



**Kossuth County Commission of Veterans Affairs**

**Daniel D. Green, Director**

**109 West State Street, Algona, Iowa 50511**

**President: James Grandgenett**

**1<sup>st</sup> Chairwoman: Kim Groesbeck**

**Vice Chairwoman: Carole Bernhard**

Subject: Minutes, Kossuth County Commission of Veterans Affairs Monthly Meeting February 11th, 2021 at 4:45p.m.

Location: Conference Room #110, Court House Annex, 109 West State Street, Algona, IA 50511.

1. Call to Order
2. Roll Call.
3. Guests: NONE
4. Review and Approval of previous monthly meeting minutes.
5. Old Business:
  - a. Number of Open Claims in System: 38. There are 5 claims pending development and 0 awaiting final submission. To date tracking 901 records of veterans.
  - b. Update Directors Activities: Director Green updated the Commission on activities for JAN2021.
  - c. Budget Review: Director Green explained that after discussion with the new Auditor and Kossuth County Board of Supervisors KBOS, funds were added back into the General Basic Fund portion of the budget. Specifically, \$800 to Food, Rent and Utilities and \$1,200 for telephone. This allows him to draw on these if they are every in need by a Veteran. He also noted that State Grant monies were received in the amount of \$10K.
  - d. JMV Graphix: Commissioner Bernhard delivered the hats, shirts and vests. The invoice was not in the box, so she agreed to contact JMV and have that sent to Director Green.
  - e. Director Green's Evaluation 2020: The Commissioners formally presented the signed annual assessment to Director Green.
  - f. Training updates: Director Green is registered for the Spring Conference April 14<sup>th</sup>-16th, and has completed 12 CEUs of computer-based training.
  - g. Review updates to KCVA Guidance Manual: Director Green presented the Commission with the finalized manual.

- h. Outreach Activities: None scheduled.
- i. Director Green provided the following to the Commissioners; Copy of CVSO Cross-Accreditation, Registration for School, What Every Veteran Should Know, and email accounts for Commissioners; some minor corrections for this document provided to the Director. Additionally, he also informed the Commission about the Mason City VA new clinic, which will be open late summer 2021 and that Fort Dodge VA is getting a new clinic.

6. New Business:

- a. Communication from the Commission:
  - (1) Future plan for request to go from 3 to 5-person commission—to be discussed and approached during the annual planning session next Fiscal Year.
  - (2) Discuss and review job description updates for 2021; Commissioner Bernhard asked if these updates outlined in the manual would affect his evaluation form descriptions and if so, since he was the author of those, could she receive an updated form electronically.

- 7. Motion to Adjourn. Motion by Commissioner Groesbeck and seconded by Commissioner Grandgenett to adjourn. Motion carried. Meeting adjourned at 5:40 p.m.

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SIGNED:

DATE