

VETERANS SERVICE OFFICE COMMISSION MINUTES

April 15, 2021

The Veterans Service Committee met on April 15, 2021 at 10:00 a.m. in the Richland County Board Room, located at 181 W. Seminary St. Richland Center, Wisconsin.

Committee members present included: Lee Van Landuyt, Don Seep, Sherry Hillesheim, and Van Nelson.

Others present included: CVSO Karen Knock, County Administrator Clinton Langreck, MIS John Couey, and five citizens.

Committee Chair Van Landuyt called the meeting to order at 10:01 a.m.

Roll Call of Committee members: All Committee members were present for a quorum.

The CVSO verified that the meeting was properly noticed. Copies of the agenda were emailed to all Veterans Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was also emailed to the County Clerk, the Richland Observer; and Fruit Broadcasting, LLC.

Motion by Nelson, second by Hillesheim for approval of the agenda. Motion carried.

Motion by Seep, second by Nelson for approval of the February 18th meeting minutes. Discussion on possible change to minutes format in the future. The Committee was given a sample format to consider. Motion carried.

Discuss status to fill Commission vacancy – The CVSO reported that the vacancy was advertised and the deadline for the letters of interest to be turned in to the County Clerk's office is May 14th at noon.

Report on request to move donated Veteran's Memorial from County Courthouse grounds – The memorial was donated to the County and is overseen by the Property Committee. Members in attendance spoke to the history of the stone.

Report on findings of the Teddy Rue fund – The CVSO reported that she sent an email to Corporation Counsel Southwick as the Committee had asked. Since the Teddy Rue fund isn't a Veterans Office budget item, the CVSO has asked the County Administrator to help locate the fund.

Monthly visitors log – The visitor log was shared with Committee members. The Committee would like to consider alternatives of the log. The CVSO will ask other Counties for samples to share at the next Committee meeting.

VA forms log – The forms log was shared. Discussion was had on identifying possible trends and methods of reporting.

DAV van updates - Richland County has three potential new drivers applying.

Budget updates - CVSO reports that the budget is on target for this time of the year. The office has started purchasing its annual cemetery flags for cemeteries to pick up prior to Memorial Day.

Public input - A citizen in attendance spoke about the CVSO needing a “formal invitation” before she would attend an American Legion meeting. The CVSO explained there are 16 active Veterans organizations within Richland County. The office tries to attend at least one a year of each of the 16. If there is a specific meeting an organization would like the office to attend, they only need to call the office and let us know.

Motion to move into closed session - Motion by Van Landuyt to move into closed session, Sherry seconded. Roll call was taken with all members and County Administrator present. Motion passed.

Closed Session Pursuant Wisconsin State Statute 19.85: (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. — Considering Performance Evaluation Data of the County Veterans Service Officer.

Return to open session - Motion by Nelson, second by Seep to return to open session. Motion carried.

Possible action on items discussed in Closed session - No actions taken by the commission from closed session.

Future agenda items - Hillesheim requested budget sheets to be shared. Additional items: education of Committee responsibility, office staff schedule, minutes formatting, and computer program.

Set date for next meeting - The next meeting will be May 20th, 2021 @ 1000am.

Motion to adjourn - At 1:00pm Motion by Hillesheim, second by Nelson. Motion passed.