

**Oceana County Department of Veterans Affairs
Relief Meeting
Meeting Minutes, April 13, 2016**

The Oceana County Department of Veterans Affairs Relief Meeting was called to order at 9:20 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, VSO (RB).

Members Absent: Kim Loncar (excused).

Guests Present: None.

No claims for review.

Claims Review Session was adjourned at 9:21 a.m. by Bob Fong, Chairman.

Went into Workshop Session.

Website. Website Database System progress reviewed.

Open Meetings Act. Brief discussion of requirements. Policy discussions and decisions must be made formally in a business meeting. Must have quorum for a motion to pass.

Workshop Session closed at 12:02 by Bob Fong, Chairman.

**Oceana County Department of Veterans Affairs Business Meeting
Meeting Minutes, April 13, 2016**

The Oceana County Department of Veterans Affairs Business Meeting was called to order at 1:13 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, VSO (RB), Andy Sebolt - County Commissioner Liaison (AS).

Members Absent: None.

Guests Present: None.

Approval of Agenda

Motion by SF to accept Agenda as published:

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

Motion 2nd by TD.

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 2nd by SF.

Motion Approved.

Correspondence – None.

Sub-Committee Reports

VSO (Veterans Service Officer) Report – RB

VSO spring conference travel: MACVC Spring Conference in Mt. Pleasant (4/25/16 – 4/29/16) and NACVSO National Conference in Myrtle Beach 5/16/16 – 5/20/16. Clerk to send email reminder to Committee members when VSO absent from office for conference training. Clerk to maintain regular office hours during VSO absence.

V 50-16: Hotel one night. \$79.00 plus taxes.

Motion by SF to pay \$79.00 plus taxes for lodging for one night for VSO to avoid early morning travel to conference.

Motion 2nd by KL.

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

Yea – 5, Nay – 0 All in favor

Motion Approved.

Motion by SF to pay \$35.00 for conference fee.

Motion 2nd by DH.

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

Yea – 5, Nay – 0 All in favor

Motion Approved.

VSO shared information contained in a mailing from a legal firm on Agent Orange disability requirements. The firm is working to get requirements changed to include more Veterans.

Virus protection for office computers was discussed; specifications under review for clerk's computer.

Budget and Finance Committee - SF

New Expenditures:

V# 49-16: CardMember Services. \$204.48.

Motion by SF to pay \$204.48 (see detail below).

Motion 2nd by DH.

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

Yea – 5, Nay – 0 All in favor

Motion Approved.

Detail for V# 49-16:

\$17.47 postage

\$78.01 VSO travel expense

\$109.00 monthly web host fee

V# 51-16: Xone Tech. \$962.50.

Motion by SF to pay \$962.50 for Webmaster services.

Motion 2nd by DH.

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 April 12, 2016.

\$9,115.86.

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

Motion 2nd by TD.

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

Motion Approved.

Note: Transferred \$4,000.00 from unforeseen expenses budget to Website budget.

Community Relations – TD

Two Committee members, VSO and clerk to attend Oceana County Community Leaders Breakfast on 4/15/16, featuring speaker Richard Studley, President & CEO of Michigan Chamber of Commerce.

Veterans Appreciation Ball update: Dave Heggema, Air Force Pilot will be our Guest Speaker.

Personnel Committee – DH

VSO and clerk evaluations scheduled for 4/15/16.

BF to supply DH with job description for Webmaster consultant.

Policy and Procedures – BF

Special meeting to be scheduled to review department policy and procedures.

County Commissioner's Veterans Liaison - Andy Sebolt

Nothing to report at this time.

Old Business

Website. Website Database System progress summarized for those not present at morning workshop.

Outreach/Millage. Update on activities to support information sharing through Post update meetings and other means.

New Business

None.

No further committee business at this time.

No public comments.

Adjournment

Motion by SF to close Department Meeting

Motion 2nd by KL.

Department Meeting adjourned at 3:10 p.m. Bob Fong, Chairman.

The next general meeting will be Wednesday, April 27, 2016.

9:00 a.m. Veterans Relief Meeting

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

Refreshments – KL



Bob Fong, Chairman



Kim Loncar, Secretary