

Jim Wassner. VFW Post 10165

Worthy Commissioners and your Alternates,

I have provided you a copy of an email explaining the issue, along with attachments, that was first brought before you in August of 2023. For those of you who may be unaware of the issue, I feel it was an oversight that removed the requirement for Veterans Affairs Commissioners and Alternates to be picked from a list of nominees provided by "the recognized veterans' organizations of the county". It was in the original and second version of the ordinance, but it was left out when the ordinance was turned into a resolution in Jan of 2020. But the definition of a recognized veteran organization remains.

I have been told that in the past, local veterans' groups had not provided a vetted list of possible candidates for Board members to use in a timely manner. If the requirement was left out on purpose for this reason, it was not necessary. The ordinance stated "all of whom may be selected, not shall be selected. If the local veterans' groups do not participate in the process, then the issue is moot, and they can't complain about who is representing them.

I have been a commissioner on the County's Commission on Aging for the past 10 years. Some appointments to commissions may seem to be a reward for services rendered, or just a perk offered to a friend. I do not know if that indeed takes place, but I do know that through the years I have questioned why a couple of my fellow commissioners were even on the Commission. As commissioners, we are all required by the State to pass a class on ethics every 2 years. Ethics state that we must avoid even the appearance of impropriety. Going back to a system where candidates are vetted by local veterans' groups will address this possibility and help to ensure that our local veterans continue to be represented by the best this county has to offer.

You have ample time to formulate a request that the Board change the resolution back to their intent of the original ordinance at your annual report to the Board in September of this year.

Thank you for your time. Are there any questions?

Worthy Veterans Affairs Commissioners and your Alternates,

My name is Jim Wassner. I am a Viet Nam veteran, VFW Post 10165 Life Member, your 2025 Veteran of the Year and a resident of Diamond Springs. In mid-2023 I was told that the Veterans Affairs Commissioners do not need to be veterans, and I disagreed, although I did not know at that time how many of our commissioners or their alternates were veterans. I researched the history of the Veterans Affairs Commission and found the following documents which I have attached to this email in their entirety:

Ordinance 4188 dated 11/13/91 enacts the Veterans Commission.

2.25.020 Appointment Section A states "upon nomination of the supervisor representing the district, all of whom may be selected from nominees submitted by the recognized veterans' organizations of the county."

Ordinance 5098 dated 1/15/2019 Repeals and replaces ordinance 4188. It contains the same dialogue regarding nominees from veterans' organizations

2.20.050 Appointment Section A states " upon nomination of the supervisor representing the district, all of whom may be selected from nominees submitted by the recognized veterans' organizations of the county."

The County Strategic Plan directed the review of all ordinances to reduce the volume of ordinances where feasible. On April 11, 2019 the Veterans Commission voted to modify their bylaws and change the ordinance to a resolution.

Resolution #013-2020 Board 1/28/2020

Section 1 A. Appointment

Primary members: Five Primary members shall be appointed by the Board of Supervisors. Each shall have been honorably discharged veterans of the U.S. Armed Forces; each of these shall be residents of El Dorado County and shall be nominated by a member of the County Board of Supervisors to represent his/her supervisorial district.

B. (Alternate members section reads the same.)

The requirement that they be selected from nominees submitted by the recognized veterans' organizations of the county was left out of the resolution, though for some reason the definition remains.

Section 58. Definitions

A recognized veteran organization is an organization of veterans established in El Dorado County that regularly conducts business in El Dorado County, consists of a majority of veterans who reside in El Dorado County, and whose membership is open to all qualified veterans without required membership in any other organization.

I feel it was an oversight that removed the requirement regarding Veterans Affairs Commissioners and Alternates being picked from a list of nominees provided by a coalition of our local veterans' groups. If it was due to the local veteran's organization's lack of ability to present an adequate list of nominees, then that issue should have been dealt with differently. The word "may" carries little weight when writing a law. If you want it to happen, then "shall" should be used instead of "may".

The County needs a coalition of our local veterans' organizations, who are willing to speak regarding issues that affect our local veterans. If you want the best representation for our local veterans on our Veterans Affairs Commission, they should be nominated from a vetted list provided by your local veterans' groups, not just by filling a requirement that they be a local veteran. That allows commissioners to be named who have the ear of a Board member but may not have any real connection to the veterans they wish to represent. The Veterans Affairs Commission has the power to correct this issue in the current resolution.

If our local veterans' groups then fail to provide the Board with a list of vetted candidates for Veterans Affairs Commissioners and Alternates, that will be another matter which is outside of your control.

I brought this up to the Veterans Affairs Commission under their public comments on Aug 1, 2023, hoping that the Commission would be prompted to look into the matter. That did not happen. I again bring the matter before you again today. Thank you for your prompt attention to this matter.

Respectfully,

Jim Wassner

VFW Post 10165

BOS-Clerk of the Board

to me

Thank you, your email has been received by the Clerk of the Board of Supervisors and forwarded to the Veterans Affairs Clerk to be added to the file.

From: Jim Wassner <jimwassner@gmail.com>

Sent: Tuesday, August 1, 2023 7:12 AM

To: BOS-Clerk of the Board <edc.cob@edcgov.us>; BOS-District I <bosone@edcgov.us>; BOS-District II <bostwo@edcgov.us>; The BOSTHREE <oldbostthree@edcgov.us>; BOS-District V <bosfive@edcgov.us>; The BOSFOUR <bosfour-old@edcgov.us>

Cc: CSM MacAdams <tw1sg@hotmail.com>

Subject: Veterans Affairs Commission Public comment on August 10, 2023

Veterans Affairs Commissioners,

I am a Vietnam veteran, Life Member and current Junior Vice-Commander of local VFW Post 10165. Recently I was told that Veterans Affairs Commissioners do not need to be veterans and I disagreed, though I do not know how many of our commissioners or their alternates are veterans. I researched the history of the commission and found the following:

Original ordinance 4188 11/13/91 enacts the Veterans Commission.

2.25.020 Appointment

Section A states "upon nomination of the supervisor representing the district, all of whom may be selected from nominees submitted by the recognized veterans' organizations of the county."

The text states "may" but should be "shall".

Ordinance 5098 1/15/2019

Repeals and replaces ordinance 4188. Same dialogue regarding nominees from veterans organizations

2.20.050 Appointment

Section A states "upon nomination of the supervisor representing the district, all of whom may be selected from nominees submitted by the recognized veterans' organizations of the county."

The text states "may" but should be "shall".

Resolution #013-2020 Board 1/28/2020

The County Strategic Plan directs the review of all ordinances to reduce the volume of ordinances where feasible.

April 11, 2019 the Veterans Commission voted to modify their bylaws and change the ordinance to a resolution.

Resolution 013-2020

Section 1A. Appointment

Primary members: Five Primary members shall be appointed by the Board of Supervisors. Each shall have been honorably discharged veterans of the U.S. Armed Forces; each of these shall be residents of El Dorado County and shall be nominated by a member of the County Board of Supervisors to represent his/her supervisorial district.

B. (Alternate members section reads the same.)

The requirement that they be nominees of a veteran's group is not in the resolution, though the definition remains.

Section 5B. Definitions

A recognized veteran organization is an organization of veterans established in El Dorado County that regularly conducts business in El Dorado County, consists of a majority of veterans who reside in El Dorado County, and whose membership is open to all qualified veterans without required membership in any other organization.

SAM/ljb
11-13-91
2-25-010.ord

ORDINANCE No. 4188

**THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO
DOES ORDAIN AS FOLLOWS:**

Section 1. Sections 2.25.010 et seq are hereby added to Chapter 2.25 of Title 2 of the El Dorado County Ordinance:

"Chapter 2.25.

VETERANS AFFAIRS COMMISSION

2.25.010 Established. There is established a veterans affairs commission for the county to be known in this chapter as the "commission".

2.25.020 Appointment. The commission shall consist of five (5) voting members as follows:

A. Five (5) voting members shall be appointed by the board of supervisors from each of the supervisorial districts in the county upon nomination of the supervisor representing the district, all of whom may be selected from nominees submitted by the recognized veterans organizations of the county.

B. Five (5) non-voting alternative members shall be appointed by the board of supervisors from each of the supervisorial districts in the county upon nomination of the supervisor representing the district all of whom may be selected from nominees submitted by the recognized veterans organizations of the county; the alternative member will be the designated voting representative of the district whenever the primary voting member is absent.

C. Two (2) non-voting ex-officio members who shall be the County Veterans Service Officer or his designee and the commanding officer or designee of the principal National Guard unit represented in the county.

2.25.030 Term of Office.

A. Each voting member of the commission shall hold office for a period of four (4) years or a period to coincide with the term of office of the supervisor who nominates the member for appointment.

B. Each non-voting alternative member of the commission shall hold office for a period of four (4) years or a period to coincide with the term of the office of the supervisor who nominates the member for appointment.

C. Each non-voting ex-officio member of the commission shall hold office for a period to coincide with the term of appointment as County Veteran Service Officer and as Commanding Officer of the principal National Guard unit, represented in the county.

2.25.040 Officers. The commission shall elect from its own a chairperson who shall preside at all meetings of the commission and a vice chairperson who shall perform the duties of the chairperson in his absence. The County Veteran Service Officer shall act ex-officio as secretary to the commission and shall keep an accurate record of the proceedings of the commission.

2.25.050 Procedures. The commission shall adopt by-laws providing for the dates for regular meetings of the commission and such other rules as may be necessary for the transaction of its business. The provisions of the latest revised edition of Robert's Rules of Order shall govern the procedure of all meetings of the commission excepting those which conflict with law or the by-laws of the commission.

2.25.060 Powers and Duties. The commission shall act in an advisory capacity to the board of supervisors in the following:

A. Promoting, aiding and encouraging public support for veterans affairs.

B. Promoting, aiding and encouraging public support to and recruitment to the National Guard and the Armed Forces of the United States of America.

C. Reviewing policies and programs affecting veterans.

D. Providing appropriate and timely information and recommendations to the board of supervisors and the public concerning veterans affairs and the National Guard.

2.25.070 Expenditures. All expenditures or requisitions for services and/or supplies shall be approved by a majority of the members of the commission prior to submission to the board of supervisors for payment. The secretary of the commission shall be responsible for preparing and processing all expenditures, requisitions and claims.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the 19th day of November, 1991,

by the following vote of said Board:

Ayes: Supervisors Robert E. Dorr,
Vernon F. Gerwer, James R. Sweeney,
William N. Center, John E. Upton

ATTEST

DIXIE L. FOOTE

Clerk of the Board of Supervisors

By

Margaret E. Moody
Deputy Clerk

Noes:

Absent:

None

None

James R. Sweeney
Chairman, Board of Supervisors

I CERTIFY THAT:

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE _____

ATTEST: DIXIE L. FOOTE, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By _____

Deputy Clerk



ORDINANCE NO. 5098

**AN ORDINANCE TO REPEAL AND REPLACE EL DORADO COUNTY ORDINANCE 4188
PERTAINING TO THE VETERANS AFFAIRS COMMISSION**

**THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO DOES
ORDAIN AS FOLLOWS:**

Section 1.

Sec. 2.20.510. - Established.

There is established a Veterans Affairs Commission for the County to be known in this article as the "Commission."

Section 2.

Sec. 2.20.520. - Appointment.

The Veterans Affairs Commission shall consist of five voting members as follows:

- A. Five voting members shall be appointed by the Board of Supervisors from each of the supervisorial districts in the County upon nomination of the supervisor representing the district, all of whom may be selected from nominees submitted by the recognized veterans organizations of the County.
- B. Five non-voting alternate members shall be appointed by the Board of Supervisors from each of the supervisorial districts in the County upon nomination of the supervisor representing the district all of whom may be selected from nominees submitted by the recognized veterans organizations of the County; the alternative member will be the designated voting representative of the district whenever the primary voting member is absent.
- C. A non-voting ex-officio member shall be the County Veterans Service Officer or his or her designee.

Section 3.

Sec. 2.20.530. - Term of office.

- A. Each voting member of the Veterans Affairs Commission shall hold office for a period to coincide with the term of office of the Supervisor who nominates the member for appointment pursuant to Section 2.20.010.
- B. Each non-voting alternate member of the Commission shall hold office for a period to coincide with the term of the office of the Supervisor who nominates the member for appointment pursuant to Section 2.20.010.
- C. The non-voting ex-officio member of the Commission shall hold office for a period to coincide with the term of appointment as County Veterans Service Officer.
- D. The term of office of each member of the Veterans Affairs Commission shall be as prescribed by Section 2.20.010. Vacancies shall be filled in the same manner as the original appointment for the unexpired portion of the term.

Section 4.

Sec. 2.20.540. - Officers.

The Veterans Affairs Commission shall elect from its own a Chair who shall preside at all meetings of the Commission and a Vice-Chair who shall perform the duties of the Chair in his or her absence. The County Veterans Service Officer shall act ex officio as secretary to the Commission and shall keep an accurate record of the proceedings of the Commission.

Section 5.

Sec. 2.20.550. - Procedures.

The Veterans Affairs Commission shall adopt bylaws providing for the dates for regular meetings of the Commission and such other rules as may be necessary for the transaction of its business.

Section 6.

Sec. 2.20.560. - Powers and duties.

The Veterans Affairs Commission shall act in an advisory capacity to the Board of Supervisors in the following:

- A. Promoting, aiding and encouraging public support for veterans affairs;
- B. Reviewing policies and programs affecting veterans;
- C. Providing appropriate and timely information and recommendations to the Board of Supervisors and the public concerning veterans.

Section 7.

Sec. 2.20.570. - Expenditures.

All expenditures or requisitions for services and/or supplies shall be approved by a majority of the members of the Veterans Affairs Commission prior to submission to the Board of Supervisors for payment. The Secretary of the Commission shall be responsible for preparing and processing all expenditures, requisitions and claims.

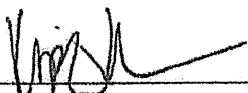
PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held on the 15th day of January 2019, by the following vote of said Board:

ATTEST

Ayes: Hidahl, Frentzen, Veerkamp, Parlin, Novasel

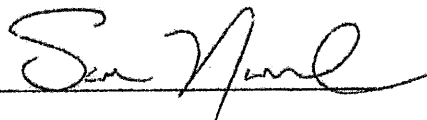
JAMES S. MITRISIN

Clerk of the Board of Supervisors

By  Deputy Clerk

Noes: None



Absent: None


Sue Novasel, Chair, Board of Supervisors

APPROVED AS TO FORM

MICHAEL J. CICOZZI

COUNTY COUNSEL

By: 
Title: 



RESOLUTION NO. 013-2020
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO
ESTABLISHING THE VETERANS AFFAIRS COMMISSION

WHEREAS, on November 19, 1991, the Board of Supervisors (Board) adopted Ordinance 4188, establishing a Veterans Affairs Commission (Commission); and

WHEREAS, on January 15, 2019 the Board of Supervisors adopted Ordinance 5098 which repealed and replaced Ordinance 4188 and reflected current practices of the Veterans Affairs Commission; and

WHEREAS, the County Strategic Plan incorporates an objective directing the comprehensive review of County ordinances on file to include considerations for reducing the volume of ordinances where feasible; and

WHEREAS, at their meeting on April 11, 2019 the Commission voted to recommend that the Board be made aware of their request to modify their bylaws and, by extension, consider repealing Ordinance 5098 and instead use a Board Resolution to serve as the primary governing document for the Commission; and

WHEREAS, at their meeting on November 19, 2019, the Board approved the Introduction of Ordinance 5113 to repeal Ordinance 5098; and

NOW, THEREFORE, BE IT RESOLVED that the Board herewith resolves to continue the Veterans Affairs Commission. The Board further resolves to adopt new bylaws attached here to Exhibit A. The Board further resolves that future amendments to the bylaws may be recommended by the Commission or staff but shall be amended by the Board by Resolution.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 28th day of January, 2020, by the following vote of said Board:

Ayes: Hidahl, Frentzen, Veerkamp, Parlin, Novasel

Attest:

Kim Dawson

Clerk of the Board of Supervisors

By: Jakeha Smith
Deputy Clerk

Noes: None

Absent: None

Brian K. Veerkamp
Brian K. Veerkamp,
Chair, Board of Supervisors

EXHIBIT A

Resolution 013-2020 Veterans Affairs Commission

COUNTY OF EL DORADO VETERANS AFFAIRS COMMISSION BY-LAWS

AS AUTHORIZED BY Board of Supervisors Resolution ⁰¹³⁻²⁰²⁰~~XXX-2019~~, the duly appointed commissioners of the County of El Dorado Veterans Affairs Commission ("Commission") hereby adopt the following By-Laws providing for the dates of regular meetings of the Commission and such other rules as may be necessary for the transaction of Commission business.

1. Appointment: Pursuant to Board of Supervisors Resolution **013-2020**, the commission shall consist of the following members as follows:

- A. Primary members: five Primary members shall be appointed by the Board of Supervisors. Each shall have been honorably discharged veterans of the U.S. Armed Forces; each of these shall be residents of El Dorado County and shall be nominated by a member of the County Board of Supervisors to represent his/her supervisorial district.
- B. Alternate members: five Alternate members shall be appointed by the Board of Supervisors. Each shall have been honorably discharged veterans of the U.S. Armed Forces. Each of these shall be residents of El Dorado County and shall be nominated by a member of the County Board of Supervisors to represent his/her supervisorial district. Alternate members may vote when the Primary veteran member, representing his/her district, is absent.
- C. Ex-officio members: The County Veterans Service Officer or his/her designee shall serve in an ex-officio, non-voting and advisory capacity on the Veterans Affairs Commission.

2. Quorum: A quorum shall be established when three voting members of the commission are present.

3. Voting: All actions and recommendations shall require an affirmative vote from the majority of the members present. No actions shall be taken without a quorum present other than adjourning the meeting.

EXHIBIT A

Resolution 013-2020 Veterans Affairs Commission

4. Terms of Office: Pursuant to Title 2, Section 2.20.530, the term of office shall be as follows:

- A. Each public member of the Veterans Affairs Commission shall hold office for a period to coincide with the term of office of the supervisor who nominates the member for appointment pursuant to Section 2.20.010.
- B. Each alternative member of the Commission shall hold office for a period to coincide with the term of the office of the Supervisor who nominates the member for appointment pursuant to Section 2.20.010.
- C. The non-voting ex officio member of the Commission shall hold office for a period to coincide with the term of appointment as County Veterans Service Officer.
- D. The term of office of each member of the Veterans Affairs Commission shall be as prescribed by Section 2.20.010. Vacancies shall be filled in the same manner as the original appointment for the unexpired portion of the term.

5. Definitions and Terms as They Pertain to El Dorado County Veterans Affairs:

- A. A veteran is an individual who has honorably served in the Armed Forces of the United States as defined by U.S. Code.
- B. A recognized veteran organization is an organization of veterans established in El Dorado County that regularly conducts business in El Dorado County, consists of a majority of veterans who reside in El Dorado County, and whose membership is open to all qualified veterans without required membership in any other organization.

6. Power and Duties: As stated in Title 2, Section 2.20.560, the Commission advises the Board of Supervisors in the following:

- A. Promoting, aiding and encouraging public support for veterans affairs.
- B. Reviewing policies and programs affecting veterans.
- C. Providing appropriate and timely information and recommendations to the Board of Supervisors and the public concerning veterans.

EXHIBIT A

Resolution 013-2020 Veterans Affairs Commission

7. Activities:

- A. The Commission will conduct business in accordance with the provisions of the latest revised edition of Robert's Rules of Order and the established By- Laws.
- 1) The Chairperson shall preside at all meetings of the Commission and the Vice Chairperson shall perform the duties of the Chairperson in his or her absence.
 - 2) The Chairperson and the County Veteran Service Officer Ex-Officio Secretary will jointly develop the agenda for Commission meetings. The agenda will provide for standing committee and special committee reports and recommendation(s). The draft agenda will be distributed to commissioners seven (7) days prior to schedule Commission meetings. All recommended changes to the agenda must be provided prior to publication of the final agenda. The agenda will be posted in accordance with the Brown Act to assure public awareness and to provide for public and County department participation.
 - 3) The County Veteran Service Officer Ex-Officio Secretary will keep an accurate record of the proceedings of the Commission. The draft record of Commission meetings will be distributed to commissioners concurrent with the draft agenda. All Commission recommendations will be developed in coordination with appropriate County department(s) and the County Veteran Service Officer Ex-Officio Secretary who shall provide administrative support for internal Commission correspondence, correspondence to County departments and the Board of Supervisors, and other correspondence required to conduct the business of the Commission.
 - 4) The Chairperson and the County Veteran Service Officer Ex-Officio Secretary will coordinate with the County to establish a regular time and appropriate meeting places for the conduct of Commission business. Maximum consideration shall be given to the need for public participation and availability of Commission members and County employees.
 - 5) Commission meetings normally will be held in Placerville on a monthly basis. Where possible and facilities are available, meetings will be scheduled in Georgetown, El Dorado Hills, and South Lake Tahoe.

EXHIBIT A

Resolution 013-2020 Veterans Affairs Commission

- 6) Commission activities will be reported to the Board of Supervisors on a monthly basis. Additionally, a final year-end report will be provided. The report shall identify policies reviewed, program implementation assessment and recommendation(s).

B. The Commission shall establish standing committees:

- 1) The Rules Committee is established to maintain the By-Laws of the Commission. The Rules Committee shall consist of the Chairperson and Vice Chairperson. The Rules Committee establishes standing committees to conduct the review of policy and programs affecting veterans of the County. The following standing committees are established:
 - a) The Transient Occupancy Tax Committee (TOT) is established to review all Grant Applications that are submitted for relevance to the needs of the veteran community, provide a ranked list of all Mini-Grant applications in an order of most importance to the community needs on top and recommend to the full Commission to total dollar amount that each Mini-Grant should be funded. The TOT Committee will report its activities at Commission meetings.
 - b) The Budget Committee is established to conduct the review of County policy, procedures and programs affecting veterans of the County and to assure county, state and federal mandates have adequate funding allocated to implement Veterans Affairs programs. The Budget Committee will meet at the call of the committee Chairperson. The Committee Vice Chairperson will keep an informal record of the proceedings of the Committee. The Budget Committee will report on its activities at Commission meetings.
 - c) The Education and Employment Committee is established to conduct the review of County policy, procedures and programs affecting veterans of the County and to assure compliance with state and federal mandates in the implementation of County policies, procedures, and programs. The Education and Employment Committee will meet at the call of the Committee Chairperson. The Committee Vice Chairperson will keep an informal record of the proceedings of the Committee. The Education and

EXHIBIT A

Resolution 013-2020 Veterans Affairs Commission

Employment Committee will report on its activities at Commission meetings.

- d) The Legislative Committee is established to conduct reviews of state and federal policy mandates and to determine compliance in County policy, procedures, and programs affecting County veterans. The Legislative Committee will meet at the call of the Committee Chairperson. The Committee Vice Chairperson will keep an informal record of the proceedings of the Committee. The Legislative Committee will report on appropriate activities at Commission meetings.
- e) The Transportation Committee is established to conduct the review of County policy, procedures and programs affecting veterans of the County and to assure adequate implementation of Veterans Affairs programs are in compliance with county, state, and federal mandates. The Transportation Committee will meet at the call of the Committee chairperson. The Transportation Committee Vice Chairperson will keep an informal record of the proceedings of the Committee. The Transportation Committee will report on its activities at Commission meetings.
- f) The Social Media Committee is established to promote and aid the Veterans Affairs Office and the Veterans Affairs Commission with the timely distribution of policies and programs affecting the veterans of El Dorado County. In addition "Social Media Platforms" will be used to promote public support of Veterans Affairs. Both El Dorado County Veterans Affairs and the El Dorado County Veterans Affairs Commission will share the management responsibility of the El Dorado County "Tag (metadata)" "El Dorado Veterans." The Committee Vice Chairperson will keep an information record of the proceedings of the Committee. The Social Media Committee will report on its activities at Commission meetings.
- a) The Rules Committee will periodically establish special committee(s) to conduct special reviews of a policy and/ or program(s) affecting veterans of the County. Special committees are established on short- term basis. The term of a special committee, usually less than a year in duration, is to conduct a one-time review of unique County policy, procedure and/ or program(s) affecting County veterans and

EXHIBIT A

Resolution 013-2020 Veterans Affairs Commission

to assure adequate funding is allocated. The special committee(s) will meet at the call of the Committee Chairperson. The Committee Vice Chairperson will keep an informal record of the proceedings of the committee. The special committee(s) will report on its activities at every Commission meeting.

8. Administration and Budget:

- A. The County Veteran Service Officer Ex-Officio Secretary will maintain the official records of Commission proceedings, and commissioner and committee membership rosters.
- B. The County Veteran Service Officer Ex-Officio Secretary shall distribute Commission agendas, minutes, records or proceedings, recommendations and other official Commission correspondence as requested by the Chairperson of the Commission. All Commission correspondence will be on official Commission stationary.
- C. Commission travel expenditures will be funded from the County Veterans Affairs budget. No County obligations will be made without the prior approval of the Commission and the Board of Supervisors.
- D. Travel and per diem expenses to be paid as authorized by County of El Dorado Board of Supervisors Policy D-1: Travel for County Commissioners and Committee Members.
- E. The County Veterans Service Officer Ex-Officio Secretary will document Commission expenditures and shall be responsible for preparing and processing all expenditures, requisitions, and claims.