

Calhoun County Veterans Affairs Committee Meeting

Minutes: January 14, 2015

Veterans Affairs Committee meeting called to order by Veterans Affairs Committee Vice-Chairman Jack Hunn at 2:30 P.M.

Pledge of Allegiance–Moment of Silence.

Roll-call of committee members:

- | | | |
|--------------|--------------------|-----------------|
| • Chairman | Rodger Seidel, | Excused Absence |
| • Vice-Chair | Jack Hunn | Present |
| • Secretary | Samuel Gray, | Present |
| • Member | George “Rob” Beam, | Present |

Calhoun County Veterans Affairs Office Staff:

- | | | |
|----------------------------|---------------------|-----------------|
| • Director | Position Vacant | |
| • Service Officer | Kristina S. Higgins | Excused Absence |
| • Administrative Assistant | M. Luann Cape | Present |

County Administration Staff:

- | | | |
|--|-----------------|---------|
| • _____ County Administrator | Kelli Scott | Present |
| • _____ County Assistant Administrator | Brad Wilcox | Present |
| • _____ Corporation Counsel | Richard Lindsey | Present |
| • _____ Human Resources Director | Kim Archambault | Present |

Agenda Changes:

None.

Correspondence:

Thursday, January 29th 12-1pm, there is a Veterans Town Meeting at VA Medical Center in Battle Creek.

Administrative Updates:

Current office operations are under County Assistant Administrator, Bradley Wilcox's direction. The office is currently working on categorizing the former director's claims. The transition plan includes some possible referrals and the staff will not be attending Veterans Treatment court for the time being.

Mr. Wilcox then went over the 2015 budget.

Corporation Counsel, Richard Lindsey summarized what the last couple of weeks entailed leading up to Director Losey's resignation. It all began with a surviving spouses complaint that Director Losey asked her for \$200. The County Executive Team interviewed Director Losey, this was followed by a County investigation while he was on Administrative leave. The investigation resulted in Director Losey submitting his resignation. Wood TV 8 delivered a FOIA request for Director Losey's e-mails. The County Sheriff is currently conducting an investigation.

Mr. Wilcox pointed out that the first meeting of the year is usually considered the organizational meeting and it requires the election of officers for that year.

Mr. Beam motioned that the Committee would approve the meeting schedule as discussed in the December meeting, Mr. Gray seconded. All were in favor, motion passed, 3-0.

Mr. Gray moved to elect officers in the February 11th meeting, Mr. Beam seconded, all were in favor, motioned approved, 3-0.

County Assistant Administrator, Brad Wilcox, spoke of the possibility of adding 600 square feet to the existing office space for Veteran Affairs.

After a brief discussion concerning office keys, it was decided by administration that there was no need to Committee Members to have keys. Mr. Beam then, returned his key.

Mr. Wilcox then went over 2014 Budget performance report. One of the items pointed out was the fact that the office underspent the personnel budget by using temporary employees. The office is currently slated for one Director and two Service Officers.

Mr. Beam moved that the office expand to 1 Director, two Service Officers and one Administrative Assistant. Mr. Gray seconded the motion, all were in favor, so by a vote of 3-0, motion passed. This motion will also need to be reviewed by the County Board of Commissioners.

Minutes: Mr. Beam made a motion to accept December's minutes as written, Mr. Gray seconded, all were in favor. By a vote of 3-0, motion passed.

Applications for Emergency Assistance from the Calhoun County Veterans' Relief Fund: None.

Old Business:

- The requirements for Committee Applicants were reviewed, some applicants were discussed as far as their eligibility. The interview committee will consist of two Commissioners, two committee members, and Mr. Wilcox.
- Procurement Cards and their procedures for operation were discussed. Contacting Mr. Wilcox through e-mail would be sufficient for approval.
- There were 26 applications for the Service Officer position.

New Business: The recruitment for the new VA Director will be posted on a Michigan Veteran's sight. The interviewing committee will consist of two Committee Members and three County Administration Staff Members.

Open Action Items:

- Review of the Web page.
- Training for LOGO's Microsoft office
- Establish a meeting for reviewing the Strategic Plan

Citizen's Time: None.

Good of the Committee: There will be some special events celebrating Martin Luther King Day. One of them will be at the Federal Center.

Adjournment: Mr. Beam made a motion to adjourn, Mr. Gray seconded, by a vote of 3-0, motion passed. Adjourned at 4:40 pm.

Jack Hunn
Vice-Chairman, Calhoun County Veterans' Affairs Committee

Acting Director, County Assistant Administrator,
Bradley Wilcox