

VETERANS SERVICE OFFICE COMMISSION MINUTES

August 19th, 2021

The Veterans Service Committee met on August 19th, 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, and Sherry Hillesheim. Committee members Van Nelson and Patrick Metz absences have been excused. Enough members are present for a quorum.

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

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

Roll Call of Committee members: Three 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.

Hillesheim motioned to approve this agenda and its posting. Seep seconded. Motion passed.

Van Landuyt motioned to approve the June meeting minutes as read. Seep seconded. Motion passed.

Budget Report – Copies of the 2022 budget proposal that's been submitted and the current office budget report were given to the Committee. Seep asked that the budget be sent out prior to the meeting next year. Van Landuyt motioned to accept the 2022 budget report proposal. Hillesheim seconded. Motion passed.

County Administrator excused himself from the meeting due to prior obligations.

CVSO grant resolution – Seep motioned to forward the annual resolution to the County Board for approval. Hillesheim seconded. Motion passed.

Veterans ETK software update – CVSO reports that the program should be purchased no later than October 1st. The office staff will begin training on the program next week.

Monthly visitors log – Seep asked how many total persons has the office helped to date. Chair Van Landuyt calculated 181.

VA forms log – The log was shared with no questions at this time from the Committee.

Public input – None at this time.

Future agenda items – alternate meeting locations, public record documents as attachments to minutes, for now every other month meeting suggested (withdrawn), suggestion box.

Set date for next meeting – The next meeting date is September 16th. Followed by October 21st.

Motion to adjourn – Seep motioned to adjourn. Hillesheim seconded. Motion passed. Meeting adjourned at 10:55a.m.