

**Oceana County Department of Veterans Affairs**  
**Meeting Minutes, November 23, 2015 – Amended 12/9/15**

The **Veterans Relief Regular Meeting** of the Oceana County Department of Veterans Affairs was called to order at 9:15 a.m. in the County Commissioners Conference Room by Bob Fong, Chairman.

**Roll Call:** Bob Fong (BF), Terry Dykema (TD), Darrell Hogston (DH), Steve Fell (SF), Ruth Burmeister (RB).

**Members Absent:** Kim Loncar.

**Guests Present:** No guests present for Claims Meeting.

Claim #127-15            Claim for help with propane tank fill.

Motion by SF to pay \$489.00 for propane tank fill.

Motion 2<sup>nd</sup> by DH.

V#120-15 \$389.74 = final actual expense.

**Roll Call Vote:** Terry Dykema, Darrell Hogston, Steve Fell, Bob Fong.

Yea – 4, Nay – 0    All in favor

**Motion Approved.**

Due to repeated requests for relief, RB to put claimant on notice that no further relief help will be available due to no progress toward financial independence, also counsel on budget management.

Claim #128-15            Claim for help with electric bill and fuel oil fill.

Motion by SF to pay \$865.56 for electric bill and fuel oil.

Motion 2<sup>nd</sup> by DH.

V#121-15 \$365.00 electric bill

V#122-15 \$398.20 fuel oil; final actual expense.

**Roll Call Vote:** Terry Dykema, Darrell Hogston, Steve Fell, Bob Fong.

Yea – 4, Nay – 0    All in favor

**Motion Approved.**

Motion by SF to close Relief Session and open Workshop Session.

Motion 2<sup>nd</sup> by TD.

**Voice Vote:**                    Yea – 4, Nay - 0    All in favor.

**Motion Approved.**

Claims Review Session was adjourned at 11:03 a.m. by Bob Fong, Chairman.

Went into Workshop Session.

Website. Discussion of billing issues. Research on vendor invoicing continuing.

Claims Processing. Discussion of Vetraspec Database and how claims are processed.

Workshop Session closed at 11:55 by Bob Fong, Chairman.

## Veterans Affairs Department Meeting

Oceana County Department of Veterans Affairs meeting was called to order at 1:12 p.m. in the County Commissioners Conference Room by Bob Fong, Chairman.

### Pledge of Allegiance

**Roll Call:** Bob Fong - Chairman (BF), Terry Dykema (TD), Darrell Hogston (DH), Steve Fell (SF), Kim Loncar (KL), Ruth Burmeister (RB), Andy Sebolt - County Commissioner Liaison (AS).

**Members Absent:** None.

**Guests Present:** None.

### Approval of Agenda

Motion by SF to accept Agenda with change:  
Re-order of Sub-Committee Reports.

**Voice Vote:** Yea – 5, Nay - 0 All in favor.

Motion 2<sup>nd</sup> by KL.  
**Motion Approved.**

### Approval of Consent Agenda

Motion by DH to accept Consent Agenda as published.

**Voice Vote:** Yea – 5, Nay - 0 All in favor.

Motion 2<sup>nd</sup> by SF.  
**Motion Approved.**

**Correspondence –** None.

### Sub-Committee Reports

#### VSO (Veterans Service Officer) Report – RB

All office activity continues at a steady to busy pace. November activity numbers will be reported at the next meeting, with the addition of number of claims completed or awarded, and number of claims status checks.

Discussion of POW flag outside of County Annex Building – it is in need of replacement.

#### Budget and Finance Committee - SF

##### New Expenditures:

**V# 117-15:** Integrity Business Solutions \$24.68

Motion by SF to pay \$24.68 for office supplies.  
(\$43.74 travel, \$12.20 postage, \$105 training.)

**Roll Call Vote:** Terry Dykema, Darrell Hogston, Steve Fell, Kim Loncar, Bob Fong.  
Yea – 5, Nay – 0 All in favor. **Motion Approved.**

Motion 2<sup>nd</sup> by TD.

**V# 118-15:** Xerox \$42.15

Motion by SF to pay \$42.15 for copier lease.

**Roll Call Vote:** Terry Dykema, Darrell Hogston, Steve Fell, Kim Loncar, Bob Fong.  
Yea – 5, Nay – 0 All in favor. **Motion Approved.**

Motion 2<sup>nd</sup> by DH.

**V# 123-15:** Robert Fong, II \$1,704.50

Motion by SF to pay \$1,704.50 for Webmaster services.  
(\$43.74 travel, \$12.20 postage, \$105 training.)

Motion 2<sup>nd</sup> by TD.

**Roll Call Vote:** Terry Dykema, Darrell Hogston, Steve Fell, Kim Loncar, Bob Fong.

**Yea – 5, Nay – 0 All in favor.**

**Motion Approved.**

**Budget Expenses Report:**

Total department expenditures through 11/23/15.

\$2,816.11.

Motion by SF to accept as published if no corrections, subject to audit.

Motion 2<sup>nd</sup> by TD.

**Voice Vote: Yea – 5, Nay – 0 All in favor.**

**Motion Approved.**

**Community Relations – TD**

Discussion of department outreach activities. Outreach efforts are needed in the following: education of veterans and posts regarding the claims process; education needed for health systems, social workers, etc. regarding VA benefits and County VSO services; use of website and Facebook for education purposes. Outreach program plan to be developed by TD

**Personnel Committee – DH**

Discussion of the importance of keeping information flow in the office confidential.

**Policy and Procedures – BF**

Discussion of annual report, which is due February, 2016. A special meeting will be scheduled to draft layout and theme.

Another special meeting will also be scheduled to review department policies and procedures.

**County Commissioner’s Veterans Liaison - Andy Sebolt**

AS asked the Committee when the website was expected to be ready for presentation.

**Old Business**

Website: Review of corrections and fixes completed by Webmaster. Discussion of front end presentation of website to County Commissioners.

**New Business**

No new business at this time.

**No further committee business at this time.**

**No public comments.**

**Adjournment**

Motion by TD to close Department Meeting                      Motion 2<sup>nd</sup> by DH.  
Department Meeting adjourned at 3:25 p.m. Bob Fong, Chairman.

The next general meeting will be Wednesday, December 9, 2015.

**[NOTE: 2<sup>ND</sup> December meeting scheduled for Monday, December 21, 2015.]**

9:00 a.m. Veterans Relief Meeting

1:00 p.m. Veterans Affairs Department Meeting, held in **County Commissioners Board Room.**

Refreshments – TD



**Bob Fong, Chairman**



**Kim Loncar, Secretary**