

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

June 8, 2021 in Person & Virtual Meeting  
Virtual Connection information provided via E-mail  
1:00 P.M.

**AGENDA**

- **Call to Order:** Skyler Dooley, Chairman called the meeting to order @ 1:04 pm
- **Pledge of Allegiance:** All those attending either in person or virtually stood where they were and recited the Pledge of Allegiance
- **Roll Call-** Skyler Dooley, Chairman; Holly Collins, Secretary; Ellen Way, Member; Jesse Shea, Member and Mick Gutttau, Member; Office Personnel Nick Jedlicka, Director; Peggy Becker, Caseworker III; Paul Rosenberg, Caseworker II; Brenna Maher, Caseworker I and Jess Boese, Receptionist Absent Pam Wilke, Caseworker II
- **Additions or Corrections to the Agenda:** None
- **BOS Updates-** No BOS Present
- **Commissioner Updates:** No Updates given
- **Public Comment (3-minute speaking limit per person)** No public present

**OLD BUSINESS**

- ❖ **Approval of the minutes for May:** Motion to approve made by Skyler Dooley, Chairman second by Holly Collins, Secretary All in Favor 5 Aye 0 Nay Motion Carries
- ❖ **Approval of assistance given for May:** (No assistance provided no approval needed)
- ❖ **Budget Review-2020/2021:** We should be @ 92%, overall, we are at 85%.

➤ **Federal County Assistance Report for May 2021:**

	May	Previous Month April
Walk Ins:	134	141
Calls:	330	350
Total:	464	491

County	State	Federal
New Clients /Calls      8	Driver License Application      3	Total Fed Forms 100 of these were
Pantry/Clothing      11	License Plate Application      5	Benefit Application      22
Grave Marker      2	Hunting/Fishing License      1	Intent to File      10
Mail I/O      84		Headstone Application      2
134 Walk Ins, 43 had Appt		SF-180      1

➤ **Facilities Update:**

- ❖ **MPR Usage:** The MPR is still being utilized by County Depts and Service Organizations, Public Health is still conducting the Vaccine Clinics here 4X a week, M-W-F nights and all-day Saturday
- ❖ **Windows:** The repair of the windows is still pending, it has not been determined if the county will pursue damages from Contractor or if an insurance claim will be filed. An estimate to for repairs for all the windows was approximately \$82k

**OLD BUSINESS/UNFINISHED BUSINESS**

- ❖ **Relocation Grant:** The rules and regulations for the relocation grant have been forwarded to County Attorney Lee Gifford for review
- ❖ **Guideline Updates:** Any changes to the Guidelines would need approval from the BOS, a rough draft was sent to County Attorney Matt Wilbur to review to make sure it meets with the Code
- ❖ **Change in Commission Meeting Time:** To better meet the needs of the Commission the meeting has been permanently changed to 1:00 p.m. the second Tuesday of each Month

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**NEW BUSINESS**

- ❖ **Review of Appointed Commissioner Terms:** Ellen Way, Member and Jesse Shea, Member seat appointments expire on June 30th 2021. They each can provide a letter of intent requesting to continue on the Commission or not. The re-appointments would then be decided by the BOS or a posting would be made to find new participants
- ❖ **Outreach Opportunities:** There are three outreach opportunities coming our way in the next couple of months. The VFW is hosting a Car Show in our parking lot on Saturday 7/31, Operation 22 til Freedom (OTTF) is hosting a Car Show at McMullen Ford on Saturday 8/7  
The Clinics were just opened to 12 and up and are done by appointment or walk in
- ❖ **Proposed VA Vehicle Mileage Report (Monthly):** A discussion was held in regards to keeping track of the mileage that is put on the VA Vehicle, it was suggested the report be done monthly and the information provided would be Office Mileage, Personnel Mileage and Other County Department Mileage. Motion to add the reporting to the monthly meeting was made by Skyler Dooley, Chairman second by Holly Collins, Secretary All in Favor 5 Aye 0 Nay Motion carries
- ❖ **Proposed VA Review and Report (Annually):** A discussion was held in regards to an annual report in regards to what the office has accomplished in the preceding year. Some topics to be reviewed are the Goals of the Commission have they been met and changes/improvements to the functioning of the office. It was recommended the report be discussed and reviewed and new goals be set during a special meeting the first week of August. Motion to add a special meeting the first week of August annually to review the previous year's actions was made by Skyler Dooley, Chairman second by Holly Collins, Secretary All in Favor 5 Aye 0 Nay Motion carries

***CLOSED SESSION AS ALLOWED PER CODE OF IOWA CHAPTER 21.5, 1(A) June ASSISTANCE  
REQUESTS: No Requests for Assistance***

***MEETING ADJOURNED*** Skyler Dooley, Chairman made a motion to adjourn second by Holly Collins, Secretary. All in favor 5 Aye 0 Nay Motion carries meeting adjourned.

***Next Meeting July 13, 2021- 1:00 p.m.***