



Winnebago County Veterans Affairs Commissioners Board Meeting

Monday, June 22, 2026 – 10:00 am

Winnebago Co Courthouse

1. Call to Order, Roll Call, Pledge

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

2. Review and Approval of Previous Monthly Meeting Minutes

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

3. Veteran Services Officer Report

- a. Monthly VA numbers: VSO shared the statistics for May 2026 for Winnebago County.
- b. County Outreach Efforts – VSO advised that she had been the speaker for the Thompson Memorial Day program. VSO also attended the May Rotary meeting with Melissa Michaelis of Winn-Worth Betco. Both VSO and Melissa shared the HBI program at the meeting. VSO also attended the Winnebago Industries Memorial Day program for employees. VSO had a Morning Conversation interview at KLOW in May with the topic of Memorial Day.
- c. Review Monthly Expenditure Report & State Allocation Grant Expenditures & Approval of Reports - The Commissioners and VSO reviewed the regular and state grant allocation expenditures for May 2026. Thompson motioned and Peterson seconded to approve the expenditures for May. All in favor. The May expenditure report was approved and the Commissioners signed off on the report.

4. Old Business

- a. Status of VA office and proposed changes with possible approval – VSO shared that it had been highly beneficial to close the office to walk ins from mid-May to mid-June. VSO was able to complete many claims without the interruptions from walk ins. VSO also stated that she did not need to make any new veterans wait for an office visit. VSO thanked the Commissioners for their support for the temporary changes.

5. New Business

- a. Office will be closed 7/15-7/17 for vacation – VSO stated that she would be on vacation these dates. VSO advised Commissioners she will put an office closure sign on the door, will update the voicemail greeting and will have an automatic email reply regarding the office closure.
- b. Annual Evaluation of VSO with possible closed session – Thompson went over the annual evaluation for VSO. The Commissioners rated VSO on areas of responsibility and Thompson took the ratings for each area from each Commissioner and averaged the three ratings for the evaluation. Commissioner comments were also on the evaluation. Thompson verbally clarified some of the comments. Since Commissioner Bosma wasn't at the meeting, it was decided that VSO and Commissioners will sign the evaluation at the July Commissioners meeting. VSO will submit the signed annual evaluation at an upcoming Board of Supervisors meeting.

- c. New & Emerging Information– VSO gave each Commissioner an email from county attorney, Kelsey Beenken, regarding a legislation change for open meetings which will go into effect on 7/1/2026. Agendas must be published at least 24 hours in advance of the meeting. (This requirement has not changed.) The change mandates that a paper copy of the agenda must be posted in “a prominent and conspicuous location that is visible AT ALL TIMES”. The agenda must also be posted on the county website. VSO stated that the agenda as well as the approved monthly Commissioners meeting minutes have always been posted on the county website under the Veterans Affairs tab. To comply with the mandate, VSO has placed a see-through sign holder on the inside of the VA office door. The monthly agenda will be on the door, making the agenda always visible to the public. VSO will also post approved monthly Commissioners meeting minutes on the VA office door as well.
- d. Financial Assistance Request(s) with possible closed session – VSO stated she had approved a financial request for \$100 for a veteran to receive a DOT examination so that he can secure employment.
- e. Next Meeting Date: July 27, 2026, at 10:00 am at the Winnebago County Courthouse.

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

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