



Winnebago County Veterans Affairs Commissioners Board Meeting

Monday, May 19, 2025 – 10:00 am

Winnebago Co Health Department Board Room

1. Call to Order, Roll Call, Pledge

Present: Commissioners Troy Thompson, Steve Bosma and Veteran Service Officer (VSO) Mary Lou Kleveland; Absent: Dave Peterson

2. Review and Approval of Previous Monthly Meeting Minutes

The April monthly meeting minutes were reviewed. Thompson motioned, seconded by Bosma to approve the April minutes. All in favor. April minutes were approved.

3. Veteran Services Officer Report

- a. Monthly VA numbers: VSO shared the statistics for April 2025 for Winnebago County and the state of Iowa. Thompson requested an Excel spreadsheet for the State of Iowa numbers. VSO will try to access a spreadsheet for the June meeting.
- b. County Outreach Efforts – There were no specific outreach events in April. VSO had the usual contact with nursing homes, funeral homes and community organizations.
- c. Review Monthly Expenditure Report for Approval - The Commissioners and VSO reviewed the expenditures for April 2025. The Commissioners advised VSO to order challenge coins to use in outreach events as this expense could utilize the \$10,000 State Grant allocation. VSO advised that Bison Graphics is printing pension and disability compensation brochures to use for outreach. This expense will also come out of the \$10,000 State Grant Allocation. Thompson motioned and Bosma seconded to approve the April expenditures. All in favor. The April expenditure report was approved and the Commissioners signed off on the report.

4. Old Business

- a. VSO Annual Review – The annual review of VSO document was reviewed. This topic is on the agenda under new business for this month's meeting as well as continued discussion and approval is needed.
- b. Discussion and possible approval of parameters for VSO to make decision for emergency Winnebago County financial assistance – review with possible approval of new policy – The Commissioners reviewed the parameters. Thompson motioned to approve the new parameters, seconded by Bosma. All in favor. Parameters for VSO to make decision for emergency Winnebago County financial assistance is approved.
- c. Iowa Department of VA & Federal VA Changes – The changes were thoroughly discussed at the April meeting with discussion of potential actions that will be taken due to the changes.
- d. Closure of office for Ragbrai – The Winnebago Co VA office will be closed from 12-4:30 pm on Tuesday, July 22, 2025 due to Ragbrai's presence in Forest City.

5. New Business

- a. Review of Veteran Satisfaction Survey, New Financial Assistance Application & Financial Assistance Approval & Denial Letters – with possible approval – These documents were reviewed

by the Commissioners. Bosma made a motion, seconded by Thompson to approve the veteran satisfaction survey which will be completed by the veteran at the closing of the claim/case. All in favor. Veteran satisfaction survey approved. Thompson motioned, seconded by Bosma to approve the new financial assistance application with the 300% poverty guidelines attached to each application. All in favor. Financial assistance application with attached income guidelines approved. The Commissioners advised that the financial assistance approval and denial letters had been previously approved.

- b. Review of VSO Job Description & VSO Annual Review– Commissioners reviewed the new job description for VSO. The job description will be approved at the June Commissioners meeting. Chairman of the Board of Commissioners, Peterson, will sign off on the job description at the June meeting after it is approved. VSO will present the job description to the Board of Supervisors for approval when VSO presents the 2nd Quarter Report for Winnebago Co VA in July. The annual review for VSO will take place at the June meeting. Bosma and Peterson will give their reviews of VSO to Thompson and he will average all three evaluations for VSO. Commissioners requested that at the June meeting, the VSO present three measurable goals that VSO wants to address in the coming fiscal year. These goals will be added to the review so that the progress of the goals can be assessed at the June 2026 annual review of VSO.
- c. Financial assistance request – VSO presented the application for financial assistance for Veteran 01MAY. VSO advised that the veteran did not have his DD214 and VSO outlined the ways that the veteran and this VSO had pursued in attempts to obtain a DD214. VSO also advised that the veteran had pushed the VSO to have the financial request approved without the DD214 as he is willing to pay back the financial assistance. Thompson offered a couple of resources to access for the DD214. Commissioners agreed that the financial request could not be approved until there was a DD214 so for now the financial request cannot be approved.
- d. Next Meeting Date: June 23, 2025 at 10:00 am at the Winnebago County

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

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