

The Inaugural Report
of the
Advisory Committee on Minority Veterans

July 1, 1995
Washington, D. C.

Statement of the Chairperson, Advisory Committee on Minority Veterans

Pursuant to Section 510, Pub. L. No. 103-446, this report to Congress outlines the progress of the Advisory Committee on Minority Veterans. The Committee's work will enhance the Department's ability to provide minority veterans with equal access to the services and benefits available to other veterans.

The charge to each member of the Committee is explicitly stated in the Certificates of Appointment and was poignantly restated by Secretary Jesse Brown during his meeting with the Committee on June 7, 1995. We have the opportunity to serve, once again, our great nation and our veterans, who stood in harm's way to defeat the enemies of democracy and freedom. The honor of serving these men and women exceeds any other honor that could have brought this Committee together.

As individuals with broad experiences, some as foot-soldiers, others as leaders and problem-solvers in academia, corporate, and public service organizations, we recognize the substantial challenges that lie ahead. As a team, the Committee acknowledges the immense responsibility placed on its shoulders and accepts the challenges and the responsibility.

We are not special; the people we serve are. Thus, we shall do our best to respond to the needs and concerns of our minority veterans with regard to the administration of veterans benefits and services. We will build bridges supported by respect, dignity, and fairness. We will do so through collaboration and partnership; and in so doing, we will be helping all veterans.

We start our task with great respect and admiration for the Department of Veterans Affairs and all those who serve our veterans. I speak for each member of the Committee in saying that we pledge to be as thorough as possible and that it is our hope that at the end of our service, we will have brightened the corridors of darkness that first began this process.



David E.K. Cooper
Brigadier General, US Army Retired
Chairperson, Advisory Committee on Minority Veterans

Inaugural Report of the Advisory Committee on Minority Veterans

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INTRODUCTION

The 15 member Advisory Committee on Minority Veterans is comprised of an ethnoculturally diverse membership which has representation from all six recognized minority groups. The members of the group collectively possess the essential level of sensitivity and knowledge to make informed judgments about the shared and unique cultural, societal, and economic challenges facing our minority veterans (Appendix A). This will facilitate the critical review, identification, and understanding of those features of Veterans Health Administration's (VHA) health care and Veterans Benefits Administration's (VBA) benefits service delivery systems that both attract and repel minority veterans. Furthermore, the Committee is diverse in its representation of the branches of the armed services, periods of service, and distribution of rank held while in the military. In addition, the advocacy work and personal experiences of Committee members who have experience with VA health care and benefits programs will be instrumental to the successful accomplishment of the Committee's mission, goals, and objectives. The Committee's charge is to examine issues affecting minority veterans; in particular, minority veterans' willingness to avail themselves of VA benefits and services, and to examine the quality and scope of benefits and services currently available to them.

Legislative History

The Advisory Committee for Minority Veterans was established under Pub. L. No. 103-446, Title 5, Section 510 (Appendix B). The Committee supplements the program responsibility of the Center for Minority veterans that was created in Section 509 of Pub. L. No. 103-446. The Center for Minority Veterans replaced the Office of the Chief Minority Affairs Officer that had been created in Pub. L. No. 102-218. The creation of these offices resulted from lobbying efforts by black veterans and Native American veterans who were concerned that they had limited input into VA policies and planning, and had no representative in a policy making position with whom they could discuss their needs. As a result, legislation was introduced in the House of Representatives by Congressman Charles B. Rangel (D-NY), and in the Senate by the late Senator Spark Matsunaga (D-HI). Congressman Rangel's bill called for the designation of an Assistant Secretary as the Department's Chief Minority Affairs Officer (CMAO) as well as the appointment of several Deputy CMAOs to represent the various minority groups. Senator Matsunaga's bill only required the designation of an Assistant Secretary with responsibilities for minority veterans issues.

These bills were never enacted and were reintroduced during the 103rd Congress with some modifications by Congressman Rangel and Senator Daniel Akaka (D-HI), successor to Senator Matsunaga. Congressman G.V. Sonny Montgomery (D-MS) introduced a compromise bill that was enacted as Pub. L. No. 102-218, the Chief Minority Affairs Officer Act of 1991. The Act required the Secretary to designate one of the Assistant Secretaries as the Chief Minority Affairs Officer. This individual would be responsible for assessing VA policy; plans, programs, and activities as they relate to minority veterans. The Chief Minority Affairs Officer would also be required to assess the needs of minority veterans and determine if VA programs, policies, plans, and activities were meeting those needs. The act also defined minority group members as

Asian Americans, Blacks, Hispanics, Native Americans (including Native Alaskans, American Indians, and Native Hawaiians), Pacific Islander Americans, and women.

When Secretary Brown took office in January 1993, he administratively established an Office of Minority Affairs and a Women Veterans Programs Office under the Chief Minority Affairs Officer. Concerned about the possible elimination of the Office of Women Veterans Programs, a bill was introduced by Representative Maxine Waters (D-CA) to establish a statutory Center for Women Veterans that would report directly to the Secretary. After passage by the House of Representatives, Senator Akaka introduced companion legislation that amended the House bill establishing a Center for Minority Veterans and an Advisory Committee on Minority Veterans. Provisions from both measures were ultimately enacted within Pub. L. No. 103-446.

On May 3, 1995, Senator Akaka introduced legislation to make technical improvements to the minority and women's provisions of Pub. L. No. 103-446. Among other things, the bill would extend the termination date of the Advisory Committee on Minority Veterans by two years, to December 1999; require the Center for Minority Veterans to provide support to the Advisory Committee on Minority Veterans; and task the Advisory Committee on Women Veterans and the Advisory Committee on Minority Veterans to monitor and evaluate respectively the activities of the Center for Women Veterans and the Center for Minority Veterans.

Principal Elements of Section 510, Pub. L. No. 103-446, Advisory Committee On Minority Veterans

1. **Title:** ...the Secretary shall establish an advisory committee to be known as the Advisory Committee on Minority Veterans.
2. **Membership:** ...the committee shall consist of members appointed by the Secretary from the general public, including representatives of veterans who are minority group members; individuals recognized as authorities in fields pertinent to the needs of veterans who are minority group members; minority group veterans who had experience in a military theater of operation and veterans who are minority group members who do not have such experience.
3. **Ex officio Membership:** The Secretaries of Defense, Commerce, Interior, Health and Human Services or their designees shall be ex officio members of the Advisory Committee. The Secretary of Labor or a representative, after consultation with the Assistant Secretary of Labor for Veterans' Employment, and the VA Under Secretaries for Health and Benefits or their designees, shall also be ex officio members.
4. **Meetings:** The Committee shall meet as often as the Secretary considers necessary or appropriate, but not less than twice each fiscal year.
5. **Termination:** The Committee shall cease to exist on December 31, 1997.

Reporting Requirements

Not later than July 1 of each year, the Committee shall submit to the Secretary a report on the programs and activities of the Department that pertain to veterans who are minority group members. Each report shall include: an assessment of the needs of veterans who are minority group members with respect to compensation, health care, rehabilitation, outreach, and other benefits and programs administered by the Department; a review of the programs and activities of the Department designed to meet such needs; and recommendations (including administrative and legislative action) as appropriate. The Secretary shall within 60 days after receiving each report submit a copy to Congress with any comments deemed appropriate. The Committee may submit such other reports and recommendations as the Committee considers appropriate to the Secretary. The Secretary shall also submit with each annual report, a summary of all reports and recommendations prepared by the Committee since the previous year's report.

SUMMARY OF INAUGURAL MEETING ACTIVITIES

Inaugural Meeting Objectives

The initial objectives of the Advisory Committee are as follows: (1) to explore each member's personal and cultural perspectives and experiences and to build cohesion; (2) to facilitate a focus on the Committee's business and to increase Advisory Committee awareness of priority issues as they pertain to minority veterans; (3) to inform members on selected components of VA and other veteran related agencies, and on programs and services, with specific emphasis on minority group veterans; (4) to develop a committee structure that would facilitate formulation, planning, implementation, and evaluation of strategies and practices as they relate to minority group veterans.

These objectives were successfully accomplished.

I. Major Activities of the Committee

A. Election of Chair and Vice Chair. The members unanimously elected David E.K. Cooper as the Committee's Chairperson and Joyce Bowles as the Vice Chairperson.

B. Mission. Based on a recommendation from a working subcommittee, the members discussed, refined, and approved the following mission statement:

"The mission of the Advisory Committee on Minority Veterans is to advise the Secretary of Veterans Affairs, through the development of reports to Congress, of recommended improvements to the Department of Veterans Affairs' benefits and programs affecting minority veterans."

C. Goals and Objectives. After lengthy discussion on the recommended goals and objectives offered by a subcommittee, the full Committee approved the following four goals and their specific objectives:

Goal 1: To review the policies, programs, and procedures of the Department of Veterans Affairs as they affect minority veterans.

Objective A: Evaluate the effectiveness of compensation programs for minority veterans.

Objective B: Evaluate health care issues and concerns related to minority veterans with emphasis on access, appropriateness, availability, equity, and quality of services.

Objective C: Evaluate rehabilitation services as they relate to minority veterans.

Objective D: Evaluate the effectiveness of outreach as it relates to minority veterans.

Objective E: Evaluate the effectiveness of community-based/associate services to minority veterans and how they relate to VA efforts to identify minority veterans needs, i.e., NAACP, Pacific American Foundation, Black Veterans Braintrust, Three Feathers Association, Department of Navajo Veterans Affairs, or Puerto Rico Veteran's Association of Mass., Inc.

Goal 2: Evaluate the needs of minority veterans:

Objective A: Assess the availability of services provided to veterans by obtaining information from veterans' service organizations, registered organizations, community-based organizations, tribal governments, and other traditional practitioners and nontraditional groups that provide services to veterans.

Objective B: Obtain additional information from tribal governments, federal, state, and county agencies, and the General Accounting Office (GAO) regarding minority veterans' needs, concerns, and issues.

Objective C: Conduct a literature search and review all published materials that relate to needs, issues, and concerns of minority veterans.

Goal 3: Develop an evaluation model to measure the effectiveness and efficiency of the policies, programs, and procedures of the Department of Veterans Affairs as they affect minority veterans.

Objective A: Design an evaluation model that will account for substantive factors of efficiency, effectiveness, dissemination, and distribution.

Objective B: Design a correlation factor model to permit reasonable interpretation of the data collected using the model.

Objective C: Develop findings and conclusions that lead to specific recommendations for the short, mid- and long-term improvements in the policies, programs, and procedures of the Department of Veterans Affairs relative to minority veterans.

Goal 4: Submit specific recommendations to the Congress, through the Secretary of the Department of Veterans Affairs, with the goal of improving the delivery of benefits and services to minority veterans.

B. Members of the Committee provided significant input into the historical perspectives and subtlety of current issues, concerns, and potential problems facing minority veterans. Their experiences and knowledge provided a personal focus for the Committee's deliberations.

C. During this initial meeting, the Committee developed plans for improving coordination and communication in the following areas:

- Intra-Agency (Center for Women Veterans and other Advisory Committees)
- Congressional (House and Senate Committees on Veterans' Affairs)
- Inter-Agency (Department of Labor and other Government elements).

D. The Committee formulated fiscal year 1996 and 1997 resource requirements that are essential to the successful accomplishment of its mission, goals, and objectives (Appendix D).

E. The Committee developed an agenda outline for future meetings and unanimously agreed to hold its next meeting in Washington, D. C. in September 1995.

F. The Committee also organized itself into the following four subcommittees:

- Compensation, Benefits and Other;
- Health Care;
- Employment, Training, and Transition; and
- Rehabilitation and Outreach.

IV. Committee Conclusions

A. The mission, goals and objectives shaped the resource needs and operational plans of the Committee for fiscal years 1996 and 1997. The Committee determined that administrative personnel and funding requirements are critical to its ability to execute the mission. The mission statement will influence the design and methodology of how the Committee mission will be accomplished.

B. The Committee resolved that the gathering of data and information, the conduct of research, the analysis of relevant issues and facts, and the drafting of position papers for the consideration of the full Committee could be enhanced by subcommittee meetings. This approach helped shape the Committee's resource needs as outlined in Appendix D and in its recommendations.

C. Additionally, the Committee agreed that, based on the scope and depth of the requirements presented by the legislative mandate, a full-time staff assistant must be dedicated to the work and deliberations of the Committee. The position should be placed within the Center for Minority Veterans, under the supervision of the Director, and accountable to the Committee through the Chairperson and Vice Chairperson. A job description is at Appendix E.

D. Finally, the Committee forged a general three-day outline for future full committee meetings that accommodates both flexibility and content structure.

V. RECOMMENDATIONS:

1. That the Secretary approve the Committee's proposed annual funding level of \$100,000 for FY 1996 and FY 1997 (Appendix D).

2. That the Secretary approve one staff assistant to be assigned to the Center for Minority Veterans, in direct support of the Committee, in accordance with the job description in Appendix E.

3. That the Secretary approve the Committee's mission statement, goals, and objectives.

APPENDIX A

BIOGRAPHICAL SKETCHES OF COMMITTEE MEMBERS

Armstead, Ron -- African American male Vietnam theater Navy veteran (Medic) recommended by Representatives Rangel, Kennedy, and Evans. Ron is the Executive Director of the Congressional Black Caucus (CBC) Veterans Braintrust. He is a community planner and former Vet Center counselor. He resides in Boston, MA, and works with the Veterans Benefits Clearinghouse. Currently he is a CBC Congressional Fellow in Congressman Rangel's office.

Begay, Richard K. -- Native American/Navajo Indian, male Vietnam combat veteran who resides in Arizona. He is the Navajo veteran advocate. He was recommended by the Arizona VVA and the Navajo Nation. He has worked as staff assistant in the Office of the Speaker, Legislative Branch Navajo Nation and served as a Council Delegate in the legislative branch. He currently serves on the staff of the President/Vice President, Navajo Nation.

Bowles, Joyce G. -- African American female Vietnam Army Nurse from Maryland recommended by Mr. Gene Brickhouse. She has a Ph.D. in Health Education. She is a professor of Nursing at Bowie State University and is active in many professional organizations and has extensive experience in academia.

Cooper, David E. K. -- Pacific Islander American male Vietnam Army veteran, recommended by Senator Akaka. He is a 30-year retired Brigadier General. He is the President, Pacific American Foundation. He has a broad and varied background in corporate, military and academia. He resides in Virginia.

Cota, Abel -- Hispanic/Mexican American male Vietnam veteran, recommended by the American GI Forum of the United States. Abel has been involved with veterans programs and services since 1973. He is presently Commander of the American GI Forum, San Jose Chapter, and has been a member since 1971.

Grace, Horace R. -- African American male Vietnam Army veteran recommended by Representative Chet Edwards. Horace is a businessman and community leader in Central Texas who is CEO of the largest privately held commercial and residential landscaping and lawn maintenance business in Killeen, TX., area. He has served on several state level advisory boards.

Jordan, Cleveland -- African American male Peacetime disabled Army veteran who is a former National Commander of Disabled American Veterans and a National Service Officer. He is a Program Analyst with the District Government, Commission on Social Services and resides in Washington, D.C. He was the Acting Chief of the D.C. Office of Veterans Affairs.

Kaulukukui, Thomas K. -- Native American/Native Hawaiian male Vietnam Army combat veteran, recommended by Senator Akaka. He is the Vice President for Community Affairs, The Queen's Health System in Hawaii, former Circuit Court Judge, and former member of the Native

American Veterans Coordinating Committee. He is active in various local veterans activities. He resides in Honolulu, Hawaii.

Kielly, Archibald -- Hispanic/Cuban American male retired Air Force combat disabled veteran who served in Vietnam and El Salvador. He resides in Virginia. Archibald is the President of Falcon International, Inc., and is also a consultant. He has over 10 years direct experience in South and Central American Affairs. He represents one of three broad categories of Hispanic veterans (Cuban, Mexican, and Puerto Rican).

LaBarre, Richard D. -- Caucasian male Vietnam Army veteran living in South Carolina who founded the first VVA chapter in South Carolina. He is the State Council President of VVA. Organized and led the move to erect a State Monument for veterans in South Carolina. He was the Chairman of the South Carolina Joint Veterans Council. He is currently Executive Director of the Vietnam Veterans of S.C., Inc.

Lopez, Thomas -- Hispanic/Puerto Rican male Korean Conflict combat Army veteran from New York. He was recommended by Maryann Musumeci, Director VAMC Bronx. He is the President of the National Congress of Puerto Rican Veterans. He has been a volunteer at the VAMC since 1980. He is an advocate and VAVS service representative.

Pocklington, Dorothy B. -- Caucasian female Vietnam Era Army Nurse who resides in Maryland. She is a Retired Brigadier General from the reserves and has extensive background in Academia and Health care administration. She works for DoD Army, Office for Defense Medical Information Systems.

Shanahan, Christina A. -- Hispanic female Navy Persian Gulf Nurse who resides in North Carolina. Tina was a former staffer on the House Committee of Veterans' Affairs Minority Staff who specialized in health care issues. She also worked as the Associate Legislative Director at PVA. Tina was recommended by Representative Bob Stump, Chairman, House Committee on Veterans' Affairs. She is currently the Director of Public Policy and Regulatory Affairs for Blue Cross Blue Shield of North Carolina.

Sogi, Francis Y. -- Asian American male WW II Army veteran recommended by Senator Akaka. He is a lawyer living in New York and a national spokesman for the Asian community. He is the Chairman of the Japanese American National Museum. Also, he is a member of the Board of Directors of the National Japanese American Memorial Foundation.

Willis, La Vonne -- African American male Vietnam combat Air Force veteran recommended by the Director, Pennsylvania Department of Military Affairs. La Vonne is the Director of the Utah Department of Veterans Affairs. He is a specialist in employment and Transition Assistance Programs.

APPENDIX B

TITLE V—MISCELLANEOUS PROVISIONS

- Sec. 501. Restatement of intent of Congress concerning coverage of Radiation-Exposed Veterans Compensation Act of 1988.
- Sec. 502. Extension of authority to maintain regional office in the Philippines.
- Sec. 503. Renouncement of benefit rights.
- Sec. 504. Clarification of payment of attorney fees under contingent fee agreements.
- Sec. 505. Codification of herbicide-exposure presumptions established administratively.
- Sec. 506. Treatment of certain income of Alaska natives for purposes of needs-based benefits.
- Sec. 507. Elimination of requirement for payment of certain benefits in Philippine pesos.
- Sec. 508. Study of health consequences for family members of atomic veterans of exposure of atomic veterans to ionizing radiation.
- Sec. 509. Center for Minority Veterans and Center for Women Veterans.
- Sec. 510. Advisory Committee on Minority Veterans.
- Sec. 511. Mailing of notices of appeal to the Court of Veterans Appeals.

TITLE VI—EDUCATION AND TRAINING PROGRAMS

- Sec. 601. Flight training.
- Sec. 602. Training and rehabilitation for veterans with service-connected disabilities.
- Sec. 603. Alternative teacher certification programs.
- Sec. 604. Education outside the United States.
- Sec. 605. Correspondence courses.
- Sec. 606. State approving agencies.
- Sec. 607. Measurement of courses.
- Sec. 608. Veterans' Advisory Committee on Education.
- Sec. 609. Contract educational and vocational counseling.
- Sec. 610. Service Members Occupational Conversion and Training Act of 1992.

TITLE VII—EMPLOYMENT PROGRAMS

- Sec. 701. Job counseling, training, and placement.
- Sec. 702. Employment and training of veterans.

TITLE VIII—CEMETERIES AND MEMORIAL AFFAIRS

- Sec. 801. Eligibility for burial in national cemeteries of spouses who predecease veterans.
- Sec. 802. Restoration of burial eligibility for unremarried spouses.
- Sec. 803. Extension of authorization of appropriations for State cemetery grant program.
- Sec. 804. Authority to use flat grave markers at the Willamette National Cemetery, Oregon.

TITLE IX—HOUSING PROGRAMS

- Sec. 901. Eligibility.
- Sec. 902. Revision in computation of aggregate guaranty.
- Sec. 903. Public and community water and sewerage systems.
- Sec. 904. Authority to guarantee home refinance loans for energy efficiency improvements.
- Sec. 905. Authority to guarantee loans to refinance adjustable rate mortgages to fixed rate mortgages.
- Sec. 906. Manufactured home loan inspections.
- Sec. 907. Procedures on default.
- Sec. 908. Minimum active-duty service requirement.

TITLE X—HOMELESS VETERANS PROGRAMS

- Sec. 1001. Reports on activities of the Department of Veterans Affairs to assist homeless veterans.
- Sec. 1002. Report on assessment and plans for response to needs of homeless veterans.
- Sec. 1003. Increase in number of demonstration programs under Homeless Veterans Comprehensive Service Programs Act of 1992.
- Sec. 1004. Removal of funding requirement of Homeless Veterans Comprehensive Service Programs Act of 1992.
- Sec. 1005. Sense of Congress.

TITLE XI—REDUCTIONS IN DEPARTMENT OF VETERANS AFFAIRS
PERSONNEL

- Sec. 1101. Findings.

“(e) The Secretary shall ensure that the Director is furnished sufficient resources to enable the Director to carry out the functions of the Center in a timely manner.

“(f) The Secretary shall include in documents submitted to Congress by the Secretary in support of the President’s budget for each fiscal year—

“(1) detailed information on the budget for the Center;

“(2) the Secretary’s opinion as to whether the resources (including the number of employees) proposed in the budget for that fiscal year are adequate to enable the Center to comply with its statutory and regulatory duties; and

“(3) a report on the activities and significant accomplishments of the Center during the preceding fiscal year.”.

(b) CLERICAL AMENDMENT.—The table of sections at the beginning of such chapter is amended by striking out the item relating to section 317 and inserting in lieu thereof the following new items:

“317. Center for Minority Veterans.

“318. Center for Women Veterans.”.

SEC. 510. ADVISORY COMMITTEE ON MINORITY VETERANS.

(a) ESTABLISHMENT.—Subchapter III of chapter 5 is amended by adding at the end the following new section:

“§ 544. Advisory Committee on Minority Veterans

“(a)(1) The Secretary shall establish an advisory committee to be known as the Advisory Committee on Minority Veterans (hereinafter in this section referred to as ‘the Committee’).

“(2)(A) The Committee shall consist of members appointed by the Secretary from the general public, including—

“(i) representatives of veterans who are minority group members;

“(ii) individuals who are recognized authorities in fields pertinent to the needs of veterans who are minority group members;

“(iii) veterans who are minority group members and who have experience in a military theater of operations; and

“(iv) veterans who are minority group members and who do not have such experience.

“(B) The Committee shall include, as ex officio members, the following:

“(i) The Secretary of Labor (or a representative of the Secretary of Labor designated by the Secretary after consultation with the Assistant Secretary of Labor for Veterans’ Employment).

“(ii) The Secretary of Defense (or a representative of the Secretary of Defense designated by the Secretary of Defense).

“(iii) The Secretary of the Interior (or a representative of the Secretary of the Interior designated by the Secretary of the Interior).

“(iv) The Secretary of Commerce (or a representative of the Secretary of Commerce designated by the Secretary of Commerce).

“(v) The Secretary of Health and Human Services (or a representative of the Secretary of Health and Human Services designated by the Secretary of Health and Human Services).

“(vi) The Under Secretary for Health and the Under Secretary for Benefits, or their designees.

“(C) The Secretary may invite representatives of other departments and agencies of the United States to participate in the meetings and other activities of the Committee.

“(3) The Secretary shall determine the number, terms of service, and pay and allowances of members of the Committee appointed by the Secretary, except that a term of service of any such member may not exceed three years. The Secretary may reappoint any such member for additional terms of service.

“(4) The Committee shall meet as often as the Secretary considers necessary or appropriate, but not less often than twice each fiscal year.

“(b) The Secretary shall, on a regular basis, consult with and seek the advice of the Committee with respect to the administration of benefits by the Department for veterans who are minority group members, reports and studies pertaining to such veterans and the needs of such veterans with respect to compensation, health care, rehabilitation, outreach, and other benefits and programs administered by the Department.

“(c)(1) Not later than July 1 of each year, the Committee shall submit to the Secretary a report on the programs and activities of the Department that pertain to veterans who are minority group members. Each such report shall include—

Reports.

“(A) an assessment of the needs of veterans who are minority group members with respect to compensation, health care, rehabilitation, outreach, and other benefits and programs administered by the Department;

“(B) a review of the programs and activities of the Department designed to meet such needs; and

“(C) such recommendations (including recommendations for administrative and legislative action) as the Committee considers appropriate.

“(2) The Secretary shall, within 60 days after receiving each report under paragraph (1), submit to Congress a copy of the report, together with any comments concerning the report that the Secretary considers appropriate.

“(3) The Committee may also submit to the Secretary such other reports and recommendations as the Committee considers appropriate.

“(4) The Secretary shall submit with each annual report submitted to the Congress pursuant to section 529 of this title a summary of all reports and recommendations of the Committee submitted to the Secretary since the previous annual report of the Secretary submitted pursuant to such section.

“(d) In this section, the term ‘minority group member’ means an individual who is—

“(1) Asian American;

“(2) Black;

“(3) Hispanic;

“(4) Native American (including American Indian, Alaskan Native, and Native Hawaiian); or

“(5) Pacific-Islander American.

“(e) The Committee shall cease to exist December 31, 1997.”.

Termination date.

APPENDIX C

**ADVISORY COMMITTEE ON MINORITY VETERANS MEETING
JUNE 4-8, 1995
ROOM 230 VA CENTRAL OFFICE
810 VERMONT AVENUE, NW
WASHINGTON, DC
AGENDA**

SUNDAY JUNE 4, 1995

1:00-9:00pm	Early Arrival Registration at Hotel	Renaissance Hotel 9th and Massachusetts Avenue NW
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MONDAY JUNE 5, 1995

8:00-9:00am	Public Registration	
9:00-9:30am	Call to Order Pledge of Allegiance Prayer Introduction of Committee Members Swearing in Ceremony Welcoming Remarks	Mr. Anthony T. Hawkins Acting Director, Center for Minority Veterans
9:30-9:45am	Remarks	Mr. Heyward Bannister Special Assistant to the Secretary for White House Liaison
9:50-10:00am	Ice Breaker	Dr. Erwin R. Parson, Facilitator
10:00-10:15am	BREAK	
10:15-12 noon	Team Building Exercise	Dr. Erwin R. Parson

12 noon-1:00pm	LUNCH	
1:00-1:15pm	PUB. L. NO. 103-446 -- The Center for Minority Veterans Organization, Goals and Objectives	Mr. Anthony T. Hawkins
1:15-1:30pm	Video -- "GSA The First Meeting"	Mrs. Susan Courtney, GSA Cmte. Mgmt. Secretariat
1:30-2:30pm	Duties and Responsibilities of Federal Advisory Committee Members	Mrs. Susan Courtney, GSA
2:30-3:30pm	Ethics Briefing	Mr. Jim Adams, Office of General Counsel
3:30-3:45pm	BREAK	
3:45-4:00pm	Remarks	Mr. Edward Chow, Deputy Assistant Secretary for Policy
4:00-4:15pm	Remarks	Ms. Kathy Jurado, Assistant Secretary for Public and Intergovernmental Affairs
4:15-4:45pm	Public Comment Period	
4:45-5:00pm	Summary and Wrap-Up	Dr. Erwin R. Parson
	RECESSED	
6:00pm	Dinner	TBA

TUESDAY JUNE 6, 1995

8:00-9:00am	Public Registration
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8:30-9:00am	Minority Veteran Employment Issues	Mr. Preston M. Taylor, Jr. Department of Labor Veterans Employment and Training Service
9:30-10:00am	Veterans Benefits Administration (VBA) Overview - Mission and Programs	Mr. R.J. Vogel, Under Secretary for Benefits
10:00-10:45am	VHA Overview and Reorganization	Dr. Jule Moravec, Assoc. CMD for Operations
10:45-11:15am	National Cemetery System (NCS) Overview - Mission and Programs	Mr. Roger Rapp Director, Field Operations
11:15-11:45am	Post Traumatic Stress Disorder - Update on Matsunaga Study of PTSD in Native American and Asian American Veterans	Dr. Matthew J. Friedman, Dir. Nat'l PTSD Center
11:45am - 1:00pm	WORKING LUNCH Election of Permanent Chairman	
1:00-1:30pm	Veterans Claims Adjudication Commission Overview	Mr. Darryl Kehrer Executive Director
1:30-2:00pm	Native American and Hispanic Serving Institutions Initiatives - Minority Veteran Issues	Mr. Ricardo Martinez
2:00-2:30pm	Committee Discussion	Dr. Erwin R. Parson
3:00-4:00pm	Public Comment Period	
4:00-5:00pm	Summary and Wrap-Up	Dr. Erwin R. Parson
5:00pm	RECESSED	

WEDNESDAY JUNE 7, 1995

8:30-9:00am	Variations in Care provided to Minority Veterans -- Research Studies	Ms. Ruth Parry, VHA HSRD
9:30-10:00am	Public Comment Period	
10:00-10:15am	BREAK	
10:15-10:45am	Homeless Veterans Programs	Mr. Pete Dougherty Office of Intergovernmental Affairs
10:45-11:30am	Readjustment Counseling Service Overview	Mr. Charles M. Flora, RCS
11:30-1:00pm	LUNCH	
1:00-1:30pm	Public and Consumer Affairs Issues Relating to the Minority Veteran Community	Ms. Marti McAlister Gallo Executive Assistant to the Assistant Secretary for Public and Intergovernmental Affairs
1:30-3:00pm	Committee Discussion and Question and Answer Period on Issues Presented the Past Two Days	Dr. Erwin R. Parson
3:00-3:15pm	BREAK	

3:15-5:00pm Develop Matrix and Outline of Draft Dr. Erwin R. Parson
Report to Secretary

Form Subcommittees to Develop
Issues for Future Committee
Investigation

Formulate Committee
Recommendations for Future
Committee Meetings

5:00-5:30pm Summary and Evaluation Center for Minority Veterans
Staff

5:30pm ADJOURNED

THURSDAY JUNE 8, 1995

8:30-9:00am Report Discussion Joyce Bowles

9:00-9:30am Subcommittee Discussion Tom Kaulukukui

9:30-10:00am September Agenda Joyce Bowles

10:00-10:15am Break

10:15-10:45am Review of Meeting - Summary David Cooper

10:45-11:30am Center for Minority Veterans Anthony Hawkins

11:30-12noon Closure/Adjournment

APPENDIX D

Appendix D**Proposed Advisory Committee Budget for FY '96 and '97**

Description	FY	Budget
1. Meeting of Subcommittees	1st Qtr, '96	\$6,000.00
2. Meeting of Committee, Wash, DC	1st Qtr, '96	\$25,000.00
3. Meeting of Subcommittees	2nd Qtr, '96	\$6,000.00
4. Meeting of Committee, Wash, DC	2nd Qtr, '96	\$25,000.00
5. Meeting of Subcommittees	3rd Qtr, '96	\$6,000.00
6. Meeting of Committee	3rd Qtr, '96	\$25,000.00
7. Individual Working Meetings	'96	\$7,000.00
		TOTAL \$100,000.00
1. Meeting of Subcommittees	1st Qtr, '97	\$6,000.00
2. Meeting of Committee, Wash, DC	1st Qtr, '97	\$25,000.00
3. Meeting of Subcommittees	2nd Qtr, '97	\$6,000.00
4. Meeting of Committee, Wash, DC	2nd Qtr, '97	\$25,000.00
5. Meeting of Subcommittees	3rd Qtr, '97	\$6,000.00
6. Meeting of Committee, Wash, DC	3rd Qtr, '97	\$25,000.00
7. Individual Working Meetings	'97	\$7,000.00
		TOTAL \$100,000.00

Administrative Assistant Position Description

This position is located in the Center for Minority Veterans. The organization of the Center for Minority Veterans is under the Office of the Secretary. The Advisory Committee on Minority Veterans is one of several statutory Advisory Committees that reports annually to the Secretary. The Advisory Committee is a 22-member body composed of 15 public members appointed by the Secretary of Veterans Affairs and 7 ex officio members established by law. The Advisory Committee receives its administrative support from the Center for Minority Veterans. The incumbent serves as the Administrative Assistant that provides direct administrative and logistical support to the Advisory Committee.

DUTIES: The incumbent is responsible for the administrative and logistical activities of the Advisory Committee for Minority Veterans. This includes scheduling the work days of the Committee and maintaining its calendar. In addition the incumbent insures that information, data, documents, etc., are available to each committee member for review prior to scheduled meetings. They are also responsible for notifying the appropriate staff within the Center for Minority Veterans or elsewhere that specific materials are missing and must be made available by a certain deadline. Independently establishes priorities, arranges for space and other logistics for meetings and identifies appropriate staff whose presence is required for each meeting.

Serves as a liaison between the Committee and members of the Center for Minority Veterans, as well as other VA offices, federal agencies, and private organizations. Keeps informed on matters and developments of special interest and maintains a general knowledge of plans, policies, procedures, studies, and projects in process and under consideration by the Center for Minority Veterans.

Assists the Chairman in the procedural aspects of expediting the work of the Committee and implementing the Chairman's instructions concerning procedures. Is responsible for keeping the chairman and committee members informed of changes in correspondence procedures, filing, and reference practices, and other matters affecting the work.

Receives all correspondence and documents that are specifically for the Committee. Handles routine items on own initiative and refers matters requiring action by the Chairman or other Committee members and follows up to ensure timely responses by them. Reviews correspondence and documents requiring the signature or concurrence of the Chairman; items are examined to see if they are in conformance with Executive Secretariat guidelines, VA regulations, and Federal Advisory Committee Act requirements. Format and grammar are also checked. On own initiative returns correspondence and documents to originator for correction when they are not in conformance with known policies and regulations. Gives advice and instructions related to these matters to Committee members and other support staff to correct these types of problems.

Incumbent is responsible for coordinating and arranging the travel for the Committee. As such the incumbent:

APPENDIX E

- Makes hotel arrangements by reserving a block of rooms for Committee members and others as required when speakers or presenters are invited to appear before the Committee.
- Prepares letters of agreement for each Committee member estimating the travel and per diem to be reimbursed.
- Prepares IFCAP (Intergrated Funds Distribution Control Point Activity) documents for payment of other fees as required.
- Prepares and processes travel documents after completion of travel to ensure prompt payment.

Maintains records of all important matters, telephone calls, visits, letters, etc. Based on the nature of the inquires; determines which should be directed to the Chairman or the Director, Center for Minority Veterans, or taken care of personally.

Composes and types various routine non-technical correspondence for the signature of the Chairman or other Committee members and maintains necessary records and files. In the absence of the Chairman, signs correspondence in the Chairman's name when material has been cleared by him/her.

Ensures that all necessary details (space, audiovisual; handouts, microphones, agendas, etc.) for Committee meetings are attended to in a timely manner.

Ensures that all required notices of scheduled meetings are publicized and printed in the Federal Register.

Objective A: Develop short-term recommendations that require little or no funding that are within the authority of the Secretary and can, therefore, be implemented without delay to improve the delivery of benefits and services.

Objective B: Develop recommendations for the mid-term that are within the authority of the Secretary, to include those requiring the authority of the Congress, which correct or improve the delivery of services.

Objective C: Develop long-term recommendations that are within the authority of Congress to amend VA statutes to correct identified impediments to equitable benefits or services.

II. Acquisition of Information

Throughout the sessions, various speakers and Committee members shared background information that focused on minority veterans (Appendix C).

A. Deputy Secretary Gober gave opening comments to the Committee. Secretary Jesse Brown expressed his commitment to the Committee, its work, and to all veterans, and shared his concerns about the future of the Department, and the adverse effects that possible budget decisions may have on the Department.

B. The Committee was privileged to hear a number of presentations by VA officials who provided information on VA organizational elements and programs. The Assistant Secretary for Veterans Employment and Training, Department of Labor presented information about veterans employment programs.

C. The Committee received comments from Mr. John Tagami, Legislative Assistant to Senator Daniel K. Akaka (Hawaii). He provided a Congressional perspective on the establishment of the Center for Minority Veterans and the Advisory Committee.

D. The Committee heard public testimony by Fred Mattia of the Three Feather Associates, a Native American public organization, dedicated to grant writing and technical assistance to 528 Native American Tribes. This organization specializes in understanding and enhancing compliance with Federal Regulations, and assists constituent tribes in completing official documents necessary to secure needed services from Head Start, disability offices, and Title VI programs. Mr. Mattia testified about his organization's efforts to develop a data base that includes all Native American veterans.

III. The Committee at Work

A. The Committee began its work with Dr. Erwin R. Parson serving as Facilitator. He assisted in establishing an atmosphere of cooperation and trust that facilitated internal growth and accelerated the team building process.