



Kossuth County Commission of Veterans Affairs

Daniel D. Green, Director

109 West State Street. Algona. Iowa 50511

President: James Grandgenett
1st Chairwoman: Kim Groesbeck
Vice Chairwoman: Carole Bernhard

Subject: Minutes, Kossuth County Commission of Veterans Affairs Monthly Meeting JAN 9TH, 2020 at 4:45 p.m.

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

1. Call to Order
2. Pledge of Allegiance and moment of silence for POW/MIA.
3. Roll Call.
4. Guests: ___NONE___
5. Review and Approval of previous monthly meeting minutes.
6. Old Business:
 - a. Number of Open Claims in System: 41 . There are 15 claims pending development and 4 awaiting final submission.
 - b. Update Directors Activities for DEC19 and Year End Review. Dan provided the Kossuth County Veterans Affairs Metrics Year 2019. This included a detailed spreadsheet for daily activities.
 - c. The Commissioners reviewed and signed the department quarterly report OCT-DEC19.
 - d. The Commissioners received a handout for employees authorized to charge motel and food bill to Kossuth County.
 - e. The Commissioners received a handout of employees 2020 Holidays.
 - f. The Commissioners received and reviewed the performance evaluation for Dan Green developed by the previous year's Commissioners. Since two of the current Commissioners came on in DEC19, it was agreed that his formal evaluation, developed and provided by the previous Commissioners would remain as his 2019 evaluation and presented as such.
 - g. The Commissioners received a handout on meeting dates for 2020.

- h. The Commissioners received a handout for employees and any changes needed for W2's.
 - i. The Commissioners received a handout for emergency contact information for the Director's department.
 - j. Outreach Activity: Planning stages to meet with Quality Assurance Representative Barb at KRHC to explain VA Systems and process's regarding Care in the Community and how it works.
 - k. Status Department credit card: Credit Card was received.
 - l. Followup discussion on Jacket/Vest for everyone, costs, vendors, put in budget. Kim felt that the prices on the items from Threads were too expensive due to the stock of name brands. Carole offered to bring a catalog from JMV Graphix. She felt sure that they have items available that are not quite as spendy.
7. New Business:
- a. Development of Budget for 20/21. The Commissioners reviewed Dan's worksheet on the budget. Dan explained transfer of 1K from General Basic Fund, General Services to Veterans Motor Vehicle to General Basic Fund, General Services to Veterans Burial. This is because the county bears the burial cost for Veterans if they are buried within the county, regardless of where they lived.
 - b. The planning meeting for the budget review is still to be determined. Dan provided a salary comparison sheet for review. Based on the populations and salaries of comparable Directors, he is due a salary increase. The Commissioners agreed to support this with the County Board of Supervisors. We again discussed the need for a part time individual to assist the Director, and agreed to support this effort with the County Board of Supervisors during the budget planning for 20/21.
 - c. Communication from the Commission: The Commissioners requested Dan develop a job description for the part time individual to help support the need for this position.
 - d. Commission remarks.
8. Motion to Adjourn. Motion by Kim and seconded by Dan to adjourn. Motion carried. Meeting adjourned at 18:17 p.m.

SIGNED:

DATE