



# DEPARTMENT OF DEFENSE TASK FORCE ON THE CARE, MANAGEMENT, AND TRANSITION OF RECOVERING WOUNDED, ILL, AND INJURED MEMBERS OF THE ARMED FORCES

**Holiday Inn – Historic District, Alexandria, VA**

## **Business Meeting Minutes**

**Tuesday, 26 July 2011**

The meeting began at 8:03am with an opening by Lt Gen Charles B. Green, the Department of Defense (DoD) Co-Chair. Members of the Task Force who attended are in Appendix A. Members of the public who attended are in Appendix B. The meeting began with the public forum session. The speakers were Ms. Angela McConnell of QiRei Integrative Healthcare Consulting & Services, and Ms. Victoria Bruner, Clinical Director of the DoD's Deployment Health Center at Walter Reed Medical Center, on behalf of the Coming Home Project. Ms. McConnell provided answers to the questions the Task Force had asked her at the May business meeting.

At 8:23am, the Task Force began to read through the draft report, created on July 15<sup>th</sup>. At 8:38am the Task Force took a short break to read new material that was handed out moments before the meeting. They resumed at 8:51am and each Member briefly discussed what recommendations they thought should be grouped together. They grouped recommendations into the following categories: Stand Alone (5 with 35 and 38 combined), Standardization (1,4,9,10,13,18, and 19), Caregiver/Communications (20,21,22,23,24,25,26, and 27), Strategic Leadership (7 and 8 consolidated and 2,3,11,12,14,15,16,33,and 34), and Transition/DES (6,28,29,31,32,36, and 37). The Task Force then decided to have the small groups broken up based on these categories: Standardization: Mr. Drach, Lt Col Keane, and CSM DeJong. Caregiver/Communication: Mr. Constantine, MG Stone, and Dr. Phillips. Strategic Leadership: MSgt Mackenzie, Mrs. Crockett-Jones, and Dr. Turner. Transition/DES: Mr. Rehbein and Lt Gen Green. Members decides to table recommendations 11 and 31 for next year.

The Task Force took a break at 10:07am and took part in the small preparatory work groups from 10:37am to 12:07pm. At this time they had lunch until 1:10pm, when they resumed their preparatory work groups. At 1:27pm, they reconvened in a public session and began voting on recommendations at 2:00pm. A chart of the voting is below.

1400-1415	Lt Gen Green	Recommendation #1	Move to approve
	Mr. Rehbein	Recommendation #1	Motion
		Recommendation #1	Second the Motion – All were in favor, None Opposed, No Abstentions
1420-1445	Lt Gen Green	Recommendation #2	Move to approve



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	Dr. Turner	Recommendation #2	Motion
	Mr. Rehbein	Recommendation #2	Second the Motion-All were in favor, None Opposed, No Abstentions.
1455-1458	Lt Gen Green	Recommendation #3	Move to approve
	Mrs. Crockett-Jones	Recommendation #3	Tabled
	Justin Constantine	Recommendation #3	Second the Table-All were in favor, None Opposed, No Abstentions.
1500-1502	Lt Gen Green	Recommendation #4	Move to approve
	Mrs. Crockett-Jones	Recommendation #4	Tabled
1505	Mrs. Crockett-Jones	Recommendation #5	Mrs. Crockett-Jones proposed milestones for Recommendation #5
1505	Mrs. Crockett-Jones	Recommendation #5	Move to approve
	Lt Gen Green	Recommendation #5	Motion
	Dr. Phillips	Recommendation #5	Second the Motion-All were in favor, None Opposed, No Abstentions.
1510	Mr. Rehbein	Recommendation #6	Move to table later in the meeting
	Lt Gen Green	Recommendation #6	Tabled
1520	Lt Gen Green	Recommendation #7	Move to table later in the meeting
	Mr. Rehbein	Recommendation #7	Motion
	Dr. Turner	Recommendation #7	Second the Motion-All were in favor, None Opposed, No Abstentions.
1527	Dr. Phillips	Recommendation #8	Move to table later in the meeting
	Lt Gen Green	Recommendation #8	Motion
	Mr. Rehbein	Recommendation #8	Second the Motion-All were in favor, None Opposed, No Abstentions.
1530	Lt Gen Green	Recommendation #9	Move to approve
	Chris MacKenzie	Recommendation #9	Motion
	Mr. Rehbein	Recommendation #9	Second the Motion-All were in favor, None Opposed, No Abstentions.
1550	Dr. Turner	Recommendation #9 (Group 1)	Move to approve



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	Lt Gen Green	Recommendation #9 (Group 1)	Motion
	Mr. Rehbein	Recommendation #9 (Group 1)	Second the Motion-All were in favor, None Opposed, No Abstentions.
1620	Lt Gen Green	Recommendation #10	Move to table/combine with other items
	Lt Gen Green	Recommendation #10	Tabled
		Recommendation #11	Tabled
1627	Lt Gen Green	Recommendation #12	Delete (combine with 7)
	Dr. Phillips	Recommendation #12	Motion
	MSgt MacKenzie	Recommendation #12	Second the Motion-All were in favor, One Opposed- Mr. Rehbein, One Abstention-Dr. Philips.
	Mr. Rehbein	Recommendation #13	Move to approve
	Lt Gen Green	Recommendation #13	Motion
	LTC Keane	Recommendation #13	Second the Motion-All were in favor, None Opposed, No Abstentions.
1650-1705		Recommendation #14	Tabled
	Dr. Turner	Recommendation #15	Move
	Mrs. Crockett-Jones	Recommendation #15	Tabled
	Lt Gen Green	Recommendation #15	Second the Motion-All were in favor, None Opposed, No Abstentions.
1715	Lt Gen Green	Recommendation #16	Recommendation #16 is deleted.
1717	Lt Gen Green	Recommendations #17 & 18	Move
	Dr. Turner	Recommendations #17 & 18	Motion
	MG Stone	Recommendations #17 & 18	Second the Motion-All were in favor, None Opposed, No Abstentions.
1723	Mr. Rehbein	Recommendation #19	Move to approve
	MG Stone	Recommendation #19	Motion
	Lt Gen Green	Recommendation #19	Second the Motion-All were in favor, None Opposed, No Abstentions.
1750-1811	Lt Gen Green	Recommendations #20, 21 and 22	Move to combine and approve



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	Chris MacKenzie	Recommendations #20, 21 and 22	Motion
	Dr. Turner	Recommendations #20, 21 and 22	Second the Motion-All were in favor, None Opposed, No Abstentions.
1615	Dr. Turner	Recommendation #23	Move to approve and rewrite the finding
	Lt Gen Green	Recommendation #23	Motion
	MSgt MacKenzie	Recommendation #23	Second the Motion-All were in favor, None Opposed, No Abstentions.

Mr. Drach left at 5:29pm. The Task Force broke from 5:40pm to 5:49pm and continued voting. At 6:24pm, the members adjourned for the day.

### Wednesday, 27 July 2011

The Members met from 8:00am to 10:00am in a preparatory work group. The public session of the meeting began at 10:03am. Recommendation 35 was tabled by a unanimous vote. Recommendation 2 and 10 were combined and to be voted on later in the day. Recommendations 7 and 8, which had been revised during the preparatory groups, were to be considered later in the day.

The Task Force then took a break from 11:23-11:42am. Recommendations 3, 15, and 16 were to be voted on later in the day, as Members wanted to think about them over lunch. The Members broke for lunch between 1:05pm and 2:00pm.

At 2:04pm, the Task Force resumed. MG Stone arrived and MG Horst participated via conference call. Recommendations 3, 7, 8, and 15 were all approved by a unanimous vote. Recommendations 2 and 10 were combined and approved unanimously. A chart of the other voting is below.

1410	MG Stone	Recommendations #24 & #26	Move to combine the two
	Lt Gen Green	Recommendations #24 & #26	Motion
	Mr. Constantine	Recommendations #24 & #26	Second the Motion-All were in favor, None Opposed, No Abstentions.
1532	Dr. Turner	Recommendation #25	Motion to move to best practices
	Mrs. Crockett-Jones	Recommendation #25	Suggestion to Delete (Move to next year)



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	Lt Gen Green	Recommendation #25	Second the Motion-All were in favor, None Opposed, No Abstentions.
1539	Dr. Phillips	Recommendations #27	Move to approve
	Lt Gen Green	Recommendations #27	Motion
	Dr. Turner	Recommendations #27	Second the Motion-All were in favor, None Opposed, No Abstentions.
1604	Dr. Turner	Recommendations #28 & #37	Move to approve
	Lt Gen Green	Recommendations #28 & #37	Motion
1611	Lt Gen Green	Recommendations #29 & 32	Move to approve
	MG Stone	Recommendations #29 & 32	Motion
	Mr. Rehbein	Recommendations #29 & 32	Second the Motion-All were in favor, None Opposed, No Abstentions.
1615	MSgt MacKenzie	Recommendation #33	Recommendations #30, #31 & #33 were deleted. Everyone concurred to address next year.
1622	Mr. Rehbein	Recommendation #34	Move to approve as written
	MG Stone	Recommendation #34	Motion
		Recommendation #34	All were in favor, None Opposed, No Abstentions.

The Task Force took a break from 5:03-5:15pm, at which time they discussed the submission of the report and then reviewed the installation visit schedule for the next year of effort. Visit locations will be different for the 2011-2012 year of effort and will include a European trip to see facilities in Germany. Members suggested alternative locations, such as Iowa and Indiana for site visits. They also provided the staff with a copy of the visits they believed they would be able to attend, along with business meetings. At 5:57pm, the Members ended for the day.

### Thursday, 28 July 2011

The Members began the final day of the meeting at 8:00am. The Task Force discussed the recommendations that they had voted on and the findings of the report. At 9:10am the Task Force took a break until 9:41am. Lt Gen Green explained the process of the final report and the Members discussed if another meeting in August would be necessary. The Members decided that they should be able to make all their edits individually or over the phone and another meeting would not be necessary.

At 10:23am, the Members took a short, six minute break. At this time they worked on a matrix breakout for each recommendation. Additionally, they reviewed the best practices section. The Task Force broke for lunch from 11:57am until 1:07pm and further discussed the findings of



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the report. They wanted the findings and appendices matched up with the recommendations to a greater degree and wanted to see these so that they could make any edits via email or over the phone with the staff. They felt that this would be sufficient to complete the final report and repeated that an August meeting would not be necessary.

The Members took a break from 1:56pm until 2:26pm and reconvened to discuss the year's effort. At 2:45pm, the co-chairs ended the meeting. The final report with voted recommendations will be given to the Secretary of Defense by 3 September 2011. The next meeting will take place in October.



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Verified by:

Verified by:

Department of Defense Co-Chair:

Lieutenant General Charles B. Green, M.D.

Non-Department of Defense Co-Chair:

Mrs. Suzanne Crockett-Jones

Date: 31 Aug 11

Date: \_\_\_\_\_



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Appendix A:

**Tuesday, 26 July 2011**

Members Present:

- Mr. Justin Constantine
- CSM Steven D. DeJong
- Mr. Ronald Drach
- Lt Gen Charles B. Green (DoD Co-Chair)
- Mrs. Suzanne Crockett-Jones (Non-DoD Co-Chair)
- Lt Col Sean P. K. Keane
- MSgt Christian MacKenzie
- Dr. Steven Phillips
- Mr. David Rehbein
- MG Richard Stone
- Dr. Russell Turner

Members Not Present:

- CDR Timothy Coakley
- MG Karl Horst
- Veteran Affairs Position Awaiting Appointment

Members Arrived Late:

- None

Members Left Early:

- Mr. Ronald Drach – 5:29pm



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- CSM Steven D. DeJong
- Lt Gen Charles B. Green (DoD Co-Chair)
- MG Karl Horst (via conference call)
- Mrs. Suzanne Crockett-Jones (Non-DoD Co-Chair)
- Lt Col Sean P. K. Keane
- MSgt Christian MacKenzie
- Dr. Steven Phillips
- Mr. David Rehbein
- MG Richard Stone
- Dr. Russell Turner

Members Not Present:

- CDR Timothy Coakley
- Mr. Ronald Drach
- Veteran Affairs Position Awaiting Appointment

Members Arrived Late:

- MG Richard Stone – 2:04pm
- MG Karl Horst – 2:04pm (via conference call)

Members Left Early:

- None



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- Lt Gen Charles B. Green (DoD Co-Chair)
- MG Karl Horst (via conference call)
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- Lt Col Sean P. K. Keane
- MSgt Christian MacKenzie
- Dr. Steven Phillips
- Mr. David Rehbein
- MG Richard Stone
- Dr. Russell Turner

Members Not Present:

- CDR Timothy Coakley
- Veteran Affairs Position Awaiting Appointment

Members Arrived Late:

- None

Members Left Early:

- None



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Appendix B:

Sign-in Sheet:

Hoffman Building II  
200 Stovall Street  
Alexandria, Virginia 22332-0021

Phone: 703-325-6640  
Fax: 703-325-6710  
Email: [rwtf@wso.whs.mil](mailto:rwtf@wso.whs.mil)  
Website: <http://dtf.defense.gov/rwtf>



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Tuesday, July 26, 2011 Business Meeting

Last Name	First Name	Zip Code	Organization	Email
Vaughn	Karen	20814	NRD OSB	kvaughn@conceptspace.com
Schultz	Yvonne	22003	Vietnam War Commemorative	yvonne.schultz@eakob.com
McCarroll	Angela	20193	Q/Re: Integrative Health	giller.health@car.e.g.mil
McEbramche	Karin	22304	VHA	karin.mcebramche@va.gov
Hillmiser	Ellen	20886	Synopsis Health	emilisker@opinion.com
Brucers	Victoria	20818	Domestic Homefront	victoria.brucers@amedd.army.mil
	Carol	15080	Orlando Tab	caroline@atlantic.com
Paset	Gabriella	22314	USA WTC	gabriella.paset@us.army.mil
Anderson	Brynn	30345	EAD	andersonb@ga.gov
Brow	Andrew		Senator Martin	<del>andrew.brow@senator.martin.senate.gov</del>
Wilson	Jenna	22206	DISABLED AMERICAN VETERANS	jwilson3@dev.org
Mandry	Sue	22201	Health Net	Sue.Mandry@chn.healthnet.com
Gingery	Rose	22039	BUM ED	rose.gingery@navymed.mil



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Last Name	First Name	Zip Code	Organization	Email
SANDERS	MARQUITA	20018	DEPT OF DEF WWCFT	MARQUITA.SANDERS@ OSD-MIL
CAISON	FREDERICK	21401	GAO	caisarf@gao.gov
Lee	Bertina	20077	GAO	bertina@gao.gov
Smart Woodson	SARAH	22304	American Legion	Woodson@legion.org
John Melve	John	21771	VA	John.Melve@va.gov
DAVIDSON	LESLIE	22006	American Occupational Therapy Ass.	ldavidas22@su.edu
PARKER	Michael	22306	USO	Mc.Parker@usos.com
SEALE	BARRY	20006	THL	bseale@legion.org
Hayden	Michael	22314	MOA	mikeh@moa.org
DAVIS	Lynnda	22006	ICF	ldavis2@icfi.com



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Last Name	First Name	Zip Code	Organization	Email
Williams	Richard	22202	Vietnam Veterans	richard.williams@us.af.mil
Schitz	Yvonne	22002	Veterans Community	yvonne.schitz@va.gov
Anderson	Bruce	36529	GAAD	andersonbruce@ga.gov
CHEN	Paul	20153	UNVETP	Paul.chen@ost.dau.mil
Lee	Betra	20072	GAAD	lee@ga.gov
Willis	Ellen	20886	Synopsis	ewillis@synopsis.com
Scott	Hyatt	20886	VA	Hyatt.Scott@va.gov
Malebranche	Karen	22304	VHHL	karen.malebranche@va.gov
Gingery	Rose	22039	BURIED	rose.gingery@navy.mil
Bradley	Jessica	22407	Naval Reserve	jessica.bradley@navy.mil
Tuddehen	Colleen	20030	RESERV	colleen.tuddehen@navy.mil
Varias	Michael	20370	NAVY STATE HARBOR	michael.varias@navy.mil



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Last Name	First Name	Zip Code	Organization	Email
Andersen	Shawn	30329	GAD	andersonb@ gao.gov
Hilliker	Ellen	20886	Synopsis	ehilliker@yahoo.com
Landacre	Laura	20420	Dept of Veterans Affairs	laura.landacre@va.gov
Gingery	Rose	22039	BUMED	rose.gingery@ med.navy.mil
Johnson	Francis	22202	WVCTP	francis.johnson@ ed.mil
Malebranche	Karen	22304	VHA	Karen.malebranche@ va.gov
DAVIDSON	Leslie	22046	AOTA Occupational Therapy	Davidson@osu.edu
KENNEY	JOHN	22026	AFSC	JKENNEY@AFSC-USA.COM
Reagan	Don	20112	Seco/Army G1	Don.Reagan@ army.mil
Wellman	Linda	20190	Seco/Army G1	Linda.Wellman@ usarmy.mil