

Ohio Department of Veterans Services



WELCOME

Newly Appointed
County Veterans Service
Commissioner (CVSC)
Training

Presented By the Ohio Department of
Veterans Services (ODVS)

AGENDA

The professional ethics and responsibilities of a Veterans Service Commission (VSC)

Sean McCarthy
Chief Legal Counsel

The Ohio Sunshine Laws that govern public records and open meetings of public bodies of government

Sean McCarthy
Chief Legal Counsel

The budget process as it pertains to the Veteran Service Commission as described by the Ohio Revised Code (ORC)

Robin Mahady
Deputy Director
Education and
Compliance

The duties, functions, and responsibilities of a veteran service commissioner as described by the ORC, 5901 - Title 59

The annual training guidance as distributed by ODVS, including the dates and location of training sessions planned for the year



Today's Training Handouts Location

Go to: www.ohiovets.gov

The screenshot shows the homepage of the Ohio Department of Veterans Services. At the top left is the Ohio Department of Veterans Services logo, which features a circular emblem with a triangle and stars, and the text "OHIO DEPARTMENT OF VETERANS SERVICES" around it. To the right of the logo is the word "Ohio" in a large, bold, serif font, with "Department of Veterans Services" in a smaller, sans-serif font below it. In the top right corner, there is a search bar and a "Ohio.gov" logo with the text "State Agencies | Online Services". Below the search bar are social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram. A horizontal navigation bar contains the following links: HOME, JOBS, EDUCATION, BENEFITS, VETERANS HOMES, VETERANS BONUS, and HALL OF FAME. The main content area features a large image of a family (a woman, a man in a military uniform, and a baby) with the text "gratitude. Ohio find it here:" on the right. Below the image are four service tiles: "Ohio MEANS Veteran Jobs .com", "Benefits & Resources 88 in your own backyard", "Education" (with a graduation cap icon), and "Health & Wellness" (with a heart and American flag icon).

| Resources | Featured Links | Latest News |
|---|--|--|
| <ul style="list-style-type: none">Find Your County Veterans Service OfficeCVSO/CVSC ResourcesVeteran Educational Programs | <ul style="list-style-type: none">Veterans OrganizationsOhio GI PromiseOperation Legal Help Ohio | <p>Apprenticeship & On-the-Job Training Programs Workshop April 25</p> <p>Veterans Resource Fair Apr. 4, 10am-4pm at Erie County Fairgrounds</p> |



"The Trusted Voice for Veterans."

Ohio Department of Veterans Services



Our goal today is to emphasize the duties and responsibilities of your new role as a Veterans Service (VSC) Commissioner including best practices in the operation of your Veterans Service Office (VSO)





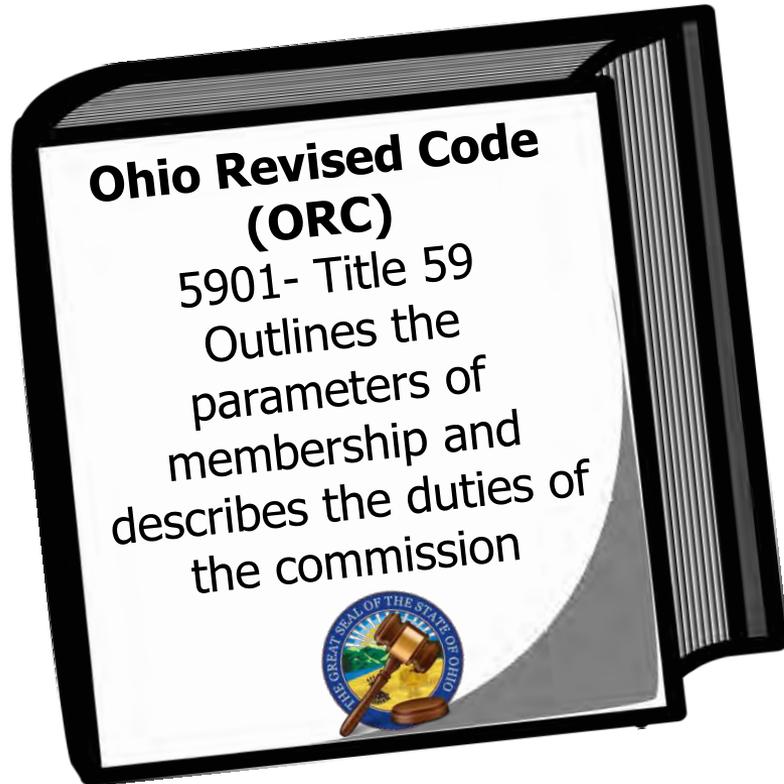
The mission of your appointment and commission should be a dedication to locate and assist veterans and their family members in obtaining benefits, services and resources our military families deserve



Ohio Department of Veterans Services



In order for you to understand the guidelines in which your commission must function, it is your responsibility to read and understand the laws and regulations developed for you as outlined in the ORC & OAC



The ORC & OAC are updated periodically. Double-check codes before rendering decisions

ABOUT THIS COURSE

Duties, functions & responsibilities of a VSC including the hiring of new employees for your Veterans Service Office (VSO)
(Commissioner Duties)

1

The importance of having fully developed policies & procedures for your VSO
(Policies and Procedures)

2

The various records & reporting requirements of a VSO
(Records and Reports)

3

COMMISSIONER DUTIES

Duties, functions & responsibilities of a VSC including the hiring of new employees for your Veterans Service Office (VSO)
(Commissioner Duties)

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The importance of having fully developed policies & procedures for your VSO
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(Records and Reports)

3



HISTORY™



"The Trusted Voice for Veterans."

County Veterans Service Commission Timeline



The General Assembly created the Soldiers and Sailors Relief Commission



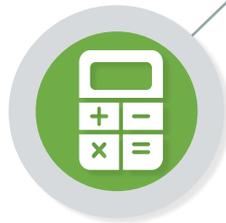
For the purpose of assisting honorably discharged veterans and their dependents in dire need



Funded through a small **portion of each county's** property tax



Equaling five-tenths mil per dollar of assessed property value



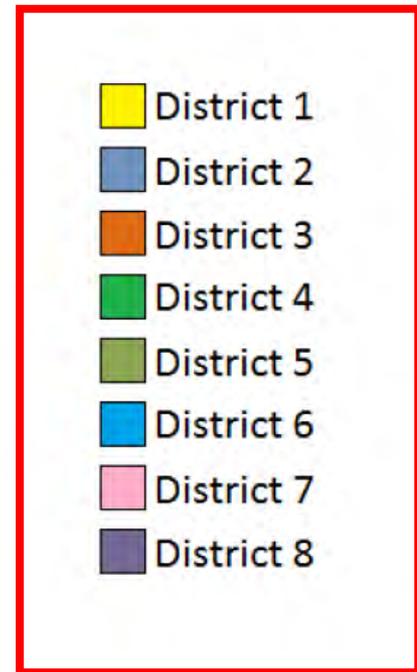
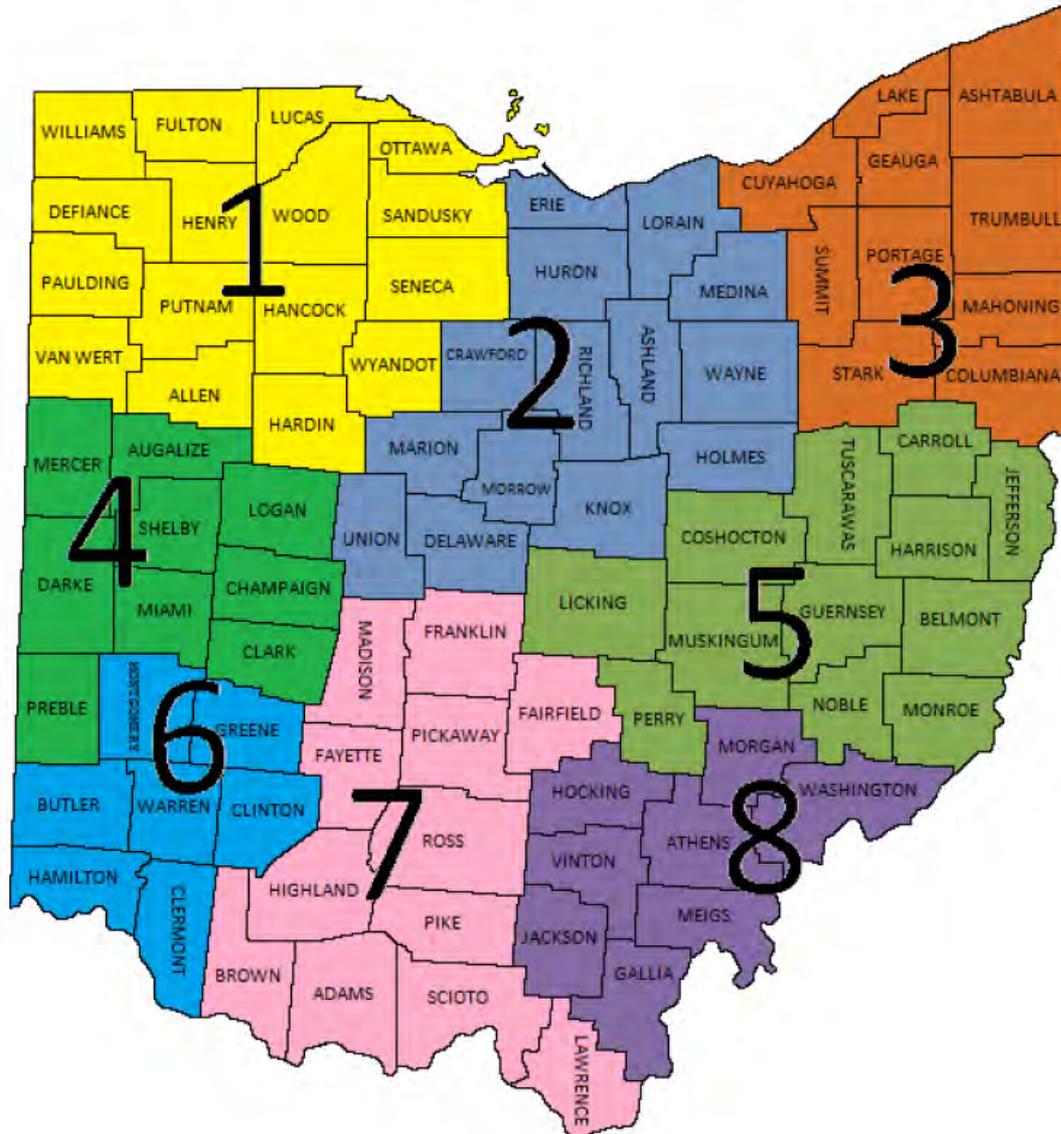
Renamed the Veterans Service Commission (VSC)



Located in each of the 88 counties



Ohio County District Map



Commissioner Duties

Commissioners are SOLELY responsible for the VSO, its workings, and its staff



You and your office are SOLELY responsible for determining who shall receive financial assistance and in what amount



Commissioner Duties

As a Commissioner,
responsibilities to:



✓ The County Veterans

✓ The Appointing
Judge

✓ The Board of County
Commissioners
(BoCC)

✓ The Citizens



Commissioner Duties

Your Veterans Service Office Should
Serve as the #1 Resource for Local
Veterans and their Dependents
Needs



WHEN THEIR SERVICE ENDS.

Ours Begins...

Commissioner Duties

VA
Disability
Claims and
Pensions

Appeal VA Claims

Claims Follow-up

Application for
Federal
Veterans
Benefits

Medical Care

Burial Benefits

Survivor Benefits

Home Loan Guaranty

Education Benefits - Montgomery GI Bill



Commissioner Duties

Transportation
to VA Medical
Appointments

Financial
Assistance
Program

Linkage to
State
Veterans
Benefits

Employment Training
Ohio War Orphans Scholarship
KIA Service Member Spouse
Tuition Waiver
Hunting/Fishing/Boating License
Special License Plates
High School Diploma Program



Commissioner Duties

Ohio Cares
(Mental Health)

Ohio
Veterans
Homes

Vet Centers
(Mental
Health)

Veterans
Referral
Support

Local Veterans
Organizations

Inter Service
Family Support

Homeless
Programs

Educational
Assistance

Medical
Assistance

Employment
(Local and Ohio Job &
Family Services)



Commissioner Duties

Military
Discharge
Appeals

Requests
for Military
Records

Military
Awards

Ohio
Department
of Veterans
Services

Ohio National
Guard Library

National
Archives

Federal
Department
of Veterans
Affairs

Various Other
Military
Records
Depositories

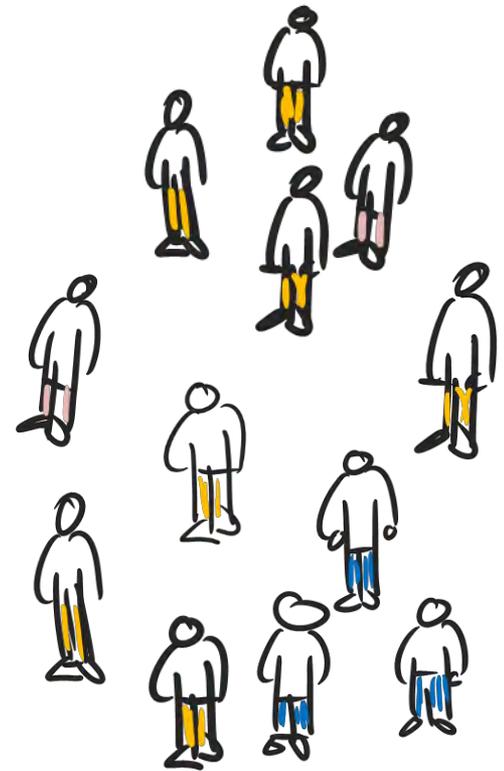


Commissioner Duties



Available funds per commission vary **significantly...**

These funds will influence the amount of resources, staff size and level of support, so you may have one employee playing the role of many, while some VSOs are fully staffed



Commissioner Duties

5901.03

Each VSC consists of a board of 5 honorably discharged veterans who are appointed by the judges of the Court of Common Pleas



The commission shall meet at least once each month



Commission Roles

5901.02

The veterans service commission shall select one of its members as:

ROLES

MEMBERS



President

Vice –
President

Secretary



Commission Roles

5901.03



A judge of the Court of Common Pleas may remove, for cause, any member of the commission appointed under section 5901.02 and shall fill vacancies occurring under that section for the unexpired terms



Organization and Duties of Commission Outlined



Commissioner Duties

5901.03



(A) Employing the necessary staff to carry out your **commission's** duties, and set their compensation



(B) Establishing policies & procedures to administer the commission & the VSO



Commissioner Duties

5901.03



(C) Establishing policies & procedures for the administration of financial assistance

(D) Submitting budgets from your commission to the board of county commissioners for approval



Commissioner Duties

5901.03



(E) Establishing programs of outreach and coordination with other agencies to enhance available services to your **county's veterans**

(F) Promoting, monitoring, and providing funding for ongoing education and training for yourself and staff



Commissioner Duties

5901.03

(G) Providing reports to the organizations represented on the commission and to others upon request



(H) Establishing transportation for veterans within your county to and from VA medical centers



Commissioner Duties

5901.03

(I) Participating in memorial and commemorative activities to help promote patriotism and veterans services

(J) Taking any other actions required by this chapter



"The Trusted Voice for Veterans."

Commissioner Duties

5901.03



Currently, VSCs with less county funding available should work creatively to partner with other agencies and attend events as opportunities to promote veteran services



"The Trusted Voice for Veterans."

Commissioner Duties

5901.03

Ohio **MEANS** **Jobs.** **MULTI-COUNTY** **HIRING FAIR** **2016**

THURSDAY, OCTOBER 13TH 2016
10:00 a.m. – 3:00 p.m.

MARION FIRST CHURCH OF THE NAZARENE
233 WEST CHURCH STREET, MARION, OH 43302
VETERANS DO NOT MISS THIS OPPORTUNITY!



"The Trusted Voice for Veterans."

Commissioner Duties

5902.02 (R)

In an effort to improve the efficiency in delivering benefits and services to veterans and their dependents, you and your commission are encouraged to innovate and to report successful innovations to the director of veterans services



"The Trusted Voice for Veterans."

Commissioner Duties

5902.02 (R)

Many veterans service offices have successfully coordinated assistance efforts with other agencies through shared services and partnerships



"The Trusted Voice for Veterans."

Commissioner Duties

Is your county struggling to meet the needs of your veterans ?



Pick up the phone!



Commissioner Duties

Share
Your

Thoughts

Information Sharing

Before you leave here today,
discuss with your fellow
commissioners:
Their Policies and Procedures
Transportation
Training
Resources, etc.





Help Ohio's Heroes



On average, 20 military veterans take their own lives EVERY DAY.



Jobs



Benefits



Education



Health & Wellness

Resources

- Find your County Veterans Service Office
- CVSC/CVSO Resources
- Veteran Educational Programs
- Ohio Veterans Courts

Featured Links

- Veterans Organizations
- Ohio GI Promise
- Operation Legal Help Ohio
- OS/ISO Veterans Workforce Program

Latest News

- Vertiv to be Honored for Hiring Veterans February 23
- Listen to Women Veterans Tell their Stories of Service February 16



2 1 1



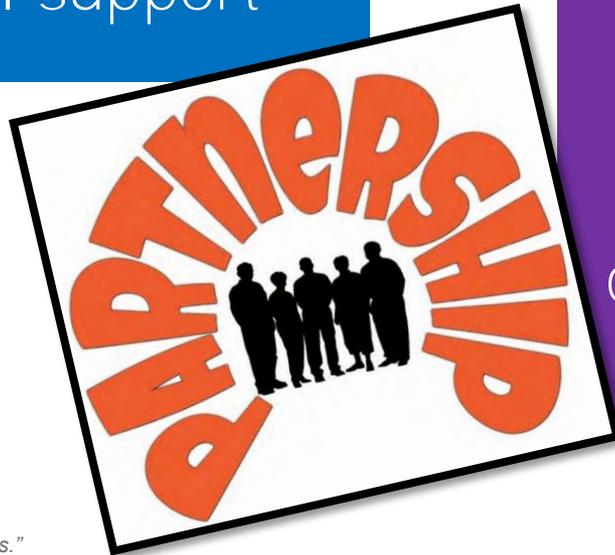
2-1-1 is a free-to-call, confidential health and human services referral gateway, for all Ohioans. This service connects people with community resources and available services. Most importantly, 211 is dedicated to supporting those who serve/d our country, including active members and their family members



"The Trusted Voice for Veterans."

Much how your county service office may provide services for your county veterans, 211 can assist veterans with health care support, financial assistance and counseling, legal assistance, and educational support

2-1-1 also offers information on home loans, job training, employment assistance and career counseling, veterans benefits, childcare, and financial advice and planning. Provide resources to combat homelessness or locate food service programs in their area. 2-1-1 can help them find support for problems with drug and alcohol abuse, assistance in safely leaving domestic violence situations, and PTSD



Click the map below to find 2-1-1 resources in your county



2-1-1 is an easy to remember 3-digit dialing code, available 24 hours a day, 7 days a week, 365 days each year, which connects callers to a trained specialist. Using a robust database, callers are provided with information regarding local programs and community based organizations, Ohio Benefit Bank services, faith-based initiatives and government agency services. The



Commissioner Duties

5901.03 (F)



Your offices function to serve the overall needs of the Veteran



Having office staff who are well trained in a wide range of **veterans' benefits and issues** will make them much more capable of getting every benefit your Veteran or his/her dependents has earned



"The Trusted Voice for Veterans."

Commissioner Duties

5901.03

The laws governing the VA's operations change without warning. State laws *can and will* change and the only way your staff can keep up with the effects these changes will have on your operations is to attend required training



Commissioner Duties

5901.03 (F)

Training is absolutely essential!

As a commissioner,
it is your job to
promote the
funding and
attendance of
ongoing education

So plan on
including training
into your budget
proposal
submitted to your
county
commissioners



Commissioner Compensation

5901.04

Some commissioners want to offer themselves pay raises, thinking they have the right to set those rates



As a CVSC, your pay is determined by the Board of County Commissioners (BoCC)

"...the board of county commissioners shall allow persons composing the veterans service commission their reasonable expenses incurred in the performance of their duties, and shall fix a fair compensation for their services."



Commissioner Compensation

5901.04

If you wish a raise in your pay, make sure you have good communications with your County Commissioners

Then make sure you understand who has the right to approve or disapprove this line item



Commission Staffing

5901.03

Staffing Your Office

You are responsible to employ the staff necessary to carry out the various commission duties and also set their compensation

Hire Good People

Pay Them Appropriately

Now Hiring



"The Trusted Voice for Veterans."



Commission Staffing

5901.03

Although ORC 5901.03 allows you the ability to determine your employees compensation, VSCs should consider:



The county
financial
environment



Local
government
funds



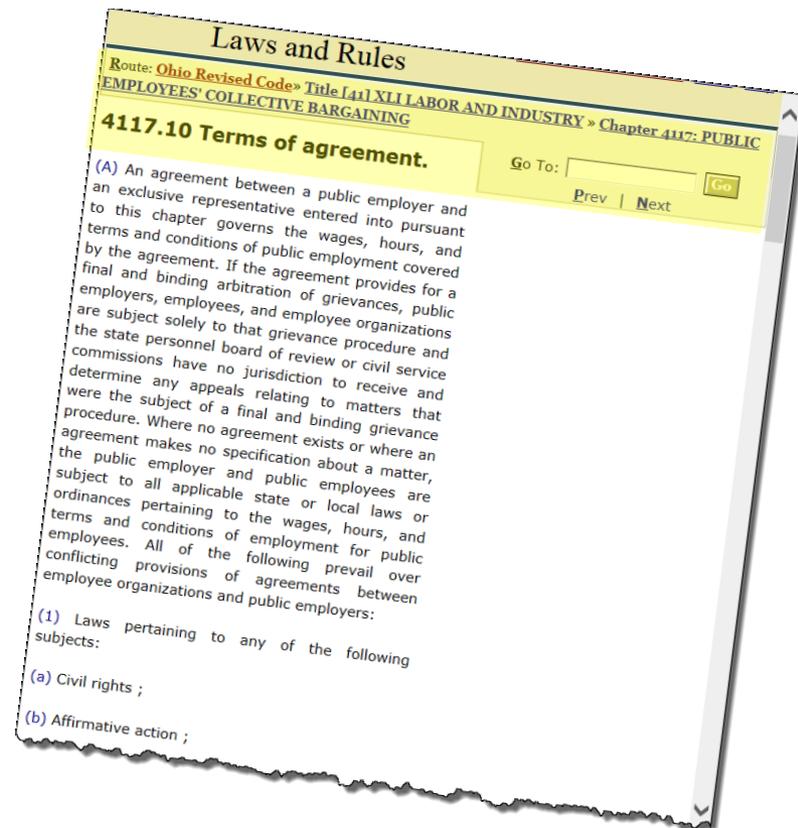
The rate of
inflation



Commission Staffing

4117.10

We also recommend you become familiar with Union Compensation Rules – ORC 4117.10 – This chapter will provide content relevant to determining the hiring of Public Employees and bargaining agreements applied



Commission Staffing

5901.06

May also employ an Executive Director/Director (must be a veteran), and support staff necessary to perform the duties of the commission - Investigators, Clerks, etc.

Support staff shall be a veteran or, if a qualified veteran is not available, the spouse, surviving spouse, child, or parent of a veteran



Commission Staffing

5901.07

Outlines the authority to hire at least one CVSO (must be a Veteran) and sufficient staff (Veteran preferred) to perform the duties of the Commission



Clerks



Investigators



Drivers



Counselors



Commission Staffing - CVSOs



CVSO



"The Trusted Voice for Veterans."

Commission Staffing - CVSOs

5902-1-03 OAC

Minimum Qualifications for Hiring Service Officers:

A) Shall be a veteran with an honorable discharge/separation

B) Shall be a high school graduate or equivalent

C) Shall satisfactorily complete a background investigation by a local law enforcement agency

Hiring preference shall be given to veterans with a service-connected disability



Commission Staffing - CVSOs

5901.07

VSC will notify DVS in writing when a new CVSO is hired or promoted



Within 60 days of employment, shall file a copy of **the officer's** DD214 with DVS



Once DVS has been notified, this will then start the training period for the new CVSO



Commissioner Staffing

When it's time for your commission to conduct interviews, **there's** one thing you should remember...

Interviews qualifies as a **"special meeting"** and there are rules to follow to do it properly



Ohio Sunshine Laws 2016: "III. Chapter Three: Executive Session"



"The Trusted Voice for Veterans."

POLICIES AND PROCEDURES

Duties, functions & responsibilities of a VSC including the hiring of new employees for your Veterans Service Office (VSO)

(Commissioner Duties)

1

The importance of having fully developed policies & procedures for your VSO

(Policies and Procedures)

2

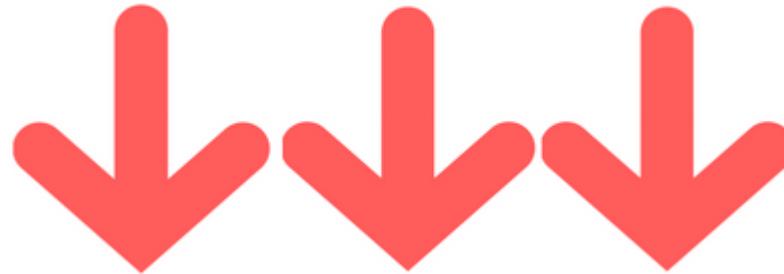
The various records & reporting requirements of a VSO

(Records and Reports)

3



The single most important document you should have in your office...



Office Policies and Procedures



The Importance.....



1) The law requires it



2) Offers a set of guidelines for operating your office & can protect you if things go wrong...

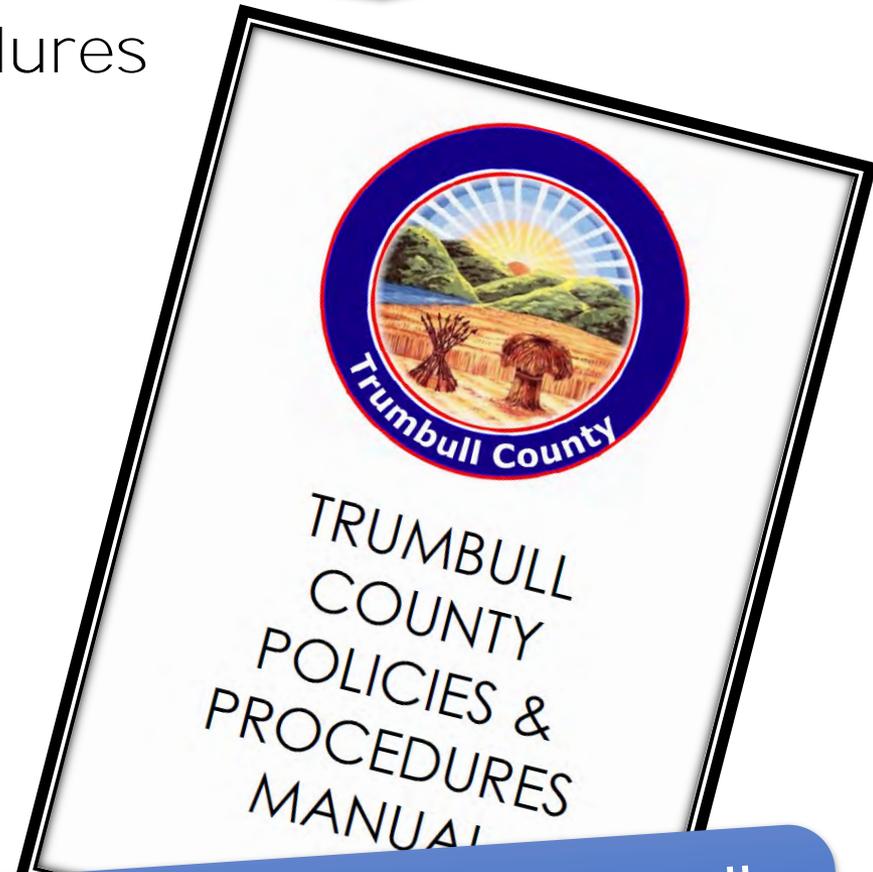
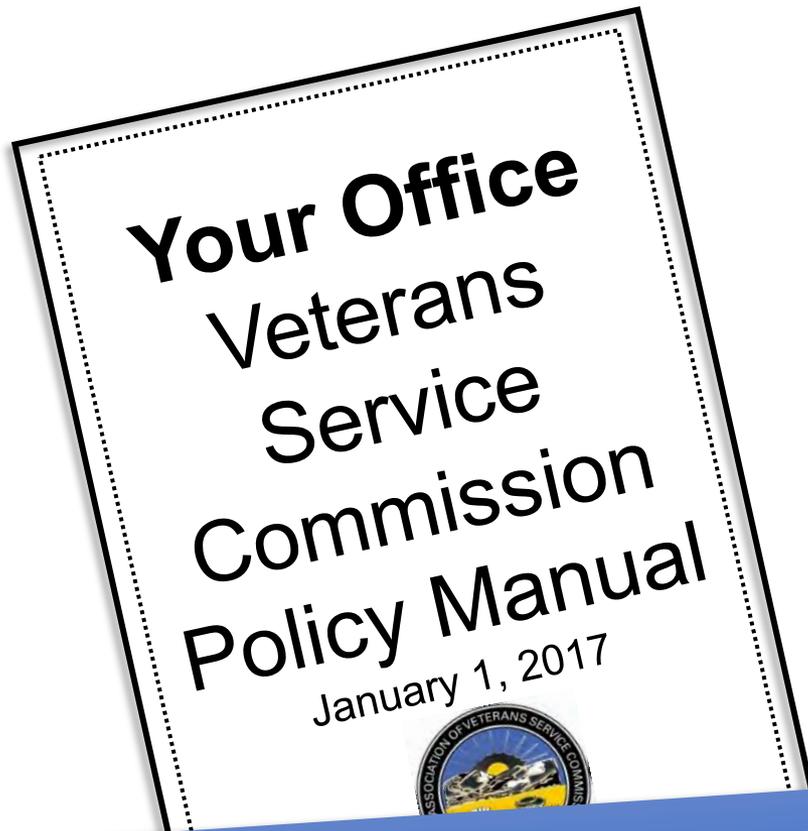


3) The county's rules **RULE** if you don't have your own

Policies and Procedures – Title 59

ORC 5901.03 (B)(C)

Developing Policies and Procedures

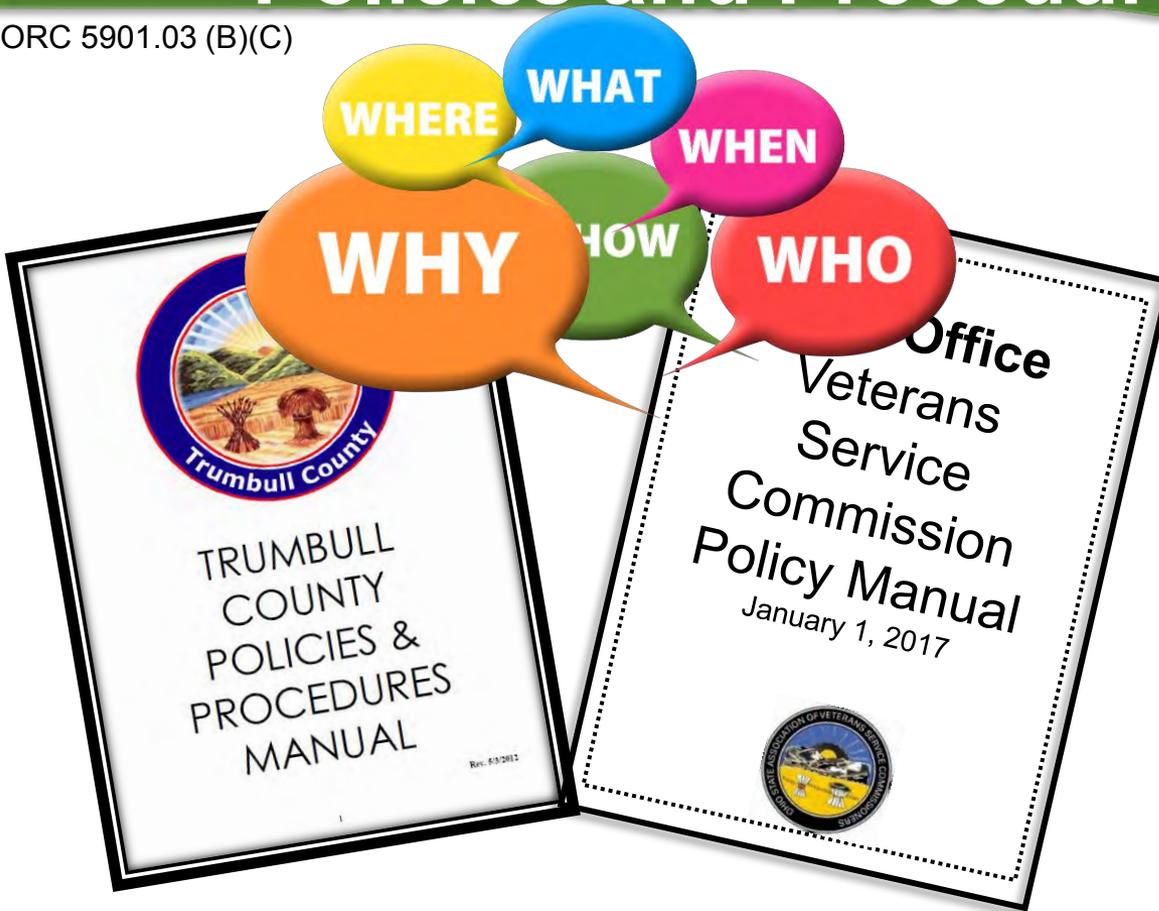


Establish your own (must be legal and proper) or formally adopt in writing your county's existing policies and procedures, or a combination of both...



Policies and Procedures – Title 59

ORC 5901.03 (B)(C)



In order to ensure your **commission's** rules are legal and proper:

Read and understand **your local county's** policies and procedures

Read and understand your **office's current** policies and procedures

If any of your policies and procedures run counter to your local county's policies and procedures, these policies and procedures may require a meeting with your local county HR dept., county auditor, county prosecutor, etc. Your commission should be prepared to explain the WHY

Policies and Procedures – Title 59

Developing Policies and Procedures



Your commission may consider consulting beforehand with subject matter experts (e.g., county prosecutor, county HR Dept., county auditor)



Policies and Procedures – Title 59



You cannot write a policy to cover something that has already **happened...**



Policies and Procedures – Title 59

waived



Policies and Procedures – Title 59



FINANCIAL
ASSITANCE

Application Process
Program Limit and Restrictions
Assist with Other Items Besides Rent,
Utilities & Food?
How Often Can a Veteran Apply or is
there a Lifetime Limit?
Eligibility and Income Requirements
Standard/Emergency Procedures
Delivery of Assistance
Describe Appeals Process
Waiver of Policies (Yes, No or How?)



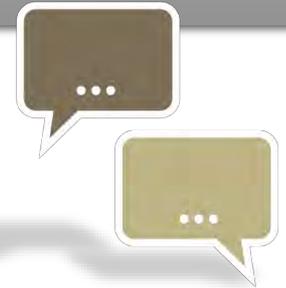
Policies and Procedures – Title 59

Other Recommendations:

...develop and maintain a mission statement



...have a customer feedback system in place which will allow veterans and their families to provide feedback directly to you



...have an active email account. Speaking of email accounts, your personal emails should be separate from commission emails as your personal email account CAN be considered “public record” if used for commission purposes

(Sunshine Laws – Chapter 1 #4. “Is this Item a Record?” - a. Email)

...work with local emergency management for emergency preparedness

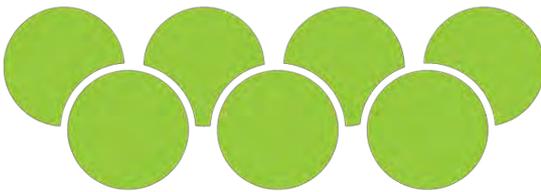


Policies and Procedures – Title 59

Policies or changes to those policies must be voted on in Open Session. You cannot vote on or make changes to policies in secret or in Executive Session

VOTE

**OPEN
SESSION**



See: Ohio Sunshine Laws 2016 Resource Manual
The Open Meetings Act: Chapter Three: "Executive Session"



Policies and Procedures – Title 59



Spell out the rules for the meetings

What are the requirements of a quorum?

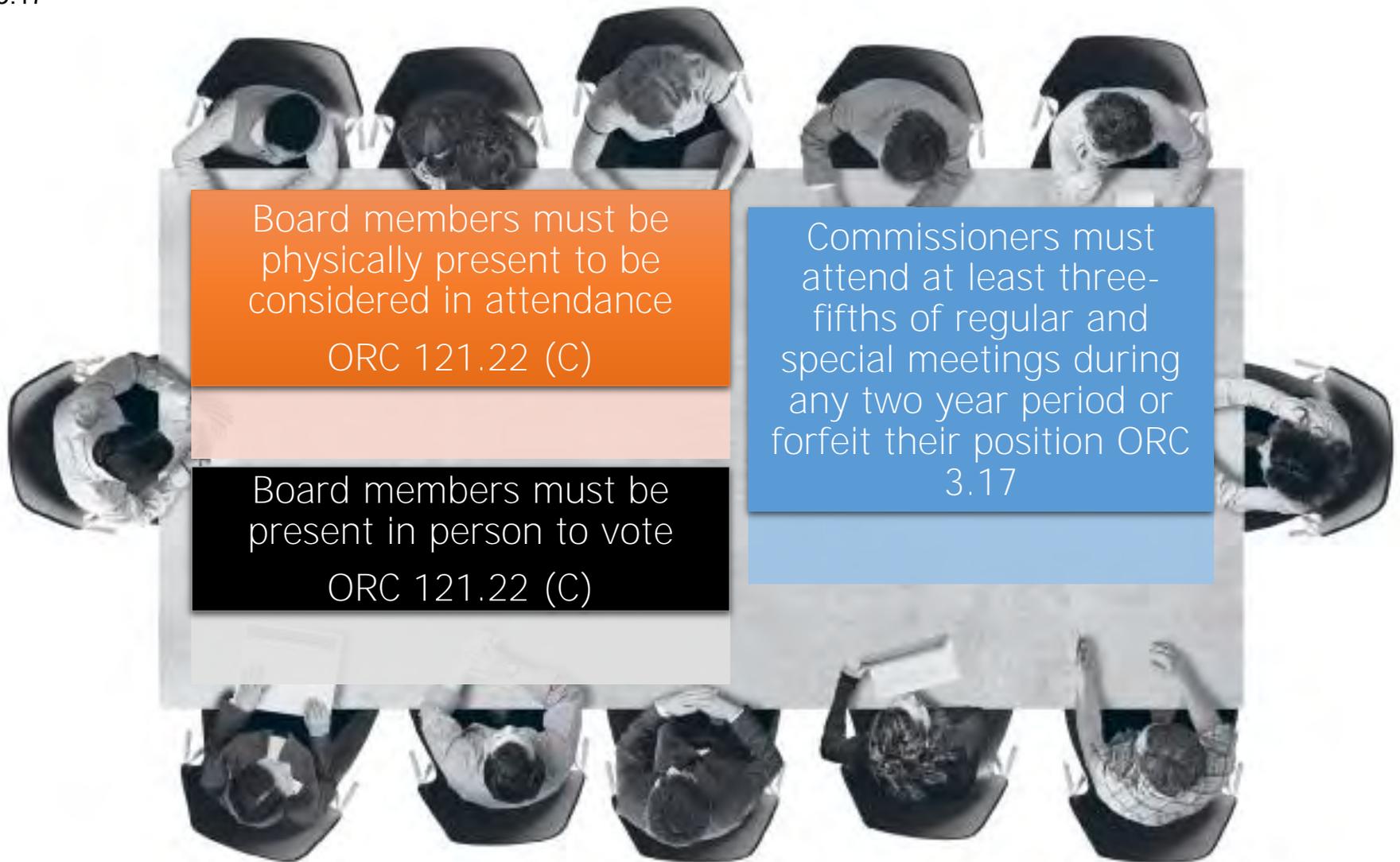
How many times can you miss a meeting and still do your job effectively?

When you agreed to take the job, there were requirements you agreed to meet



Policies and Procedures – Title 59

ORC 121.11
ORC 3.17



Board members must be physically present to be considered in attendance

ORC 121.22 (C)

Board members must be present in person to vote

ORC 121.22 (C)

Commissioners must attend at least three-fifths of regular and special meetings during any two year period or forfeit their position ORC 3.17

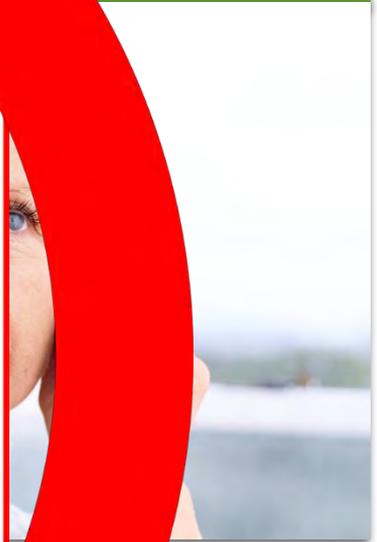
Meeting Attendance



Policies and Procedures – Title 59

You cannot
Snowbird s
winters

ing by phone
not proper



If you call the board

When you call members to



Policies and Procedures – Title 59

If there is any possible reason you have a connection with an applicant who may be seeking assistance from your office, you should withdraw yourself from voting or making any presentation on their behalf

Personal
Acquaintance
Business Partner
Close Friend
Relative



CONFLICT OF INTEREST



Policies and Procedures – Title 59

CONFLICT OF INTEREST



You should never accept money, gifts, special favors, or anything in kind for doing your job. And you certainly should never hint you would be willing to accept anything, except your pay from the county, for doing it!



Policies and Procedures – Title 59

CONFLICT OF INTEREST

How about an employee working for your commission? Can they seek financial assistance from your office?

Things can happen to anyone at any time, so if the employee meets your guidelines for assistance, then the answer is **YES**

Make sure the case is properly documented and that all of your rules are either followed or properly waived



LEGISLATIVE UPDATES

EDUCATION FOR VETERANS

TRANSPORTATION

VETERANS REFERRALS SUPPORT

OFFICE NEW HIRES

OHIO ADMINISTRATIVE CODE (OAC)

SUNSHINE LAWS

FINANCIAL ASSISTANCE

OUTREACH PROGRAMS

COMMISSIONER DUTIES

OHIO VETERANS HOME

ATTEND MEETINGS

OHIO REVISIONS

BUDGETS

AND MUCH MORE ...

TITLE 59

ASSIST WITH VA CLAIMS

MILITARY AWARDS

MEMORIAL AFFAIRS

NETWORK & PARTNERSHIPS

RECORDS & REPORTS

VETERANS PROGRAMS

JOBS FOR VETERANS

DD214'S

DATA PRIVACY



Policies and Procedures – Title 59

5902.02 (D)

EDUCATION & TRAINING

You are required to obtain
5 Education Credits as addressed in
the Memorandum for all CVSCs

(Issued yearly by ODVS)



If you choose NOT to attend
required meetings AND obtain
your education credits, **don't be**
surprised when your local judge
receives a letter indicating you
are *no longer* eligible to be a
member of the VSC



Policies and Procedures – Title 59

ORC 5901.03 (B)

DAILY OPERATIONS

Days/Hours

Who is Responsible for Daily
Operations/Decisions?

Spell Out Individual Duties for Office Staff and
Clarify Reporting Relationships

Office Dress Code/Who Will Enforce?

Who Hires & What are the Minimum
Qualifications?

Employee Compensation

Travel/Training/Reimbursements Defined

DAY-2-DAY



MANAGEMENT



Policies and Procedures – Title 59

ORC 5901.03 (H)

TRANSPORTATION

Eligibility

Method of Transportation

How Drivers are Reimbursed/Paid

Pick-up/Destinations

Restrictions

Handling of Unruly Passengers

Who Sets/Changes Schedule

Limitations



Policies and Procedures – Title 59



TRUMBULL
COUNTY
POLICIES &
PROCEDURES
MANUAL

Unless there are some really unusual circumstances, your **county's policy** may work well here..

PERSONNEL

Ethics

Discrimination/Harassment

Disciplinary Procedures

Offenses

Seriousness of Offenses

Possible Actions to Be Taken

Appeals

Social Media

Internet, Email, Online Services Use &

Abuse

Drug-free Workplace



Policies and Procedures – Title 59

It is recommended that all employees have a written job description and at a minimum, and an annual performance evaluation

- **Duties:**
- Advise and assist people, and their families, as to eligibility for federal, state, and local benefits, according to specific legal requirements.
- Analyze, investigate and process emergency applications for assistance.
- Coordinate efforts to assist with other local, county, state, and federal agencies.
- Know how to deal with recurrent complex issues.
- Advise, prepare, and process all applications for local, county, state, and federal benefits.

RATING

| | |
|-------------------------------------|--------------|
| <input checked="" type="checkbox"/> | Exceptional |
| <input type="checkbox"/> | Exceeds Re |
| <input type="checkbox"/> | Meets Requir |
| <input type="checkbox"/> | Needs Im |



Public Records & Records Retention

This is another area you may want to include in your Policies and Procedures

Spell out the official rules regarding your VSC records



Policies and Procedures – Title 59



Your VSO is
not the
usual office



Your VSO have
the histories and
lives of our
Veterans in your
files



Policies and Procedures – Title 59



When do you remove the paper files?

What do you do with them and how often are they reviewed for removal?



What do you do with the DD 214's, the birth and death certificates, marriage documents, divorce decrees when the Veteran passes and there are no known family members?

You need a plan to cover ALL of **your office's** records!



Policies and Procedures – Title 59



Add a Signature Page and effective date of the policy manual, in addition, include revision dates to amended policies

APPROVED AND ADOPTED AS WRITTEN IN OPEN MEETING HELD DECEMBER 16, 2016, to be effective on January 1, 2017

sig

- PERRY L WINSTON, President
- RAQUEL K MILLER, Vice-President
- JEREMY C BENNETT, Jr., Secretary
- ROBIN F HENRY, Member
- MARY J WILSON, Member



Policies and Procedures – Title 59

BEFORE implementing policies and procedures for your **office...**

Your commission must **FIRST** Vote and Approve of them in Open Session

Your Local County Prosecutor

Your County Auditor

Board of County Commission (BoCC)

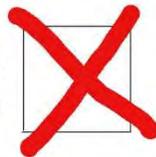
Your County's HR Department

**Your Office
Veterans
Service
Commission
Policy Manual**
January 1, 2017



OFFICIAL POLICY

VOTE



Policies and Procedures – Title 59

All VSC employees should sign and date a statement acknowledging they have been made aware of workplace rules, restrictions, and requirements and acknowledging their responsibility in becoming familiar with the policies

ACKNOWLEDGEMENT

On this date I received a copy of the Trumbull County Policy Manual. I understand that I am responsible to familiarize myself with the information in these directives and that I am governed by them. In the event there is a conflict between this manual and any other applicable laws or collective bargaining agreements or Appointing Authority policies, the applicable law or full text of the written law or collective bargaining agreement shall prevail.

Since the information in these directives is subject to change, it is understood that I will be notified of such through the usual channels of dissemination.

Jane F. Brown
Signature of Employee

Jane F. Brown
Printed Name

Department

Date



Policies and Procedures – Title 59

ORC 5901.03 (B)(C)

Developing Policies and Procedures



review and recommend changes as **needed...**



RECORDS AND REPORTS

Duties, functions & responsibilities of a VSC including the hiring of new employees for your Veterans Service Office (VSO)
(Commissioner Duties)

1

The importance of having fully developed policies & procedures for your VSO
(Policies and Procedures)

2

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(Records and Reports)

3



Records

Every office needs some form of records to understand how well the office is functioning



Records

Records are traditionally written and maintained by the office staff



Each office is different and will determine its own needs based on the individual office historical requirements

It is not the function of this training to tell you what you must record or how it is to be recorded, but there are some **minimum needs....**



Meeting Minutes

COVERED IN SUNSHINE LAWS



Records

Minutes of Meetings

Minutes of a regular or special meeting of any public body shall be promptly prepared, filed, and maintained and shall be open to public inspection
ORC 121.22 (C)

At a minimum, you should document your meetings, from beginning to end. This should *NOT* be a verbatim copy of every conversation, report, or contact



Records

Minutes of Meetings

Anyone should be able to reconstruct what financial assistance was offered to whom, where they reside, for what purpose, for what amount, and any waiver of policy and procedure



Records

ORC 121.22



Records

Office Files

Equipment Inventory

Consumables

Major Purchases

Invoices

Purchase Orders

Payment Records

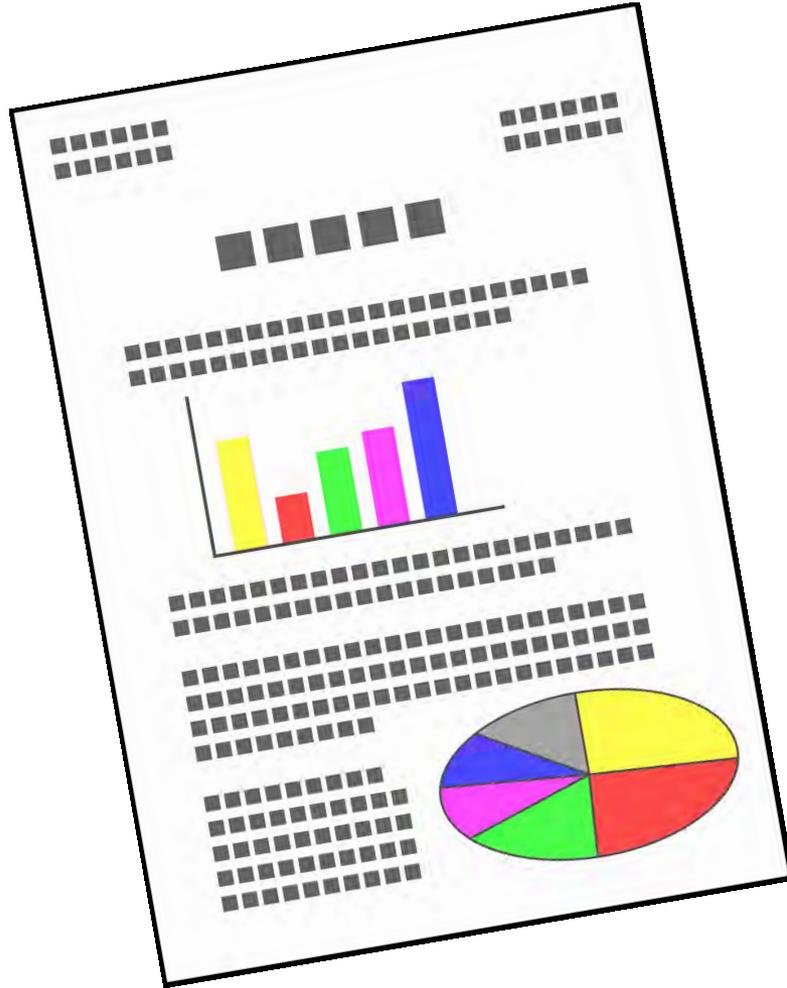
Vendors

Vehicle Records

Contact Records



REPORTS



"The Trusted Voice for Veterans."

Reports

ORC 5901.03 (G)

Reports are a necessary component with working with public money and vital in maintaining open lines of communications both up and down the chain of command

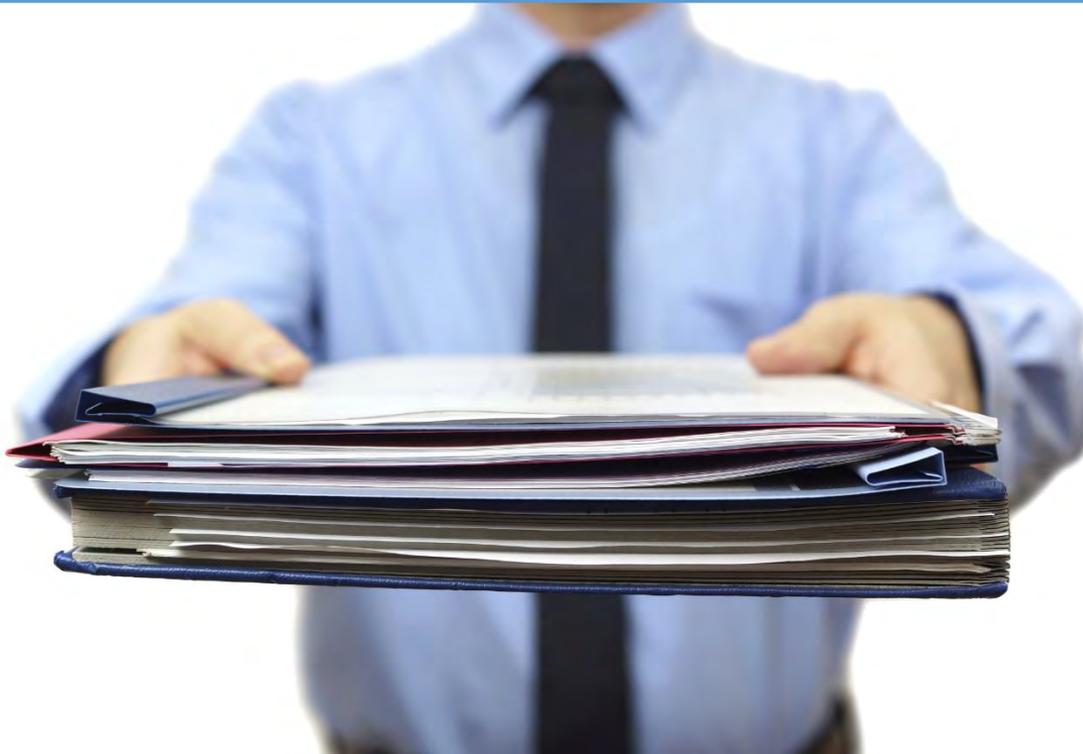


"The Trusted Voice for Veterans."

Reports

ORC 5901.03 (G)

(G) Making reports to the organizations represented on the commission, and others, upon request



"The Trusted Voi"

Reports

ORC 5901.03 (G)

As a commission, there are reports you are responsible to maintain and submit to various groups, both INTERNAL & EXTERNAL

Veterans Service Commission (VSC)

Board of County Commissioners

DVS

Service Organizations

Appointing Authorities

Media



Reports

ORC 5901.03 (G)

Office to:
Veterans
Service
Commission
(VSC)



Like records, the content of most internal reports from your office to the VSC will be determined by the needs of the individual commissions



"The Trusted Voice for Veterans."

Reports

ORC 5901.03 (G)

Office/VSC to: County Commissioners



Tell them how you are serving the Veteran community and ask for suggestions for improvements



Tell them how much money is being brought into the county because of your office



"The Trusted Voice for Veterans."

Reports

ORC 5901.03 (G)

Office to: DVS

There are two annual reports due to **DVS**...



A Personnel Report

A County Financial Activity Report



VSC Members to: Service Organizations

When it comes to the various Service Organizations, inform them of what is happening within your office

Tell them how you are serving the Veteran community and ask for suggestions for improvements



Reports

ORC 5901.03 (G)

VSC to: Appointing Authorities

Judges may request:

An annual report
regarding the
activities of your
commission

Monthly copies of
the minutes of your
commission's
meetings



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Reports

ORC 5901.03 (G)

Office/VSC to: Media

There may be occasions to speak publicly about your office and its various **functions...** Learn HOW your office operates, and your interview will go a lot easier!



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Records and Reports

Your County Veterans Service Commission Policy Manual

January, 2017



Include in your office's Policies/Procedures

What is to be reported

When reports are required

Who provides the reports



ORC and OAC codes relating to the operation of your commission

• ORC

- Ch. 102: Public Officers – Ethics/Standards of Conduct for County Veterans Service Commissioners
- Ch. 121: State Departments
 - 121.22 Public Meetings
- Ch. 124.57: Prohibition against partisan political activity
- Ch. 2921: Offenses Against Justice & Public Administration
 - 2921.42: Having an unlawful interest in a public contract
 - 2921.43: Soliciting or accepting improper compensation
- Ch. 4117: Public Employees Collective Bargaining
- Title 57 – Budgets/Taxation
- Ch. 5901: Veterans' Service Commission
- Ch. 5902: Veterans' Services
- Ch. 5903: Veterans' Rights

• OAC

- Ch. 5901-1: Requirements for Service Commissioners and Officers
- Ch. 5902-4: Persian Gulf, Afghanistan, and Iraq Conflicts Compensation Fund
- Ch. 5902-5: Accessing Confidential Personal Information





Resources – Additional References and Links

2-1-1 Map/Click the Map to Find Resources in Your County <http://ouw.org/211-map/>

Attorney General Opinions <http://www.ohioattorneygeneral.gov/About-AG/Organizational-Structure/Opinions.aspx>

Code of Federal Regulation (CFR) Title 38 <http://www.benefits.va.gov/warms/bookc.asp>

Ohio Administrative Code (OAC) <http://codes.ohio.gov/oac/>

Ohio Ethics Commission <http://ethics.ohio.gov/>

Ohio Department of Veterans Services <http://www.ohiovet.gov/>

Ohio Revised Code (ORC) <http://codes.ohio.gov/orc/>

Ohio Sunshine Law <http://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws>

Web Automated Reference Materials System (WARMS) <http://www.benefits.va.gov/WARMS/>

U.S. Department of Veterans Affairs <http://www.va.gov/>

United States Code (USC) <http://uscode.house.gov/>



CONTACT INFORMATION

Robin Mahady **614-752-8942**

Shonna Ferrell **614-728-4828**

Sean McCarthy **614-728-2142**

Education and Compliance email
CountyTraining@dvs.ohio.gov





BUDGETS

John R. Kasich **Governor**
Chip Tansill, **Director**

Veterans Service Commissioner Training





ORC 5901.03 – BUDGET RESPONSIBILITY

The commission's duties shall include but are not limited to the following:



Responsibility

Timeline

Process

Composition

Implementation

References

ORC 5901.03 (D) –Causing the budgets of the veterans service commission and veterans service office to be presented to the board of county commissioners for approval:





ORC 5705.05 – BUDGET RESPONSIBILITY

Responsibility

Timeline

Process

Composition

Implementation

References

Purpose and intent of general levy for current expenses is to provide one general operating fund derived from taxation from which any expenditures for current expenses of any kind may be made.



ORC 5705.05 (E) –In the case of counties, the amounts necessary for.....the relief of honorably discharged soldiers, indigent soldiers, sailors, and marines.....





ORC 5901.11 – BUDGET TIMELINE

Responsibility

Timeline

Process

Composition

Implementation

References



On or before the last Monday in May the Veterans Service Commission meets and determines:

1. Probable amount necessary for aid and financial assistance
2. Amount necessary for the operation of the veterans service office for the next year

Must use format specified by division (C) of section 5705.28 of Revised Code to Board of County Commissioners (BoCC)
Submit to BoCC for review

By 1 October, the Veterans Service Commission may submit a written request to BoCC...to discuss the budget with the hearing NLT 14 days prior to adoption





ORC 5901.11 – BUDGET PROCESS

Responsibility

Timeline

Process

Composition

Implementation

References

Limitations on expenditures

No more than 5/10s of a mil per dollar of the assessed value of the property of the county



Varies throughout the state
\$93,000 to \$5 million





Responsibility

Timeline

Process

Composition

Implementation

References

Surplus Funds



- ORC 5705.40 requires unexpended funds to go back to the general fund

Insufficient Funds

- Reduce expenses
- Request additional funds
- Transfer from other line items
 - Use caution when doing this!



Budgets

So **WHAT** should be covered in your Budget?

Responsibility

Timeline

Process

Composition

Implementation

References



"The Trusted Voice for Veterans."

Budgets

| Account | Expenditure Classification | Exp Last year | Current Approp | Next Year Request | Amount approved by BOCC | Actual thru 12.31 | Approp next year |
|----------------|----------------------------------|---------------|----------------|-------------------|-------------------------|-------------------|------------------|
| | <u>Veteran's Services</u> | | | | | | |
| 001.0903.51001 | Official Salary | | | | | | |
| 001.0903.51002 | Employee Salary | | | | | | |
| 001.0903.51003 | Supplies | | | | | | |
| 001.0903.51004 | Fuel | | | | | | |
| 001.0903.51005 | Equipment | | | | | | |
| 001.0903.51006 | Services | | | | | | |
| 001.0903.51007 | Travel | | | | | | |
| 001.0903.51008 | Allowances | | | | | | |
| 001.0903.51009 | Unemployment | | | | | | |
| 001.0903.51010 | Work Comp | | | | | | |
| 001.0903.51011 | PERS | | | | | | |
| | <u>Soldier's Relief</u> | | | | | | |
| 001.0903.51013 | Van Drivers Salary | | | | | | |
| 001.0903.51014 | Other Expense | | | | | | |
| 001.0903.51015 | Burial Plots | | | | | | |
| 001.0903.51016 | Grave Markers | | | | | | |
| 001.0903.51017 | Memorial Day Exp | | | | | | |
| 001.0903.51018 | Work Comp | | | | | | |
| 001.0903.51019 | PERS | | | | | | |



Budgets



Implementing the approved budget

Responsibility

Timeline

Process

Composition

Implementation

References

Purchase order

Two types (must be in writing)

1. Contractor (one time purchase)
2. Line item accounts (recurrent expenditures)



County Auditor charges expense to proper line item

| Account | Expenditure Classification | Charge |
|----------------|----------------------------|--------|
| 001.0903.51004 | Fuel | 55.25 |



County Treasurer issues payment





Responsibility

Timeline

Process

Composition

Implementation

References

ORC Codes Relating to the Budget

- ORC 5705.38 – Annual and supplemental appropriations
- ORC 5705.39 – Budgeted expenses limited to estimated revenue
- ORC 5705.392 – County Spending plan allows for quarterly spending plans
- ORC 5705.40 – Information on amending or supplementing budgets
- ORC 5705.41 – Appropriation and expenditure of money

