Texas Veterans Commission Meeting Minutes

Fourth Quarterly Meeting (FY 2012)
August 22, 2012

I. Call to Order

Chairman Cantu called to order the Fourth Quarterly Meeting of the Texas Veterans Commission (TVC) at 8:03 a.m. on August 22, 2012, in Room 1-111 of the William B. Travis Building at 1701 N. Congress Avenue, Austin, Texas 78701.

The following Commissioners, constituting a quorum, were present:

Eliseo "Al" Cantu, Chairman
James H. Scott, Vice Chairman
Richard A. McLeon, IV, Secretary
Daniel P. Moran, Member
J.K. "Jake" Ellzey, Member

Also present was Thomas P. Palladino, Executive Director.

Also present: See the attached list.

Commissioner McLeon gave the opening prayer. Commissioner Ellzey led the Pledge of Allegiance to the United States flag and Commissioner Moran led the Pledge of Allegiance to the Texas flag.

Chairman Cantu welcomed visitors to the meeting. He introduced new TVC employees, Murel Miller, Manager, Veterans Education and Kathy Wood, Director, Fund for Veterans' Assistance.

Chairman Cantu and Mr. Palladino presented Chelsea Buchholtz, formerly with the Governor's office, with a certification of appreciation from the Texas Veterans Commission.

II. Public Comment

None

III. Approval of Minutes from July 10, 2012 Special Meeting

The minutes were previously distributed to the Commissioners.

MOTION: Approve the minutes of the Special Meeting held on July 10, 2012, as presented.

MADE BY: Commissioner Ellzey

SECONDED BY: Commissioner Moran

ACTION: The motion passed unanimously.

IV. Report, Presentation and/or Action on Legislative Appropriations Request (LAR)

The LAR was previously distributed to the Commissioners. Mr. Palladino presented an overview of the process and discussed the strategies, proposed rider changes, and exceptional items in the LAR.

MOTION: Approve the Legislative Appropriations Request, as presented.

MADE BY: Commissioner Ellzey

SECONDED BY: Commissioner Moran

ACTION: The motion passed unanimously.

V. Report, Presentation and/or Action Request to Exceed the Full-Time-Equivalent Employee (FTE) Limitation for the Agency.

The Request to Exceed was previously distributed to the Commissioners. Cruz Montemayor presented the modification to the Request to Exceed previously approved.

MOTION: Approve the Request to Exceed the Full-Time-Equivalent Employee (FTE) Limitation for the Agency, as presented.

MADE BY: Secretary McLeon

SECONDED BY: Vice Chairman Scott

ACTION: The motion passed unanimously.

VI. Report, Presentation and/or Action by Representatives of the Advisory Committees

A. Veterans Communications Advisory Committee - John Miterko, Vice Chair

John Miterko provided a summary of activities of the committee since its last report to the Commission. He also updated the Commission on their support for 2013 TVC Summit and how the committee is collaborating with the FVA Advisory Committee to increase public awareness of the Veterans Cash lottery game.

B. Fund for Veterans' Assistance – Thomas Smith, Chair

General Smith provided a summary of activities of the committee since its last report to the Commission. He reported a record high 117 applications received with the current solicitation and the recommendation to the Commission will be presented on November 7, 2012.

C. Veterans Employment and Training – Richard Hatfield, Chair

Richard Hatfield provided a summary of activities of the committee since its last report to the Commission. He reported that one member, Ms. Crisp, had resigned and her replacement will need to be made by the Commission.

VII. Report, Presentation and/or Action regarding TVC Employer of Veterans Awards

The TVC Employer of Veterans Awards was previously distributed to the Commissioners and presented by Richard Hatfield.

MOTION:	Approve the TVC Employer of Veterans Awards, as presented.
MADE BY:	Secretary McLeon
SECONDED BY:	Commissioner Moran
ACTION:	The motion passed unanimously.

VIII. Report, Presentation and/or Action regarding Veterans County Service Officer Advisory Committee membership

The proposed members were previously distributed to the Commissioners. Jim Richman noted that Laura Spain was being recommended in lieu of James Garner.

MOTION:	Approve the VCSO Advisory Committee members, as presented.
MADE BY:	Vice Chairman Scott
SECONDED BY:	Commissioner Moran
ACTION:	The motion passed unanimously.

IX. Report, Presentation and/or Action regarding Executive Director Report

Thomas Palladino, Executive Director, provided a review of his visits with staff,

public speaking events, future meetings, accolades, and general information items. He also summarized the current Texas and U.S. Casualty Report.

X. Report, Presentation and/or Action regarding Agency Programs and Divisions, including Action Plans

The Commissioners reviewed the Quarterly Program Reports and Action Plan that were previously provided. Directors were provided the opportunity to brief the Commission on any new items or highlight significant items.

A. Jim Richman, Director of Claims Representation and Counseling, reported on major activities and accomplishments and updated the Commission on the State Strike Force and Fully Developed Claims Teams.

B. Shawn Deabay, Director of Veterans Employment Services, provided an explanation about meeting and exceeding measures on both the Federal and State sides.

C. Rufus Coburn, Director of Veterans Education, reported that his staff have suspended all activity other than the mandated compliance visits. At present, staff has completed 254 of 308 visits, or 82%.

D. Sarah Tillman, Interim Director, Fund for Veterans' Assistance (FVA), reported that 117 applications were received this solicitation for a total of $30.3 million dollars. Available funds projected are $2.5 million. She reported staff will present evaluations to the FVA Advisory Committee on September 13 and recommendations will be presented to Commission on November 7.

E. Cruz Montemayor, Chief Administrative Officer, reported on major activities and accomplishments. He presented a Fall Training Conference update and reported on the recent State Office of Risk Management (SORM) audit.

F. Chip Osborne, Chief Financial Officer, reported on major activities and accomplishments. He announced the position of Senior Accountant had been filled and begins on August 31.

XI. Report, Presentation and/or Action on FY 2012 3rd Quarter Operating Statement

Chip Osborne, Chief Financial Officer, presented the 3rd Quarter Operating Statement for FY 2012, which was previously provided to Commissioners. Mr. Osborne noted that we are on target for the year and have spent 97.3% of our budget.

MOTION: Approve the FY 2012 3rd Quarter Operating Statement, as presented.

MADE BY: Secretary McLeon

SECONDED BY: Commissioner Moran

ACTION: The motion passed unanimously.

XII. Report, Presentation and/or Action on FY 2013 Operating Budget

Chip Osborne, Chief Financial Officer, presented the FY 2013 Operating Budget, which was previously provided to Commissioners. Mr. Osborne noted that we are moving into 2013 with a balanced budget.

MOTION: Approve the FY 2012 Operating Budget, as presented.

MADE BY: Secretary McLeon

SECONDED BY: Commissioner Moran

ACTION: The motion passed unanimously.

XIII. Report, Presentation and/or Action on TVC Fall Training Conference and Fall Training Conference Curriculum

The Curriculum was previously distributed to the Commissioners and presented by Jim Richman.

MOTION: Approve the TVC Fall Training Conference Curriculum, as presented.

MADE BY: Commissioner Moran

SECONDED BY: Vice Chairman Scott

ACTION: The motion passed unanimously.

XIV. Discussion and/or Action on Fund for Veterans' Assistance Grant Amendment Policy

Sarah Tillman, Interim Director, Fund for Veterans' Assistance, presented a revision of the Grant Amendment Policy to the Commission.

MOTION: Approve the FVA Grant Amendment Policy, as presented.

MADE BY: Vice Chairman Scott

SECONDED BY: Secretary McLeon

ACTION: The motion passed unanimously.

XV. Discussion and/or Action regarding Internal Audits and Internal Audit Plan

Jim Ratzman, CPA, presented an overview of the Final Draft Report of the Follow-up Review of the Status of Implementing FY 2010 and FY 2011 Internal Audit Recommendations. Mr. Palladino provided an explanation for any of the recommendations that have not been implemented.

MOTION: Approve the Follow-up Review of the Status of Implementing FY 2010 and FY 2011 Internal Audit Recommendations, as presented.

MADE BY: Vice Chairman Scott

SECONDED BY: Commissioner Moran

ACTION: The motion passed unanimously.

Jim Ratzman, CPA, presented an overview of the Final Draft Report of the Internal Audit of Veterans Employment Services Contracts with Local Workforce Boards.

MOTION: Approve the Internal Audit of Veterans Employment Services Contracts with Local Workforce Boards, as presented.

MADE BY: Vice Chairman Scott

SECONDED BY: Commissioner Moran

ACTION: The motion passed unanimously.

Jim Ratzman, CPA, presented an overview of the final draft report of the Internal Audit Plan for FY 2013.

MOTION: Approve the Internal Audit Plan for FY 2013, as presented.

MADE BY: Secretary McLeon

SECONDED BY: Vice Chairman Scott

ACTION: The motion passed unanimously.

XVI. Executive Session

None.

XVII. Discuss and take Possible Action on the Items considered in Executive Session

None.

XVIII. Adjournment

Chairman Cantu reported the First Quarterly Commission meeting for FY 2013 will be held on Wednesday, November 7 at 8:00 a.m., SFA Building, Room 170.

The Commissioners extended their gratitude to staff for all their support and hard work.

Chairman Cantu adjourned the meeting at 10:00 a.m.

Minutes Approved by:

Eliseo "Al" Cantu, Jr., Chairman

TEXAS VETERANS COMMISSION
4th Quarterly Commission Meeting
FY 2012 – August 22, 2012
8:00 a.m. William B. Travis Bldg. -- Room 1-111
Speakers & Visitors

Rick Alexander
Veteran

Chelsea Buchholtz
Former Governor's Advisor
Office of the Governor

Carmen Cernosek
Office of the Lt. Governor

Shana Gooch
Office of the Governor
Budget, Policy and Planning

Jack Mason
Budget Analyst
Legislative Budget Board

John Miterko
Chair, Veterans Communication Advisory Committee
Legislative Liaison, Texas Coalition of Veterans Organizations

Jim Ratzman
CPA – Jansen & Gregorczyk
TVC – Internal Auditor

Thomas G. Smith
Chair, Fund for Veterans' Assistance
Advisory Committee

Richard Hatfield
Chair, Veterans Employment & Training Advisory Committee

Ken Wallingford
Veterans Liaison
Texas Veterans Land Board

Bill Wilson
Committee Director
Senate Committee on
Veterans Affairs & Military Installations
Senator Leticia Van De Putte's Office