

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

Monday November 4th, 2024 @ 3:00 pm

MPR Room Pottawattamie County Veteran Service Office

TEAMS MEETING Connect ID 282 399 095 949 Passcode: FUrKtU

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

Minutes

- Pledge of Allegiance - Meeting called to order at 3:00 pm by David Hazlewood. All in attendance stood for the Pledge of Allegiance.
- Roll Call - David Hazlewood, Secretary; James Murray, Member; Mick Guttau, Member; Lynn Grobe, Ex-Officio Member; Andrew Dewey, Ex-Officio Member. Peggy Becker, Administrator; Sam Pettit, Caseworker II; Jake Townsend, Caseworker I; Kara Behrens, Administrative Assistant; Rebekah Adair, Administrative Assistant. Dr. Dan Kinney, Member, attended via phone. Absent is Holly Collins, Chairwoman.
- Additions/Corrections - Peggy Becker, Administrator - Additions include numbers under office production as well as the outreach idea of creating pocket sized DD214 for veterans who come into our office.
- BOS Updates - Jeff Jorgensen and Brian Shea attending - The county has seen record numbers of early voting. The new Public Health building is now open. Signage has been approved for the VSO building. The BOS is preparing for the upcoming budget discussions.
- Commissioner Updates - none

OLD BUSINESS

- Approval of minutes Regular Monthly Meeting October 7, 2024: Motion to approve made by Mick Guttau, Member. Motion seconded by Jim Murray, Member. Aye 3, Nay 0. Motion carries.
- Approval of minutes Special Monthly Meeting October 28, 2024: Motion to approve made by Jim Murray, Member. Motion seconded by Mick Guttau, Member. Aye 3, Nay 0. Motion carries.
- **Routine Office Reports**
 - Budget 2023-2024: Should be @ 33% Currently @ 24% - Peggy - No budget concerns. Some lines on the budget have changed. The signage for our building will not come out of the VSO budget; it will be paid with other funds.
 - Facilities Update
 - ❖ MPR Room: Routine Usage by VFW, County Departments and Community Agencies - Peggy - We continue to see regular use by county departments and contracted agencies.
 - ❖ Outdoor Signage Update: The Bid by Metal Logos was approved by the BOS.
 - ❖ Building Usage Update Notification Review & Approval - Peggy - A letter will go out to organizations that currently receive mail in our building. They will not be able to get mail here anymore.
 - Website Usage - Rebekah - Website usage was down this month. Social media interactions increased across all platforms. We have also seen an increase in contacts via the inquiry form on the website.
 - Office Production Report: See Attachment
- **Federal County Assistance report for October 2024**

	October 2024	Previous Month September
Walk Ins:	225	213
Calls:	417	401
E/Mail I/O	368	248
Total:	1010	862

County		State		Federal	
New Clients	20	Driver License Application	1	Total Fed Forms	170
Pantry/Clothing	5	License Plate Application	2	Benefit Application	44
Grave Marker	2	Hunting/Fishing License	0	Intent to File	23
Appointment	67	MTE/DMTE		Home Loan Certificate	
Client Contacts Calls/In Person	580			SF-180	6

UNFINISHED BUSINESS

- Operation Greenlight: Proclamation BOS Tues 10/29 Greenlight Recognition Sunday Nov 3rd thru Tuesday Nov 11th. Peggy - Proclamation was approved.
- Fall School of Instruction: Commissioners Monday October 14, Caseworkers Tuesday October 15 thru Thursday October 17, 2024 - Peggy - Caseworkers attended. County Assistance request are down across the state. The numbers we see in the department are similar. Commissioner David Hazlewood and Ex-Officio Commissioner Andrew Dewey attended Commissioner training in Des Moines. Both David Hazlewood and Andrew Dewey report that Commissioner training was lacking in quality of instruction.
- Veterans Day Parade Saturday November 9, 2024, Lineup begins @ 10:00 am Parade begins @ 11:00 am - Commissioners and Board of Supervisors are invited to join VSO personnel on new float this year.

NEW BUSINESS

- Vietnam Veterans Memorial Program - Peggy - This is a program for family and friends of Vietnam era veterans who have passed. We now have brochures in the building to hand out.
- Additional VA Burial Benefit - Peggy - The VA is now offering a commemorative urn or commemorative plaque option in lieu of other burial benefits. There is some concern that this will cause issues in future with veterans and their families.
- Wallet sized DD214 copies - Peggy - In an effort to broaden the scope of our outreach efforts, the VSO would like to start offering veterans the option of having their DD214 printed on a card small enough to keep in their wallets. Card machines are too expensive to purchase now, so the office will start with printing on business cards and laminating the final product. Peggy Becker, Administrator, would like to offer this service in exchange for a donation to our food pantry.

Public Comment (3 min limit) - Brad Powell reported that everything is on schedule with the 2024 Council Bluffs Veterans Day Parade. There is currently no plan to schedule a rain date.

ADJOURN OPEN SESSION

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

0 Requests for Assistance

ADJOURN CLOSED SESSION Return to OPEN SESSION

ADJOURN MEETING: Motion to adjourn made by Mick Gutttau, Member. Motion seconded by James Murray, Member.
Aye 3, Nay 0. Motion carries.