

**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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**VETERANS AFFAIRS BULLETIN**  
**No. 1-11**

**6 January 2011**


**NEW JERSEY VETERANS MEMORIAL HOMES  
ADVISORY COUNCILS**

1. **Purpose.** To reinforce the policy regarding Advisory Councils established in each of the New Jersey Veteran Memorial Homes (VMH).
2. **Applicability.** This bulletin applies to all of the New Jersey Veteran Memorial Homes (VMH) and the residents therein.
3. **References.**
  - a. Public Law 1989, Chapter 162, 11 August 1989
  - b. New Jersey Administrative Code 38A:3, paragraphs 6.14; 6.16
  - c. Division of Veteran Healthcare Services (VHS) Policies and Procedures, Number 09-02-011
4. **Background Information.**
  - a. New Jersey Public Law 1989, Chapter 20 provides the legal basis for the formation of Advisory Councils in each of the Veteran Memorial Homes.
  - b. The Policies and Procedures Manual for the Division of Veteran Healthcare Services (VHS) established the operational guidelines for the conduct of the Advisory Councils.
5. **Responsibilities.** The Chief Executive Officer (CEO) of each VMH has the responsibility to insure that the Advisory Councils are maintained and conduct business in a manner consistent with State Law and Policies and Procedures.
6. **Procedures.**
  - a. Each Advisory Council shall consist of seven (7) members, at least five (5) of whom are veterans, appointed by the Adjutant General with the approval of the Governor.

- b. The term of each member shall be three (3) years commencing on 01 July and ending on 30 June of the third year thereafter. Any vacancy shall be filled for the unexpired term only.
  - c. Additional or subsequent appointments shall be made in such a manner that the terms of either two (2) or three (3) of the members of the council shall expire on 30 June of each year.
  - d. The officers of the Advisory Council consist of the Chairperson and Vice Chairperson, elected annually by majority vote at an organizational meeting.
  - e. The members of the Advisory Council shall receive no compensation for their services but shall be reimbursed for actual expenditures incurred in the performance of duty.
  - f. Public attendance at Advisory Council meetings shall not be permitted. When information is requested of the Council, the CEO will have jurisdiction over disseminating information.
  - g. The list contained herein is not meant to be all inclusive, but rather a statement of the most salient features of the Advisory Council Program. The complete program is found in the Division's Policies and Procedures as 09-02-11. CEOs are advised to review the program in its entirety to insure that the intent of the Public Law is met.
7. Questions or inquires concerning this bulletin should be addressed to BG (Ret) Frank R Carlini, Director, Division of Veterans Healthcare Services at 609-530-6766 or e-mail [Frank.Carlini@njdmava.state.nj.us](mailto:Frank.Carlini@njdmava.state.nj.us).

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