

VETERANS SERVICE OFFICE COMMISSION MINUTES

September 16th, 2021

The Veterans Service Committee met on September 16th, 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, Patrick Metz and Sherry Hillesheim. Don Seep arrived at 10;10 a.m. Committee member not present Van Nelson. Enough members are present for a quorum.

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

Committee Chair Van Landuyt called the meeting to order at 10:03 a.m.

Roll Call of Committee members: Committee members were present for a quorum. Don Seep arrived at 10;10am

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.

Metz motioned to approve this agenda and its posting. Hillesheim seconded. Motion carried.

Van Landuyt motioned to approve the August meeting minutes as read. Hillesheim seconded. Motion passed.

Alternate meeting locations – In the future if the County Board room isn't available to the Committee the CVSO will be responsible for finding a new meeting place.

Public record documents as attachments to minutes – The CVSO reports a new County policy is that all documents to be presented at a Committee meeting will now be made public no later than 24 hours prior to a meeting. This months meeting was a test month to make sure all Committee members were able to review the information. All Committee members confirmed that they were able to review the files prior to the meeting.

Suggestion box – Discussion on possible locations for a suggestion box in the Courthouse. Discussion on whether all offices should have a suggestion box. Discussion on the surveys themselves and what questions are asked. Chair Van Landuyt stated that the County Administrator, the CVSO, and himself would meet to discuss these matters and report back to the Committee in the future.

Veterans ETK software update – The CVSO reports that a check will be sent out on or after September 20th for the purchase of the program.

Monthly visitors log - CVSO spoke about a seasonal trend in the number of visits.

VA forms log - Seep asked if the VA Forms log can be name VA forms filed log. The CVSO said the name will be changed prior to the next meeting.

Budget report – The CVSO reports there have been no unexpected expenses this month. A citizen asked how a Veteran could apply for funds. Seep explained its based on County policies and State Statutes. Metz asked why no aid money has been used. CVSO explained no one has applied. Van Landuyt stated that to begin the process the Veteran should call the office.

Review of the proposed 2022 budget – Seep wants to make sure that the budget is reviewed by the Committee prior to it being submitted, there is money in the budget for legal expenses, and that \$750.00 is added to the office employees line item. Last month's meeting the Committee addressed the review process. Also, it was determined there is no need for legal fees at this time. Finally, Seep motioned that an additional \$750.00 should be budgeted in employee salaries based on addition money available through a state grant.. Van Landuyt seconded. Discussion on whether we should budget for monies not yet available. Seep rescinded his motion and put forth a new motion saying if in the event addition funds are granted through the state they should be moved into the offices salary line item. Van Landuyt seconded. Motion passed

Public input – VFW Commander Freeman spoke to reaching out to Afghanistan Veterans and also speaking to Sept 17th being POWMIA day.

Future agenda items - Committee/Commission structure, conference report, office space, report on current process for aid, surveys/suggestion box

Set date for next meeting – The next scheduled meeting is October 21st.

Motion to adjourn - Hillesheim motioned to adjourn. Metz seconded. Motion passed at 11:37am