

Calhoun County Veterans Affairs Committee Meeting

Minutes: March 11, 2015

Veterans Affairs Committee meeting called to order by Veterans Affairs Committee Secretary, Mr. Samuel Gray at 2:33 P.M.

Pledge of Allegiance–Moment of Silence.

Roll-call of committee members:

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



Calhoun County Veterans Affairs Office Staff:

- | | | | |
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| • | Service Officer | Kristina S. Higgins | Present |
| • | Office Assistant | M. Luann Cape | Present |

County Administration Staff:

- | | | |
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| • | County Assistant Administrator | Brad Wilcox |
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Agenda Changes:

None.

Citizens Time: None.

Correspondence: None.

Welcome the New Committee Member: Trena Philo is retired as a Chief Master Sargent and also ten years at the Federal Center.

Administrative Updates:

County Assistant Administrator, Bradley Wilcox shared some updates concerning the office. The new remodel should begin in the next 30-60 days. Once the construction has begun, it should be completed after 60 days.

Some referrals are being done with an intake sheet and document list. Phil Smith, from Vietnam Veterans of America, has been meeting with Veterans that have claims work uncompleted by the former Director. Gary Easterling will be meeting with Veterans starting next week. The office staff continue to process burials. They have also finished up with the corner office clean-up and organization.

The office will be participating in the Senior Fair April 9th.

Service Officer Higgins explained Vetrospec, how we can look into claims' status in the Detroit Regional Office.

Administration is working with American Eagle to update the website. Kent County's website is a good example, as well as, Clinton and Ingham Counties.

Minutes: Mr. Beam moved to accept the minutes as presented, Ms. Philo seconded, and all were in favor, motion passed.

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

Old Business: Ms. Philo needs a copy of the by-laws sent to her.

The applications for the Director position was narrowed to 20 (minimal qualifications), and then down to 12. The top four were scheduled for interviews on Friday, March 13, 2015.

There were 57 applications for the Office Assistant position and after thorough review, Luann Cape was selected.

The position of Service Officer was re-classified and the pay scaled adjusted accordingly.

New Business: In preparing for the Senior Fair, Service Officer Higgins has selected a table

cover that's blue with the County logo on it. She is also looking at ordering pens and refrigerator magnets to give away.

After discussion, May 7th was selected as the day to meet to discuss the Strategic Plan in the garden area of the Marshall County Building. The entire day will be set aside with lunch provided.

Mr. Beam suggested getting shirts for the office staff with the County logo on them. Assistant Administrator, Brad Wilcox offered to investigate.

Adjournment:

Mr. Beam made a motion to adjourn, Ms. Philo seconded the motion. Meeting adjourned 3:31 pm.

Sam Gray
Secretary, Calhoun County Veterans' Affairs Committee

Bradley J. Wilcox
Assistant County Administrator