

**Oceana County Department of Veterans Affairs  
Relief Meeting  
Meeting Minutes, August 10, 2016**

The Oceana County Department of Veterans Affairs Relief Meeting was called to order at 9:03 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 #77-16            Claim for help with electric and gas bills.

Motion by SF to pay \$1,925.68 for electric/gas/home insurance.

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

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

Yea – 4, Nay – 0    All in favor

**Motion Approved.**

Gas and electric bills approved due to shut notices and other circumstances; also approved home insurance payment.

V#95-16 \$488.10 gas bill

The electric and house insurance bills paid with Department credit card, voucher numbers to be assigned.

\$763.58 electric bill

\$674.00 annual home insurance

V#82-16            Claim for help with multiple missed mortgage payments.

Claim denied due to sufficient income; also, claimant had been advised to attend Relief Meeting due to incomplete application, but was absent from meeting.

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

Yea – 4, Nay – 0    All in favor

**Claim Denied.**

Claim #86-16            Claim for help with auto insurance.

Motion by SF to pay \$519.71 for six-month policy.

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

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

Yea – 4, Nay – 0    All in favor

**Motion Approved.**

Auto insurance paid with Department credit card, voucher number to be assigned.

Claims Review Session was adjourned at 10:35 a.m. by Bob Fong, Chairman.

Went into Workshop Session.

Department Millage approval. Discussion of publishing a letter in local paper to thank Veterans and community for their interest and support.

Financial Counseling Assistance. Discussion of coordinating with the Oceana Home Partnership to provide money management education for Veterans.

Workshop Session closed at noon by Bob Fong, Chairman.

**Oceana County Department of Veterans Affairs  
Business Meeting  
Meeting Minutes, August 10, 2016**

The Oceana County Department of Veterans Affairs Business Meeting was called to order at 1:00 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:** Dave Crofoot

**Approval of Agenda**

Motion by SF to accept Agenda with change.  
Dave Crofoot added as guest.

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

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

**Motion Approved.**

**Approval of Consent Agenda**

Motion by DH to accept Consent Agenda as published.

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

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

**Motion Approved.**

**Correspondence** – None.

**Sub-Committee Reports**

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

Office activity continuing at a busy pace, with new claims, continuing claims, walk-ins and phone calls. July report to be presented at next meeting.

Volunteer continuing some work in office.

Oceana County Fair, 8/23 – 27/16. We will again have a table in the Educational Exhibit Building near the Grandstand. VSO and Clerk to set up table Tuesday morning (8/23); Tuesday is “entry day” with

some events taking place in the evening. Fair hours are 9:00 a.m. to 11:00 p.m.; hours in the educational building are 9:00 a.m. to 9:00 p.m. VSO, Clerk, and Committee Members to staff the table during various hours.

**Budget and Finance Committee - SF**

**New Expenditures:**

**V#-93-16:** CardMember Services \$277.80.

Website, postage, office supplies expenses.

Motion by SF to pay \$277.80.

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.**

**V#-94-16:** MOS Lockbox. \$16.76

Motion by SF to pay \$16.76 for quarterly office printing fees.

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.**

**Budget Expenses Report:**

Total department expenditures through end of July, 2016.

\$11,327.84.

New budget finalization underway, special meeting to be scheduled for discussion and approval.

**Community Relations – TD**

Renewal of millage approved by good turnout of voters, showing support for the Department.

Appreciation to the community and for those involved in outreach efforts will be demonstrated with

Thank You letters from the Coalition/Committee/Department. Yard signs to be stored at Hart VFW.

Debriefing of millage campaign needed to document what worked well in bringing successful approval of proposal. Also, planning for expanded outreach, presence and engagement within the community via events, parades, Post meetings, township meetings, etc. to be discussed at future meeting.

**Personnel Committee – DH**

Discussion of VSO Job Description and advertising for Webmaster position.

**Policy and Procedures – BF**

KL continuing work on Department Policies and Procedures.

Annual report preparation to begin in December, to meet early February completion date. Meeting to be scheduled.

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

Current County Annex Building replacement continuing to be discussed by County Commissioners.

**Old Business**

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

Second computer for office. BF to place order using Department credit card.

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

**New Business**

Frontier Contract Change. Decision on new contract at better rate will be considered at next meeting.

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

**No public comments.**

**Adjournment**

Department Meeting adjourned to Executive Session at 2:30 p.m. by Bob Fong, Chairman.

The next general meeting will be Wednesday, August 24, 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 Loncar, Secretary**