board that do VA loans. The focus is on the key partners having to do with housing.

Mr. Scargall said they will be distributing about 3,000 flyers and doing radio shows to promote the event. We will have food, a face painter to make it family orientated and he hopes to have bus passes. It would be nice to have the Rail Runner people come to talk about their services as well. We are also discussing the issues about apartments, one of the biggest needs, and we will have talks on VA home loans. There is also a program for Native Americans specifically but he hears that a lot of red tape is involved for that.

Chair Calvert said one of the biggest problems with apartments is the lack of a building in the city and a 96% occupancy rate.

Ms. Seaton left the meeting.

C. PURPLE HEART/DISABLED PARKING SPACES

Ms. Mabel said the signs are ready and two parking spaces are identified that are not part of the disabled parking. They are located under the nearest solar panel. The official logo will be used. The verbiage is still undecided at this time. This will be on the honor system.

Mr. Scargall said this is an incentive and it creates more awareness.

Chair Calvert suggested it be a pilot program and asked if there is a measure to track how this is used.

Ms. Mabel said the GCC has vocal patronage and she was sure there would be feedback. Purple Heart parking in her eyes was intended to be Veteran parking, not solely Purple Heart.

Mr. Scargall asked about adding disabled.

Chair Calvert said the thought was not intended for disabled because it was separate from that.

Mr. Scargall said there is a different threshold and there are two different categories. Because of the incentives program for them to take care of themselves, it makes sense to honor the Purple Heart and the disabled Veterans. He sees a lot of Disabled Veterans plates, but Purple Heart plates are a rarity.

Ms. Mabel said she can write the ticket and likes the idea to make it service

connected. She worries about using the term disabled.

Mr. Scargall said the City sign department contacted him about the signs for the Purple Heart City. We designated locations and they wondered if they should get free standing signs to leave at City Hall so we have some extras.

Chair Calvert said before asking for more signs, we should verify if that is out of their budget.

D. UPDATE ON 4TH OF JULY RESOLUTION

Mr. Sanchez reported that the amendments were made and it is going through the City committees.

7. COMMENT FROM THE CHAIR AND ADVISORY MEMBERS

Chair Calvert said he will not be here for the next meeting on April 13th. He would like Chris to send a notice of the meeting out earlier and get confirmation that members will be here.

Mr. Scargall suggested doing an attendance report.

Mr. Calvert replied that one was done at the last meeting.

The members discussed the rule of three unexcused absences and attendance.

Chair Calvert asked that the calendar be emailed to everyone.

Mr. Scargall asked where to find information about adopting a median.

Ms. Mabel said that he should contact Gilda at Keep America Beautiful.

Chair Calvert said putting a memorial there is one thing, but to adopt a median is a commitment.

8. REPORT FROM STAFF

None

9. PUBLIC COMMENT

None

10. ADJOURNMENT

The meeting adjourned at 5:00 pm.

Chris Calvert, Chair



Elizabeth Martin, Stenographer