

POTTAWATTAMIE COUNTY
 COMMISSION OF VETERAN AFFAIRS
 VETERANS SERVICE OFFICE
 REGULAR MONTHLY MEETING
 Monday September 11, 2023 @ 3:00 PM
 MPR Room Pottawattamie County Veterans Service Office

AGENDA

- Pledge of Allegiance Meeting called to order @ 3:00 PM by Commission Secretary, David Hazlewood, all in attendance stood and recited the Pledge of Allegiance
- Roll Call: David Hazlewood, Secretary; Mick Gutttau Member (media attend); Dr. Dan Kinney, Member; Jim Murray, Member; Andrew Dewey, Ex-Officio Member and Lynn Grobe, Ex-Officio Member; Office Personnel Peggy Becker, Administrator; Paul Rosenberg, Caseworker II; Sam Pettit, Caseworker II and Rebekah Adair Administrative Assistant. Absent Holly Collins, Chairwoman
- Additions: None
- BOS Updates: Jeff Jorgensen in Attendance no updates given.
- Commissioner Updates: None

OLD BUSINESS

- Approval of the minutes for Regular Monthly Meeting August 14, 2023: Motion to approve made by Dr. Dan Kinney, Member second by Jim Murray, Member All in Favor 4 Aye 0 Nay Motion carries.
- Approval of assistance given for August 2023: Assistance provided by Administrative Decision, reviewed in Closed Session as listed below. Motion to approve assistance as given made by Jim Murray, Member second by Dr. Dan Kinney, Member All in Favor 4 Aye 0 Nay Motion carries.
- Budget FY24: Should be at 17% we are at 13%. Overall, the budget is sound, however there is one line item that was decreased for this FY due to it not being utilized for a couple of years prior This year more requests for that line item have been made, the overall budget will cover any overage in that line and adjustments will be made for next year.
- Federal County Assistance Report for August 2023

	August	Previous Month July
Walk Ins:	246	189
Calls:	485	352
Total Contacts:	731	541

County		State		Federal	
New Clients /Calls	14	Driver License Application	0	Total Fed Forms 202 of these were	
Pantry/Clothing	6	License Plate Application	5	Benefit Application	54
Grave Marker	1	Hunting/Fishing License		Intent to File	12
E/Mail I/O	224	MTE/DMTE		Headstone Application	2
Appointments	81			Home Loan Certificate	1
				SF-180	4

FACILITIES UPDATE:

- **MPR Usage:** Routine usage by VFW, other County Departments and Community Agencies
- **Digital Billboard Progress:** Paul Rosenberg, Caseworker II has been put in charge of this project announcing that he is working closely with Craig Carlsen the PR Director for the County, he also reported that he met with Michelle Franks of the Iowa West Foundation, she provided insights as to what will be needed to complete application for a grant. David Hazlewood, Secretary, also recommended that we contact the Lakin Foundation and the Sutherland Foundation as well as the Community foundation for other grants that may be available.
- **Lobby Graphic/Motto Display:** Our office has wanted some kind of display/recognition for each branch of service in the lobby. Admin Rebecka Adair has been working with sign companies to create a vinyl display to put in the blank area above the reception desk. She has obtained permission from each branch except for the Coast Guard to officially use their emblem. We have received quotes of \$332 with no installation up to \$1300 with installation. Jason Slack with B&G states they would be able to install the graphics. There is still one mockup/quote pending. David Hazlewood, Secretary recommended holding off any approval until the final rendering and cost can be determined, other Commission members agreed with this recommendation.

OLD BUSINESS/UNFINISHED BUSINESS

- **Operation Appreciation:** A token of appreciation was presented to Robert Olson. James Wayman sent in the nomination ballot requesting Robert be honored as he truly goes above and beyond to help anyone that needs it especially if that person is a Veteran.

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- **Fall School of Instruction: Commissioner Day Monday October 9th Caseworkers Tue Oct 10 to Fri Oct 13:**
All Commissioners will be attending, unfortunately no staff are able to attend the CVSO training. No staff member is running for any of the seats that are open. A copy of the Agenda for Commissioner Day training was forwarded to the Commissioners in their meeting packet. All commissioners are planning on going down the night before and returning on Monday evening.
- **Outreach: (Peggy) Newsletter (Rebekah) Brochures (Sam):** The office is in the process of putting together a Newsletter, Admin Rebekah Adair has been doing some mockup with content and a rough rendition will be presented to the Commissioners in Nov or Dec Meeting. Rollout is expected after the first of the year. There are two brochures that need to be 'printed' the 7th District Counties combined funds years ago and had a district brochure printing. After trying numerous times to get these same counties to do a reprint and getting no positive result it has been determined that our office will take that brochure and scale it down to fit our office mission. The other brochure is the one with the Eagle monuments, those brochures were done shortly after those monuments were completed. Because they are Veteran specific and across Pottawattamie County they need to be reprinted. Sam Pettit, Caseworker II has been working on editing and obtaining quotes for these brochures.
- **Selection of Commission Officers:** Dr. Dan Kinney made a motion to retain the current members of office within the commission (Holly Collins, Chairwoman & David Hazlewood, Secretary) second by Jim Murry, Member, All in Favor 4 Aye 0 Nay Motion carries.

NEW BUSINESS

- **Iowa Review Board and Commission and Iowa Trust Fund:** The State of Iowa is in the process of reducing its Boards and Commission, this could affect our office as the State Veteran Affairs Office has a 11-member Commission that provides guidance on veteran issues administers the Iowa Trust Fund and Veteran Project Assistance. Nothing has been mentioned about this commission, but it is certainly something to keep an eye on. A Copy of the IA Trust Fund application was provided to the Commissioners so they would know what the application process entails.
- **Veterans Day Parade:** Due to the short time frame, it was determined we will drive the car and walk behind it as we have done in the past and next year will start a bit earlier to potentially do an actual float.
- **October Meeting Date Determination:** Due to Commissioner training day being held on the second Monday of the month (our regularly scheduled meeting day) it was decided to move the meeting to Monday Oct 16th @ 3:00 pm.
- **Public Comment (3-minute limit)** None

Motion to adjourn made by Dr. Dan Kinney, Member second by Mick Gutttau, Member All in Favor 4 Aye 0 Nay Motion carries.

5-minute respite before entering closed session

***CLOSED SESSION AS ALLOWED PER CODE OF IOWA CHAPTER 21.5; 1(A) September ASSISTANCE REQUESTS
Review of August Assistance Granted by Administrative Decision***

Motion to go into closed session @ 3:44 pm made by Dr. Dan Kinney, Member second by Mick Gutttau, Member

Motion to go back into open session @ 4:00 pm made by Dr. Dan Kinney, Member second by Mick Gutttau, Member

OPEN SESSION

Motion to approve August assistance provided by Administrative Decision made by Jim Murry, Member second by Dr. Dan Kinney, Member All in favor 4 Aye 0 Nay Motion carries.

NEXT MEETING: Monday October 16 @ 3:00 PM