

## **VETERAN ECONOMIC SECURITY PANEL**

Supporting Employment and Resources for Veterans' Economic Security  
Health Systems Research, Consortium of Research

### **I. Mission Statement**

The overarching mission of the Veteran Economic Security Panel (hereafter referred to as "Panel") for the Supporting Employment and Resources for Veterans' Economic Security (SERVES) Consortium of Research (CORE) is to support high-quality research and evaluation projects that are well-aligned with Veterans' perspectives for improving Veterans Health Administration (VHA) health care practice and policy for promoting economic security.

### **II. Purpose**

The Panel ensures that Veterans' unique perspectives, based on personal experiences, inform current research, evaluation, and quality improvement projects, SERVES CORE operations, as well as identifying priority research topic areas pertaining to Veterans' economic security. The Panel has the following primary goals:

- Goal 1: Assist in developing potential or ongoing research/evaluation projects that are tailored to the Veteran community.
- Goal 2: Assist in determining national research agendas on economic security that are responsive to the needs of Veterans.
- Goal 3: Provide feedback about the SERVES CORE progress and outcomes to SERVES CORE leadership.

### **III. Scope**

To actualize its Mission and accomplish its Goals, the Panel is tasked with the following:

1. Reviewing and providing feedback on research/evaluation study designs (e.g., importance of project, developing research questions, populations involved, outcomes chosen, recruitment approach)
2. Reviewing, creating, and providing feedback on research/evaluation materials (e.g., focus group guides, recruitment flyers)
3. Providing letters of support to projects (when deemed appropriate)
4. Participating in the annual virtual SERVES CORE State of the Art (SOTA) conference for determining research priorities
5. Providing feedback on operations partners' priorities and goals
6. Reviewing progress and making recommendations on the SERVES CORE goals, priorities, and achievements
7. Reviewing and providing feedback on SERVES CORE funding applications

### **IV. Membership**

The Panel will be comprised of a group of 8 to 10 Veterans with current or past employment and/or economic-security hardships. The Panel will strive to be representative of the various health equity needs among the Veteran population including by age, sex, military service period, level of social support, racial and ethnic backgrounds, rural vs. urban residence, those having and not having service-

connected disabilities, and biopsychosocial barriers including homelessness, legal involvement histories, and chronic disabilities.

Members must commit to serving on the Panel for at least one year. New members will be accepted in a rolling fashion. The Panel, in consultation with SERVES CORE leadership, may remove a member after three consecutive missed meetings (without notice to the Panel Coordinator or extenuating circumstances) or if a member fails to meet expectations as outlined in the Bylaws. The Panel Coordinator is a SERVES CORE VHA employee.

All Panel meetings will occur virtually. Panel members must have access to email and internet.

Panel members will be compensated with a \$50 gift card per meeting, as well as \$50 gift card for time spent reviewing material and preparing for scheduled meetings.

**Recruitment and Application Process.** Panel members will be recruited nationally through word of mouth and advertising directly to Veterans and VHA collaborators. Interested Veterans will be invited to complete an application and be interviewed. Upon approval, new members will participate in an orientation and research training session. New member orientation and research training will occur once a year. Applications will be accepted on a continuous basis and interviews will be conducted during new member recruitment.

**Duties and Responsibilities.** To serve on the Panel, Veterans must be willing and able to:

- Attend a 2-hour Panel meeting every two months (to be held virtually)
- Attend the annual SOTA conference meeting (to be held virtually)
- Review research/evaluation materials (e.g., reading grant proposals, research protocols) in advance of Panel meetings
- Provide input to researchers and operations partners on ongoing or future directions of research/evaluation projects (e.g., written comments, verbal communication, present ideas, offer constructive critiques)
- Effectively collaborate with researchers and operations partners (e.g., engage in brainstorming sessions, active listening, problem solving, actively participate in group discussions, be respectful of other people and their diverse opinions)
- Complete required orientation and yearly research trainings (to be held virtually)

## **V. Procedures**

**Meeting schedule and agenda.** Meetings will last no more than 2 hours and will occur every two months. The Panel Coordinator will email and call members to remind them about upcoming meetings, scheduled research presentations and educational talks. The Panel coordinator will also generate and distribute meeting agendas, minutes, and supporting material. In addition to presentations on new or current research (see below), meetings will include continuing education opportunities related to health research, as feasible and desired by Veteran Representatives. Panel members will also have the opportunity to share announcements and updates on Veteran community events and during meetings.

**Researcher/Operations Partner Presentations.** VHA researchers and operations partners interested in receiving guidance and feedback from the Panel for projects or operations goals will submit a request form to the Panel Coordinator for review and approval. Presentations will be scheduled to take place during the regular occurring Panel meetings. All meeting materials will be sent to Panel members for review at least 1 week prior to the scheduled meeting. To obtain continuous feedback about meetings, a brief evaluation of the Panel proceedings, not of the presented projects, will be provided at the end of each meeting. The evaluation will allow for input and feedback on meeting satisfaction and improvements. An annual partnership assessment will also be administered to evaluate Panel members' experiences and perceptions with respect to VA research and their interactions with researchers and operations partners. To ensure mutually beneficial interactions between researchers, operations partners, and the Panel, researchers/operations partners will be invited to provide annual updates on studies presented to the Panel. The purpose of the annual update will be to report back on accomplishments and provide feedback on how the input of Panel impacted the research. A commitment will be obtained from all researchers/operations partners to stay engaged with Panel during their study.

**Charter Updates.** The Panel Coordinator will coordinate the review this Charter at least annually with existing Panel members to determine if revisions are needed. SERVES CORE leadership retains the authority to review and update the Charter as needed.

This creation of this charter has been approved by Health Services Research (HSR) as part of a funded Consortium of Research (CORE). This charter has been reviewed and approved by the SERVE CORE leadership.

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SERVES CORE mPI  
Veteran Economic Security Panel Coordinator  
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