

# VETERANS SERVICE OFFICE

## RICHLAND COUNTY

181 WEST SEMINARY - COURTHOUSE  
RICHLAND CENTER, WISCONSIN 53581

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Karen Knock  
Veterans Service Officer

## **MINUTES**

### VETERANS SERVICE COMMISSION

The meeting of the Veterans Service Commission **WAS** held on Friday, July 15, 2016, at 9:00 a.m. in the County Board Room, located on the third floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin, for the following purposes:

#### AGENDA

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Approve Agenda and Posting, **Buford motioned/ Jim seconded**
- 4. Approve Minutes from May Meeting, **Jim motioned/ Buford seconded**
- 5. Request approval for 2017 continued education training, **Committee voted to add this item to the offices budget in 2017 Jim motioned/ Dave seconded**
- 6. Update on possible office relocation, **nothing new to report**
- 7. Request approval for part time administrative assistant, **carry this forward to Sept meeting, CVSO will confer with Counsel. Jim motioned/ Buford seconded**
- 8. Other than monthly bills, **approved Buford motioned/ Jim seconded**
- 9. CVSO report on Vet Center Outreach Program, **reported.**
- 10. Request approval for Employee overtime pay, **referred to the Finance & Personnel Committee to take action on approval or denial. Buford motioned/ Jim seconded**
- 11. Update on CVSO grant, **received.**
- 12. Resolution concerning WI CVSO, **committee approved resolution and send to County Board for approval. Jim motioned/ Dave seconded**
- 13. Request approval for remaining 2016 conferences, **approved paying hotel rates for fall conference in Green Lake Co. Jim motioned/ Buford seconded**

- 14. Update on office records review, **updated.**
- 15. Adjourn, **Buford motioned/ Dave seconded**

cc: Veterans Service Commission  
Jeanetta Kirkpatrick, County Board Chairman  
Courthouse Bulletin Board

Wisconsin Public Radio  
Fruit Broadcasting, LLC  
Richland Observer County Clerk Our Files