

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

**Monday December 12, 2022 @ 1:30 pm**

MPR Room Pottawattamie County Veteran Affairs Building

- Call to Order: Holly Collins, Chairwoman called the meeting to order @ 1:40 pm (waiting on a couple commissioners)
- Pledge of Allegiance: All in attendance stood and recited the Pledge of Allegiance
- Roll Call: Commission: Holly Collins, Chairwoman; Brad Powell, Secretary; David Hazelwood, Member; and Brittney Rockwell, Member Staff: Peggy Becker, Caseworker III, Paul Rosenberg Caseworker II and Sam Pettit, Caseworker I Absent: Randy Markell, Caseworker II
- BOS Updates: No BOS present
- Commissioner Updates: Brad Powell provided an update that he met with County Attorney's office regarding the Veterans Treatment Court.

**OLD BUSINESS**

- Approval of the minutes for regular monthly meeting November 14, 2022: Motion to approve made by Brittney Rockwell, Member second by David Hazlewood, Member All in Favor 4 Aye 0 Nay Motion Carries
- Approval of assistance given for November 2022: Motion to approve made by Brittney Rockwell, Member second by David Hazlewood, Member All in Favor 4 Aye 0 Nay Motion Carries
- Budget 2021-2022: Should be @ 42% currently @ 44%
- Federal County Assistance Report for November 2022

	November	Previous Month October
Walk Ins:	191	173
Calls:	297	319
Total:	488	492

County	State	Federal
New Clients /Calls      14	Driver License Application      0	Total Fed Forms 166 of these were
Pantry/Clothing      9	License Plate Application      1	Benefit Application      45
Grave Marker      0	Hunting/Fishing License      0	Intent to File      12
E/Mail I/O      97	MTE/DMTE      1	Headstone Application      5
Appointments      60		Home Loan Certificate      1
		SF-180      2

**FACILITIES UPDATE:**

- MPR Usage: Routine usage by VFW, the Parade Committee, and other County Departments
- **OLD BUSINESS/UNFINISHED BUSINESS**
- Relocation Allocation Application: Brittney Rockwell, Member made a motion to approve payment of the Relocation Allocation second by David Hazlewood, Member All in Favor 4 Aye 0 Nay Motion Carries
- FY 23 Proposed Budget Review Last Chance review of the FY 23 Proposed Budget was given. Presentation to the BOS will be January 24<sup>th</sup>. Brittney Rockwell, Member made a motion to approve the Proposed Budget as discussed second by David Hazlewood, Member All in Favor 4 Aye 0 Nay Motion Carries
- FY 23 Assistance Guideline Revisions: Review of the revisions made to the Assistance Guidelines were reviewed. Brittney Rockwell, Member made a motion to approve the changes made to the assistance guidelines second by David Hazlewood, Member All in Favor 4 Aye 0 Nay Motion Carries
- Holiday Happenings
  - Holiday Hours Office Closed: 12/12 @ 2:30 pm for Holiday Party, 12/26 for Christmas and 1/2/23 for New years

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**NEW BUSINESS**

- Administrator (Interim) Evaluation/Review: A discussion was held by the Commission to proceed with developing an evaluation process for the office Director/Administrator. January will be Peggy Becker's 6<sup>th</sup> month as Interim Administrator and she has agreed to participate in the process; therefore the 6<sup>th</sup> month evaluation of the Interim Director/Administrator process will proceed, once a Director/Administrator has been in the position for a year, the evaluation will be changed to an annual basis.

**Public Comment (3-minute limit)** No public present

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

*Motion to go into closed session 1:54 pm made by Brittney Rockwell, Member second by Brad Powell, Secretary  
Motion to return to open session 2:01 pm made by Brittney, Rockwell, Member second by David Hazlewood,  
Member*

*Motion to approve items as discussed made by Brittney Rockwell, Member second by Brad Powell, Secretary All in favor 4 Aye 0 Nay Motion Carries*

***ADJOURN:*** Motion to adjourn made at 2:04 by David Hazlewood, Member second by Brittney Rockwell, Member All in Favor 4 Aye 0 Nay meeting adjourned

***NEXT MEETING:*** Monday January 9<sup>th</sup> @ 3:00 pm Veteran Affairs Building Multi-purpose room.