

RICHLAND COUNTY VETERANS SERVICE OFFICE
181 WEST SEMINARY ST. RICHLAND CENTER, WISCONSIN 53581
CVSO Karen Knock

VETERANS SERVICE COMMISSION

Lee Van Landuyt (chair), Don Seep, Sherry Hillesheim, Van Nelson, & Patrick Metz

The meeting of the Veterans Service Commission will be held on Thursday September 16th, 2021 at 10:00 a.m. at the Richland County Courthouse 3rd floor, located at 181 West Seminary St, Richland Center, WI 53581, for the following purposes:

WebEx Videoconference: 25516347191

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m489f0bef3600fb54d98e2a3b184cf02d>

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AGENDA

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call of Commission Members
4. Approve this Agenda and its Posting
5. Review and Approve the August meeting minutes
6. Alternate meeting locations
7. Public record documents as attachments to minutes
8. Suggestion box
9. Veterans ETK software update
10. Monthly visitors log
11. VA forms log
12. Budget report
13. Review of the proposed 2022 Budget
14. Public input
15. Future agenda items
16. Set date for next meeting
17. Motion to adjourn

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.

(OPTIONAL) These surveys may be left in the Veterans Service Office box or turned into the County Administrators Office on the 3rd floor. –thank you

How was your visit today?

Excellent Good Fair Poor

How did you find the appearance of the office?

Excellent Good Fair Poor

How helpful was our staff?

Excellent Good Fair Poor

Your input is very important to us!

How can we improve our service in the future?

Would you like someone to contact you about your

visit today? **N** **Y** # _____

2021 Forms	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	totals
21-22 Veterans Service Org. as Representative	2	2	1	7	2					
21-0966 Intent to File a Claim			2	4	2					
21-526ez Application for Disability Comp. and Related Benefits	5	3	5	2	2					
21-527ez Application for NSC Pension										
21-8940 Application for Individual Unemployability										
21-0845 Authorization to Disclose PII to a Third Party										
21-686C Application Request to Add/ Remove Dependents		2								
20-0996 Review Request: Higher Level Review			2							
20-0995 Review Request: Supplemental Claim	1	3	1		2					
21-2680 Housebound or Aid & Attendance	1			2						
21-0972 Alternate Signer Certification										
21-4138 Statement in Support of Claim	8	9	2	3	7					
10-10d Application for CHAMPVA		1		2						
10-10ez Application for VA Health Care	2	2	2	4	3					
10-10ezr Health Benefits Update Form			1							
21p-534ez DIC & Survivors Pension										
21p-530 Burial Benefits Application			4	2	1					
27-2008 Burial Flag Application	3	6	6	6	4					
40-1330 Application for Bronze Marker	2	3	5	6	4					
40-0247 Presidential Memorial Certificate Request										
STATE										
2500-123 State Park Pass			2	1						
3010 Drivers License Identifier	2	3	3	4	1					
4000 Application for a Wisconsin Veterans Home										
4002 Authorization for Disclosure of Health Information										
2096 CVSO Tax Abatement Verification Form										
2097 Certification for Property Tax Credit		1								
57 VSO Grant Packet										
other	9	11	17	9	5					
TOTALS PER MONTH	35	46	48	52	33					

Account Activity by Trans Date
SORTING BY TRANS DATE.....

SRC/JE/ID	DIRCTY	VEN/CUS/EXPL	DATE	REFER	INVOICE	AMOUNT	DETAIL	DESCR
		10			GENERAL FUND			
		10.5549			VETERANS SERVICE GRANT			
		10.5549.0000			PROJECT			
		10.5549.0000.5111			SALARIES - REGULAR			
P-011521-359		PAYROLL INTERFACE	011521	11521		1,636.60	CODE-C,PER#-1,FUND-	10
P-012921-410		PAYROLL INTERFACE	012921	12921		1,309.28	CODE-C,PER#-2,FUND-	10
P-021221-473		PAYROLL INTERFACE	021221	21221		1,472.94	CODE-C,PER#-1,FUND-	10
P-022621-522		PAYROLL INTERFACE	022621	22621		543.59	CODE-C,PER#-2,FUND-	10
.....		10.5549.0000.5111			SALARIES - REGULAR	4,962.41	*TOTAL.....	
		10.5549.0000.5112			SALARIES - PART TIME			
P-011521-359		PAYROLL INTERFACE	011521	11521		796.22	CODE-C,PER#-1,FUND-	10
P-012921-410		PAYROLL INTERFACE	012921	12921		980.71	CODE-C,PER#-2,FUND-	10
P-021221-473		PAYROLL INTERFACE	021221	21221		796.22	CODE-C,PER#-1,FUND-	10
.....		10.5549.0000.5112			SALARIES - PART TIME	2,573.15	*TOTAL.....	
		10.5549.0000.5151			FICA - COUNTY SHARE			
P-011521-359		PAYROLL INTERFACE	011521	11521		186.12	CODE-C,PER#-1,FUND-	10
P-012921-410		PAYROLL INTERFACE	012921	12921		171.18	CODE-C,PER#-2,FUND-	10
P-021221-473		PAYROLL INTERFACE	021221	21221		173.60	CODE-C,PER#-1,FUND-	10
P-022621-522		PAYROLL INTERFACE	022621	22621		41.58	CODE-C,PER#-2,FUND-	10
.....		10.5549.0000.5151			FICA - COUNTY SHARE	572.48	*TOTAL.....	
		10.5549.0000.5152			RETIREMENT - COUNTY SHARE			
P-011521-359		PAYROLL INTERFACE	011521	11521		110.47	CODE-C,PER#-1,FUND-	10
P-012921-410		PAYROLL INTERFACE	012921	12921		88.38	CODE-C,PER#-2,FUND-	10
P-021221-473		PAYROLL INTERFACE	021221	21221		99.42	CODE-C,PER#-1,FUND-	10
P-022621-522		PAYROLL INTERFACE	022621	22621		36.69	CODE-C,PER#-2,FUND-	10
.....		10.5549.0000.5152			RETIREMENT - COUNTY SHARE	334.96	*TOTAL.....	
		10.5549.0000.5153			DENTAL INSURANCE - CO SHARE			
P-012921-410		PAYROLL INTERFACE	012921	12921		52.39	CODE-C,PER#-2,FUND-	10
.....		10.5549.0000.5153			DENTAL INSURANCE - CO SHARE	52.39	*TOTAL.....	
		10.5549.0000.5155			LIFE INSURANCE-COUNTY SHARE			
P-011521-359		PAYROLL INTERFACE	011521	11521		0.62	CODE-C,PER#-1,FUND-	10
P-021221-473		PAYROLL INTERFACE	021221	21221		0.62	CODE-C,PER#-1,FUND-	10
.....		10.5549.0000.5155			LIFE INSURANCE-COUNTY SHARE	1.24	*TOTAL.....	

Account Activity by Trans Date
 SORTING BY TRANS DATE.....

SRC/JE/ID	DIRCTY VEN/CUS/EXPL	DATE	REFER INVOICE	AMOUNT	DETAIL DESCR
	10		GENERAL FUND		
	10.5549		VETERANS SERVICE GRANT		
	10.5549.0000		PROJECT		
	10.5549.0000.5161		HEALTH INS REIMBURSEMENT DED		
J-013121-400	JE # 1	013121		260.66	JAN HRA REIMBURSEMENT
J-043021-711	JE #4	043021		260.66	HRA REIMB PSTNG CORRECTI
J-083121-130		083121		521.32CR	POSTING CORRECTION
.....	10.5549.0000.5161		HEALTH INS REIMBURSEMENT DED	0.00	*TOTAL.....
	10.5549.0000.5214		TECHNOLOGY		
D-030321-535	1575 GENUINE TELECOM	030321	16852	3.37	2/20 AC/597600
.....	10.5549.0000.5214		TECHNOLOGY	3.37	*TOTAL.....
.....	10.5549.0000		PROJECT	8,500.00	*TOTAL.....
.....	10.5549		VETERANS SERVICE GRANT	8,500.00	*TOTAL.....
.....	10		GENERAL FUND	8,500.00	*TOTAL.....

Account Activity by Trans Date
SORTING BY TRANS DATE.....

SRC/JE/ID	DIRCTY VEN/CUS/EXPL	DATE	REFER	INVOICE	AMOUNT	DETAIL DESCR
REPORT TOTALS:					8,500.00	

RECORDS PRINTED - 000022

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
5550 VETERAN SERVICE						
0000 PROJECT						
5111 SALARIES - REGULAR	39,231.64	0.00	3,109.54	21,782.14	17,449.50	55 -----
5112 SALARIES - PART-TIME	17,527.77	0.00	1,592.44	11,545.19	5,982.58	65 -----
5113 SALARIES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0
5150 SECTION 125 PLAN-CO SHARE	15.00	0.00	0.00	0.00	15.00	0
5151 FICA - COUNTY SHARE	4,342.09	0.00	359.72	2,549.66	1,792.43	58 -----
5152 RETIREMENT - COUNTY SHARE	3,831.26	0.00	209.89	1,465.69	2,365.57	38 ---
5153 DENTAL INSURANCE-CO SHARE	576.29	0.00	0.00	0.00	576.29	0
5154 HEALTH INSURANCE - COUNTY SH	15,708.24	0.00	0.00	0.00	15,708.24	0
5155 LIFE INSURANCE - COUNTY SHAR	6.86	0.00	0.62	3.72	3.14	54 -----
5161 HEALTH INS REIMBURSEMENT DED	1,833.33	0.00	521.32	352.38	1,480.95	19 -
5212 VET SVC ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00	0
5214 COMPUTER SOFTWARE SUPPORT	150.00	0.00	900.00	900.00	750.00-	600 -----!!!!
5225 TELEPHONE	660.00	0.00	0.16	476.77	183.23	72 -----
5248 SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0
5311 POSTAGE AND ENVELOPES	200.00	0.00	1.02	18.76	181.24	9
5319 OFFICE SUPPLIES	1,100.00	0.00	0.00	489.50	610.50	44 ----
5324 DUES	400.00	0.00	0.00	220.00	180.00	55 -----
5326 ADVERTISING	1,000.00	0.00	0.00	488.30	511.70	48 ----
5334 REGISTRATION	500.00	0.00	0.00	0.00	500.00	0
5335 MEALS	300.00	0.00	0.00	0.00	300.00	0
5336 LODGING	0.00	0.00	0.00	328.00	328.00-	9999 -----!!!!
5339 MILEAGE	800.00	0.00	0.00	149.94	650.06	18 -
5341 TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0
5819 NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
5906 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5970 CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
5972 VETERANS OUTREACH	0.00	0.00	0.00	0.00	0.00	0
5998 DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0
5999 BILLS-NO-LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	88,182.48	0.00	6,694.71	40,770.05	47,412.43	46 ----
TOTAL: VETERAN SERVICE	88,182.48	0.00	6,694.71	40,770.05	47,412.43	46 ----
TOTAL: GENERAL FUND	88,182.48	0.00	6,694.71	40,770.05	47,412.43	46 ----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2021 THROUGH AUG 31, 2021

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
5551 SOLDIERS AND SAILORS FUND						
0000 PROJECT						
5141 PER DIEM - COMMISSION	900.00	0.00	0.00	450.00	450.00	50 -----
5151 FICA - COUNTY SHARE	69.00	0.00	0.00	34.50	34.50	50 -----
5328 FLAGS	500.00	0.00	0.00	1,160.26	660.26-	232 -----!!!
5331 FLAG HOLDERS	1,500.00	0.00	400.21	424.49	1,075.51	28 --
5339 MILEAGE - COMMISSION	422.28	0.00	0.00	165.30	256.98	39 ---
5719 AID	3,000.00	0.00	0.00	0.00	3,000.00	0
5999 DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	6,391.28	0.00	400.21	2,234.55	4,156.73	34 ---
TOTAL: SOLDIERS AND SAILORS FUND	6,391.28	0.00	400.21	2,234.55	4,156.73	34 ---
TOTAL: GENERAL FUND	6,391.28	0.00	400.21	2,234.55	4,156.73	34 ---