

**POTTAWATTAMIE COUNTY  
COMMISSION OF VETERAN AFFAIRS**

Budget Study Session Monday December 9, 2024 @ 2:00 pm

**\*No deliberation or formal action will be taken during the Study Session\***

**REGULAR MONTHLY MEETING**

Monday December 9, 2024 @ 3:00

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>

**REGULAR MONTHLY 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; Andrew Dewey, Ex-Officio Member; Lynn Grobe, Ex-Officio Member. Peggy Becker, Administrator; Sam Pettit, Caseworker II; Jake Townsend, Caseworker I; Kara Behrens, Administrative Assistant; Rebekah Adair, Administrative Assistant. Mick Guttau, Member, attended online via Teams.
- Additions/Corrections - An addition to New Business was made by Peggy Becker, Administrator, of the presentation of a certificate to Holly Collins, Chairwoman.
- BOS Updates - none; Jeff Jorgensen attending.
- Commissioner Updates - David Hazlewood, Secretary, reports that he is waiting to hear back from Habitat For Humanity on when commissioners and office personnel can go out to visit a build site.

**OLD BUSINESS**

- Approval of minutes Regular Monthly Meeting November 2024: Motion to approve was made by David Hazlewood, Secretary, and seconded by Dr. Dan Kinney, Member. Aye 5, Nay 0. Motion carries.
- **Routine Office Reports**
  - Budget 2023-2024: Should be 42% Currently @ 30% - Peggy Becker, Administrator, reported that, due to changes in budget line items, she feels that the current percentage does not give an accurate reading of where the VSO is currently. Given certain budget line items, 40% may be closer estimation.
  - Facilities Update
    - ❖ MPR Room: Routine Usage by VFW, County Departments and Community Agencies
    - ❖ VFW Dick Ryba & Trustees - Dick Ryba, Commander of the VFW Post 1135 in Council Bluffs, received a letter in November from the Pottawattamie County Veterans Service Office. He voices his concerns over recent changes to department policies.
    - ❖ Additional Viewing Display - Andrew Dewey, Ex-Officio Member, has been working with Peggy Becker, Administrator, to set up another viewing display for use in the multipurpose room. The screen has been selected and will be mounted at a later date.
  - Website Usage & Social Media Report: Rebekah Adair, Administrative Assistant, reported that the VSO website has seen a slight increase in users but most metrics show typical user patterns. A brief presentation was given on the social media platforms used by the VSO and the posts that are typically uploaded.
  - Office Production Report: See Attachment
- **Federal County Assistance report for November 2024**

	November 2024	Previous Month October
Walk Ins:	390	225
Calls:	222	417
E/Mail/I/O	250	368
Total:	862	1010

County		State		Federal	
New Clients	10	Driver License Application	1	Total Fed Forms	129
Pantry/Clothing	11	License Plate Application		Benefit Application	36
Grave Marker	2	Hunting/Fishing License		Intent to File	9
Appointment	66	MTE/DMTE	5	Home Loan Certificate	1
Client Contacts	697				

**UNFINISHED BUSINESS**

- Budget Review/Approval for FY26: Motion to approve was made by David Hazlewood, Secretary; seconded by Dr. Dan Kinney, Member. Aye 5, Nay 0. Motion carries.
- Outreach Resources: DMV and DMTE - Peggy Becker, Administrator, reported that the VSO was given access to a running list of veterans who apply for the veteran's designation on their driver's license. This list has been used to send VSO information to veterans not currently being served by the department. Similar letters are being sent to veterans who apply for the military tax exemption.
- Veterans Day Parade Review - Andrew Dewey, Ex-Officio Member, reported that the VSO parade float was widely praised as the best in the parade.

**NEW BUSINESS**

- Holiday Office Gathering - The VSO holiday potluck will be held on December 30 at 1:00 pm. The office will close for the afternoon.
- Certificate Presentation - David Hazlewood, Secretary, presented Holly Collins, Chairwoman, with a certificate from the Iowa Association of County Commissioners and Veteran Service Officers recognizing her 5 years of service to the veterans of Pottawattamie County.

**Public Comment (3 min limit) - none**

***ADJOURN OPEN SESSION*** - Motion to go into closed session made by David Hazlewood, Secretary; seconded by Dr. Dan Kinney, Member. Aye 5, Nay 0. Motion carries.

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

*1 Request for Assistance*

***ADJOURN CLOSED SESSION*** - Motion to adjourn made by David Hazlewood, Secretary. Motion seconded by Jim Murray, Member. Aye 5, Nay 0. Motion carries.

**OPEN SESSION**

***NEXT MEETING:*** Monday January 13, 2025