

POTTAWATTAMIE COUNTY
COMMISSION OF VETERAN AFFAIRS
REGULAR MONTHLY MEETING

Monday March 11, 2024 @ 3:00 pm

TEAMS MEETING Connect ID: 273 276 348 102 Passcode: SzR93B

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1>

MPR Room Pottawattamie County Veteran Affairs Building

AGENDA

- Pledge of Allegiance – Meeting called to order at 3:00 PM by Holly Collins, Chairwoman. All in attendance stood and recited the Pledge of Allegiance.
- Roll Call – Holly Collins, Chairwoman; David Hazlewood, Secretary; Dr. Dan Kinney, Member; Andrew Dewey, Ex-Officio Member; Mick Gutttau, Member (attending via Teams); Peggy Becker, Administrator; Sam Pettit, Caseworker II; Rebekah Adair, Administrative Assistant.
- Additions/Corrections - none
- BOS Updates - Brian Shea reports that they are still working on the budget and construction on the health building is ahead of schedule. Jeff Jorgenson was also in attendance.
- Commissioner Updates – none
- ~~Guest Speaker~~
- **OLD BUSINESS**
- Approval of the minutes Regular Monthly Meeting February 12, 2024 – Motion to approve made by Dr. Dan Kinney, Member; motion seconded by David Hazlewood, Secretary. All in favor: Aye 4, Nay 0. Motion Carries.
- ~~Approval of assistance given for February 2024: No Assistance Requested~~
- **Routine Office Reports**
 - Budget 2023-2024: Should be @ 67% currently @ 57%: (Peggy) – No updates to report
 - Facility Update: (Peggy)
 - MPR Usage: Routine Usage by VFW, County Departments and Community Agencies
 - Building Signage Update – The sign for the outside of the building has arrived. A ticket for set up has been sent into Building and Grounds.
 - MPR Room AV Equipment Maintenance –The AV team came in last week to fix the audio input/output for the MPR. The settings have been updated and everything should be functioning normally. Audio seems to be clearer for this meeting.
 - Medical Examiner to use back offices and storage space – The Medical Examiner’s office should be using the back offices and storage space for eight months to a year. They have begun to move into the facility.
 - Website Usage: (Sam) – There are no updates to report. The new website should go live in late March, but we have had no updates from the company responsible for the new site. Our visitation numbers are better than the county as a whole.
 - Office Production Report: Complete report on reverse side (Peggy) – The numbers from February are more accurate. We are currently in a trial run to see which system works best for the VSO and the Commission members.
 - Federal County Assistance Report for February 2024: (Peggy) – No questions

	February 2024	Previous Month January
Walk Ins:	216	170
Calls:	450	421
Total:	666	591
Clients:	567	500

County		State		Federal	
New Clients	14	Driver License Application	3	Total Fed Forms 156 of these were	
Pantry/Clothing	5	License Plate Application	2	Benefit Application	51
Grave Marker	1	Hunting/Fishing License	1	Intent to File	21
E/Mail I/O	177	MTE/DMTE	2	Headstone Application	1
Appointments	72			Home Loan Certificate	
				SF-180	2

OLD /UNFINISHED BUSINESS

- CPR/First Aid Training: Date moved to Tuesday April 16th from 8:00-12:30 (Peggy) – Commissioners are invited but attendance is not required. Training for his Instructor’s renewal license will be purchased for Sam Pettit, Caseworker II.
- National Training/Out of State Approved by BOS (Peggy) Estimated Cost PR/SP \$6,025.42 + Virtual of \$400.00 for PB
- Pottawattamie Co Republican Convention Pantry Donation: (Peggy) – Donna Barry invited Peggy Becker, Administrator,

POTTAWATTAMIE COUNTY
COMMISSION OF VETERAN AFFAIRS
REGULAR MONTHLY MEETING

to attend. A donation of canned items, as well as a monetary donation, was given to the VSO.

NEW BUSINESS

- Endowment Fund Distribution \$3,244.22 (Peggy) – Motion to roll the \$3,244.22 allotment back into the endowment fund was made by David Hazlewood, Secretary, and seconded by Dr. Dan Kinney, Member. All in favor: Aye 4, Nay 0. Motion Carries.
- IACCVSO (Iowa Commission of County Veteran Service Officers) Website: (Peggy) Commissioner Forum – Commissioners were interested in inclusion to the forum. Peggy Becker, Administrator, will look into membership for the commissioners; commissioners in the state have their own forum on the website.

Public Comment (3-minute limit)

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

OPEN SESSION

ADJOURN – Motion to adjourn was made by David Hazlewood, Secretary, and seconded by Dr. Dan Kinney, Member. All in favor: Aye 4, Nay 0. Motion Carries.

POTTAWATTAMIE COUNTY
COMMISSION OF VETERAN AFFAIRS
REGULAR MONTHLY MEETING

NEXT MEETING April 8, 2024