

POTTAWATTAMIE COUNTY
COMMISSION OF VETERAN AFFAIRS
REGULAR MONTHLY MEETING

August 08, 2019

9:00 A.M.

AGENDA

- **Roll Call:** Skyler Dooley, Chairman called the meeting to order at 9:00 a.m. Present Skyler Dooley, Chairman; Holly Collins, Secretary; Ellen Fritz, Member; Jesse Shea, Member; Nick Jedlicka, Director; Peggy Becker, Caseworker III; Pam Wilke, Caseworker II; BOS Scott Belt, Justin Schultz and Lyn Grobe were all in attendance. Absent Phil Jacobs, Member.
- **Additions or Corrections to the Agenda:** Under Old Business add Complaint; Correct June to August in Closed Session Heading and Correct July 11, 2019 to September 12, 2019 in Next Meeting
- **Commissioner/BOS Update:** Justin Schultz Liaison for the BOS discussed bond reviews are coming up and for our office to make a 'wish list' for things that could be utilized by bond. He also wanted to know if we could assist him in obtaining a professional/good picture of the former Director Darlene McMartin so they could do a formal write up in the Non-Pareil's Annual County Department Update Insert that is coming out. It was determined that Pam Wilke would contact Darlene to get the photo.
- **Public Comment:** No Public Present

OLD BUSINESS

- **Approval of the minutes and executive summary for July:** Motion by Jesse Shea, Member second by Holly Collins, Secretary. All in favor 4 Aye 0 Nay Motion Carries
- **Approval of assistance given for July:** Assistance provided outside of the Commission Meeting by Director approval no motion needed
- **Budget review 2019 Budget:** Should be at 8.33% we closed out at 9.95%
- **Federal County Assistance Report for July**

Walk Ins:	282		
Calls:	502		
Total:	784		
Driver's License Forms	5	License Plate Forms	7
Grave Markers Given	0	Headstone Applications	0
Pantry/Clothing	15		
- **Facilities Update:** The VFW and VA Hospital continue to use the facility. Human Resources used the facility over the weekend for testing. Several Work Orders were placed in regards to repairs/Building and Grounds responded immediately and it was also discussed that the mulch that was put in at the beginning of the year contained a lot of weeds/seeds so it will be removed and replaced by river rock. The contract with the Cleaning Company was reviewed and Nick Jedlicka, Director met with the manager of the Cleaning Company to discuss the contract in detail.
- **Old Business/unfinished business**
 - **Commission Appointments:** A discussion was held in regards to the Commission Appointments bringing everyone up to date on who holds which position. Skyler Dooley, Chairman; Holly Collins, Secretary and Ellen Fritz, Phil Jacobs and Jesse Shea are Members
 - **Caseworker II Applications/Interviews:** 75 applications were received which were then decreased to 49 by the Human Resources Dept. Nick Jedlica, Director and Peggy Becker, Caseworker III, reviewed and scored the 49 applicants reducing the final pool for Interviews to 8. Interviews will be held next week.
 - **State Fair:** Veteran's Day at the State Fair is Monday 8/12/2019. Nick Jedlicka, Director and Pam Wilke, Caseworker II are planning on attending and riding the IAACVSO's float

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- **Complaint:** It was brought up again that the Veteran that had a complaint with the handling of his claim still has not been contacted. Skyler Dooley, Chairman stated he would contact the Veteran. It was advised that a ROI should be obtained from the Veteran in order for the Commission to review the Veteran's Federal File and prior to a Representative of the Commission speaking with the Veteran

- **NEW BUSINESS**

- **District 7 Meeting, American Legion/Treynor:** The District 7 Meeting will be held on September 19, 2019 from 9:00 am to 3:00 pm at the American Legion in Treynor IA. All Commission and Caseworkers are invited to attend there is a \$15.00 Registration Fee and Lunch will be provided. It was requested that the Commission and Staff let the office know if they will be attending by the first week in September so the registration can be sent in
- **Fall School of Instruction:** Fall School of Instruction will be held October 15-16-17, 2019 at the Embassy Suites in Down Town Des Moines. Commission Training is on Tuesday the 15th and all new Commissioners are required to attend on this day, lunch will be provided. The Commission and staff that choose to attend can either go down the night before or drive down the morning of the meeting. If any of the Commissioners or staff wish to attend the 3-day training they are welcome to do so. There is a \$50.00 registration fee for each person attending so please let the office know no later than the Commission Meeting next month how many days you will be attending.
- **Social Media:** The new Facebook Page for the office has been launched. There is a bit of confusion surrounding the page as the old Facebook Page has been resurrected for the Pottawattamie County Veteran's Foundation but still bears the name of Pottawattamie County Veteran Affairs. Nick Jedlicka, Director requested Ellen Fritz, Member and who is also on the Veteran's Foundation Board to speak with the Veteran's Foundation personnel to determine who is control of the page and request that they update the page and remove any indication that the page represents the County Veteran Affairs office otherwise legal action will have to be taken to shut-down the page.
- **Headstones Return; Replacement, WWI:**
 - Return:** A Bronze Plaque Headstone was found in a storage unit and brought into the office because the person that found it did not know what else to do with it. The DOD on the stone was 1941, our office called Memorial Programs and they will be sending a pre-paid label to return the headstone to their office.
 - Replacement:** An error was made by a former office staff person on an application for a Veteran's Bronze Plaque Headstone, the error was in the emblem it was put down as a #12 instead of a #52, the #12 is a Native American Religious Symbol and #52 is a Landing Eagle. The stone has already been set at the Veteran's gravesite. When the stone came in it was verified with the information on the application which matched, the family was contacted and the stone was picked up. When the family called to say the stone was incorrect they were asked about verifying the information prior to the setting and the daughter stated that she didn't look at it she just dropped it off at the monument company. Memorial Programs was contacted, they will not remake a stone for any optional item which the emblem is nor will they remake the stone for an error that was due to incorrect information on the application. A local monument company was contacted in regards to replacing/remaking the stone the cost will be \$850 wholesale, the family will still be responsible for the setting as they should have looked at the stone prior to having the stone set. A discussion was held and it was determined that the office will replace the Bronze Headstone for \$850.00
 - WWI Headstone:** A family of a WWI Veteran that's been deceased and in an unmarked grave since 1974 contacted the office to see if there was anything that could be done. The Bronze Headstone was ordered and received. Nick Jedlicaka, Director has been in contact with the Grandson and the Daily Non-Pareil to make this a Community Services awareness opportunity to get the word out to the public in case someone else has a loved one that is in an unmarked grave.

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CLOSED SESSION AS ALLOWED PER CODE OF IOWA CHAPTER 21.5, 1(A)August ASSISTANCE REQUESTS, Motion to go into closed session at 10:04 a.m. by Skyler Dooley Chairman second by Holly Collins, Member. Present Skyler Dooley, Chairman; Holly Collins, Secretary; Ellen Fritz, Member; Jesse Shea, Member; Nick Jedlicka, Director; Peggy Becker Caseworker III and Pam Wilke Caseworker II. Absent Phil Jacobs, Chairman Out of closed session at 10:36 a.m. motion by Jesse Shea, Member second by Skyler Dooley, Member

Motion for approval of Assistance as discussed in Closed Session, made by Jesse Shea, Member second by Holly Collins, Secretary. All in favor 4 Aye 0 Nay

OPEN SESSION

ADJOURN

NEXT MEETING: September 12, 2019 @ 9:00 am