

Kalamazoo County Veterans' Affairs Committee  
Meeting Minutes  
July 8, 2015

- I. Meeting was called to order by Chairperson Michael Quinn at 8:19 am
- II. Roll Call  
Members in Attendance: Tom Burton, Michael Quinn, Bill Becker, Chad Dillon, Michael Jones  
Others in Attendance: John Faul, Michael Seals, Brien Brockway, Beth Ridge, Kathy Weissert, Lynne Norman

*Note for committee records:* Commissioner Seals has resigned his position on the Veterans' Affairs Committee as of 4:00 p.m. on July 7, 2015. He has stepped down as vice-chair as well and is now a liaison from the Board of Commissioners.

- III. Review of previous meeting minutes  
Motion by Mr. Becker to approve minutes as presented from the June 10<sup>th</sup> and June 17<sup>th</sup> meetings.  
Seconded by Mr. Quinn  
Motion passed by unanimous voice vote
- IV. Citizens' Time  
Chairperson Michael Quinn opened the floor for sharing. No comments, concerns, issues for discussion were presented. Citizens' time closed.
- V. Financial Review  
Mr. Brockway shared information on the Soldiers & Sailors fund. The information reflects activity since the last meeting.

Financial Review of soldiers & sailors since last meeting; 50% increase in awards from prior month. Burial benefits outlined; highlighted change in policy on burial benefits - letter will be sent to all funeral homes notifying of the changes. Change is procedural in relation to the asset limitation for wartime veterans.

*General financial review and discussion*

Veteran stand down financials were discussed and reviewed. Commissioner Seals provided background on why the date was changed from the Fall to the Spring; these dates are assigned from the State, this is not decided upon locally. Committee would like to explore process for better clarification of what is expected in the future and to have more input if possible.

Question asked about County Burial Benefit and VA Burial Benefit. Can they be used together? In some cases, yes, Brien reviewed the requirements with the committee; veteran's monies are allocated from the County general fund, no specific income source.

Mr. Burton asked about the Internal Communication Expense. Beth (HCS Financial Analyst) explained it is the phone and computer use for the office. The Computer Expense is the purchase of technology; costs of scanning and moving the office to electronic records versus papers.

Flag reimbursement was discussed on the cost and how to further coordinate with the City of Kalamazoo. The orders are placed in bulk by the County and City distributes.

## VI. Old Business

### *Veteran's Service Coordinator Next Steps*

Veterans Service Specialist, Brien Brockway, excused himself from the meeting to take care of upcoming veterans' appointments for the day.

Chairman Quinn opened the floor for discussion; resumes for candidates from previous rounds were passed to all members present. Two options for committee choice: Choose from one of the previous Candidates and hold 3<sup>rd</sup> interviews or repost and advertise position.

Committee would prefer to relook at previously submitted applications and conduct 3<sup>rd</sup> interview round. Committee discussion of necessary components for 3<sup>rd</sup> interview and process in general followed.

Committee expressed concern over ranking sheet used, they did not feel it adequately accounted for all aspects of an interview or candidates credentials/presentation or was appropriately weighted (e.g. showing up on time is equal to all other categories.) Committee would like to create a ranking tool. Committee also discussed preference to make own questions for candidates. Mr. John Faul and Ms. Lynne Norman reviewed County policy with committee members. County HR will need to approve final question selection and each candidate must be asked the same questions for consistency, equity and clarity in the interview process.

Interview process was discussed by the committee. Overall, committee felt they were not appropriately included in previous interview components. Would like more advance notice and involvement in the future, including helping to choose the presentation topic. Committee would like to see more than one member on the interview team; if multiple would like to participate in interviews can be during a public meeting. Also, members would like to have

background checks completed for final candidates prior to presentation if possible. Ms. Lynne Norman will confirm this can be completed with County HR.

Applicants and potential candidates for 3<sup>rd</sup> round interviews were discussed by the committee.

Consensus of the committee formed as to the following: will review resume, will develop questions and have HR review, will develop a presentation subject, will develop a rating sheet. Would like to evaluate for trust and integrity along with 3 key questions (Can they do the job? Will they do the job? Can they get along?); inquiry made as to the use of social media for screening candidates – Mr. Faul confirmed this would be an appropriate tool for candidate review.

Committee review and discussion ensued over 12 candidate applications. Five (5) candidates were selected to return for 3<sup>rd</sup> interviews. Committee would like to see DD214 for all five on the day of interview. Candidates selected: Mr. Robin Hill, Mr. James Hoss, Mr. David Koren, Mr. Michael Corfman, Mr. Scott Underwood.

3<sup>rd</sup> round interviews to be scheduled for July 27<sup>th</sup>. Interview period to be 9:00 a.m. – 12:00 p.m. Presentation topic will be developed and sent to Ms. Lucinda Stinson; committee members will share input for interview questions to be asked. Committee also requested that John Faul attend if possible as committee appreciates his informative and good counsel. County hiring process to be forwarded to members for review.

## VII. New Business

### *Election of Vice –Chair*

Motion made to appoint Mr. Bill Becker as Vice-Chair of the Committee; motioned by Mr. Jones

Seconded by Mr. Dillon

Motion passed by unanimous voice vote.

## VIII. Motion made to adjourn. Motion seconded. Motion Carried. Chairperson Quinn adjourned the committee meeting at 11:14 a.m.