

**Chapter 484-10 WAC  
DEPARTMENTAL HEADQUARTERS**

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**WAC**

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**WAC 484-10-005 Purpose of organization.** The department of veterans affairs shall be the administrative body responsible for all duties and functions delegated to it by state law. Additionally, within budgetary limitations, it will initiate and maintain program control of:

- (1) State veterans institutions.
- (2) A system of veterans services, for veterans and their beneficiaries in various locations throughout the state, to provide claims and referral activities.
- (3) Fiduciary services for eligible incompetent veterans and their beneficiaries.

[Order 7659, § 484-10-005, filed 7/28/77.]

**WAC 484-10-010 State veterans institutions.** (1) The Washington soldiers home and colony, the Washington veterans home, and the eastern Washington veterans home shall have, respectively, a chief executive officer to be called a superintendent. The superintendent shall be directly responsible to the director or designee, of the department of veterans affairs, and as such shall be an honorably discharged veteran.

(2) The superintendent shall be a licensed nursing home administrator in the state of Washington. In situations where a candidate is identified who is an honorably discharged veteran but not yet a licensed nursing home administrator in the state of Washington, the director may appoint the candidate to the position of superintendent-in-training, providing time for the candidate to complete an administrator-in-training program, approved by the Washington state department of health, and pass the nursing home administrators licensing examination. The candidate is eligible for appointment to the position of superintendent once he or she becomes a licensed nursing home administrator. The director will ensure that the facility is directed by an interim on-site, full-time superintendent who is a licensed nursing home administrator and who may or may not be a veteran, while the candidate is in training, or whenever a suitable candidate is not available.

[Statutory Authority: RCW 43.60A.070. WSR 10-04-027, § 484-10-010, filed 1/26/10, effective 2/26/10; Order 7659, § 484-10-010, filed 7/28/77.]

**WAC 484-10-015 Veterans services.** Field services for veterans and their beneficiaries shall be administered from the department of veterans affairs by a person designated by the director of the department. This designee shall be responsible for implementing departmental policy and maintaining program control, either directly and/or through contract administration.

[Order 7659, § 484-10-015, filed 7/28/77.]

**WAC 484-10-020 Personnel services.** Personnel services for departmental recruiting, testing and compliance with all applicable laws, rules, and policies shall be maintained by the department of veterans affairs.

The person responsible for administration of these services shall be designated by the director of the department.

[Order 7659, § 484-10-020, filed 7/28/77.]

**WAC 484-10-025 Administrative services.** Intradepartmental administrative services shall be provided by the department to include, but not be limited to: Accounting, purchasing, budget preparation, maintenance of supplies, and such management studies and program support functions as the director deems necessary.

[Order 7659, § 484-10-025, filed 7/28/77.]

**WAC 484-10-030 Fiduciary services.** Such fiduciary and other services mandated by RCW 43.60A.070 may be provided by the department of veterans affairs. Program administration and control shall be lodged in departmental headquarters, although the staff actually providing the services may be located elsewhere.

[Statutory Authority: RCW 43.60A.070. WSR 80-09-069 (Order 80-01), § 484-10-030, filed 7/17/80; Order 7659, § 484-10-030, filed 7/28/77.]

**WAC 484-10-035 Veterans affairs advisory committee.** Rules of operation.

(1) The committee shall have the following powers and duties:

(a) To serve in an advisory capacity to the governor and the director on all matters pertaining to the department of veterans affairs;

(b) To acquaint themselves fully with the operations of the department and recommend such changes to the governor and the director as they deem advisable.

(2) The department of veterans affairs, and its director, shall fully recognize the advisory committee, as established under RCW 43.60A.080.

(3) The committee chair shall, following annual elections but before September, confer with the director to set the number of, and schedule for, authorized meetings during the following twelve months.

(4) A quorum must be present prior to the transaction of official committee business. A quorum for the committee shall be construed to

be a simple majority of the committee members authorized in RCW 43.60A.080.

(5) The order of business will be according to *Robert's Rules of Order* as revised, and the usual order of business shall be as follows:

- (a) Pledge of Allegiance;
- (b) Roll call;
- (c) Reading and approval of minutes;
- (d) Reading of official and other communications;
- (e) Audience introductions;
- (f) Report from the director or his/her designee;
- (g) Report of committees;
- (h) Old business;
- (i) New business;
- (j) Agenda set for next meeting;
- (k) Time and place for next meeting;
- (l) Adjournment (by majority vote of members present).

(6) Summary minutes shall be kept of all of the committee proceedings and a complete copy will be provided to each member of the committee and the director within fourteen calendar days of adjournment. When requested to do so by the committee, the director shall present a copy of the minutes to the governor.

(7) Each member of the committee is expected to actively participate in and attend all meetings of the committee. The name of any committee member who has three consecutive unexcused absences from regularly scheduled meetings will be automatically forwarded to the governor's office with a request that a replacement be named to the committee. A copy of the replacement request will be forwarded to the appropriate veterans organization department commander.

(8) The chairperson shall notify, in writing, any member having three consecutive unexcused absences that a recommendation is being forwarded to the governor.

(9) A member will receive an excused absence at the discretion of the chairperson or director.

(10) The director, or his/her designee, and such members of the department staff as the director selects, shall meet with the committee on a regular basis.

(11) The committee will annually review the quality and range of services performed by the department.

(12) Annually, the committee shall designate one of its meetings as a joint meeting with the commanders and service officers of all veterans organizations nationally recognized by the Federal Department of Veterans Affairs.

(13) During June of each year, there shall be an election of the chairperson and vice chairperson for the coming year. New officers shall take office in September. Those elected will serve for one year and be limited to one term in succession.

(14) All meetings and events relating to the advisory committee shall be accessible to all members and guests.

(15) The chairperson may appoint special committees consisting of not less than two members when necessary to make special inquiries, reports, and investigations.

[Statutory Authority: RCW 43.60A.070. WSR 92-17-045, § 484-10-035, filed 8/14/92, effective 9/14/92; Order 7659, § 484-10-035, filed 7/28/77.]

**WAC 484-10-040 Coordination with other agencies.** The department of veterans affairs shall be responsible for coordination with other agencies, both public and private, of all programs and projects affecting veterans and their beneficiaries, as its director may deem appropriate.

[Order 7659, § 484-10-040, filed 7/28/77.]

**WAC 484-10-045 Practice and procedures.** In those contested cases, declaratory proceedings, and requests for rule making in which the department of veterans affairs has authority to conduct hearings, practice and procedure shall be in accordance with those uniform rules promulgated by the code reviser and codified as chapter 1-21 WAC as now written or as hereafter amended except for those situations covered under WAC 484-20-105.

[Statutory Authority: RCW 43.60A.070 and chapter 72.36 RCW. WSR 04-19-026, § 484-10-045, filed 9/9/04, effective 10/10/04; Order 7659, § 484-10-045, filed 7/28/77.]

**WAC 484-10-050 Exception to rules.** (1) The rules are necessarily based on conditions which are considered to apply in the great majority of situations. Individual circumstances may exist in which application of the rule seems to work in opposition to the objective desired. This may occur when an individual's situation differs from that of the majority or when his circumstances are peculiar. In these cases, exceptions may be considered.

(2) An exception cannot be made to a specific provision of the law. However, individual case exception to a rule or procedure not specifically enunciated in the law can be authorized by the department of veterans affairs when it appears to be in the best interest of overall economy and the individual's welfare.

(3) Exception decisions are not subject to the fair hearing procedure of WAC 484-20-105.

[Statutory Authority: RCW 43.60A.070 and chapter 72.36 RCW. WSR 04-19-026, § 484-10-050, filed 9/9/04, effective 10/10/04; Order 7659, § 484-10-050, filed 7/28/77.]