

## **Veterans Service Committee Meeting**

December 22, 2021

West Entrance Meeting Room, Taylor County Courthouse

**Call Veteran Service Committee Meeting to Order:** Chairman Ray Soper called the Committee meeting to order at 10:30 a.m.

**Members Present:** Committee: Raymond Soper, Rodney Adams, David Roiger

**Members Absent:** None

**Other Attendees:** CVS0 Shellie Shaw, Benefit Specialist Nikki Sherman

**Approve Agenda.** A motion was made by Roiger, seconded by Adams, to approve the agenda. A unanimous vote cast, the motion carried.

**Approve Minutes.** A motion was made by Roiger, seconded by Adams to approve the August 10, 2021, Veteran Service Committee meeting minutes. A unanimous vote cast, the motion carried.

**Operational Concerns:** A motion was made by Roiger, seconded by Adams to approve closing the office December 23<sup>rd</sup>, 30<sup>th</sup>, and 31<sup>st</sup>. A unanimous vote cast, the motion carried.

**Office Procedure Clarification:** A motion was made by Roiger and seconded by Adams to allow the remaining employee (in the event of only one staff member in the office) to lock the door from the inside and continue working via computer and telephone to promote safety. A unanimous vote cast, the motion carried.

**Office Procedure Clarification:** A motion was made by Roiger and seconded by Adams to address HIPAA concerns the office door will remain shut during business hours. A unanimous vote cast, the motion carried.

**Adjournment.** A motion was made by Adams, seconded by Roiger, to adjourn at 11:20 a.m. A unanimous vote cast, the motion carried.

**Secretary:** Nikki Sherman

## **Veterans Service Committee**

August 10, 2021

West Entrance Meeting Room, Taylor County Courthouse

**Call Meeting to Order:** Raymond Soper called the meeting to order at 11:43 a.m.

**Members Present:** Raymond Soper, David Roiger, and Rodney Adams

**Members Absent:** None

**Other Attendees:** Shellie Shaw

**Approve Agenda.** A motion was made by Adams, seconded by Roiger, to approve the agenda with nine items. A unanimous vote cast, the motion carried.

**Approve Minutes.** A motion was made by Roiger, seconded by Adams, to approve the March 29, 2021, Veterans Service Committee minutes. A unanimous vote cast, the motion carried.

**Correspondence.** Mrs. Shaw presented letters and cards delivered to the office since the last meeting.

**2021 VSO Periodic Report.** Mrs. Shaw presented the committee with the periodic report and highlighted significant areas. It was discussed that mail should be counted as whole documents rather than counting the pages within a piece of mail, as it was done before.

**2022 Budget.** A motion was made by Roiger, and seconded by Adams, to approve the Commission budget. A unanimous vote case, the motion carried. A motion was made to accept the 2022 budget unchanged from the 2021 budget, with the exception of the change to the Veterans Outreach line to \$1000.

**Update on Veteran Outreach Day 2021.** Mrs. Shaw reviewed the current plans for the Veteran Outreach Day on the last Saturday in August.

**Next meeting planned for early 2022.** No date set.

**Adjournment.** A motion was made by Adams, seconded by Roiger, to adjourn at 11:57 a.m. A unanimous vote cast, the motion carried.

**Secretary:** Shellie L. Shaw, CVSO

## **Veterans Service Committee Meeting**

March 29, 2021

County Board Room, Taylor County Courthouse

**Call Veteran Service Committee Meeting to Order:** Chairman Ray Soper called the Committee meeting to order at 8:23 a.m.

**Members Present:** Raymond Soper, David Roiger, Rodney Adams

**Members Absent:** None

**Other Attendees:** CVSO Jeff Hein, Marie Koerner

**Approve Agenda.** A motion was made by Mr. Adams, seconded by Mr. Roiger, to approve the agenda. A unanimous vote cast, the motion carried.

**Approve Minutes.** A motion was made by Mr. Adams, seconded by Mr. Roiger to approve the February 25, 2021 Veteran Service Committee meeting minutes as presented. A unanimous vote cast, the motion carried.

**Presentation of Certificate of Appreciation.** Mr. Soper presented Marie Albers with a certificate of appreciation and thanked her for her many years of service to Taylor County veterans.

**Resolutions for CVSO and VSS.** Resolutions were presented to the committee recognizing Jeff Hein and Marie Albers for their years of service in the Taylor County Veteran Service Office. A motion was made by Mr. Adams, seconded by Mr. Roiger to approve the resolutions as written and to forward them to the full county board for presentation. A unanimous vote cast, the motion carried.

**Closed session.** A motion was made by Mr. Adams, seconded by Mr. Roiger to move into closed session pursuant to Section 19.85(a)(c), Wisconsin State Statutes, for the purpose of conducting interviews for the Veteran Service Officer position. A roll call vote was taken and unanimously approved, and the motion carried.

**Open session.** A motion was made by Mr. Adams, seconded by Mr. Roiger to move into open session pursuant to Section 19.85(a)(c), Wisconsin State Statutes, in order to take action on the Veteran Service Officer position. A roll call vote was taken and unanimously approved, and the motion carried.

A motion was made by Mr. Roiger, seconded by Mr. Adams to make an offer to an applicant that had a committee consensus in closed session. A unanimous vote cast, the motion carried.

**Adjournment.** A motion was made by Mr. Roiger, seconded by Mr. Adams, to adjourn at 12:36 p.m. A unanimous vote cast, the motion carried.

**Secretary:** Jeff Hein

## **Veterans Service Committee Meeting**

February 5, 2021

County Board Room, Taylor County Courthouse

**Call Veteran Service Committee Meeting to Order:** Chairman Ray Soper called the Committee meeting to order at 9:00 a.m.

**Members Present:** Committee: Raymond Soper, David Roiger, Rodney Adams (virtual)

**Members Absent:** None

**Other Attendees:** CVSO Jeff Hein

**Approve Agenda.** A motion was made by Mr. Roiger, seconded by Mr. Adams, to approve the agenda. A unanimous vote cast, the motion carried.

**Approve Minutes.** A motion was made by Mr. Adams, seconded by Mr. Roiger to approve the December 14, 2020 Veteran Service Committee meeting minutes as presented. A unanimous vote cast, the motion carried.

**Correspondence.** Mr. Hein presented letters and cards delivered to the office since the last meeting.

**Draft 2020 VSO Annual Report.** Mr. Hein presented the committee with the draft annual report and highlighted significant areas. There has been some change due to COVID restrictions such as overall contacts but all business has been conducted as needed by using mail, email, and telephone rather than face-to-face meetings. Conferences, DAV van travel, and outreach events have all been affected by COVID restrictions. A motion was made by Mr. Roiger, seconded by Mr. Adams to approve the annual report as it is and forward to the full county board meeting on April 20, 2021. A unanimous vote was cast, and the motion was carried.

**Update on Veteran Outreach Day 2021.** Mr. Hein reviewed the current plans for the Veteran Outreach Day on the last Saturday in August. He stated that he is currently planning for the event and watching current events to determine if it will be feasible to go forward with it based on the situation with COVID-19. He will brief the incoming CVSO and prepare them to take over the event. Flexibility will be built into the schedule with an alternated date in September in case of a need to push it back a month. Plans will carry forward from last year's planning cycle with updates going out soon to participants.

**Payroll Change Report.** Mr. Hein presented the CVSO payroll change report which was signed by the committee chairman Mr. Soper.

**Update on personnel status/hiring of new CVSO and VSS.** Mr. Hein informed the committee that the interviews for Veteran Service Specialist were completed and an applicant was chosen, and an offer of employment was made. We are currently waiting on that applicant to accept the offer. The CVSO application window is still open until February 19, 2021.

**Adjournment.** A motion was made by Mr. Roiger, seconded by Mr. Adams, to adjourn at 9:53 a.m. A unanimous vote cast, the motion carried.

**Set Next Meeting Date:** The committee agreed to a meeting prior to the county board meeting on April 20, 2021, in order to meet the new CVSO and Veteran Service Specialist and to approve letters of appreciation for the outgoing CVSO and VSS.

**Secretary:** Jeff Hein