

POTTAWATTAMIE COUNTY
COMMISSION OF VETERAN AFFAIRS
REGULAR MONTHLY MEETING

Monday April 08, 2024 @ 3:00 pm

MPR Room Pottawattamie County Veteran Service Office

TEAMS MEETING Connect ID: 211 365 477 672 Passcode: qEwwel

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1>

Minutes

- Pledge of Allegiance - Meeting called to order at 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; Jim Murray, Member; Dr. Dan Kinney, Member; Mick Guttau, Member; Andrew Dewey, Ex-Officio Member; Lynne Grobe, Ex-Officio Member. Office Personnel: Peggy Becker, Administrator; Sam Pettit, Caseworker II; Rebekah Adair, Administrative Assistant.
- Additions/Corrections - none
- BOS Updates - Brian Shea reports that the Board of Supervisors is discussing tearing down the building north of the courthouse to create more parking. Jeff Jorgenson reported that the budget is completed.
- Commissioner Updates - David Hazlewood has been in contact with Jeremy Scarborough from Habitat for Humanity. He says there has been a high need with current update requests. Hazlewood has optioned the use of endowment dollars and shifting the money on a case by case basis. Commissioners will consider the option in future. Mick Guttau voiced his appreciation of Caseworker Sam Pettit's assistance in the office.

OLD BUSINESS

- Approval of minutes Regular Monthly Meeting March 11, 2024(Chairwoman Holly): David Hazlewood motion to approve. Motion seconded by Mick Guttau. All in favor. Motion carries.
- ***Routine Office Reports*** (Peggy) - There are cases still pending. March was an average month. The Pact Act has been impacting the numbers being reported.
 - Budget 2023-2024: Should be 75% Currently @ 65%
 - Facilities Update (Board Review):
 - ❖ MPR Room: Routine Usage by VFW, County Departments and Community Agencies
 - ❖ Conference Room Furniture (Peggy): The Safety Department suggested that the damaged tables are a safety concern. The non-stationary chairs being used in the conference room are a risk to the public. Everything will eventually need to be replaced. The VSO plans to keep the six best tables and order approximately 20 of the folding chairs linked below: [6600 Series Heavy-Duty, Vinyl-Padded Folding Chair w/ Tablet Arm - Left Handed | School Outfitters](#) . This will allow for seating for 40 comfortably. The new chairs will have a higher weight limit and are stationary. Andrew Dewey will follow up on a firm capacity number for the room so the VSO can purchase enough chairs to max out the room occupancy.
 - Website Usage (Sam): Sam Pettit, Caseworker, reports that the number of users are down, but the time spent on the county website is up. Rebekah Adair, Administrative Assistant, reached out to Neapolitan Labs and was told the new website launch has been pushed back. She has reached out to IT about getting a scheduling pad for the MPR and IT has asked that the VSO wait until the new website is up and running.
 - Office Production Report (Peggy/Board Review): See Attachment.

- Federal County Assistance report for March 2024

	March 2024	Previous Month February
Walk Ins:	206	216
Calls:	366	450
Total:	572	666
Client Contacts:	519	567

County	State	Federal
New Clients 15	Driver License Application 1	Total Fed Forms 210
Pantry/Clothing 6	License Plate Application 7	Benefit Application 69
Grave Marker 1	Hunting/Fishing License 3	Intent to File 18
E/Mail I/O 220	MTE/DMTE 2	Home Loan Certificate 1
Appointments 75		SF-180 3

UNFINISHED BUSINESS

- CPR Training Tuesday April 16th 8-12 (Peggy): Materials have been ordered. Books are hardcopies and certificates will be offered online
- Spring School Training, Des Moines: Tuesday 4/16 to Thursday 4/18 (Peggy): Paul Rosenberg, Caseworker, will be attending with Andrew Dewey, Ex-Officio Member.
- Proposed Guideline Changes Review (Peggy): The changes have been emailed to the commissioners for review. The county attorney has approved the verbiage and no changes need to be made. Approval is required from the Commission before being submitted to the Board of Supervisors. An income limitation line will be added. Holly Collins entertained a motion to approve the income limitation guidelines. Mick Gutttau, Member moved to approve. David Hazlewood, Secretary seconded the motion. All were in favor. Aye 5, Nay 0. Motion carries
- Relocation Allocation Approval (Peggy): This individual seems to have inherited the house but hasn't purchased it. Since the VSO still doesn't have a W-9 for him, Peggy Becker would like to investigate further before approving.
- Relocation Allocation Eligibility Inquiry (Peggy): The veteran is a traveling nurse who is now looking to purchase a home in Pottawattamie county. She has no proof of former residence. Commissioners discussed the language in the guidelines and how it may apply to this situation. Holly Collins, Chairwoman confirmed that the language in the guidelines needs to be updated so there is a consistent response to situations like this. The veteran's relocation request was accepted.

NEW BUSINESS

- Commissioner Terms (Peggy): A spreadsheet with the terms was emailed to the commissioners. Jim Murray, Member and David Hazlewood, Secretary are coming up. Peggy Becker has reached out to Jana Lemrick in Human Resources but has had no response.
- Personnel Recognition Program (Peggy): Peggy Becker has developed a recognition program for office staff. "Kudos" coins are handed out between staff in recognition of positive responses to difficult situations. Peggy Becker has larger coins that only she will hand out. There will also be a gift card drawing monthly as an appreciation for all they do.
- Veteran's Day Parade Entry: (Peggy) - Last year the commission discussed using a float. David Hazlewood, Secretary offered use of his trailer. David Hazlewood, Secretary and Andrew Dewey, Ex-Officio member will form a parade committee.

Public Comment (3 min limit) - Brad Powell reported that he has been working with the Veterans Treatment Court and every veteran involved but one has been promoted from phase one. The program seems to help promote camaraderie among the veterans involved.

ADJOURN OPEN SESSION - Motion made by Jim Murray, Member and seconded by Mick Gutttau, Member. All in favor. Aye 5, Nay 0. Motion carries

Recess - Returned at 3:54 pm. David Hazlewood, Secretary moved to go into closed session. Mick Gutttau, Member approved. All in favor. Aye 5, Nay 0.

CLOSED SESSION AS ALLOWED PER CODE OF IOWA CHAPTER 21.5, 1(A) April ASSISTANCE REQUESTS

1 Request for Assistance

ADJOURN CLOSED SESSION Motioned by Jim Murray, Member and seconded by Mick Gutttau, Member. All in favor. Aye 5, Nay 0.

ADJOURN MEETING: Motioned at 4:07 pm

NEXT MEETING: May 13, 2024

