

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

Monday April 7, 2025 @ 3:00

MPR Room Pottawattamie County Veteran Service Office

TEAMS MEETING Connect ID 282 399 095 949 Passcode: FURkTU

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

**AGENDA**

- Pledge of Allegiance
- Roll Call
- Additions/Corrections
- BOS Updates
- Commissioner Updates
- Guest Speaker

**OLD BUSINESS**

- Approval of minutes for Regular Monthly March Meeting 2025:
- Approval of Decisions for requested assistance for Regular Monthly March Meeting, 2025:
- **Routine Office Reports**
  - Budget 2024-2025: Should be 75% Currently @ 63% (Average of Administrator Salary and General Supplemental Fund)
  - Facilities Update
    - ❖ MPR Room: Routine Usage by VFW, County Departments and Community Agencies
  - Website Usage:
  - Office Production Report: See Attachment (All four caseworkers reporting)
- **Federal County Assistance report for:**

	March 2025	Previous Month	Mirror Month
Walk Ins:	202	138	206
Calls:	439	458	366
E/Mail/I-O:	265	257	220
Total Contacts:	906	759	792
Client Contacts:	720	606	519
Unique Contacts:	426	313	320

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County		State		Federal
New Clients	13	Driver License Application	1	Total Fed Forms
Pantry/Clothing	7	License Plate Application	6	Benefit Application
Grave Marker		Hunting/Fishing License	1	Intent to File
Appointments	75	MTE/DMTE	4	Home Loan Certificate

- **UNFINISHED BUSINESS**
  - Mobile Office Unit Update:
  - Shredder Update:
  - Spring Training Des Moines Monday April 14 thru Thursday April 17, 2025: All caseworkers are planning to attend requesting Commission help with presence in the office while caseworkers away.
  - Resource Festival Update

**NEW BUSINESS**

- IAVSO Association District 7 Update: An Interim District Director has been appointed until a new District Director can be voted in during the Fall School Training.

**Public Comment (3 min limit)**

**ADJOURN OPEN SESSION**

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

*0 Requests for Assistance*

**ADJOURN CLOSED SESSION**

**Return to OPEN SESSION**

**ADJOURN MEETING:**

**NEXT MEETING:** May 12, 2025