

APPROVED
2-11-15

Meeting Minutes
January 14, 2015
Kalamazoo County Veterans' Affairs Committee

- I. Meeting called to order by Chairperson Michael Quinn at 8:13 a.m.
- II. Roll Call
 - a. Members Present: Michael Quinn, Michael Seals, Bill Becker, Michael Jones
 - b. Members Absent: Audree Morrison
 - c. County Staff Present: Aaron Edlefson, John Faul, Dr. Gillian Stoltman, Beth Ridge, Courtney Davis
- III. Review of previous month's meeting minutes.

Motion made to accept the meeting minutes from December 1, 2014 as presented.
Seconded.
Motion carried by a unanimous voice vote.
- IV. Citizen's Time

Chairperson Michael Quinn opened the floor for sharing. No comments, questions or issues were brought forward. Citizen's time was closed.
- V. Old Business

Veterans Service Office position updates were provided. Mr. John Faul shared that no decision had yet been made by the Prosecutor. Discussion as to the length of the process ensued.
Veterans Service Specialist position will be posted by Monday, January 19th. Discussion followed about committee's role in the hiring process. Committee will help with interviews and appointment process.
Discussion of overall process for hiring and required county procedures followed.
- VI. Financial Review

Review of all Service Office assistance programs by Interim Coordinator, Mr. Aaron Edlefson. Brief discussion and summary of program parameters and assistance threshold, as outlined in State and internal policies and procedures, was provided. Committee was happy to see that the Michigan Veterans Trust Fund was able to assist County Veterans with larger household needs (new well...). Members discussed future funding options such as a millage and/or Levy. Committee asked Mr. Edlefson to work to outline needs, including internal resources and external financial assistance needs.
- VII. New Business:

Application review for emergency assistance from the Soldier & Sailors Relief fund. Individual's application was reviewed by the committee. This application required committee review and approval as the individual is over income. Excess income is less than \$1000.00 over program limit and individual is supporting a family.

Motion to approve the application due to the extenuating circumstance was made by B. Becker.

Seconded by M. Jones

Motion carried by a unanimous voice vote of all members in attendance

Approval form was signed by all committee members present.

Policy & Procedure Review

Review of revisions made to the Implementing Procedures for the Soldier and Sailors Relief Fund. Revisions were to add language to the procedure to maintain consistency with State and Federal related Laws.

Motion to accept the revised Implementing Procedures was made by M. Seals

Seconded by M. Jones

Motion carried by a unanimous voice vote.

Committee member Bill Becker addressed a need to seek community and Veteran feedback as to service delivery at the Veterans Service Office. Committee then discussed a desire to know what other needs are prevalent for County Veterans. Discussion of methods for this followed. Staff will look into perspective methods – paper survey, letter, e-mail, survey application – and present to committee at a future committee meeting. Staff will also work to enhance office marketing overall.

VIII. Other Items

Committee Meeting Schedule for 2015 was shared. Meetings will continue to be held the 2nd Wednesday of each month.

The Michigan Veterans Trust Fund committee would like its chair to be involved in the interviews for the Veteran Service Specialist Position. Committee asked Mr. Edlefson to invite chair to February meeting.

HCS Director – Dr. Stoltman thanked the committee for their welcome and shared her desire to be involved with Department committees and to learn about their specific roles. She looks forward to supporting the Veterans Service Office and the committee with their work and needs.

HCS Financial Analyst, Beth Ridge, provided committee with a financial update for overall office operations. A final financial report will be complete towards the end of January for the 2014 fiscal year.

IX. Executive Session. Not required.

X. Meeting was adjourned by chairperson Michael Quinn at 9:12 am