

**HUMAN RELATIONS ADVISORY BOARD (HRAB)  
VETERANS TASK FORCE TEAM (VTF)  
October 17, 2012 Minutes**

The Veterans Task Force of the City of Mesa met on October 17, 2012, at 5:30 p.m.  
at the Mesa City Plaza, 20 E. Main St. Ste. 250.

<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>	<u>STAFF PRESENT</u>
Denise Heap		Lyn Buzuleciu
Rory Gilbert		Ruth Giese
Charmaine Hopkins		

1. Welcome and Introductions.

Ms. Hopkins called the meeting to order at 5:36pm.

2. Items from citizens present.

There were no citizens who requested to speak to the Ad Hoc Veterans Task Force Team.

3. Approval of minutes from the October 3, 2012 Ad Hoc team meeting.

A motion was made by Ms. Hopkins to approve the October 3, 2012 minutes. Ms. Gilbert seconded the motion. The motion carried unanimously.

4. Discuss goals and direction of the task force.

Ms. Hopkins inquired on how the task force would like to proceed with determining projected goals i.e. per quarter, month, or year. Ms. Giese advised that decision will come once the task force is fully developed and in place. The members agreed that they are satisfied with the current list of contacts to invite into the task force and will expand as needed.

5. Discuss, consider and take action on attending/participating in the Veteran's Day Parade.

Ms. Hopkins announced that participation in the Veterans Day Parade has been approved. Ms. Giese explained that an application was submitted to the Veterans Committee for approval. The parade will take place on November 12, 2012 and detailed information will be provided to the board at the next meeting. A banner has been supplied to Ms. Hopkins for use during the parade. Ms. Heap inquired whether they should carry a US flag in the march. Ms. Hopkins expressed her only hesitation is that the flag is handled in the appropriate fashion. The board was in agreed not to carry a flag but rather decorate the banner patriotically.

6. Review, discuss and take action on cities of service operation reintegration program.

Ms. Hopkins advised that the blueprint has not been created yet for the website available for users. A guideline has been provided by Ms. Giese about what should be encompassed such as reaching out to veterans in the community, asking veterans to provide assistance to other veterans, find what they need and how to best serve them. Ms. Gilbert suggested they approach the first meeting like a focus group to obtain more direction and to utilize information available under the Cities and Services Resource Documents: How to Develop a High End Service Plan. The board members agreed to follow the guidelines of the document once they have a task force in place. They also agreed that the behavioral guidelines for conduct should be reiterated in the first meeting. Ms. Gilbert noted that Joe Jacobson is their current contact for the East Valley Veterans Education Center, but that may change in the future.

7. Discus, consider and take action on composing a list of organizations and their contacts to be invited to join task force.

Ms. Gilbert proposed the question whether contacts should be organizations or individuals. Ms. Heap stated that she believes it should be both because certain individuals may not be affiliated with a group but may want

to participate. Ms. Hopkins also agreed with that statement. Ms. Gilbert advised that they currently only have a list of organizations for contact.

The next step will be to draft an invitation letter. Ms. Heap suggested that the invitation should be made for a date in January, but outreach can begin in December. Ms. Gilbert recommended that they contact the AZ Republic to post notification in the newspaper. Ms. Hopkins stated that she has contacts in VA office if they would like to make notification on a broader level. The board agreed to keep notifications local initially. Ms. Giese advised that any statement has to go through the City of Mesa Public Notification Office for approval. The board confirmed that prior to the next meeting on November 14, 2012 they must finish the contact list, compile media release information and prepare the first draft of the invitation letter. Ms. Heap volunteered to draft the letter.

8. Discuss, consider and take action on date/agenda for task force meeting.
  - Selection of date, agenda preparation and other logistics for November.

The board determined they will choose a regular meeting date in the future for the task force but the first meeting will take place on January 26, 2013 from 9am-12pm.

9. Discuss, consider and take action on City of Mesa being an employer of choice for veterans.

Ms. Gilbert stated that they will conduct research on what this entails. They will utilize James May as a consultant and investigate other outside resources. Ms. Giese inquired whether recommendations were going to be made by the board or by the task force. Ms. Gilbert and Ms. Hopkins responded that these recommendations should come from the board. Ms. Heap stated that she also feels the board can make recommendations but ask the task force or other people in the community for input. Ms. Gilbert emailed Mr. May for information.

10. Discuss, consider and take action on website/link for veterans on the City's website.

Ms. Gilbert inquired whether a list of links can be available on the website for people to refer to. Ms. Giese advised that there is currently a long list of links on the City of Mesa Diversity webpage, although not necessarily related to veterans. Ms. Giese stated that she envisions the board to compile a list of resources based on their expertise to be added to the current site. Ms. Gilbert stated that that the board will need to lay the ground work on implementing information for veterans on the website. Ms. Hopkins stated that on the City of Mesa, City Services main page there is a link for senior citizens. Ms. Hopkins recommended that something similar for the veterans should be applied.

11. Discuss future agenda items, meeting dates, announcements, other housekeeping.

Ms. Gilbert asked that copies of all task force meeting minutes be available at the board meeting for review. Ms. Gilbert stated that one agenda item for the board should include approval for the January 26, 2013 Task Force meeting. Ms. Gilbert made the motion to approve the meeting so it can be moved to the board for approval. Ms. Heap seconded the motion. Ms. Heap requested that the motion to approach the Public Information Office to add a link for veteran contact information to the webpage be added to the agenda for the board approval as well.

Ms. Gilbert requested that items 7-10 of this meeting's agenda be included in next meeting's agenda.

The committee will meet again November 14, 2012 at 5:30pm. Ms. Hopkins made the motion to adjourn the meeting and Ms. Heap second the motion. Meeting adjourned at 6:17 p.m.

Submitted By:



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Ruth Giese,  
Diversity Program Administrator