



Guide for VAAC Liaisons to the State Veterans Homes



- 1) Contact the Superintendent of the Veterans Home you are assigned to. Ensure you are on the invitation list for Resident Council Meetings.
- 2) Attend the Resident Council Meetings you are available for, but at least one per quarter.
 - Quarter 1: January – March
 - Quarter 2: April – June
 - Quarter 3: July – September
 - Quarter 3: October – December
- 3) Be prepared to share information or news from the VAAC with Resident Council Members.
- 4) Ask the Resident Council Members whether there is information they would like you to convey to the VAAC Chair and WDVA Director.
- 5) Take notes and provide a copy to WDVA for distribution to the VAAC Chair and WDVA Director.

Resident Council Meeting Notes for VAAC Liaisons

Name of Veterans Home: _____

Meeting Date: _____

Name of VAAC Liaison: _____

Summary of Issues Discussed to bring back to the VAAC Chair and WDVA Director:

Summary of VAAC Issue to share with the Resident Council members:

- (Examples: discussion of topics covered at last meeting, discussion of audience questions at last meeting, other statewide information to share.)

Please send a copy of this document to:

lisan@dva.wa.gov

Fax: 360-586-4393

or

WDVA / VAAC
c/o Liza Narciso
PO Box 41150
Olympia, WA 98501