

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 Thursday, July 27, 2017, 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- ***Larry approved as posted***
- 5. CVSO Tony Tyczynski reports on Veterans office audit- ***Tony reported his findings on the office audit from June 2017, made suggestions on ways to make the office more efficient.***
- 6. Consideration on office policies update- ***policy created to allow CVSO to serve on 3rd District, Wis Congressional Veterans Advisory Committee. Buford motioned/ Dave seconded***
- 7. Update on possible office relocation/ fund raising- ***This must continue and cannot be dismissed. CVSO will present additional options to the committee in Sept.***
- 8. Other than monthly bills- ***reported***
- 9. Requesting permission to attend fall conference- ***Permission granted to reserve and pay above rate hotel room and conference fees. Jim motioned/ Dave seconded***
- 10. Discuss National accreditation training in June 2017- ***discussed***
- 11. Discuss National accreditation training in June 2018- ***discussed and pushed to Sept meeting***
- 12. Surveys- ***shared***
- 13. Quarterly Transportation grant update- ***updated***
- 14. 6 month budget review- ***reported***
- 15. Ways to make the office more efficient:
 - Pay stubs sent to office electronically- ***recommended for CVSO***
 - Office purchases from county purchaser- ***office will continue purchasing as is***
 - VetraSpec installed on office computers- ***not at this time***
- 16. Adjourn- ***Buford motioned/ Dave seconded***