

POTTAWATTAMIE COUNTY
 COMMISSION OF VETERAN AFFAIRS
 VETERANS SERVICE OFFICE
 REGULAR MONTHLY MEETING
 Monday June 12, 2023 @ 3:00 PM
 MPR Room Pottawattamie County Veterans Service Office

AGENDA

- Pledge of Allegiance Meeting called to order @ 3:00 PM by Chairwoman Holly Collins, all in attendance stood and recited the Pledge of Allegiance
- Roll Call: Holly Collins Chairwoman; David Hazlewood, Secretary; Mick Gutttau Member; James Murray Member; Andrew Dewey, Ex-Officio Member and Lynn Grobe, Ex-Officio Member; Office Personnel Peggy Becker, Caseworker III; Paul Rosenberg, Caseworker II and Sam Pettit, Caseworker II Absent Dr Dan Kinney
- Additions: Under New Business reinstatement and swearing in of Commission Member Mick Gutttau
- BOS Updates: Jeff Jorgensen BOS liaison and Brian Shea BOS Chairman attended no updates provided.
- Commissioner Updates: None

OLD BUSINESS

- Approval of the minutes for Regular Monthly Meeting May 8, 2023: Motion to approve made by Mick Gutttau, Member second by David Hazlewood, Secretary All in Favor 4 Aye 0 Nay Motion carries.
- Approval of assistance given for May 2023 (No assistance provided)
- Budget 2021-2022: Should be @ 92% currently @ 88%
- Federal County Assistance Report for May 2023

	May	Previous Month April
Walk Ins:	316	183
Calls:	190	345
Total Contacts:	506	528
Website Usage	356 Hits 73% New User	455 Hits 86% New User

County		State		Federal	
New Clients /Calls	10	Driver License Application	1	Total Fed Forms 208 of these were	
Pantry/Clothing	7	License Plate Application	4	Benefit Application	51
Grave Marker	1	Hunting/Fishing License		Intent to File	21
E/Mail I/O	129	MTE/DMTE	3	Headstone Application	2
Appointments	66			Home Loan Certificate	1
				SF-180	2

FACILITIES UPDATE:

- **MPR Usage:** Routine usage by VFW, other County Departments and Community Agencies

OLD BUSINESS/UNFINISHED BUSINESS

- **Digital Billboard Update:** We were unable to get the grant from the Community Foundation applied for as it was just too quick of a deadline, and we didn't have all the information that was needed. We are considering applying for a grant from the IA West Foundation, Paul Rosenberg, Caseworker II will be taking over this project as he has contacts and is familiar with people on the Board of the Foundation.
- **Staffing Updates:** Currently we are going through the hiring process for a new Admin Assistant, Kara Behrens our current admin assistant has decided to take some personnel time to be with her family.
- **Community Foundation Endowment Fund Amendment:** At the April 17th, Regular Commission Meeting Donna Dostal with the Community Foundation of Western IA gave a presentation and answered questions about the endowments our office has in the foundation. It was discovered at that time the verbiage in the contract needed to be amended currently the contract reads "support services for Council Bluffs Veterans" the amendment is requesting that it be changed to read "support services for all Veterans of Pottawattamie County". With the help of Commission Secretary David Hazlewood Interim Administrator Peggy Becker drafted the amendment and provided it to Holly Collins Chairwoman for her signature.
- **Contingency Fund Final Guideline Review/Approval:** The revised guidelines were provided to the Commission via email. Motion to Approve made by Mick Gutttau, Chairman second by David Hazlewood, Secretary All in Favor 4 Aye 0 nay motion carries. Signature page for Commissioner Signatures presented to the Commission.

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- **Final Salute IA Veteran's Cemetery:** The Abandoned Cremains of 7 Veterans and 2 Widows will be given the honors they deserve on June 23rd, 2023, beginning with a funeral service @ 11:00 am and an interment service at the cemetery @ 2:00pm. Staff from the office will be attending if anyone would like to ride along please get ahold of the office, our vehicle will seat 6.

NEW BUSINESS

- **Iowa State Fair/Veterans Day:** Veterans day at the IA State Fair is Monday August 14 Generally a couple staff from the office attend and participate by riding on the IACCVSO Float. Lineup for the parade starts at 10:00 AM. The office usually receives 1 or 2 parking/participant passes but nothing has been sent out in regard to those yet.
- **Office Director/Administrator Recommendation/Approval:** The Commission is recommending that the current Interim Administrator Peggy Becker be appointed as the permanent Administrator. Motion to Approve the appointment of Peggy Becker as the Veteran Service Office Administrator made by David Hazlewood, Secretary second by Mick Gutttau, Member All in Favor 4 Aye 0 Nay Motion Carries
- **Office Director/Administrator Salary Recommendation/Approval:** The Commission recommended that the annual salary for the appointed administrator start at \$67,750 with the addition of \$2,288.00 annually for longevity pay for a combined starting salary of \$70,038.00 with the effective date of July 1, 2023. Motion to Approve recommended salary with the recommendation being presented to the BOS in the Meeting scheduled for Tuesday June 13, 2023, made by David Hazlewood, Secretary second by Mick Gutttau, Member All in Favor 4 Aye 0 Nay Motion Carries
- **Public Comment (3-minute limit)** Nick Jedlicka former Veteran Affairs Director stated to the Commission that based on the experience and years of service alone, he believes that the starting salary is too low. Brad Powell representative of the American Legion and former Veteran Affairs Office Commissioner stated that the Veterans in the Community are very much in support of the recommendation of Peggy Becker for Administrator.

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

Motion to go into closed session @ 3:35 pm made by Mick Gutttau, Member second by David Hazlewood, Secretary
Motion to go back into open session @ 3:38 pm made by Mick Gutttau, Member second by David Hazlewood, Secretary
OPEN SESSION

Motion to approve decisions as discussed in closed session made by Mick Gutttau, Member second by David Hazlewood, Secretary

ADJOURN: Motion to Adjourn made by David Hazlewood, Secretary second by Mick Gutttau, Member

NEXT MEETING: Monday July 10th @ 3:00 PM