

POTTAWATTAMIE COUNTY
COMMISSION OF VETERAN AFFAIRS
REGULAR MONTHLY MEETING

April Meeting

Monday April 11, @ 8:15 am Regular Monthly Commission Meeting

AGENDA

- **Call to Order:** Holly Collins, Chairwoman called the meeting to order @ 8:25 am
- **Pledge of Allegiance:** All that attendance stood and recited the Pledge of Allegiance
- **Roll Call- Commission:** Holly Collins, Chairman; Brad Powell, Secretary; Mick Guttau, Member; David Hazlewood, Member & Brittney Rockwell Member **Office Personnel:** Rita Dooley, Director; Peggy Becker, Caseworker III; Paul Rosenberg, Caseworker II & Sam Pettit Caseworker I
- **Additions or Corrections to the Agenda:** None
- **BOS Updates-** Lynn Grobe Present stated he is very please we are getting someone in Avoca
- **Commissioner Updates:** No Commissioner Updates

OLD BUSINESS

- ❖ **Approval of the minutes for March 2022:** Motion to approve made by David Hazlewood, Member second by Brittney Rockwell, Member All in Favor 5 Aye 0 Nay Motion Carries
- ❖ **Approval of assistance given for March 2022:** Motion to approve made by Brittney Rockwell, Member second by David Hazlewood, Member All in Favor 5 Aye 0 Nay Motion Carries
- ❖ **Budget FY 21-22:** Should be at 75% overall at 65%

➤ **Federal County Assistance Report for March 2022**

	March	Previous Month February
Walk Ins:	363	326
Calls:	183	188
Total:	546	514

County		State		Federal
New Clients /Calls	11	Driver License Application	07	Total Fed Forms 133 of these were
Pantry/Clothing	15	License Plate Application	03	Benefit Application
Grave Marker	1	Hunting/Fishing License	00	Intent to File
Mail I/O	73	MTE/DMTE	01	Headstone Application
Walk Ins 183 Appt	61			Home Loan Certificate
				SF-180
				04

➤ **Facilities Update:**

- ❖ **MPR Usage:** Changes to Rules and Regulations The application/contract for use of the MPR needs to be resigned by the entities that use it, it was supposed to be done annually but hasn't been done since the first year. Some updates have been made to the application and is currently with the BOS for review
- ❖ **Mold Remediation:** We are in the second phase, Serv-Pro has begun the on the offices.

OLD BUSINESS/UNFINISHED BUSINESS

- ❖ **Review Allocation Relocation Grant Applications:** 2 applications for the grant were presented to the Commission, after determining eligibility Motion to approve distribution of funds made by Brittney Rockwell Member second by Mick Guttau, Member All in Favor 5 Aye 0 Nays, motion carries
- ❖ **Spring School Des Moines 4/11-4/15/2022:** Director Rita Dooley; Caseworker III Peggy Becker; Caseworker I Randy Markell and Caseworker I Sam Pettit attended the training and Caseworker II; Paul Rosenberg stayed and kept the office open and accessible. Attendees stated that the training was beneficial, and everyone learned something and that is was a great networking opportunity
- ❖ **National Training San Antonio 6/6-6/10/2022:** Director Rita Dooley and Caseworker II will be attending the National Training; the rooms have been booked and the flights purchased

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- ❖ **Veterans Day Commission Role and Responsibilities:** A discussion was held in regard to the Commission involvement with the Veterans Day Parade, Commissioner Brad Powell recused himself from the discussion and any decisions that were made: It was ultimately decided that the Commission's role would be as an Overseer to insure consistent and unbiased entry to the parade. It was also determined that an Internal Committee with a Chairman be established to include the Commission and a member of the office. Mick Gutttau, Member made a motion for the establishment of the Internal Committee only second Brittney Rockwell, Member All in Favor 4 Aye, 0 Nay motion carries
- ❖ **Review Date and Time for Regular Commission Meeting:** It was determined this past month that the Commission Meeting being held first thing in the morning on a Monday was not going to work the office receives many calls and walk-ins during that time. A discussion was held, and it was decided to keep the Regular Monthly Commission Meeting on the Second Monday of the month but @ 3:00 pm instead of in the morning.

NEW BUSINESS

- ❖ **Re-establishing the Satellite/Outreach office in Avoca:** There has been contact from the Eastern side of the county expressing concern over the lack of access to our office on that side of the county. Director Rita Dooley and Caseworker I Randy Markel met with the local organizations, and it was decided that Caseworker I Randy Markel would begin working out of the East Pott County Courthouse the 1st and 3rd Wednesday of the month beginning in May eventually the outreach will be extended into the Crescent/Honey Creek area as well as Carter Lake.
 - ❖ **Discussion regarding the use of a Donation/No Decision or Votes:** Our office received a substantial donation from a veteran that passed away. A discussion was held regarding the use of the donation, the family requests that it is something that recognizes/honors the veteran that made the donation. Several suggestions were made, and it was decided that the Director, Rita Dooley should set down with the family to find out exactly what they have in mind.
 - ❖ **Update Administrative Assistant:** Interviews were conducted, and a selection was made, the candidate proceeded with the background check, drug test and physical then pulled her acceptance as her present employer offered her a salary increase. The offer was then made to another candidate that went through the interview process that has equal qualifications and she will begin employment on Thursday 4/21/2022.
- **Public Comment (3-minute speaking limit per person)** No Public Present
- **Adjourn:** Motion to adjourn Open Session made by David Hazlewood, Member second by Brittney Rockwell, Member All in Favor 5 Aye 0 Nay motion carries

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

NEXT MEETING: Monday May 9, 2022 @ 3:00 pm