

POTTAWATTAMIE COUNTY
 COMMISSION OF VETERAN AFFAIRS
 VETERANS SERVICE OFFICE
 REGULAR MONTHLY MEETING

Monday November 13, 2023 @ 3:00 PM
 FY25 Budget Study Session; November 13, 2023 @ 1:00 pm
 MPR Room Pottawattamie County Veterans Service Office

AGENDA

- Pledge of Allegiance Meeting called to order @ 3:00 PM by Commission Chairwoman, Holly Collins all in attendance stood and recited the Pledge of Allegiance
- Roll Call: Holly Collins, Chairwoman; David Hazlewood, Secretary; 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.
- Additions: Under New Business Flag Poles
- BOS Updates: BOS Liaisons Brian Shea and Jeff Jorgensen were in Attendance updates given were in regard to the Ski Hill and that ground was broken for the new Public Health Building also informed that the parking lot is now open to the public.
- Commissioner Updates: None

OLD BUSINESS

- Approval of the minutes for Regular Monthly Meeting October 16, 2023: Motion to approve made by David Hazlewood, Secretary second by Dr. Dan Kinney, Member All in Favor 4 Aye 0 Nay Motion carries.
- Approval of assistance given for October 2023: Motion to approve 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 33% we are at 28%.
- Federal County Assistance Report for October 2023

	October	Previous Month September
Walk Ins:	205	206
Calls:	459	358
Total Contacts:	664	564

County		State		Federal	
New Clients /Calls	17	Driver License Application	2	Total Fed Forms 183 of these were	
Pantry/Clothing	8	License Plate Application	4	Benefit Application	37
Grave Marker	2	Hunting/Fishing License		Intent to File	16
E/Mail I/O		MTE/DMTE	1	Headstone Application	8
Appointments	65			Home Loan Certificate	
				SF-180	

FACILITIES UPDATE:

- MPR Usage: Routine usage by VFW, other County Departments and Community Agencies
- **OLD BUSINESS/UNFINISHED BUSINESS**
- **Veterans Day Parade:** All staff were able to attend along with Commission Secretary David Hazlewood and BOS Liaisons Brian Shea and Jeff Jorgensen. It was a beautiful day, there was a decent turnout and overall, everything went well.
- **Community Outreach:** (Peggy) On Nov 9, there was a Town Hall Meeting held in Oakland IA, all 5 BOS attended and several Department Heads including our office. Texas Roadhouse, In Oct we were contacted by TxRH to see if someone would put up a table from 12-5 on Veteran's Day Sat 11/11. When we reached to let them know what we could provide, no one knew anything about it. CB Women's Group 11/15; Paul is going to give a presentation to the CB Women's Group on Wednesday Nov 15 @ 1:00 pm
- **Social Media/Website/Advertising Update:** (Sam & Paul) Sam reported that he has spoken with Craig Carlsen, PR Director and it was determined that 'boosting' on FB only reaches those that already follow us, so that wouldn't meet our need, it was also discussed that we could contact the local Radio Station to reach out to people.
- **Digital Billboard Update:** (Paul) Paul reported that he is just not getting any responses from the sign companies he has contacted. Out of the 8 he contacted only one has come out to look at the project and work up a bid. Paul stated that he was going to pull together a Department Head Meeting and show the schematics of what is intended and maybe garner some more interest within the County itself. IA West Foundation has to have a letter of Intent by January 1, 2024.

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- **Brochures Update:** (Sam) A couple of months back the Commission was shown two brochures that we felt were beneficial to our office and wanted to get more of them. The one for the Eagle Head Monuments we were able to find by calling Conservation, the other was a brochure put out by our 7th District, but we were unable to garner any interest in having them reprinted. Sam located a self-design, printing company, redesigned the brochure to make it more pertinent to our office while still providing the contact information for the surrounding counties. We had 50 printed to determine their quality. Provided the Commission with cost estimates for the number of brochures printed. Motion by David Hazlewood, Secretary to purchase maximum quantity of 1,000 brochures for \$260, second by Jim Murray, Member All in Favor 4 Aye 0 Nay Motion Carries
- **Newsletter Update:** (Rebekah/Peggy) Rebekah has been working on putting a Newsletter together for the office. Examples were provided for review; information highlights & different ways of distribution were discussed including providing a link on our FB and Website to people can provide their email address to receive the newsletter. Newsletter is to be distributed Quarterly with initial one going out the first week of January. Requested Commissions Approval to move forward with the project. Motion made by David Hazlewood, Secretary to begin distribution of the newsletter beginning January 2024, second by Dr. Dan Kinney, Member All in Favor 4 Aye 0 Nay Motion Carries

NEW BUSINESS

- **FY25 Budget Review:** (Peggy): Commission and office Administrator meet and reviewed the budget for FY2025. Overall, it was determined that it would be a status quo budget requesting no increase, monies were moved from one line item to another to better accommodate the need. Next step is to present the Budget to the Finance Dept, bring it back to the Commission for final Approval then Present the Budget to the BOS.
- **Changes to the Agenda/Information Reported/Participation Options:** (Peggy)The Commission was asked if there was any additional information that they wanted to see. David Hazlewood, Secretary, commented that he would like more guest speakers from the organizations within the Community so they can see what we do, and they can inform us of what they do.
- **Updated Office Materials/Supplies:** Our office has purchased Business Cards with the new logo and are currently obtain quotes for office personalized post it's.
- **Christmas Cards/Holiday Happenings:** The process of having office Christmas Cards signed by the office staff and Commission has begun, distribution is expected by the end of the first week of December. The Commission was asked if there was something different, they wanted to do for the holidays. It was suggested that we meet outside the office, hang out, bring our spouses/significant others, and just get to better acquainted with one another.
- **Free Flag Poles:** It was recently brought to our attention that the group Patriotic Gentlemen of IA has is offering a free 20ft telescoping flagpole with the goal of every Veteran's yard across the state having a flagpole. They are seeking volunteers to assist with the installation of these poles.
- **Public Comment (3-minute limit)** Roma Lundy representative of VRSI Employment Specialist stopped in to attend our meeting to see what we were about and to let us know about them. The office assistance to homeless, near homeless and other at risks groups assistance in obtaining and keeping employment.

Motion to adjourn Open Session made by Dr. Dan Kinney, Member second by Jim Murray, Member All in Favor 4Aye 0 Nay Motion carries.

5-minute respite before entering closed session

***CLOSED SESSION AS ALLOWED PER CODE OF IOWA CHAPTER 21.5; 1(A) November ASSISTANCE REQUESTS
1 Request for Assistance***

Motion to go into closed session @ 4:03pm made by David Hazlewood, Secretary second by Dr. Dan Kinney, Member
Motion to go back into open session @ 4:29 pm made by David Hazlewood, Secretary second by Jim Murray, Member

OPEN SESSION

NEXT MEETING: Monday December 11th @ 3:00 PM