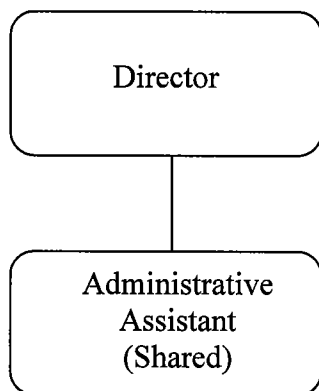


Fiscal Year 2007 Organization

Veterans Services Department



Leadership Profile:

John M. MacGillivray, Director of Veterans Services and Citizens' Information

1991-Present: Director of Veterans Services and Citizens' Information
1986-1991: Statistician/Field Investigator/Authorizer, Massachusetts
Department of Veterans Services

Certification: Volunteer Administration
Video Production

1992-Present Executive Board, Massachusetts Veterans Service Officers Association
1996-1998 Vice-President of Northeast Veterans Service Officers Association
1998-2000 President, Northeast Veterans Service Officers Association
2000-2003: Commandant, Marine Corps League

Co-founder of Veterans Oral History Project

-this project is now partnered with the Morse Institute Library and is used by the Library of
Congress as a role model for other communities

Narrative

Town of Natick Veterans Department

I. Main Purpose of the Department

The Department of Veterans Services is a State-mandated local agency under Massachusetts General Law Chapter 115 with its main purpose to provide assistance to those veterans and their dependants who are deemed to be both “needy” and “worthy”. In cooperation with the Commonwealth, this office seeks to provide financial and medical assistance to veterans and their dependants; assist and advocate for veterans in obtaining Veterans Administration benefits and other alternative sources of income; help bury indigent veterans and their spouses; ensure that the graves of veterans are properly marked and decorated with flags each Memorial Day; conduct parades and other ceremonial events; and act as a liaison between the Natick Veterans Council and the Town.

II. Recent Developments

We are finding that those men and women who joined the military after 9/11 are now transitioning back to civilian life. They face a myriad of problems. Some of these problems may require financial assistance. Many other problems will require counseling, referrals, and help accessing other agencies.

III. Current Challenges

A constant and current challenge is to ensure that our needy veterans receive the care to which they are entitled in a cost-effective manner. We also look forward to the dedication of a World War One memorial and the dedication of the Indian Burial Ground to those Native Americans who fought for our liberty during the American Revolution.

In regards to the Website we look forward to implementing the suggestions that the consultant recommends. For the Commission on Disability the challenge is to make the public more aware of COD issues and to get the Town and local businesses to comply with all COD and ADA rules and regulations. The Youth Advisory Board advises not only the Board of Selectmen about youth issues but it also should educate the youth of Natick as to the function(s) of government. Thus, the challenge facing the YAB is to help educate youth as the importance and practice(s) of local government.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

There are no significant proposed changes at this time that would have much of a budgetary impact.

V. On the Horizon

At this time there are no significant changes anticipated on the horizon.

Trends in Major Departmental Activities by Fiscal Year						
Activities	2002	2003	2004	2005	Approved 2006	Proposed 2007
1 Financial Assistance Provided	15	11	14	13	13	14
2 Medical Assistance Provided	8	6	7	7	4	7
3 Graves Serviced/ Maintained	2,760	2,825	2,880	2,930	2,980	3,030

Department: Veterans Services

LINE ITEM

EXPLANATION

Fiscal Year 2007

Salaries Management: Salary to fund the full-time position of Director of Veterans Services. This position is responsible for the development and management of all activities related to veterans. This position also serves as the Citizens Information Officer; Ombudsperson; ADA Officer; Commission on Disability; and Youth Advisory Board.

Salaries Operational Staff: Salary to fund the full-time position of Administrative Assistant. This position assists both the Director of Veterans Services and the Director of the Council on Aging in performing clerical and administrative duties. For veterans this position does intake and referrals; payroll; coordinates rides; and answers basic questions. This position is also responsible for supervising the senior aides; trains and supervises receptionists; intakes for social workers; data entry clerk; and ride coordinator.

Operational Staff Additional Compensation: Longevity award is provided when employee has 10 years of employment and belongs to the union.

Rental of Veterans Headquarters: State law requires that if there is a recognized veterans' organization in a municipality and that such veterans' organization does not have a physical headquarters of its own, the municipality must provide this organization with a place to meet or rent a place in which this organization may meet. The Town of Natick pays \$50.00 per month to the American Legion to allow the Disabled American Veterans to meet at that location. The Town of Natick also pays \$50.00 per month to the AMVETS to allow the Marine Corps League to meet there on a monthly basis.

In State Travel/Meetings: This line item is used to cover the cost of attending in state conferences, meetings, and training sessions associated with the providing of veterans' benefits and services. It is also used to provide for the reimbursement of mileage costs incurred while operating a private vehicle while conducting Town business.

Communication Telephone: Cost for local and long distance phone service related to veterans' services, citizens' information; citizens' complaints, and other related services.

Dues & Subscriptions: Dues for membership in professional organizations and subscriptions to magazines and papers that help to enhance the ability of this office to provide services.

Copy/Mail Center Fees: Those costs incurred by the use of our copy/mail center.

Other Services Miscellaneous: Discretionary account that allows for purchase of otherwise unanticipated goods or services.

Care of Veterans Graves: Physical cleaning and care at North Cemetery; purchase of flag holders; repair of veterans' memorials and headstones; and other related costs as needed.

Office Supplies: Stationary: Purchase of supplies necessary for the efficient functioning of the office.

Veterans Benefits: Cash Allowance: In compliance with Massachusetts General Laws, Chapter 115 this fund is used to provide financial assistance to needy veterans and their dependents. When properly submitted and authorized 75% of these funds are reimbursed to the Town of Natick by the Commonwealth.

Veterans Benefits: Medical: In compliance with Massachusetts General Laws, Chapter 115, this fund is used to pay medical expenses for needy veterans and their dependents. All bills must be properly coded and comply with the standards set by Massachusetts Rate Setting Commission. When properly submitted and authorized 75% of these funds are reimbursed to the Town of Natick by the Commonwealth.

Veterans Benefits: Food/Clothing/Fuel: Funds to assist needy veterans who may be over the budget that is allowed by the Commonwealth but are nevertheless needy. This fund is not reimbursed by the Commonwealth.

Veterans Benefits: Nursing Home Transportation: This fund provides for transportation of veterans and/or their families to and from nursing homes and/or medical facilities. This fund is not reimbursed by the Commonwealth.

Veterans Benefits: Miscellaneous: This fund allows for discretionary assistance to those veterans and/or their dependents who may not otherwise be eligible for assistance under the provisions of MGL, Ch. 115. This fund is not reimbursed by the Commonwealth.

Memorial Day Program: This fund provides for those events associated with Memorial Day- the decoration of veterans' graves with flags and geraniums; parade; and ceremony.

Veterans Day Program: This fund provides for those activities associated with Veterans Day. This includes the Veterans Day parade and ceremony. Also, this fund supports the activities associated with the Town's annual Pearl Harbor Day Remembrance Ceremony.

FY 2007 Budget Presentation

Town of Natick Fiscal Year 2002 thru 2006
Departmental Executive Summary of Finances

Departmental Budget and Personnel Requirements Expended by Fiscal Year					
Category	2002	2003	2004	2005	Third December 2006
Staffing					
Full-Time Employees	2	2	2	2	2
Part-Time Employees					
Seasonal Employees					
Operating Budget					
Personal Services	\$83,670.00	\$90,584.01	\$90,931.30	\$92,849.19	\$45,000.47
Purchase of Services	\$4,074.16	\$3,617.49	\$4,746.20	\$4,420.91	\$355.39
Technical & Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$1,194.57	\$648.68	\$1,115.04	\$1,134.15	\$1,013.95
Other Chgs & Expenditures	\$82,737.53	\$56,305.29	\$60,060.67	\$69,750.17	\$22,838.06
Total Operating Budget	\$171,676.26	\$151,155.47	\$156,853.21	\$168,154.42	\$69,207.87
Encumbered Operating Expense	\$635.46	\$3,548.34	\$1,906.41	\$5,547.69	\$5,524.42

Quarterly Expenditure Pattern Fiscal Year 2001 thru 2006 - Operating Budget					
Percent Expended by Fiscal Year	2002	2003	2004	2005	2006
Personal Services					
Quarter 1 ending Sept 30	22.20%	21.84%	23.28%	22.60%	22.22%
Quarter 2 ending Dec 31	27.26%	26.82%	24.81%	24.90%	25.06%
Quarter 3 ending March 31	23.36%	22.99%	24.81%	24.90%	
Quarter 4 ending June 30	27.18%	28.35%	27.10%	27.59%	
Encumbrances for Year	0.00%	0.00%	0.00%	0.00%	
Closed to Fund Balance	0.00%	0.00%	0.00%	0.01%	
Total Pers Svcs	100.00%	100.00%	100.00%	100.00%	47.28%

All Non-Personal Services					
Quarter 1 ending Sept 30	12.22%	18.78%	19.86%	18.45%	15.40%
Quarter 2 ending Dec 31	24.06%	24.53%	18.34%	15.44%	18.23%
Quarter 3 ending March 31	28.11%	23.95%	22.35%	24.48%	
Quarter 4 ending June 30	29.30%	26.89%	33.35%	33.97%	
Encumbrances for Year	0.68%	5.52%	2.58%	6.80%	
Closed to Fund Balance	5.63%	0.33%	3.52%	0.86%	
Total Non Pers Svcs	100.00%	100.00%	100.00%	100.00%	33.63%

Capital Investments Expended					
Quarter 1 ending Sept 30					
Quarter 2 ending Dec 31					
Quarter 3 ending March 31					
Quarter 4 ending June 30					
Encumbrances for Year					
Closed to Fund Balance					
Total Capital	0.00%	0.00%	0.00%	0.00%	0.00%

Encumbrances include Current Year and Carryforward amounts from Previous Fiscal Years
Please NOTE some Encumbrances are MULTI-YEAR.

Veterans Services

	No of Staff	Tn Adm Recommended	Dept Requests	2006 Expended 12/31/05	2006 Appropriated	2005 Actual	2004 Actual	2003 Actual	2002 Actual
Salaries Management	1.0	55,743.02	55,743.02	26,370.71	55,957.67	54,592.85	53,465.30	53,261.01	49,662.08
Salaries Operational Staff	1.0	40,242.15	40,242.15	18,629.76	39,212.64	38,256.34	37,466.00	37,323.00	34,007.92
PERSONAL SERVICES	2.0	95,985.17	95,985.17	45,000.47	95,170.31	92,849.19	90,931.30	90,584.01	83,670.00
Rental of Veterans Headquarters		1,200.00	1,200.00	0.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
In State Travel/Meetings		1,400.00	1,400.00	0.00	1,300.00	1,359.64	1,645.98	1,470.36	1,333.80
Communication Telephone		450.00	450.00	127.17	600.00	331.64	354.24	390.61	420.36
Dues & Subscriptions		225.00	225.00	165.50	200.00	291.00	220.56	125.38	370.00
Copy/Mail Center Fees		150.00	150.00	62.72	125.00	450.87	125.92	115.83	185.00
Other Services Misc.		300.00	300.00	0.00	150.00	120.61	0.00	0.00	0.00
Care of Veterans Graves		1,300.00	1,300.00	0.00	1,200.00	667.15	1,199.50	315.31	565.00
PURCHASE OF SERVICES		5,025.00	5,025.00	355.39	4,775.00	4,420.91	4,746.20	3,617.49	4,074.16
Office Supplies: Stationary		1,500.00	1,500.00	20.69	1,600.00	1,134.15	1,115.04	648.68	1,194.57
SUPPLIES		1,500.00	1,500.00	20.69	1,600.00	1,134.15	1,115.04	648.68	1,194.57
Veteran Benefits: Cash Allowance		35,000.00	35,000.00	11,170.08	35,000.00	36,323.57	31,071.20	37,715.11	62,700.99
Veteran Benefits: Medical		11,500.00	11,500.00	7,818.90	10,000.00	16,435.08	14,815.27	5,679.25	7,450.80
Veteran Benefits: Food/Clothing/Fuel		500.00	500.00	1,030.00	300.00	600.00	1,199.18	0.00	37.00
Veteran Benefits: Nursing Home Trans		300.00	300.00	0.00	250.00	250.00	0.00	0.00	0.00
Veteran Benefits: Miscellaneous		1,300.00	1,300.00	469.90	1,200.00	1,400.00	447.90	150.00	0.00
OTHER CHARGES/EXPENDITURES		48,600.00	48,600.00	20,488.88	46,750.00	55,008.65	47,533.55	43,544.36	70,188.79
Memorial Day Program		12,750.00	12,750.00	0.00	11,000.00	12,721.52	10,602.12	10,910.93	10,698.74
Veterans Day Program		2,200.00	2,200.00	1,870.00	2,200.00	2,020.00	1,925.00	1,850.00	1,850.00
OTHER CHARGES/EXPENDITURES		14,950.00	14,950.00	1,870.00	13,200.00	14,741.52	12,527.12	12,760.93	12,548.74
BUDGET TOTAL		166,060.17	166,060.17	67,735.43	161,495.31	168,154.42	156,853.21	151,155.47	171,676.26

TOWN OF NATICK
EMPLOYEE JOB/PAY Fiscal Year 2007

Emp #	Employee Name	Actual FY'05 Overtime	Actual FY'05 Regular Earnings	Budgetary FY'06 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.0 Wks) FY2007	Total Appropriation	Additional Compensation			Total Add'l Comp
													Longevity	Education	Other	
<u>Veterans:</u>																
<u>Management</u>																
3240	JOHN MACGILLIVRAY		\$54,592.85	<u>\$55,957.67</u> \$55,957.67	BASE	M1-4		26.7995	40.0	\$1,071.98	55,743.02	\$55,743.02				
<u>Operational Staff</u>																
41437	SHEILA YOUNG		\$38,256.34	<u>\$39,212.64</u>	BASE	5-Max	26	20.4330	37.5	\$766.24	19,922.18					
				\$39,212.64			26	20.8410	37.5	\$781.54	<u>20,319.98</u>	\$40,242.15				
			<u>\$92,849.19</u>	<u>\$95,170.31</u>							Total	<u>\$95,985.17</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>