

## VETERANS SERVICE OFFICE COMMISSION MINUTES

June 17<sup>th</sup>, 2021

The Veterans Service Committee met on June 17<sup>th</sup>, 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, Sherry Hillesheim, Patrick Metz, and Van Nelson.

Others present included: CVSO Karen Knock, MIS Barb Scott County Administrator Clinton Langreck, and three citizens.

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

Roll Call of Committee members: Five 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.

Van Landuyt approved the agenda and its posting.

Motion by Nelson, second by Seep to approve the May meeting minutes. Motion passed.

Introductions - New Committee member Patrick Metz introduced himself and was introduced to the other Committee members.

Advertising Committee openings – County Administrator Langreck spoke to his responsibilities according to Wisconsin State Statutes and procedure for new Committee members to be chosen. It was suggested that this issue may need to be forwarded to the Committee on Committee's for future discussion rather than each individual County office.

Veterans ETK software update – CVSO reported that in order to purchase the ETK program the County needs to sign a user's contract. According to Board Rule 14 in order to sign a contract it must be approved by the Oversight Committee and forwarded to the County Board for final approval. Motion by Seep that the Committee approve the request and forward it on to the full County Board for final approval. Second by Hillesheim. Motion passed.

Conference Report – The CVSO reported on new programs, new forms, and other Conference topics. Seep motioned that the CVSO should not be allowed to commit to any new Veterans programs without Committee approval. Nelson seconds. Discussion, the CVSO explained that the new Suicide prevention initiative by Madison VA she would be on her own time and not affect her office schedule. Motion failed.

Flag Cost – CVSO gave Committee members a cost list of different size flags to view. Discussion over the dowel size of the medium sized flags, cost savings, and purchasing options in the future,

Monthly visitors log – The monthly visitors log was shared with no discussion or questions.

VA forms log – The VA forms log was shared. It is the Committees opinion that the past form style that was used was better than the current form. The CVSO will go back to using the prior form style.

Surveys – An example of prior used office surveys were shared with the Committee. Seep motioned that the CVSO cease and desist sharing the surveys with the Committee for the time being. Nelson seconded. Discussion on possible redesigning the surveys in the future, perhaps County wide. Motion passed.

Budget Report – CVSO shared budget sheets and the office is still under budget for the year. The office received a donation check from the DAV. County Administrator Langreck spoke to that the County was working on a policy that would specifically cover donations accepted. The CVSO will not take further action on the donation until the County policy is completed.

Meeting minutes policy – Van Landuyt spoke to making sure the meeting minutes were written in a good format easily readable.

Claims process/timeline – CVSO asked for this presentation to be postponed until the July meeting. Chairman agreed.

Public input – None at this time.

Future agenda items – CVSO reports that other than the standing monthly agenda items there will be addition items including but not limited to Claims process, ETK computer program, and the 2022 CVSO grant.

Set date for next meeting – The next Committee meeting will be July 15<sup>th</sup> at 10:00am

Motion to adjourn – Nelson motioned to adjourn. Metz seconded. Motion carried at 11:42a.m.