

# Title 482 WAC

## VETERANS REHABILITATION COUNCIL

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### Chapter 482-12 WAC

#### THE COUNCIL, DIRECTOR, AND EMPLOYEES

#### WAC

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**WAC 482-12-010 Council—Office and place of business.** The council shall maintain an office in Olympia and shall have power to meet at such other places as it may provide by resolution from time to time. [Rule 1, filed 3/16/60.]

**WAC 482-12-015 Council—Business meetings.** The council shall adopt the following "Order of Business" for conducting its business meetings:

- (1) Roll call.
- (2) Approval of minutes.
- (3) Reading of official and other communications.
- (4) Report of director.
- (5) Report of committees.
- (6) Reading of proposed or pending legislation.
- (7) Unfinished business.
- (8) New business.
- (9) Good of veterans and/or dependents. [Rule 2, filed 3/16/60.]

**WAC 482-12-020 Council—Election of officers.** There shall be an election of chairman and vice chairman for the fiscal year in the month of June each year, by vote, in executive session. [Rule 3, filed 3/16/60.]

**WAC 482-12-025 Council—Special committees.** During his tenure the chairman shall appoint special committees when necessary of not less than two council members to make special investigations, etc., and the

special committee which the chairman is empowered to appoint from time to time shall investigate any matters which the council decides need studying or checking. [Rules 4 and 9 (part), filed 3/16/60.]

**WAC 482-12-030 Public notice of meetings.** In connection with the matter of giving "public notice" to the press, radio and television to inform the general public that the VRC Meetings are public meetings and anyone can attend, and that such notice is particularly pertinent when allocations of State funds are discussed and acted upon. [See Attorney General's Opinion re "public notice" dated May 28 and October 29, 1953—provisions of chapter 42.32 RCW.] [Rule 16, filed 3/16/60.]

**WAC 482-12-035 Members limited in employment.** No member of the council itself can take employment under which directly or indirectly that member receives any payment or reimbursement from the state VRC funds, and be a member of the council at the same time. [Rule 21, filed 3/16/60.]

**WAC 482-12-040 Members limited in employment—Joint meetings.** A joint meeting with department service officers and the VRC shall be held once yearly, preferably in April or May, to give the service officers an opportunity to express any recommendations that they may have and, also, answer any questions any member of the council may submit to them. This joint meeting will be held at the morning session. Also, the department service officers (and all other department officials) are hereby invited to attend all VRC meetings they care to attend, as well as the yearly joint meeting. [Rule 5, filed 3/16/60.]

**WAC 482-12-050 Rules and regulations.** These rules and regulations shall be the "Policies of the veterans' rehabilitation council" and all future motions shall be recorded in the motion book, as well as other deliberations which have a direct, or indirect, bearing on VRC activities. From time to time the motion book will be reviewed for the purpose of bringing these regulations up to date. [Rule 15, filed 3/16/60.]

**WAC 482-12-060 Duties to employees and to administer state fund.** The VRC shall recognize its responsibility to administer the fund committed to it by the Legislature and in the administration thereof, it is its responsibility to determine personnel practices, salaries and wages, per diem travel allowance and, also, annual and sick leave, vacations and terminations and duties of all employees and titles of their respective positions but,

in doing so, will at all times be mindful of the recommendations and advice of the state committee on standards. [Rule 11, filed 3/16/60.]

**WAC 482-12-100 The director—General responsibility.** The director shall have the responsibility, and it shall be his duty, to administer the affairs of the VRC and its district offices. [Rule 9 (part), filed 3/16/60.]

**WAC 482-12-105 The director—Minute book.** The director shall keep a minute book and the minutes of the council shall be written up in digest form by the secretary, which minutes shall be approved by letter within one week to ten days after they have been received by council members. Failure to act as outlined above shall signify approval. Copies of the approved minutes shall be sent to all department adjutants and a copy to the governor's office, all marked "tentatively approved". Minutes of subsequent meeting shall show final approval, or corrections. Copies marked "tentatively approved" are also sent to department commanders and department service officers. [Rule 14, filed 3/16/60.]

**WAC 482-12-110 The director—Reports by director to the council.** The director shall report to the council at each meeting the status of the fund, i.e., a financial report of VRC and veteran organizations' expenditures. He should also be prepared to furnish all statistics available on records of claims cases filed in VRC central office. [Rule 12, filed 3/16/60.]

**WAC 482-12-150 The director—Reports to the governor, law library, and legislative committees.** The director shall submit to the governor on the 15th day of January a brief report of information and statistics on VRC activities for the preceding year. As soon as the report is approved by the council, a copy shall be sent to the governor's office. The director shall also furnish three copies to the state law library and copies to the legislative committees and sub-committees upon request of their chairmen. [Rule 13, filed 3/16/60.]

**WAC 482-12-160 The director—Disposition of records.** It is necessary for all state agencies to keep a record inventory. The state archivist made certain recommendations to store and/or destroy some old VRC records. The council gave the VRC director this responsibility: That this being an administrative matter that the recommendations of the state archivist be considered by the VRC director and that the director has the council's permission to keep or destroy such records as he sees fit; also, that anything which may have historical value should be stored. [Rule 25, filed 3/16/60.]

**WAC 482-12-190 The director—Annual leave.** The director of the VRC shall take his leave annually unless permission is granted by the council to do otherwise. [Rule 10, filed 3/16/60.]

**WAC 482-12-210 Restrictions on employee activities.** (1) No employee of the VRC may serve as department or post service officer, or any other office, for any veteran organization.

(2) Employees of the VRC may participate in civic endeavors as long as this does not interfere with their duties and the efficient operation of the office or is not incompatible to a sound veterans' program.

(3) No employee of the VRC shall directly or indirectly while so employed actively engage in partisan politics. [Rules 18, 19, and 20, filed 3/16/60.]

## Chapter 482-16 WAC

### VETERANS AND VETERAN ORGANIZATIONS

#### WAC

482-16-010	Veteran organizations to represent claimants.
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482-16-025	Local releases of publicity.
482-16-035	Use of state inventory items by veteran organizations.
482-16-045	Submission of vouchers.
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**WAC 482-16-010 Veteran organizations to represent claimants.** When a veteran and/or dependent calls at a VRC district office with a claim against the veterans administration, claimant must choose a veteran organization to represent him; and the veteran organization who has the power of attorney (2-22) shall handle the claim and represent the veteran and/or dependent before the VA. The council members recognize the following agencies to be fully accredited to prosecute claims before the VA under the present state veterans' program: The American Legion; the American Veterans of World War II, AMVETS; the Disabled American Veterans; the Marine Corps League; the Veterans of Foreign Wars; and the Veterans of World War I, U.S.A. [Rule 23, filed 3/16/60.]

**WAC 482-16-015 Release of confidential information.** The council members realize the position of the department service officers in the matter of releasing confidential information, pertaining to a claim which they receive from the veterans administration, to VRC employees; and that confidential information cannot be given the VRC employees unless the veteran authorizes same over his signature. [Rule 24, filed 3/16/60.]

**WAC 482-16-025 Local releases of publicity.** Matter of local publicity which would prove of benefit to veterans and would not conflict with established policies of the council may be released by VRC contact representatives; such publicity shall inform the public that it is the chartered veterans' organizations of the state and the VRC district offices who are ready to give them service and then give the district office address. [Rule 17, filed 3/16/60.]

**WAC 482-16-035 Use of state inventory items by veteran organizations.** All veteran organizations can use items on state inventory if the activity benefits the veterans' program of our state even though the VRC does not finance the local veterans' offices — as long as they are using the equipment for that purpose — it may have the council's approval; and when any property

on state inventory is transferred from one veteran organization's office to another, the fiscal officer of the VRC shall be notified immediately to enable him (or her) to take proper action, changing the record kept by him and also the one in the state department of general administration. [Rule 7, filed 3/16/60.]

**WAC 482-16-045 Submission of vouchers.** All veteran organizations will have to get their vouchers into the VRC central office on the 4th of each month. It may be necessary for some to set a cutoff date in order to do this. The VRC has to do a careful audit before they are consolidated and submitted to the budget agency not later than the 10th of each month. [Rule 26, filed 3/16/60.]

**WAC 482-16-050 Reimbursement for travel expenses.** All veteran organizations employees shall be reimbursed for travel expense for actual expense only and such expense shall not exceed nine dollars per diem and mileage of 7¢ per mile. Also, normal rail, phone or bus fare less tax shall be allowed to department service officers to attend national service officers' schools when included in budget requests and the VRC approves such expenditures. [Rule 8, filed 3/16/60.]

**WAC 482-16-060 Submission of budget requests.** All veteran organizations participating in the state veterans' program shall submit an original and nine copies of quarterly budget requests with the breakdown in sufficient time to be forwarded to all council members prior to a VRC meeting. [Rule 6, filed 3/16/60.]

**WAC 482-16-100 Reporting benefits.** (1) The VRC members adopted the report of the department service officers who were present at the September 15, 1951 meeting, who met for the purpose of clarifying ways of reporting benefits procured for veterans in their service work to the veterans' rehabilitation council, under part I and II on VRC Form 52.

(2) Utilize the system presently in effect by the American Legion and the Veterans of Foreign Wars, thereby having a uniform policy of reports. [Subsec. 1 above is Rule 22, subsection 2 is material portion of department service officers report; both subsections filed 3/16/60.]