

**Oceana County Department of Veterans Affairs  
Relief Meeting  
Meeting Minutes, June 8, 2016**

The Oceana County Department of Veterans Affairs Relief Meeting was called to order at 9:08 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).

**Members Absent:** Ruth Burmeister (excused), Kim Loncar (excused).

**Guests Present:** None.

No claims for review.

Claims Review Session was adjourned at 9:09 a.m. by Bob Fong, Chairman.

Went into Workshop Session.

Relief Claims. Discussion on issues related to Veterans applying for relief.

County Bid Policy. Clarification of policy discussed.

Department Policies and Procedures, Staffing Needs. General discussion; separate subcommittee meetings to be scheduled.

Workshop Session closed at noon by Bob Fong, Chairman.

**Oceana County Department of Veterans Affairs  
Business Meeting  
Meeting Minutes, June 8, 2016**

The Oceana County Department of Veterans Affairs Business Meeting was called to order at 1:14 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), Andy Sebolt - County Commissioner Liaison (AS).

**Members Absent:** Ruth Burmeister (excused).

**Guests Present:** None.

**Approval of Agenda**

Motion by SF to accept Agenda as published:

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

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

**Approval of Consent Agenda**

Motion by SF to accept Consent Agenda as published.

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

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

**Correspondence –** None.

**Sub-Committee Reports**

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

Clerk presented office activity report with May update; walk-in and phone activities are continuing to increase.

**Budget and Finance Committee - SF**

**New Expenditures:**

**V#-72-16:**            Frontier Internet/Fax                    \$112.62.                    Pre-approved expense.

**V#-73-16:**            CardMember Services.                    \$198.74.

Motion by SF to pay \$198.74 for web hosting fee.

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

**Yea – 5, Nay – 0    All in favor**

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

**Motion Approved.**

**V#-73-16:**            CardMember Services.                    \$559.50.

Motion by SF to pay \$559.50 for VSO travel.

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

**Yea – 5, Nay – 0    All in favor**

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

**Motion Approved.**

**V#-74-16:** Integrity Business Solutions. \$49.04.  
Motion by SF to pay \$49.04 for office supplies. Motion 2<sup>nd</sup> 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#-68-16:** Xonotech, Invoice #15. \$756.25.  
Motion by SF to pay \$756.25 for webmaster services. Motion 2<sup>nd</sup> 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 2<sup>nd</sup> by KL.  
**Voice Vote: Yea – 5, Nay – 0 All in favor. Motion Approved.**

**Community Relations – TD**

Hesperia parade, July 2, will have Department booth along parade route with information for Veterans, and information on millage renewal.

KL to create information card for mailing.

BF to write article for Oceana County Herald.

**Personnel Committee – DH**

Discussion of Department staffing needs, including a webmaster and second VSO. Further discussion needed on job descriptions.

**Policy and Procedures – BF**

BF reiterated that only our Department email addresses should be used for Department business.

Annual Report completion and distribution in process.

Department Policy and Procedures to be reviewed and updated, incorporating state and county policy and procedures. Separate meeting to be scheduled.

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

Selection and announcement of new County Administrator nearing completion. OCDVA will invite new Administrator to a future Committee meeting for briefing on Department operations.

**Old Business**

Website. Website prototype to be ready for Department member review and testing by the end of this week.

Second computer for office. BF to get updated pricing information to Committee; County Incentive Grant to be applied for to reimburse Department for computer purchase.

People’s Fund Grant. Department will apply for new grant by October 1, 2016 deadline.

Millage Renewal. Yards signs to be placed in early July.

**New Business**

MVAA. To be invited to future Committee meeting for briefing.

Michigan Wounded Veterans Internship Program. The Michigan Department of Transportation (MDOT) is introducing a new program that will focus on helping wounded Veterans transition into the civilian workforce. The program offers paid internships at MDOT facilities throughout Michigan. VSO/Clerk will have a supply of program information flyers available at the office.

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

**No public comments.**

**Adjournment**

Motion by KL to close Department Meeting

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

Department Meeting adjourned at 2:47 p.m. by Bob Fong, Chairman.

The next general meeting will be Wednesday, June 22, 2016.

9:00 a.m. Veterans Affairs Relief Meeting

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

Refreshments – DH



**Bob Fong, Chairman**



**Kim Loncar, Secretary**