

POTTAWATTAMIE COUNTY  
COMMISSION OF VETERAN AFFAIRS  
REGULAR MONTHLY MEETING

November 14, 2018

9:00 A.M.

**AGENDA**

- **Roll Call:** Phil Jacobs, Chairman called the meeting to order at 9:00 a.m. Present Phil Killion, Secretary; Darlene McMartin, Administrator; Peggy Becker, Caseworker III; Lori Swisher, Caseworker II; Pam Wilke, Caseworker II Absent Robert Jorgensen, Member and BOS Liaison Scott Belt and Justin Schultz
- **Additions or Corrections to the Agenda:** None
- **Commissioner/BOS Update:**
- **Public Comment:** Dick Ryba and James Whalen of the VFW Post 11355 were present. Dick Ryba made an official request of the Commission he wants the Commission to look into having another VSO put in the office as he found out there are State funds available and he thinks it would help the office to have another VSO on premise.

**OLD BUSINESS**

- **Approval of the minutes and executive summary for October:** Motion by Phil Killion, Secretary second by Phil Jacobs, Chairman.
- **Approval of assistance given for October:** No Assistance provided no motion needed
- **Budget review 2018-2019:** Should be at 33% we are currently at 26%
- **Federal/County Assistance Report of October:**
  - Office Visits: 309
  - Office Calls: 619
  - 1 Mini Vietnam, 1 PG and 1 Mini US War Veteran Grave Marker were provided
- **Facilities Usage Report:**
  - The building continues to be used by the regulars, VFW and the VA Hospital. The computer system and white board/projector have been installed and are operational. All county employees can access it and for a non-county employee to utilize it they will have to have Employee assistance
- **Old Business/unfinished business**
  - Fall School 10 15-18 Des Moines: Darlene McMartin and Pam Wilke attended
  - Veteran's Life Changing Conference Nov 1: MPR Office is Co-Hosting
  - Veteran's Day Parade Saturday Nov 3: All Staff participated in the Parade
  - Risen Son Women's Group Outreach Nov 9: Darlene McMartin did a presentation
  - Commissioner Appointment and increasing the Commission up to 5 members: The current Commission and Administrator Darlene McMartin went to the BOS meeting @ 10:20 am. They returned, reporting that Board indicated they will be accepting applications until Dec 17 at which time they will send them to our office and then they will conduct the interviews.

**NEW BUSINESS**

- **Budget Review 2019-2020:** Administrator Darlene McMartin presented the Budget to the Commission requesting they review and study in order to make recommendations. A new meeting time was scheduled for the Commission to meet at a later date to set up the new budget. The following recommendations are already on the table:
  - Funds need to be allocated for a 'training' period for a new director
  - Funds need to be allocated for a 'temporary' receptionist while the present receptionist is out on maternity leave
  - Phil Jacobs, Chairman made a Motion to increase the Commissioners fee to \$50 the motion was seconded by Phil Killion, Secretary
  - Phil Jacobs, Chairman made a Motion to put a 30 day Return on the County Burial Applications second by Phil Killion, Secretary

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***CLOSED SESSION AS ALLOWED PER CODE OF IOWA CHAPTER 21.5, 1(A)November ASSISTANCE REQUESTS***, Motion to go into closed session at 11:14 by Phil Jacobs, Chairman second by Phil Killion, Secretary. Present Phil Jacobs, Chairman; Phil Killion, Secretary; Darlene McMartin, Administrator; Peggy Becker Caseworker III and Lori Swisher, Caseworker II and Pam Wilke Caseworker II. Out of closed session at 11:36 a.m. motion by Phil Killion, Secretary second by Phil Jacobs, Chairman  
Approved assistance as discussed in closed session motion by Phil Jacobs, Chairman second by Phil Killion, Secretary

***OPEN SESSION***

***Adjourn***

***Next meeting December 13, 2018 @ 9:00 am***