

**Department of Veterans Affairs**  
**Charter of the**  
**Veterans and Community Oversight and Engagement Board**

**1. Official Designation.** Veterans and Community Oversight and Engagement Board.

**2. Authority.** The Veterans and Community Oversight and Engagement Board (Board) is a statutory committee established as required by Section 2(i) of the West Los Angeles Leasing Act of 2016, P.L. 114-226 (the West LA Leasing Act). The Board operates in accordance with the provisions of the Federal Advisory Committee Act, as amended, title 5, U.S.C. 10.

**3. Objectives and Scope of Activity.** The Board is established for the West Los Angeles Campus (Campus) to coordinate locally with VA to identify the goals of the community and Veteran partnership; provide advice and recommendations to the Secretary of Veterans Affairs (Secretary) to improve services and outcomes for Veterans, members of the Armed Forces and families of such Veterans and members; and provide advice and recommendations on the Draft Master Plan approved by the Secretary on January 28, 2016, and on the creation and implementation of any other successor master plans.

**4. Description of Duties.** The Board shall perform the duties set forth in the West LA Leasing Act. In accordance with Section 2(i)(3) of the West LA Leasing Act, in carrying out such duties, the Board shall do the following:

- Provide the community with opportunities to collaborate and communicate by conducting public forums.
- Focus on local issues regarding the Department that are identified by the community with respect to health care, implementation of the Master Plan and any subsequent plans, benefits and memorial services at the Campus.

**5. Official to Whom the Committee Reports.** The Board will report to the Secretary, through the Chief Veterans Experience Officer, Veterans Experience Office (VEO). At the discretion of the Secretary, recommendations and feedback are received from the Board to help improve Veteran care and services at other VA campuses.

**6. Office Responsible for Providing the Support to the Committee.** VA is responsible for providing the funding; organization and logistical support; and resources to the Committee. Within VA, VEO shall furnish support for the Board.

**7. Estimated Annual Operating Costs in Dollars and Staff Years.** The estimated annual costs associated with supporting the Board are \$475,000, to include 2.5 full-time equivalent staff.

**8. Designation Federal Officer.** The Designated Federal Officer (DFO), a full time VA employee, will approve the schedule of Committee and Subcommittee meetings. The DFO, or a designee, will be present at all Committee and subcommittee meetings, and each meeting will be conducted in accordance with an agenda approved by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public interest to do so.

**9. Estimated Number and Frequency of Meetings.** The Board will meet two to four times a year.

**10. Duration.** There is a continuing need for the Board to assist the Secretary in carrying out the responsibilities under the West LA Leasing Act.

**11. Termination Date.** The Board is authorized by law for an indefinite period, and the Board has no termination date. Unless renewed by appropriate action prior to its expiration, the charter for the Committee will expire 2-years from the date it is filed.

**12. Membership and Designation.** The Board will be comprised of approximately 15 voting and 5 non-voting Board members who shall be appointed by the Secretary. Not less than 50 percent of the Board members shall be Veterans. The non-Veterans Board members shall be family members of Veterans, Veterans' advocates, service providers, real estate professionals familiar with housing development projects or stakeholders.

Voting and non-voting members may be Special Government Employees or Regular Government Employees. Board members will serve as objective advisors. The Chair and Vice Chair of the Board will be selected by the Chief Veterans Experience Officer, VEO, from the Board members.

**13. Subcommittees.** With the DFO's approval, the Board is authorized to establish subcommittees to perform specific projects or assignments as necessary and consistent with its mission. The Board Chairperson shall notify the Secretary, through the DFO, of the establishment of any subcommittee, including its function, membership and estimated duration. The objectives of the subcommittees are to make recommendations to the chartered Board with respect to matters related to the responsibilities of the chartered Board. Such subcommittees may not work independently of the chartered Board and must report their recommendations and advice to the full committee for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the parent Board nor can they report directly to VA.

**14. Recordkeeping.** Records of the Board shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedules. Those records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

