

For: Connecticut Department of Veterans Affairs, Board of Trustees

Subject: Connecticut Department of Veterans Affairs, Board of Trustees Orientation and Quarterly Meeting

1. The Connecticut Department of Veterans Affairs (DVA) Board of Trustees Chairperson and Commissioner in accordance with CGS Sec. 27-102 n, call a quarterly meeting of the board. The purpose of the meeting is to conduct a general board member orientation.
 - a. Location: Commissioner's Conference Room
 - b. Day: Wednesday
 - c. Date: July 10, 2024
 - d. Time: 1530
2. Board of Trustees Member Orientation - Agenda
 - a. Acceptance of previous meeting minutes
 - b. Attendance
 - c. Public comment
 - d. Opening remarks / introductions
 - e. Review purpose of the Board of Trustees
 - f. Review members duties of the Board of Trustees – attendance, committee membership, advocacy.
 - g. Commissioner and Board Chairperson reporting requirements and status
 - i. Quarterly
 - ii. Annual
 - h. Committees of the Board of Trustees
 - i. Budget
 - ii. Staffing
 - iii. Admissions
 - iv. Legislative
 - v. Advocacy
 - vi. Projects
 - i. DVA Core Mission Updates
 - i. Healthcare Center
 - ii. Residential Services
 - iii. Advocacy and Assistance
 - iv. Cemetery and Memorial Services
 - j. Municipal Veteran Representative Program
 - i. Current Status
 - ii. Goals
 - k. Veterans Standing Committee of the General Assembly

NOTES from meeting:

1. Name tags
2. Vehicle tags
3. Parking area segmented for BOT member parking.
4. Board member polos for wear at DVA and BOT events – Need funding source or members purchase
5. Group photo on website

6. Binder on table for each member containing briefing materials.
7. Discuss quarterly reports as submitted for last quarter.
8. Board member committee chairpersons brief
9. Joint meeting with BOT, DVA and General Assembly Veterans Committee
10. Each meeting includes a 10 minute presentation from a Veteran resident or OA&A client
Veteran success story (Commissioner selection)
11. Agenda item 2gi – mainly to take questions on the previously submitted report.
12. Agenda item 2gii – discuss input to the annual report.
13. BOT Committees
 - a. Committees should hold meeting(s) with applicable DVA Director on information needed to provide a committee report at the quarterly BOT meeting.
 - b. Committees appointed in minutes with chairperson and members.
 - c. Committees receive a basic charge and goals statement.