

VETERANS SERVICE OFFICE COMMISSION MINUTES

May 20th, 2021

The Veterans Service Committee met on May 20th, 2021 at 10:00 a.m. in the Richland County Board Room on the third floor, located at 181 W. Seminary St. Richland Center, Wisconsin.

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

Others present included: CVSO Karen Knock, MIS John Couey and Barb Scott (online), County Board Supervisor Severson, and four citizens.

Committee Chair Van Landuyt called the meeting to order at 10:00 a.m.

Roll Call of Committee members: Four Committee members were present for a quorum. Newly appointed Committee member Patrick Metz was excused due to a schedule conflict.

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

Motion by Van Landuyt, second by Hillesheim to approve the April meeting minutes.
Discussion

on making sure the minutes indicate the meeting was held on the 3rd floor. Motion carried.

Discuss minutes format – The most recent minutes format is well typed and is the format to be used.

Discuss status to fill Commission vacancy – On May 18th Patrick Metz has been appointed to the Committee. He is the former Health and Human Service Director and he comes to us with a lot of experience. Due to a schedule conflict he has been excused from today's Committee meeting. Committee members discussed how the new Committee member was chosen. County Board Supervisor Severson who serves on the selection Committee addressed the meeting and explained the process.

Veterans ETK software – MIS Director Barb Scott gave the opinion that the software was a worthwhile program that would be an asset to the Veterans Service Office. Barb also wants to maintain control of the program for when employees leave the office and new employees are hired. Motion by Nelson to purchase the ETK program for the office soon. Second by Seep. Motion Carried.

Office staff schedule - The CVSO will be the speaker for the Memorial Day program in Viola. Both office staff will be attending the Spring CVSO conference June 6th-11th. Marge Freeman, Commander of the local VFW briefed the Committee on Richland Center's Memorial Day events. The start time is 10am at the Richland Center Cemetery.

Monthly visitors log – The Committee expressed opinions on the new form layout. The color coding made the numbers easier to read.

VA forms log – The forms log was shared. Discussion was had on office claims numbers, time to complete the claims, and federal versus other claims.

DAV Van updates – CVSO reported that there are no new updates. Motion made by Seep that the van no longer be a standing agenda item. The CVSO can give a report if and when necessary. Second by Hillesheim. Motion carried.

Budget report - Most recent budget report and list of expenditures was shared. A report from the CVSO that state legislation has been proposed that would increase the annual CVSO grant from \$8500.00 to \$9350.00. If successful it would increase the office budget by \$850.00 annually.

Committee responsibilities explained – The Service officer shared Richland County Committee policy describing the Veterans Service Committee responsibilities and Wisconsin State Statutes 45.81, for the Committee member to review. Committee members had requested the information at the previous meeting.

Public input – A Citizen present asked about procedure for advertising Committee vacancies. The County Administrator will be asked for clarification. Speaking as a cemetery caretaker Nelson inquired as to the cost savings of the smaller cemetery flags.

Future agenda items – Additional items: Advertising Committee openings, flag prices, surveys, and meeting minutes' policy.

Set date for next meeting – The next meeting will be June 17th.

Motion to adjourn - At 11:09am Motion by Nelson, second by Hillesheim to adjourn. Motion passed.