



## Winnebago County Veterans Affairs Commissioners Board Meeting

**Monday, January 23, 2022 – 10:00 am**  
**Winnebago Co Health Department Board Room**

**1. Call to Order, Roll Call, Pledge**

Present: Steve Bosma, Dave Peterson, Troy Thompson and Mary Lou Kleveland.

**2. Review and Approval of Previous Monthly Meeting Minutes**

The December monthly meeting minutes were reviewed. Thompson motioned, seconded by Peterson to approve the November minutes. All in favor. November minutes were approved.

**3. Veteran Services Officer Report**

- a. Monthly VA numbers: Mary Lou shared the statistics for December. There were no questions about the numbers for the December activities for the VA office.
- b. County Outreach Efforts – Mary Lou reported that she will be meeting with Brody Hopp in IT on 1/26 to discuss setting up a new Facebook page for Winnebago Co Veterans Affairs.
- c. Review Monthly Expenditure Report for Approval /Approval & Consideration of Future Purchases – VetPro and possible new logo– The commissioners and Mary Lou reviewed the expenditures for December. There were no questions about the expenditures so Bosma motioned and Thompson seconded to approve the December expenditures. All in favor. December expenditure report was approved and all of the commissioners signed off on the report. Mary Lou reported that the VetPro 90 day trial was ending on 1/31. The software licensure for the program is \$450.00 and this amount is budgeted. Thompson made a motion to approve the purchase of the VetPro software licensure and Bosma seconded. All in favor. Motion approved. A possible new logo for Winnebago Co VA was discussed. Mary Lou submitted the current logo on letterhead as well as another option designed by Bison Graphics. There was much discussion but the commissioners felt strongly that the logo should not be changed. However, they did feel that the current emblem needed cleaned up and should be larger so Mary Lou will pursue getting that done. Mary Lou reported on the price for the ball caps if ordered from the same company as the previous order. Steve Bosma would like for Mary Lou to check with MJ Embroidery in Buffalo Center to see if she would have ball caps available and if she could do an image similar to the current one. Mary Lou will contact Molly at MJ Embroidery about this.

**4. Old Business**

- a. Approval of the 2023-2024 Budget – Troy Thompson shared that he had attended the budget review meeting with Mary Lou, Karla Weiss and the Board of Supervisors on 1/19. Troy expressed that the meeting had gone well. Troy also shared that he wanted to address the fact that Mary Lou had never gotten the increase in pay that was included in her hire letter in October 2021. It was acknowledged that there was much confusion over this issue (especially the fact that there was no amount for the increase stated in the hire letter) and Thompson told the BOS that the Commissioners felt the issued needed to be “put to bed” and the BOS agreed. Thompson had done some number crunching and came up with an amount of approximately \$360 for Mary Lou to be paid for this increase. This increase would be for the months of April, May and June 2022

following national accreditation which was obtained by Mary Lou in March 2022. The monthly amount for those three months is \$117.50 which is a total of \$352.50. Troy also stated that this money was in the current budget and that the Commissioners felt strongly that any increase should not come from the upcoming 2023-2024 budget. At the budget meeting, the BOS and Karla Weiss was in agreement with this expenditure for the increase for Mary Lou and Mary Lou will present the January 2023 monthly meeting minutes at the BOS meeting on Tuesday, January 24<sup>th</sup> for approval from the BOS for this expenditure.

- b. Performance Review for Mary Lou for 2022 – The following was discussed: The evaluation which Mary Lou sent in the packets to the Commissioners will be the one used for reviews. There are six categories on this form that will be reviewed for Mary Lou. There will be quarterly reviews so that these can be used to prepare the annual review. The reviews will start on November 1<sup>st</sup> and end on October 31<sup>st</sup> to correspond with Mary Lou’s hire date of October 11<sup>th</sup>. This schedule will allow the Commissioners to have the annual review completed in November, giving them time to determine a recommendation for Mary Lou’s salary before the budget review meeting in January. Bosma motioned for approval for all of these items and Peterson seconded. All in favor. Motion approved.

#### 5. **New Business – VA New and Emerging Information**

- a. VA New and Emerging Information – Mary Lou gave each Commissioner a copy of the Sunshine Laws which are required as they are the governing laws for the Commissioner meetings. Mary Lou also reported that there is a new law for suicidal veterans providing emergency assistance for all veterans regardless of character of discharge. Mary Lou stated that she had been approached by Veronica Maas of the Forest City American Legion regarding starting Honor Flights again. The Commissioners suggested that American Legion/VFW determine the parameters of who should go on the honor flights (any veterans, Korean/Vietnam) and then have them brainstorm regarding fundraising. There was a request for local assistance from Winnebago Co VA funds for new tires. Upon review and discussion of the application, it was determined that this request did not meet the requirements for the assistance that Winnebago Co VA could provide according to Iowa code. There was another discussion regarding a veteran but it was determined that the Commissioners did not have any jurisdiction over the issue. Mary Lou shared that there is someone who would potentially like to volunteer to help out in the office. She would need to have certificates for both current HIPAA training as well as PII training. Mary Lou will contact her to see if she is has/is willing to obtain these certificates. There will be more discussion at the next meeting regarding the potential volunteer and PACT Act advertising when Community Outreach is discussed.
- b. Next Meeting Date: February 27, 2023 @ 10 am at the Winnebago County Health Department Conference Room.

**Adjournment** – Thompson motioned; Peterson seconded. All in favor. Meeting adjourned.

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