

Linn County Commission of Veteran Affairs Monthly Meeting Minutes for 08 February 2017

Present: Tom Watson, Ray Ropa, Don Tyne, Kelly Driscoll; Marilyn Patterson present by telephone conference call.

Absent: Karla Elm and John Harris

1. Call to order: 12:03 pm by Tom Watson
2. Pledge of Allegiance
3. Motion by Ray; seconded by Kelly to approve agenda as written. All Ayes
4. Motion by Kelly; seconded by Ray to approve 01-25-17 minutes as written. All Ayes.
5. Bills approved by signature.
6. Clients: 1 veteran. Motion to go into closed session @ 12:24 pm by Ray, seconded by Kelly. All Ayes. Motion to end closed session @ 13:13 pm by Ray, seconded by Kelly. Returned to open session @ 13:14 pm. Motion by Kelly; seconded by Ray and motion read by Don that due to this veteran's previous history of lack of appropriate follow through to assist veteran with water utility bill of \$127.00 and 1 month's rent if veteran finds employment; veteran must be able to show proof of employment with paycheck stub of one week to Don. After proof of paycheck, Don has authority of Commission to pay past due rent and utility bill. Ray has agreed to talk with the veteran's landlord to assist us with helping veteran. (Ray abstained from voting on this veteran issue due to a conflict of interest because he previously has professionally helped this veteran). All Ayes.
7. New Business:
 - A. Director's Report: Budget Review- Don explained there is no money remaining in the current training budget line item. LCVA membership dues have been paid to VETRASPEC. Budget is doing well in the food and rent line items. Budget has no money remaining for bus tickets but hopefully veteran bus tickets can be purchased from the donated money line item. Tom asked about the budget overage in the stationary/forms line item; Don will check on it but he felt it was due to printing more needed brochures. Tom asked about the grave markers line item budget; Don felt more will be spent in this area during the spring and summer months.
 - B. Don saw 62 veteran's in January, 12 for county relief; 50 for service compensation. Phillis saw 42 for federal service compensation; 12 for county relief. Julie saw 33 for federal service compensation; 17 for county relief. C. Don announced upcoming events: 2/25/17 Coggon Pet Expo- Don has a booth for this event; 3/10/17 District Meeting in Dubuque for all LCVA staff; 4/10- 4/14 Spring CVSO School for all LCVA staff; Don will be taking vacation 4/19/17 to 5/1/17.
 - D. Don reported Rebecca is doing an excellent job printing staff monthly reports re: veteran visits, phone calls etc. Don reported the average number of minutes per client visits were: Don-52 min; Julie-48 min; Phyllis- 30 min; and Rebecca- 8 min. In January staff saw 198 clients for Federal claims and 157 for county services. Staff continue to see predominantly Viet Nam veterans (83 in Jan.), then Iraq and Desert Storm. Don reported phone calls received and tallied were 335 in Jan.; Don- 132 calls; Julie-159 calls Phyllis-44- she may not be tallying all of her calls @ the present time.

E. Discuss job descriptions for New Hire : Tom stated he would like the job description drafts the Commission is working on to be ready for HR by March meeting. Ray is going to get the IT and IMT final rough drafts to Lisa Powell. After discussion and review of the Veteran Service Coordinator job description, a motion was made by Kelly and seconded by Ray that this rough draft job description with changes be sent to Lisa Powell, HR by Don. All Ayes. After a discussion and review of Rebecca's written job description with changes, a motion was made by Kelly; seconded by Ray it be sent to Lisa Powell,HR by Don. All Ayes. Don explained all job descriptions written by staff will also be sent to HR as requested by Lisa. The Commission and Don set up a special work session meeting for 5:30 pm in Ray's office on Wednesday, February 22, 2017 to continue working on LCVA staff job description drafts for HR review.

8. Old Business:

- A. OPN Architects Update by Don: Brandon,OPN; Garth, Darrin Gage, Don and LCVA staff met; focused on current location and how it could be re-arranged and re-designed to service current and future veterans with a balance of security and service. There is another meeting planned. Ray asked how services would be provided during the construction. Don said this is a question that has not been addressed @ this time.
- B. Don requested Tom to please place Total Financial Solutions on the 3/8/17 agenda for a presentation and discussion.
- C. Cedar Memorial Grave sites for veterans- Don asked Commission input re: this issue. Don was asked to contact Cedar Memorial and ask if the grave sites could be used @ a later date if there is not a current need for the site(s).

9. Public Comment: None

10. Next meeting date: Wednesday, March 8th, 2017 @ noon

11. Adjournment: Motion by Ray; seconded by Kelly to adjourn. All Ayes. Time adjourned @ 2:08 pm.

Respectfully submitted,

Marilyn Patterson, LCVA Commission Secretary

Addendum to LCVA Commission Meeting Minutes for February 8th, 2017

The Commission's motion of paying the water bill and payment of one month's back rent for veteran providing the landlord would accept late payment from the LCVA has been rescinded by a consensus of Commissioners, Watson, Ropa and Driscoll @ 1400 hours on 2/9/17. This was based on information received by Don Tyne that the veteran was facing immediate eviction at the present time. Ray Ropa is attempting to find housing in a local shelter for client.

Tom Watson, LCVA Chair