

**Oceana County Department of Veterans Affairs
Relief Meeting
Meeting Minutes, July 27, 2016**

The Oceana County Department of Veterans Affairs Relief Meeting was called to order at 9:27 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 #75-16 Claim for help with refrigerator replacement and food replacement.

Motion by SF to pay \$250.00 for food and refrigerator.

Motion 2nd by DH.

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

Yea – 4, Nay – 0 All in favor

Motion Approved.

V#90-16 \$100.00 used refrigerator

V#91-16 \$150.00 food voucher

Claimant has scheduled an appointment with VSO to discuss eligibility for additional VA benefits.

Claims Review Session was adjourned at 10:15 a.m. by Bob Fong, Chairman.

Went into Workshop Session.

County Department Head Quarterly Meeting. DH attended the most recent quarterly meeting, which featured a presentation by the County auditors highlighting their report and recommendations regarding County Purchasing Policies. DH reviewed major points and will forward a copy of the PowerPoint presentation to the Committee.

Workshop Session closed at noon by Bob Fong, Chairman.

**Oceana County Department of Veterans Affairs
Business Meeting
Meeting Minutes, July 27, 2016**

The Oceana County Department of Veterans Affairs Business Meeting was called to order at 1:04 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: Bob Sobie, new County Administrator.

Mr. Sobie attended meeting to introduce himself to Department. The Department welcomed Mr. Sobie to the County and brief introductions were made by all Department members.

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 SF to accept Consent Agenda as published.

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

7/22/16 Fairgrounds Event. VSO shared table with Tim Loney (MVAA) at this event coordinated by the Oceana Home Partnership. Representatives from various County organizations were present with information available on resources that may be available to those in need who qualify.

June Office Activity Report. Clerk distributed copies of June report. Phone activity and walk-in inquiries continue to increase; hours worked each month by VSO and Clerk were added to report for the months of January – June, 2016.

Budget and Finance Committee - SF

New Expenditures:

V#-88-16: MACVC Conference fee. \$45.00.

Motion by SF to pay \$45.00 for conference 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.

V#-89-16: Xonetech. \$521.25.
Motion by SF to pay \$521.25 Webmaster fees. 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 end of July 26, 2016. \$10,441.59.

SF to prepare 2017 budget by August 10, 2016.

Community Relations – TD

Millage Signage. Signs have been placed around the County to remind voters of the millage renewal proposal. Response to signs has been positive.

Walkerville – “Meet the Candidates”. TD was present at this July 21, 2016 event, as County Commissioner candidate.

Personnel Committee – DH

VSO Position Description. The description will be forwarded to the Veteran’s representative at WSCC (West Shore Community College) to identify possible candidates for the work study program which will provide tax-free pay for 20-25 hours per week. Initial contact with WSCC was positive; response from Muskegon Community College was poor.

Webmaster. Two possible job descriptions under review.

Policy and Procedures – BF

KL continuing work on Department Policies and Procedures. A new section will detail Operations Security which will be enforced throughout Department. Draft review will occur after millage vote.

County Commissioner’s Veterans Liaison - Andy Sebolt

Department budgets will be reviewed by Commissioners in September.

Old Business

Website. Final penetration tests in progress by Webmaster to ensure maximum security of website and database.

Second computer for office. Decision pending until millage renewal results are in.

Michigan Association of County Veterans Counselors (MACVC) brief to Committee. To be scheduled by October 1, 2016. The new County Administrator and the County Commissioners will be invited to attend this presentation on millage-funded offices.

Great Lakes People Fund and County Incentive Grants. Department will apply for new grants after millage vote.

New Business

2017 Asparagus Parade. The Oceana County Veterans Coalition has recommended that the Department sponsor a float in next year's parade. KL will write up a recommendation to the OCDVA Committee.

No further committee business at this time.

No public comments.

Adjournment

Department Meeting adjourned at 2:32 p.m. by Bob Fong, Chairman.

The next general meeting will be Wednesday, August 10, 2016.

9:00 a.m. Veterans Affairs Relief Meeting

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

Refreshments – RB



Bob Fong, Chairman



Kim Loncar, Secretary