

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

Monday October 7, 2024 @ 3:00 pm

MPR Room Pottawattamie County Veteran Service Office

TEAMS MEETING Connect ID Passcode:

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

MINUTES

- ❖ Pledge of Allegiance: Meeting called to order at 3:00pm by Chairwoman Holly Collins. All in attendance stood for the Pledge of Allegiance.
- ❖ Roll Call: Holly Collins, Chairwoman; David Hazlewood, Secretary; James Murray, Member; Dr. Dan Kinney, Member; Mick Guttau, Member; Peggy Becker, Administrator; Sam Pettit, Caseworker II; Jake Townsend, Caseworker I; Kara Behrens, Administrative Assistant; Rebekah Adair, Administrative Assistant. Absent is Andrew Dewey, Ex-Officio Member; Lynn Grobe, Ex-Officio Member.
- ❖ Additions/Corrections - none
- ❖ BOS Updates - Brian Shea reports that the new building projects are moving forward as planned.
- ❖ Commissioner Updates - none
- ❖ Guest Speakers (Facilities Update Building Security Plan) Lee Volkens/Ryan Olderog - Current protocol is for VSO personnel to use the "panic buttons" on their keyboards to alert security. The buttons will send alert messages to security personnel that their presence is needed in the building. They are hoping to update the camera in the foyer at the next fiscal year. If office personnel identify a security risk before they enter the building, they are encouraged to call security prior to their arrival.

OLD BUSINESS

- Approval of minutes Regular Monthly Meeting September 09, 2024: Motion to approve made by David Hazlewood, Secretary; seconded by Dr. Dan Kinney, Member. Aye 5, Nay 0. Motion carries.
- Approval of Assistance given for September 09, 2024: Defer Approval until after closed session
- ***Routine Office Reports***
 - Budget 2023-2024: Should be 25% Currently @ 19%
 - Facilities Update
 - ❖ MPR Room: Routine Usage by VFW, County Departments and Community Agencies
 - ❖ Pantry Donation - JBS Foods made a recent donation of frozen meats to our pantry. Their organization also gathered a donation of other foods/canned goods. They offered to continue to work with our office to keep our freezers stocked at least quarterly.
 - Website/Social Media Update: The VSO website has been restructured for easier access. X/Twitter impressions have doubled, not only on recent posts but across the board. VSO website visits have increased as well.
 - Office Production Report: See Attachment - Office contact numbers have skyrocketed. This could possibly be attributed to a more frequent social media presence. New outreach opportunities for office personnel include local funeral homes to assist with military graves records and a follow-up trip out to nursing homes.
- ***Federal County Assistance report for September 2024***

	September 2024	Previous Month August
Walk Ins:	213	216
Calls:	401	450
Total:	614	666
Client Contacts:	549	567

County		State		Federal	
New Clients	15	Driver License Application		Total Fed Forms	220
Pantry/Clothing	7	License Plate Application	1	Benefit Application	83
Grave Marker	1	Hunting/Fishing License		Intent to File	24
E/Mail I/O	248	MTE/DMTE	4	Home Loan Certificate	2
Appointments	87			SF-180	4

UNFINISHED BUSINESS

- Meet New Caseworker Jacob Townsend
- HF 259 Update - The Iowa Department of Revenue has decided that the new definition related to the Military Exemption program no longer applies; there is no reference to paragraph "D". A few of the military tax exemptions approved by the county will have to be disallowed. This may cause frustration in the community.
- Fall School of Instruction - Jake Townsend, Kara Behrens, and Peggy Becker will be in attendance. Andrew Dewey, Holly Collins, David Hazlewood will attend the Commissioners training.
- Veteran's Day Parade - Items for the float have arrived and David Hazlewood will construct the float. Pictures/ video will be sent to VSO personnel for approval.
- Budget Study Session - Peggy Becker, Administrator, thanks the Commission for their attendance and support.

NEW BUSINESS

- Secretary of State Press Conference - The Iowa Secretary of State will hold a press conference in the VSO. Commissioners are welcome to attend.
- Budget Review/Set Session - There is no budget yet. Budget discussion will have to be scheduled after the November Commission Meeting.
- Holiday Plans/Christmas Cards - Christmas party will be planned similarly to last year with families being invited to join. This year's Christmas cards will be purchased through Amazon.

Public Comment (3 min limit) - none

ADJOURN OPEN SESSION - David Hazlewood, Secretary, moves to go into closed session. Dr. Dan Kinney, Member, seconds the motion. Aye 5, Nay 0. Motion carries.

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

0 Requests for Assistance

1 Review for Assistance Provided by Administrative Decision after September Commission Meeting

ADJOURN CLOSED SESSION

Return to OPEN SESSION 4:19pm - Dr. Dan Kinney, Member, moves to return to open session. Jim Murray, Member, seconds the motion. Aye 5, Nay 0. Motion carries.

ADJOURN MEETING: NEXT MEETING: November 4, 2024