



Winnebago County Veterans Affairs Commissioners Board Meeting

Monday, April 28, 2025 – 10:00 am
Winnebago Co Health Department Board Room

1. Call to Order, Roll Call, Pledge

Present: Commissioners Troy Thompson, Dave Peterson and Veteran Service Officer (VSO) Mary Lou Kleveland

2. Review and Approval of Previous Monthly Meeting Minutes

The March monthly meeting minutes were reviewed. Thompson motioned, seconded by Peterson to approve the March minutes. All in favor. March minutes were approved.

3. Veteran Services Officer Report

- a. Monthly VA numbers: VSO shared the statistics for March 2025 for Winnebago County and the state of Iowa. VSO provided a copy of the 2025 1st Quarter Report for the VA office to the Commissioners. VSO advised that this report had been submitted to the Board of Supervisors on 4/8/2025
- b. County Outreach Efforts – The ads regarding tinnitus and hearing loss pending changes stopped on 3/31/2025.
- c. Review Monthly Expenditure Report for Approval - The Commissioners and VSO reviewed the expenditures for March 2025. VSO and Commissioners discussed the amount of budget left with the State Grant \$10,000 Allocation. VSO advised that Kris Oswald from the Auditor's office was tracking the state grant allocation expenses. Commissioners requested that VSO begin including her monthly report in the packets given to Commissioners at each monthly meeting. Thompson motioned and Peterson seconded to approve the March expenditures. All in favor. The March expenditure report was approved and the Commissioners signed off on the report.

4. Old Business

- a. Use of Remaining Budgets – County and Grant Allocations – Commissioners and VSO discussed the best use of the remaining \$10,000 of the state grant money. VSO will contact Bison Graphics regarding a sign for the door and creation of brochures for disability compensation and pension. VSO will also check into the cost of an entryway rug and challenge coins with contact information. VSO advised she may need to order more Winnebago County Veteran ball caps. The VA regular budget is on track.
- b. VSO Spring School Training – VSO updated the Commissioners on the training topics and activities at spring training.
- c. Financial Assistance Request – VSO advised that there had been no response to the denial letter that was mailed to the veteran requesting assistance in March.

5. New Business

- a. New and Emerging Information – Thompson motioned for an amendment to the agenda and Peterson seconded. All in favor. Agenda amended so Thompson could present a VSO Job Review document that would potentially be used to annually review the job performance of the VSO every June at the end of the fiscal year. This document will be reviewed at the May monthly

Commissioners meeting and then approved at the June Commissioners meeting. VSO will present VSO job description document at May Commissioners meeting for review and possible approval of job description for VSO. The Commissioners will evaluate VSO in June. VSO presented a financial request for dental services. Request was made after agenda was established. After discussion, Thompson motioned and Peterson seconded to approve the request for assistance for dental services in the amount of \$750.00. All in favor. Financial assistance request is approved.

- b. Discussion and possible approval of parameters for VSO to make decision for emergency Winnebago County Financial assistance– VSO showed the proposed policy she had created regarding these parameters. The Commissioners reviewed and suggested a couple of changes. VSO will make the changes and this policy will be reviewed again with possible approval at the May Commissioners meeting.
- c. Iowa Dept of VA & Federal VA Changes – VSO advised that the federal VA is requiring that all VA paperwork be done digitally. Because of that, veterans need to develop an id.me or a login.gov account so that they can complete paperwork digitally and also check on the status of their claims and access VA Healthcare. VSO advised that this was extremely difficult for older veterans who had little to no computer experience and often no access to a computer. Thompson suggested having Winnebago County VA host a town hall meeting every couple of months (beginning in the new fiscal year) for the purpose of helping veterans get signed up with one of these accounts as well as assisting them to reset their passwords if necessary. VSO will check on the list of documents that a veteran would need to bring to one of these meetings as well as to find out how often the password needs to be reset on these accounts.
- d. Discussion and possible approval of office closure from noon to 4:30 pm on July 22, 2025 due to RAGBRAI – After discussion regarding the closure, Thompson motioned and Peterson seconded to approval the closure of the VA office for RAGBRAI. All in favor. Office will be closed for RAGBRAI.
- e. Next Meeting Date: May 19, 2025 at 10:00 am at the Winnebago County Courthouse -3rd Monday of the month due to Memorial Day being on the 4th Monday of the month

Adjournment – Thompson motioned; Peterson seconded. All in favor. Meeting adjourned.

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