

**Oceana County Department of Veterans Affairs
Relief Meeting
Meeting Minutes, May 25, 2016**

The Oceana County Department of Veterans Affairs Relief Meeting was called to order at 9:34 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 (excused).

Guests Present: None.

Claim #55-16 Claim for help with overdue electric and propane fill.

Motion by SF to pay \$1,061.58 for electric and propane.

Motion 2nd by TD.

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

Yea – 4, Nay – 0 All in favor

Motion Approved.

V#69-16 \$438.00 electric

V#70-16 \$623.58 propane fill

VSO to advise claimant to file for Social Security benefits and to sign up for propane budget plan.

Claims Review Session was adjourned at 9:37 a.m. by Bob Fong, Chairman.

Went into Workshop Session.

Recent County Audit. Discussion on audit findings.

Millage Renewal. Reviewed and approved final wording for August ballot.

Workshop Session closed at noon by Bob Fong, Chairman.

**Business Meeting
Meeting Minutes, May 25, 2016**

The Oceana County Department of Veterans Affairs Business Meeting was called to order at 1:15 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 as published:

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

Motion 2nd by DH.

Motion Approved.

Approval of Consent Agenda

Motion by KL to accept Consent Agenda with changes.

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

Motion 2nd by DH.

Motion Approved.

Correspondence – None.

Sub-Committee Reports

VSO (Veterans Service Officer) Report – RB

VSO reported that last week's NACVSO National Convention went well; class on claim appeals gave update on the appeals process.

Clerk reported that her presentation on our department at May 21st DAR Dunes Chapter May meeting was well received. They indicated interest in volunteer opportunities to support our department.

Budget and Finance Committee - SF

New Expenditures:

V#-64-16: Integrity Business Solutions. \$71.18.

Motion by SF to pay \$71.18 for office supplies.

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.

V#-64-16: Integrity Business Solutions. \$7.99.

Motion by SF to pay \$7.99 for office supplies.

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.

V#-65-16: Xerox copier lease. \$42.15. Pre-approved expense.

V#-66-16: American Legion Conference. \$195.00.

Motion by SF to pay \$195.00 for conference fee for VSO.

Motion 2nd by TD.

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

Yea – 5, Nay – 0 All in favor

Motion Approved.

V#-67-16: VSO travel expenses. \$78.84.

Motion by SF to pay \$78.84 for travel expenses.

Motion 2nd by TD.

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

Yea – 5, Nay – 0 All in favor

Motion Approved.

V#-68-16: Xonotech. \$770.00.

Motion by SF to pay \$770.00 for webmaster services.

Motion 2nd by TD.

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

Yea – 5, Nay – 0 All in favor

Motion Approved.

V#-71-16: Sam's Club. \$45.00.

Motion by SF to pay \$45.00 for membership fee.

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.

Budget Expenses Report:

Total department expenditures through month April month end, 2016.

\$9,216.42.

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

Motion 2nd by KL.

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

Motion Approved.

Community Relations – TD

TD – nothing to report at this time.

KL – reported on Veterans Appreciation Ball held in Hesperia on May 14, 2016; also reported on Veterans Job Fair held in Muskegon May 20, 2016 – veterans are still in need of instruction on how to present themselves to prospective employers.

Personnel Committee – DH

An RFP for a department webmaster in process.

Policy and Procedures – BF

Nothing to report at this time.

County Commissioner's Veterans Liaison - Andy Sebolt

Nothing to report at this time.

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Old Business

Website. Website prototype to be ready for Department member review and testing in a week or so.

Outreach. Continuing discussion on activities to support outreach efforts.

News Article. BF writing an article on Department. Discussion on other members writing a "Point of View" for the Herald regarding Millage Renewal, how Department has helped local veterans, etc.

VCAT Contribution Request. Although there may be a possibility for linking with our Coalition, we are unable to donate funds for a survey, as requested.

New Business

Assistant VSO position description. Job description to be created.

Navy's Safe Harbor Program. Discussion on program that coordinates resources and support to Veterans with medical discharge from service or who have a service connected disability. They also provide resources and support to the Veterans' family. Each branch of service has a version of this program.

No further committee business at this time.

No public comments.

Adjournment

Motion by SF to close Department Meeting

Motion 2nd by DH.

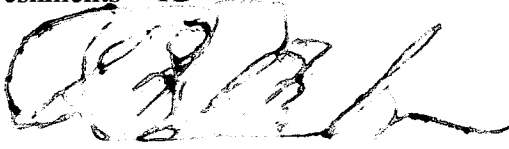
Department Meeting adjourned at 3:03 p.m. by Bob Fong, Chairman.

The next general meeting will be Wednesday, June 8, 2016.

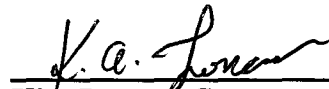
9:00 a.m. Veterans Affairs Relief Meeting

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

Refreshments – TD



Bob Fong, Chairman



Kim Loncaf, Secretary