



VETERANS AFFAIRS COMMISSION MEETING
April 8, 2021 at 6 p.m.

Meeting Minutes

Meeting called to order: 6:05 p.m. by Chairperson Ralph Charlip
Location: Virtual via WebEx
City Liaison(s): Jamie LaDuke - Aurora Learn Supervisor
Aaron Koenigseker – Aurora Learn Training Specialist

A. Standing Business (Agenda at Atch 1)

I. Call to Order/Invocation/Pledge of Allegiance **Charlip**
Chairperson Ralph Charlip called the meeting to order at 6:05 p.m., offered the invocation and led the Commission in the Pledge of Allegiance.

II. Roll Call (Attendance at Atch 2) **Staff**
a. Present Commissioners: Ralph Charlip, Watik Aleem, Gregory Echols, CW Fox, Cynthia Francis, Jeremy Lammon, and Melissa Sayouthasad,
b. Absent Commissioner(s): Robert Chase
c. Quorum: Yes

III. Approval of March 18, 2021 Meeting Minutes (Meeting Minutes at Atch 3) **Charlip**
Motion to approve the March 18, 2021 meeting minutes at 6:09 p.m. by C.W. Fox, second by Watik Aleem. Approved unanimously.
Amendments: None

IV. Guest Speaker **Staff**
Alicia Romero was not able to attend this commission meeting due to a prior engagement. We will reschedule Alicia’s presentation for a future commission meeting.

V. Financial Report – Quarterly Only (January, April, July and October) **Staff**
Jamie LaDuke provided a financial report, stating that she has requested all accounts and budgets related to the commission to be moved under Human Resources, so that she can access and manage appropriately. The current budget for the commission, for 2021 is \$3,649. A few commissioners voiced concerns about the 2020 budget, stating that leftover funds should have been dived between the Korean War Memorial, State Veterans Home and Veterans Treatment Court. Jamie stated that she would discuss with the budget office and follow-up at the next meeting or sooner, if possible.
(OPEN: STAFF)

VI. Public Comment(s) – Maximum Three (3) Minutes per Person **Charlip**
No public comments

**VII. City Liaison Report****Staff**

- a. Veteran Population Study - Jamie LaDuke advised the commission that the population study continues to be a challenge. Jamie's team continues to work with various departments to discuss alternative solutions. (OPEN: Staff)
- b. Jamie LaDuke stated that city staff is preparing for the upcoming budget season. In addition, various staff members and committees have been working to establish a reopening plan for the Aurora Municipal Center. There are also plans in place for the Aurora Municipal Center to host vaccination clinics. (INFO)

VIII. Vice Chair Report (VAC Commission Roster at Atch 4)**Lammon**

- a. April roster – roster was sent. No additional items for discussion. (INFO)

IX. Chair Report**Charlip**

May Speaker – Chairperson Charlip asked Jamie LaDuke to verify if Alicia Romero would be available in May. Currently there is no guest speaker scheduled for June, however, Chairperson Charlip has invited Edgar Johansson from the Laboratory for Atmospheric and Space Science to speak at the July meeting. (INFO)

- a. Draft Commissioner Roles and Responsibilities – (Commissions Roles and Responsibilities at Atch 5) Chairperson Charlip provided a brief overview of the document and asked for feedback by 1 May 21. (INFO)
- b. Armed Forces Recognition Luncheon 20 August – Chairperson Charlip stated that this item will be discussed in more detail under Liaison Updates. (INFO)

X. Projects

- a. Coffman project – no updates (INFO) **Charlip**
- b. Marketing Pamphlet and Briefing (VAC Mission Briefing at Atch 6) **Sayouthasad**
Pamphlets have been printed. Commission members will send Jamie LaDuke an email with their address, if they are interested in having pamphlets on hand. Jamie LaDuke will also send the pamphlet via email in both colors. The VAC Mission Briefing PowerPoint presentation is complete. Chairperson Charlip did a quick demonstration of the presentation. Jamie LaDuke will send it via email as well. (CLOSED)
- c. Outreach, Social Media, Web Site **Sayouthasad**
Melissa Sayouthasad provided an update. A “discounts” page has been completed. Melissa will send to Jamie for distribution to commission members via email. (CLOSED)
- d. VSO Engagement **Aleem**
Watik Aleem attended the UVC meeting. Application for the VAC to become a member of the UVC has been forwarded to Ralph. (INFO)
- e. Water Bill Insert **Lammon**
Jeremy Lammon will work with Jamie LaDuke and the Communications Department to have information about the vacant positions in the water bill insert. (OPEN)
- f. Promote Military Service **Fox**
Continued efforts from commissioner Fox. (OPEN)
- g. JROTC Collaboration **Chase**
No updates – Robert Chase not present (OPEN)
- h. Standdown with HCC **Aleem**



Completed (CLOSED)

XI. Liaison Updates

- a. Aurora Defense Council Charlip
 Chairperson Charlip stated that the Aurora Chamber of Commerce, in collaboration with other organizations will host the Armed Forces Recognition Luncheon on August 20, 2021, it is scheduled to take place in-person. As more info comes available, it will be shared with the commission. In the past, the commission has been involved and submits an individual as a ‘Veteran Volunteer of the Year’. Chairperson Charlip will be turning the responsibility of attending the meetings over to Greg Echols in May, but Ralph may still attend. (OPEN)
- b. Veterans Court Aleem
 Watik Aleem stated that Veterans Court started, it takes place every Monday at 9:30 a.m. Currently there are two people in the program. Both participants have been assigned mentors, they are making progress. They continue to work on marketing the program. (INFO)
- c. JCF Chase
 No updates. (INFO)
- d. Colorado Freedom Memorial Echols
 No updates. (INFO)

B. Old Business

- 1. Bylaws (Bylaws at Atch 7) All
 Motion to approve the changes to the Bylaws at 7:06 p.m. by CW Fox, second by Melissa Sayouthasad. Approved unanimously. (CLOSED)
- 2. Commission Vacancies Charlip
 A brief discussion took place about the new applicants: Mike Spatter and Nate Graff. Motion to approve Mike Spatter to the Veterans Affairs Commission at 7:15 p.m. by Melissa Sayouthasad, second by Jeremy Lammon. Approved unanimously. Motion to approve Nate Graff to the Veterans Affairs Commission at 7:16 p.m. by Greg Echols, second by Cynthia Francis. Approved unanimously. Applications will move forward to City Council for final approval. (STAFF)
- 3. Commission Application Vetting Process Staff
 Jamie LaDuke stated that there is no additional vetting process by the city. The City Attorney’s Office and City Clerk’s Office will not allow for background checks, stating that consistency among all boards and commissions is that background checks are not required. City Council is not supportive of criminal history background checks. Chairperson Charlip stated that the vetting that took place for the current applicants includes; a minimum of three reference checks, social media review and interviews by at least two commissioners. Jeremy Lammon and Ralph Charlip conducted the interviews, with Robert Chase and Greg Echols each attending one of the interview sessions. Standard questions were created. Both applicants have impressive resumes and all references had great things to say about each of them. This includes the time necessary to dedicate to the commission. (INFO)
- 4. VAC Phone Line Script (Draft Phone Script at Atch 8) Sayouthasad
 A standard message will be placed on the phone line, providing additional resources. This will be the official recording. Motion to move to a standard script on the phone line at 7:22 p.m. by Greg Echols, second by Ralph Charlip. Approved unanimously. (OPEN)
- 5. 2020 Review All



Review is good, can be closed. (CLOSED)

C. New Business

- 1. Term Renewal – Commissioner Francis All
Cynthia Francis wishes to stay on the commission. Cynthia provided an overview of her accomplishments. Motion to accept Cynthia Francis application to renew her tenure at 7:31 p.m. by Watik Aleem, second by Jeremy Lammon. Approved unanimously. (STAFF)
- 2. 2022 Projects and City Budget Alignment Charlip
Tabled to May meeting. (OPEN)
- 3. Policy Review Lammon
 - a. Working Instruction Template 2020-01
 - b. Annual Working Instruction Review 2020-02
 - c. Governing Documents 2020-03

Tabled to May meeting. (OPEN)

Adjournment

Motion at 7:34 p.m. to adjourn the meeting.

Next Meeting: 13 May

Future 12 Meetings:









- 2021: 13 May, 10 June, 8 July, 12 August, 9 September, 14 October, 11 November, 9 December
- 2022: 13 January, 10 February, 10 March, 14 April

Meeting Minutes transcribed by:

Jamie L. LaDuke

Attachments:

- 1. Agenda
- 2. Attendance
- 3. March 18, 2021 Meeting Minutes
- 4. VAC Commission Roster
- 5. Commission Roles and Responsibilities
- 6. VAC Mission Briefing
- 7. Bylaws
- 8. Draft Phone Script

					
April 8, 2021 Meeting Agenda.pdf	Commissioner Attendance_4.8.21.xlsx	March 11, 2021 Meeting Minutes.pdf	VAC Commission Roster.docx	Commission Roles and Responsibilities	VAC Mission Briefing Presentation
					
By Laws - Proposed Revision V4 Redline.	Draft Phone Script.docx				