

Winnebago County Veterans Affairs Commissioners Board Meeting



Monday, April 24, 2023 – 10:00 am
Winnebago Co Health Department Board Room

1. **Call to Order, Roll Call, Pledge**
2. Present: Steve Bosma, Troy Thompson and Mary Lou Kleveland. Absent: Dave Peterson
3. **Review and Approval of Previous Monthly Meeting Minutes**
The March monthly meeting minutes were reviewed. Thompson motioned, seconded by Bosma, to approve the March minutes. All in favor. March minutes were approved.

Veteran Service Officer Report

- a. Monthly VA numbers for March 2023 & 1st Quarter of 2023 - Mary Lou shared the statistics for March. She also advised that she shared and submitted the January to March 2023 Quarterly Report to the Board of Supervisors on 4/4/2023. The activities for the VA office remain consistent. There were a few questions about the numbers which Mary Lou answered.
 - b. County Outreach Efforts – Mary Lou was unable to attend the April Leland VFW breakfast due to illness. Mary Lou shared her newly designed business cards from Bison Graphics.
 - c. Review Monthly Expenditure Report for Approval /Approval & Consideration of Future Purchases - The expenditures for March were reviewed. Bosma motioned and Thompson seconded to approve the March expenditures. All in favor. Bosma and Thompson signed off on the expenditure report. Thompson had some questions about expenditures and specifically asked about an office cell phone. Mary Lou said that she had never had one because she did not want to be tied to the office on evenings and weekends. Thompson and Bosma understood that but asked that Mary Lou consider utilizing a business cell phone again with a VM that has a message about calls being returned during business hours. They felt the cell phone would be advantageous to use when Mary Lou is out in the community and when needing to locate hot spots for signatures at home visits rather than using her personal cell phone.
4. **Old Business**
- Upcoming Memorial Day event - Mary Lou explained that it is quite possible that she will be on vacation during the Denim Fest event scheduled for Memorial Day weekend. After discussion about the Denim Fest, Thompson and Bosma concluded that Mary Lou being there with a VA booth would not be a beneficial use of her time. Thompson and Bosma do not want Mary Lou to attend this event as there are many other methods of outreach that are much more successful in providing exposure for this office.
- Managing the current workload of this office – Mary Lou explained that the workload had eased slightly and there were less emergent issues so that made it easier to manage the current workload.

5. New Business – VA New and Emerging Information

- a. VA New and Emerging Information – Mary Lou shared that spring school had been extremely informative and a valuable use of Mary Lou’s time. Mary Lou stated that a veteran had come to the office requesting a gas card. After discussion, it was decided that the office would not offer gas cards at this time. If they are needed in the future, the office would need to inquire about the Farmer’s Coop Association providing the cards to ensure that the cards are not used for alcohol, cigarettes, etc. Which could be a problem if the gas cards came from Casey’s or Kwik Star for example.
- b. Purchase of a new laptop this fiscal year– Mary Lou proposed the purchase of a new laptop for the VA office and would like to do so using funds from this fiscal year rather than waiting until the 2023-2024 fiscal year. Mary Lou explained that she had reviewed the budget and that there were sufficient funds in this year’s budget for this purchase and that Brody Hopp, IT Director, had advised that his budget may be able to cover some of the costs as well. Thompson wondered if there needed to be an amendment to the current budget and next year’s budget if this purchase was made. Mary Lou will talk to Karla Weiss, Auditor, about whether amendments would be needed.

Next Meeting Date: May 22, 2023, 2023 @ 10 am at the Winnebago County Court House.

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

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