

APPROVED  
6-10-15 CB

Kalamazoo County  
Veterans Affairs Committee  
Meeting Minutes  
May 13, 2015

- I. Committee meeting called to order by Chairperson Michael Quinn at 8:03 AM
- II. Roll Call: Michael Jones (by teleconference), Michael Seals, Bill Becker, Michael Quinn  
Others: Don Jarzembek, Lucinda Stinson, Brien Brockway, Beth Ridge, Courtney Davis
- III. Review of previous meeting minutes  
Motion made to approve the minutes as presented by Commissioner Seals.  
Seconded by Bill Becker.  
Carried by unanimous vote.
- IV. Citizens' Time  
Chairperson Michael Quinn opened the floor for sharing. No comments, concerns, issues for discussion were presented. Citizens' time closed.
- V. For Consideration
  - a. Old Business  
Veteran Service Coordinator update provided by Lucinda Stinson, HCS Deputy Director – Community Services. Interviews will happen afternoon today and Friday, May 22<sup>nd</sup>; 12 interviewees in total. Top candidates will present to the Committee in early June. Michael Jones will represent the committee during initial interviews. All resumes will be forwarded to committee members for their review.
  - b. Financial Review  
All assistance programs were reviewed for past month.  
Financial Analyst, Beth Ridge provided a review of overall office financial status and year to date reports.
  - c. New Business  
Veterans Service Office Updates provided by Veterans Service Specialist Brien Brockway. Office hours have been adjusted to insure prompt service to veterans. Mondays are walk-in days; Tuesday – Thursday by appointment; Friday will continue to be closed for completion of paperwork and follow-up calls. Kay Vandrunen and Sue Weir are in the office on Mondays to help with walk-in appointments. Administrative Assistant support has been coordinated to support office for immediate future. Calls are being routed through Assistant for scheduling of appointments and basic office questions; is helping to keep up on call volume coming into the office. Committee members want to make sure that everyone is being seen who needs to be.

Veterans Stand Down is Friday, May 15. Many of the same vendors are attending again this year. Thursday is set up. Stand Down hours on Friday are 10 AM to 2 PM

Veterans' Millage - Committee would like to begin work on a proposal for the County Board. Timing will be really important as there will be other millage requests competing for commission attention. Need to have evidence based (Kalamazoo County has 7<sup>th</sup> largest Veteran population in state...) information to support the expansion. Plan will need to outline and support: office personnel needs, numbers being served by the office and what percent of veterans that are being missed due to personnel shortages; what are the needs of veterans in the area (transportation, housing...); is there an appropriate amount of administrative support and community outreach support.

In June committee will begin to look a collection of this data – working with vetraspec (office software/data collection system); will work with County Administration and HCS Administration to establish a timeline. Next Steps: schedule a time for Veteran's Service Office to present at Board of Commission meeting. HCS Staff to begin to put together preliminary data and report for committee review.

Board discussion about the high need and use of emergency relief funds; discussed alternative venues for office support during hiring transitions. HCS may consider contacting American Legion, VFW and/or DAV to send a staff member to the office on a monthly/weekly basis.

d. Other

Chairperson shared with committee members that Ms. Audree Morrison will no longer serve on the committee; Letter of thanks for her past service on behalf of the County Board of Commissioners was shared with committee members. Efforts will be made to fill this position in the near future. Applications are being accepted and opening is posted on County website.

- VI. Motion made to adjourn. Motion Seconded. Motion Carried. Chairperson Quinn adjourned the committee meeting at 8:56 AM.