

POTTAWATTAMIE COUNTY  
 COMMISSION OF VETERAN AFFAIRS  
 VETERANS SERVICE OFFICE  
 REGULAR MONTHLY MEETING

Monday July 10, 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; Mick Gutttau Member; James Murray Member; Dr. Dan Kinney, Member; Andrew Dewey, Ex-Officio Member and Lynn Grobe, Ex-Officio Member; Office Personnel Peggy Becker, Caseworker III; Paul Rosenberg, Caseworker II; Sam Pettit, Caseworker II and Rebekah Adair Administrative Assistant. Absent David Hazlewood, Secretary
- Additions: Under New Business MPR/Building Renewal Applications
- BOS Updates: BOS liaison Brian Shea BOS Chairman attended no updates were given.
- Commissioner Updates: Mick Gutttau, Member stated that he attended his Military Reunion stating it was bittersweet happy to attend but noticing the number of those that were no longer able.

**OLD BUSINESS**

- Approval of the minutes for Regular Monthly Meeting June 12, 2023: Motion to approve made by Mick Gutttau, Member second by Jim Murray, Member All in Favor 4 Aye 0 Nay Motion carries.
- Approval of assistance given for June 2023 (1 person assisted by administrative approval) Motion to approve assistance, after review of case in closed session, made by Jim Murry, Member second by Dr. Dan Kinney, Member All in Favor 4 Aye 0 Nay Motion carries.
- Budget FY23 7/1/2022-6/30/2023: Should be @ 100% closeout is at 92% which means we will be returning \$25,771.72 back to the general fund. 10 Relocation Grants were paid in FY23 each house being over \$150k.
- Budget FY24 7/1/2023-6/30/2024: Commission was provided a copy of the upcoming Fiscal Years Budget.
- Awards by County June 2022 Comparison to May of 2023: Commission was presented with a Benefit Summary comparison FY22 shows approximately 2,358 persons receiving benefits with a combined overall amount of \$3,091,408 and FY23 shows approximately 2,413 persons receiving benefits with a combined overall amount of \$3,534,200 which is a 55person, \$442,792 increase from the previous year.
- Federal County Assistance Report for June 2023

	June	Previous Month May	FY23	FY22
Walk Ins:	188	316	2177	2227
Calls:	341	190	3999	4128
<b>Total Contacts:</b>	<b>529</b>	<b>506</b>	<b>6334</b>	<b>6355</b>
Website Usage	434 Hits 74% NU	356 Hits 73% NU	132 New	158

County		State		Federal	
New Clients /Calls	11	Driver License Application	0	Total Fed Forms 365 of these were	
Pantry/Clothing	8	License Plate Application	5	Benefit Application	85
Grave Marker	3	Hunting/Fishing License	0	Intent to File	26
E/Mail I/O	122	MTE/DMTE	3	Headstone Application	8
Appointments	51			Home Loan Certificate	2
				SF-180	6

**FACILITIES UPDATE:**

- **MPR Usage:** Routine usage by VFW, other County Departments and Community Agencies
- **Musical Offices:** Staff have moved offices, Peggy Becker, Administrator has moved into the office on the North side of the building and Sam has moved into the office on the South side. Kara will be taking over Randy's office after he leaves.

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**OLD BUSINESS/UNFINISHED BUSINESS**

- **Staffing Updates:** Randy's final day is at noon on Wednesday July 26<sup>th</sup>. Kara has decided she wants to stay but will stay as PT so the office will have 2 Administrative Assistants.
- **Satellite Office Update:** Beginning in August we will be cutting out going to Carson and Neola, we have had a Caseworker present there once a month for a year and have had minimal to no clients. We will begin going to Avoca twice a month and Carter Lake twice a month, Avoca has seen good attendance and usage, Carter Lake has begun to pickup some, we will revisit the status of the offices in December of 2023.
- **Outreach Events:** Classics on the Water hosted by the Optimists club is Saturday July 9<sup>th</sup> from 10-2, VFW's Veteran's Memorial Car Show is Saturday August 5<sup>th</sup> from 9-3 and Operation 22 til Freedoms Car Show @ McMullen Ford on Sunday August 6<sup>th</sup> from 10-2.
- **State Fair:** Veterans Day at the Iowa State Fair is Monday August 14. Line-up begins @ 10 @ Gate #2 on E University at 33<sup>rd</sup> St. All attendees will need a wrist band and each vehicle will need a parking pass. Two parking passes and four wristbands have been requested. Paul Rosenberg, Caseworker II is planning on attending. A discussion was held, and it was decided as long as we have a quorum of Commissioners there would be no need to reschedule the August Commission Meeting since it falls on that same Monday.

**NEW BUSINESS**

- **Building Usage:** VFW Post 11355 submitted the annual renewal application to continue monthly usage of the MPR room for their monthly meetings and the annual application for building and grounds usage for their Car Show. Motion to approve monthly usage made by Mick Gutttau, Member second by Dr. Dan Kinney, Member All in Favor 4 Aye 0 Nay Motion carries; Motion to approve building and grounds usage for annual car show made by Jim Murray, Member second by Mick Gutttau, Member All in Favor 4 Aye 0 Nay Motion carries.
- **Commissioner Seats:** At the beginning of each fiscal year the Commission generally chooses its officers. After a discussion, it was decided that all commissioners need to be present when the officers are decided.
- **Fall School of Instruction:** Fall school will be held Monday October 9<sup>th</sup> thru Friday October 13<sup>th</sup> with Commissioner Day being on Monday the 9<sup>th</sup>, this is the 2<sup>nd</sup> Monday of the month which is our regularly scheduled meeting day a change of date will be discussed in upcoming meetings. There is no overnight stay required as soon as the agenda is available it will be provided to the Commission. Caseworker training is Tue the 10 thru Fri the 13<sup>th</sup>, the IA Association will be holding its Election of Officers 7 seats are currently open.
- **Public Comment (3-minute limit)** None

***CLOSED SESSION AS ALLOWED PER CODE OF IOWA CHAPTER 21.5; 1(A) June ASSISTANCE REQUESTS***  
***Review of Assistance provided by Administrative Decision***

Motion to go into closed session @ 3:24 pm made by Mick Gutttau, Member second by Dr. Dan Kinney, Member  
Motion to go back into open session @ 3:329 pm made by Mick Gutttau, Member second by Jim Murray, Member

***OPEN SESSION***

Motion to approve decisions as discussed noted above.

***ADJOURN:*** Motion to Adjourn made by Dr. Dan Kinney, Member second by Mick Gutttau, Member

***NEXT MEETING:*** Monday August 14<sup>th</sup> @ 3:00 PM