

POTTAWATTAMIE COUNTY
COMMISSION OF VETERAN AFFAIRS
REGULAR MONTHLY MEETING

March Meeting

Tuesday March 15, 2022, 1:00 pm Regular Monthly Commission Meeting

AGENDA

- **Call to Order:** Holly Collins, Chairwoman called the meeting to order @ 1:00 pm
- **Pledge of Allegiance:** All that attendance stood and recited the Pledge of Allegiance
- **Roll Call-** Holly Collins, Chairman; Brad Powell, Secretary; Mick Gutttau, Member & David Hazlewood, Member Office Personnel Rita Dooley, Director; Peggy Becker, Caseworker III; Paul Rosenberg, Caseworker II & Randy Markell Caseworker I; Brittney Rockwell, Member attended virtually also attending Donna Barry of Senator Grassley's Office and Steve Gorman member of the Council Bluffs City Council
- **Additions or Corrections to the Agenda:** None
- **BOS Updates-** No BOS Present
- **Commissioner Updates:** No Commissioner Updates were given

OLD BUSINESS

- ❖ **Approval of the minutes for February 2022:** Motion to approve made by Mick Gutttau, Member second by Brad Powell, Secretary All in Favor 5 Aye 0 Nay Motion Carries
- ❖ **Approval of assistance given for February 2022:** Motion to approve made by David Hazlewood, Member second by Brittney Rockwell, Member All in Favor 5 Aye 0 Nay Motion Carries
- ❖ **Budget FY 21-22:** Should be at 67% overall at 56%

➤ **Federal County Assistance Report for February 2022**

| | February | Previous Month January |
|-----------|----------|------------------------|
| Walk Ins: | 326 | 326 |
| Calls: | 188 | 181 |
| Total: | 514 | 507 |

| County | State | Federal |
|-----------------------|------------------------------|-----------------------------------|
| New Clients /Calls 10 | Driver License Application 3 | Total Fed Forms 177 of these were |
| Pantry/Clothing 10 | License Plate Application 3 | Benefit Application 47 |
| Grave Marker | Hunting/Fishing License 2 | Intent to File 22 |
| Mail I/O 87 | MTE/DMTE 14 | Headstone Application 3 |
| Walk Ins 188 Appt 60 | | Home Loan Certificate 3 |
| | | SF-180 4 |

➤ **Facilities Update:**

- ❖ **MPR Usage:** Public Health is no longer conducting vaccine clinics in the building. The windows and walls in the MPR have been finished and ServPro is now starting on the offices. Sam Pettit our current Administrative Asst was selected to be the new Caseworker I, the position for Administrative Assist has been posted and will close on March 17th. Rita Dooley, Director brought up that the applications for the organizations that use the facility need to be updated. They were supposed to be updated annually but it has not been done. She is going to review the current usage guidelines and application to determine if anything needs to be changed and have the 4 organizations the use the facility complete, new applications.

OLD BUSINESS/UNFINISHED BUSINESS

- ❖ **Review Allocation Relocation Grant Applications:** 3 applications for the grant were presented to the Commission, after determining eligibility Motion to approve distribution of funds made by Mick Gutttau, Member second by Brittney Rockwell, Member All in Favor 5 Aye 0 Nays, motion carries

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NEW BUSINESS

- ❖ **Training/Accreditation Opportunities:** Accreditation Training is now only offered virtually three times a year in March, August, and October. Both Rita Dooley, Director and Randy Markell, Caseworker 1, attended the training that was provided March 7-11 passed the test and are now accredited they are waiting to be recognized by the General Council. CEU Training is offered in Des Moines April 11-15, or at the National Conference in San Antonio, June 6-10th.
- ❖ **Veterans Day Parade:** A discussion was held regarding the Veterans Day Parade and all the controversy that has been happening around who the permit should be issued too. The Mayor and the City Council both reached out the BOS for assistance and it was decided that our office could potentially provide some oversight and mediate between the Parade Committee and those wishing to participate.
- ❖ **Change Date for April Meeting:** Due to most of the staff being gone for training the week of 4/11-15, the April meeting is moved to the following week: Brittney Rockwell, Member requested the Meetings be moved to a different day and time as she is no longer available during that time. The Commission discussed the change of date and time, and it was determined the Regular Monthly Meeting will now be held the second Monday of the Month at 8:15 am
- ❖ **Commissioner Term Expiration:** A through review of the commissioner appointments was done and it was determined the 2 of the Commissioners Terms expire at the end of the fiscal year, they are Holly Collins, Chairman and Brad Powell Secretary. Our office will need a letter of Intent regarding their desire to continue, on the board so it can be presented to the BOS or if they do not wish to continue a posting can be made for replacement prior to the expiration date. Currently there are no plans to appoint any additional ex-officio member to the Commission.

➤ **Public Comment (3-minute speaking limit per person)** No Public Present

➤ **Adjourn:** Motion to adjourn Open Session made by David Hazlewood, Member second by Mick Gutttau, Member All in Favor 5 Aye 0 Nay motion carries

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

REQUESTS: Brad Powell, Member motioned to go into Closed Session at 1:56 pm, second by Mick Gutttau, Member, All in Favor 5 Aye 0 Nay Motion carries

OPEN SESSION/AJOURN: Motion to exit closed session at 2:23 pm made by David Hazlewood, Member second Mick Gutttau, Member All in Favor 5 Aye 0 Nay motion carries

Motion to approve assistance as discussed in closed session made by David Hazlewood, Member second by Mick Gutttau, Member All in Favor 5 Aye 0 Nay motion carries

NEXT MEETING: Monday April 18 @ 8:15 am