

**POTTAWATTAMIE COUNTY
COMMISSION OF VETERAN AFFAIRS
REGULAR MONTHLY MEETING**

Monday June 10, 2024 @ 3:00 pm

MPR Room Pottawattamie County Veteran Service Office

TEAMS MEETING Connect ID: 211 223 342 796 Passcode: s3RpWx

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

Minutes

- Pledge of Allegiance
- Roll Call Present Holly Collins, Chairwoman; David Hazelwood, Secretary; Mick Gutttau, Member; Dan Kinney, Member; Jim Murray, Member, Lynn Grobe, Ex-Officio Member; Andrew Dewey, Ex-Officio Member; Peggy Becker, Administrator; Paul Rosenberg, Caseworker & Sam Pettit, Caseworker
- Additions/Corrections Under Building Usage Renewal #3 IVF Usage Application and under New Business State Fair
- BOS Updates Present Brian Shea and Jeff Jorgensen Updates were provided in regards to other departments and activities @ the courthouse.
- Commissioner Updates Mick Gutttau invited all in attendance to his TS Bank Retirement Coffee
- Guest Speaker: Andrew Moats Director Recorder's Office

OLD BUSINESS

- Approval of minutes Regular Monthly Meeting May 9, 2024: Motion to Approved made by Mick Gutttau, Member second by Dave Hazelwood, Secretary All in favor 5 Aye 0 Nay motion carries
- Approval of Assistance given for May 9, 2024:
- ***Routine Office Reports***
 - Budget 2023-2024: Should be 92% Currently @ 79% This FY Budget is running smoothly, we will be turning back in a significant amount but it is all services to Veterans. We are just not able to determine with the needs of the Veteran will be.
 - ❖ Training Budget FY25 & FY26: The next two budget years will be a bit challenging in regards to training as there is no federal training slated for FY25 but there are two slated for FY26. Registrations and airfare are about the only thing that can be paid early.
 - Facilities Update
 - ❖ MPR Room: Routine Usage by VFW, County Departments and Community Agencies
 - ❖ Building Usage Renewal Applications Review/Approval Discussion was held in regards to each application prior to approval.
 1. VFW 11355 Routine Usage Applying for 3 years. Motion to approve 3 year routine usage made by David Hazlewood, Secretary second by Dan Kinney, Member
 2. VFW 11355 Car Show Usage Applying for 3 years. Motion to approve 1x usage only made by Mick Gutttau, Member second by David Hazelwood, Secretary
 3. IVF Routine Usage Applying for 3 years. Motion to approve 3 year routine usage made by Jim Murray, Member second by Mick Gutttau, MemberAll is favor of the 3 motions listed above, 5 Aye 0 Nay motions carry
 - Digital Sign Update: Paul Rosenberg, Caseworker reported that he met with several individual of the Court House Campus re the Digital Sign and it was determined the he should proceed with the process in obtaining up to date information/bids, contact the city re restrictions/requirements and begin moving forward with the plan.
 - Website Usage: Sam Pettit, Caseworker gave a review of the website usage. It was noted that we have several out of state 'cities' 'click' on the County page and it was speculated that is because there is more than one Pottawattamie County but in different states with different spellings.

- Recorders Honors Program/Facebook “National Day” Campaign: Andrew Moats, Director of the Recorders Office reviewed the Honor Program the Recorders office offers Veteran for recording their DD-214's, Peggy VSO Administrator reviewed a program that will be tailored to work with the recorders program.
- Office Production Report: The office production report was reviewed, it was stated that all staff had been unavailable for a week otherwise it is believed the count would have exceeded the previous month.

- Federal County Assistance report for May 2024

	May 2024	Previous Month April
Walk Ins:	214	205
Calls:	468	449
Total:	682	654
Client Contacts:	601	574

County	State	Federal
New Clients 17	Driver License Application 0	Total Fed Forms 154
Pantry/Clothing 7	License Plate Application 5	Benefit Application 45
Grave Marker 2	Hunting/Fishing License 0	Intent to File 14
E/Mail I/O 251/198	MTE/DMTE 3	Home Loan Certificate 0
Appointments 62		SF-180 2

UNFINISHED BUSINESS

- National CEU Training Denver May 13 thru May 17, 2024: Paul and Sam attended in person; Peggy attended virtually. Overall the training went well, very informative
- Relocation Allocation Review/Approval VS#16727 Motion to Approve made by David Hazlewood, Secretary second by Mick Gutttau, Member All in favor 5 Aye 0 Nay motion carries.

NEW BUSINESS

- Iowa Code keeping of Grave Registrations Digitation Recommendations: Per Iowa Code, the County is to keep grave registrations on each Veteran buried in the County. These are to be kept alphabetically by Cemetery. Currently the VSO Office has 27 of these books, of which one cemetery is five books and another is three. Basically, we are running out of room, so VSO Administrator Peggy Becker suggested the books be digitized and has met with IT and although the project is large it is not large enough to 'hire' out for scanning. It was suggested to contact IWCC re and intern and look at some other avenues. Will revisit in @ the July meeting.
- State Fair: Veterans Day at the IA State Fair is Monday August 12: Please let Peggy know ASAP if you wish to attend as parking passes do have a limited number.

Public Comment (3 min limit) No public present chose to comment

ADJOURN OPEN SESSION @ 3:47 PM

CLOSED SESSION AS ALLOWED PER CODE OF IOWA CHAPTER 21.5, 1(A) ASSISTANCE REQUESTS

0 Requests for Assistance

NEXT MEETING: Scheduled for July 1, 2024 @ 3:00 pm