

# AGENDA

## MARSHALL COUNTY

### COMMISSION OF VETERANS AFFAIRS

101 E Main Street, Marshalltown, IA 50158

1:00 PM February 14, 2024

The Marshall County Commission of Veterans Affairs will meet in the Veterans Affairs office conference room, 101 E. Main St, Marshalltown, Iowa. The Commission will consider such necessary business as may come before it. Persons having business with the Commissioner of Veterans Affairs must submit a proposed agenda of items in writing to the Marshall County Veterans Affairs office, 101 E Main Street, Marshalltown, Iowa 50158.

Commissioners: Chair Bob Grimes, Randy Kessler; Ex-Officio member Board of Supervisor  
Representative: Jarret Heil.

#### **PROPOSED AGENDA:**

1. Call to Order by Commission Chair Grimes.
2. Pledge of Allegiance.
3. Roll Call.
4. Approval of Minutes: Motion by \_\_, second by \_\_ to approve minutes as presented. Roll call vote: \_\_. *Document: Regular Meeting of December 13, 2023.*
5. Receipt of Resignation of Commissioner Laurel Degelau. Motion by \_\_, second by \_\_, to accept recommendation of Kevin Huseboe to appoint Dave Streets as Commissioner to fulfill the remainder of Laurel Degelau's three-year term, beginning January 10, 2024, through 12/31/2025. Roll call vote: \_\_.
6. Presentation of claims and approval. Motion by \_\_, second by \_\_ to approve claims as presented. Roll call vote: \_\_. *Document: Year to Date Expenditures.*
7. Motion by \_\_ second by \_\_, to adopt Resolution authorizing payment of the recurring copier invoices from Xerox and RK Dixon, due upon receipt, to be paid as per contract previously authorized. Roll call vote: \_\_. *Document: Resolution 2023-001-Advance Issuance of Contracted Copier Payments FY 2023-24.*
8. Bylaws review (anticipated adoption at future meeting)
9. Budget Report: July 1, 2024-June 30, 2025 – Report January 2 budget meeting with Supervisors.
10. Director's Report.
11. Commissioner's Report.
12. Public comments.
13. Adjourn. Time: \_\_

Kevin Huseboe  
Executive Director, Veterans Affairs

*The Veterans Affairs Commission generally meets the 2<sup>nd</sup> Wednesday of each month.*



# OFFICE OF VETERANS AFFAIRS

MARSHALL COUNTY, IOWA

101 E. Main St  
Marshalltown, IA 50158  
Phone (641) 754-6335

**Commissioners:**  
Bob Grimes, Chairman  
Laurel Degelau  
Randy Kessler

## MARSHALL COUNTY COMMISSION OF VETERANS AFFAIRS MEETING Regular Meeting – December 13, 2023

The meeting was called to order at 1:05 pm by Chairman Bob Grimes. Also in attendance were Commissioners Randy Kessler, Laurel Degelau, Executive Director Kevin Huseboe, County Veterans Service Officer Shari Coughenour and Ex-officio member Board of Supervisor Chair Jarret Heil.

Roll Call: Present: Grimes, Kessler, Degelau. Absent for roll but arriving shortly thereafter, Ex-officio member Heil. Degelau led the Pledge of Allegiance.

Grimes moved to approve regular minutes dated November 8, 2023, second by Kessler. Motion carried 3-0.

Kessler moved to approve the claims, second by Grimes. Motion carried 3-0.

The draft version of the bylaws was presented for review and consideration to be adopted at a future meeting. The commissioners discussed the Mission Statement. Kessler suggested "The Mission of the Marshall County Veteran Affairs Commission is to assist all Veterans in Marshall County and other veterans to file VA disability claims." County Attorney Gaffney reviewed the bylaws and his comments have been incorporated in the first draft.

FY24-25 Budget: Following discussion of the current year expenditures, Grimes moved to approve the FY24-25 budget recommendations with expenditure increases in the office supplies to cover paper costs and in the copier equipment line to cover lease increases, second by Kessler. Motion carried 3-0.

Kessler moved to remove the tabled item for discussion, second by Grimes. Motion carried 3-0. Kessler moved to pay and donate an AED to the American Legion, funded by Outreach. Motion carried 2-1, Degelau dissenting. Kessler reported he inquired to several sources and found there was no funding available.

Director Report: Huseboe updated the commissioners on the progress for the Veterans Memorial for the courthouse square.

Grassley's office conducted a survey of 5 VA county offices and found 2/5 offices were actively helping veterans file disability claims. Grassley's team will be in Marshalltown January 10, 2024, to meet with our Commission at 10:00 am. The January Commission meeting will be held at 11:00 following the Grassley Team meeting.

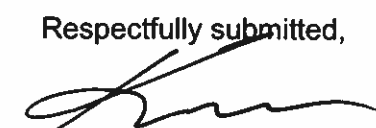
Commissioners Report: Commissioners requested statistics, number of veterans served and types of reports filed. Vetraspec has some reporting but requires manipulation to deliver the summary detail. Summary included as part of these minutes from January – November 2023.

Chair Grimes asked that questions be asked in advance of the meeting to enable the Executive Director time to review and report answers.

There were no public comments.

The meeting adjourned at 2:04 pm.

Respectfully submitted,

  
Kevin Huseboe,  
Executive Director





<u>Month</u>	<u>TOTAL REPORTS</u>	<u>10-10EZ</u>	<u>10-10EZR</u>	<u>10-10HS</u>	<u>20-0995 SUPP CL</u>	<u>20-0996 HIGHER REV</u>	<u>21-0966 INTENT</u>	<u>21-22 POA</u>	<u>526EZ CLAIM</u>	<u>21-527</u>	<u>21-534</u>	<u>21-0969</u>	<u>APPEAL</u>
2023-01 JAN	26		1					13	10		1	1	
2023-02 FEB	46	1	5		1			21	18				
2023-03 MAR	54	1			1	2		24	24		2		
2023-04 APR	40				2	2		16	19		1		
2023-05 MAY	33		1		3	3	3	12	11				
2023-06 JUN	82	5	1		7		9	31	25	2	1	1	
2023-07 JUL	46	4	1		1		2	18	10		7	2	1
2023-08 AUG	85	5	2	1	2		7	32	35	1			
2023-09 SEP	51	5	1		5		3	18	18		1		
2023-10 OCT	68	2	2		3		8	27	20		5	1	
2023-11 NOV	62	3			6		12	20	18		1	2	
2023-12 DEC													
<b>Totals</b>	<b>593</b>	<b>26</b>	<b>14</b>	<b>1</b>	<b>31</b>	<b>7</b>	<b>44</b>	<b>232</b>	<b>208</b>	<b>3</b>	<b>19</b>	<b>7</b>	<b>1</b>

**KEY**

21-22 Appointment of Veterans Service Organization

21-0966 Intent to File

21-526EZ Application for Disability Compensation and Related Compensation Benefits

21P-527EZ Application for Pension

21-527 Income-Net Worth and Employment Statement

21P-0969 Income And Asset Statement In Support Of Claim For Pension Or Parents' Dependency And Indemnity Compensation (DIC)

21P-534a Application For Dependency And Indemnity Compensation By A Surviving Spouse Or Child - In-Service Death Only

21P-534EZ Application for DIC, Death Pension, and/or Accrued Benefits

21-534 Widow or Child -- DIC, Death Pension, and Accrued Benefits

20-0995 Decision Review Request: Supplemental Claim

20-0996 Decision Review Request: Higher-Level Review

9 Appeal to BVA

10-10 EZ Application for Health Benefits

10-10 EZR Health Benefits Renewal

10-10HS Request for Hardship Determination

**VETERAN AFFAIRS COMMISSION**

**Resolution #2023-001-Advance Issuance of Payments FY 2023-24**

**Whereas** the Board of Supervisors, pursuant to Section 331.506 (3a and b), Code of Iowa, may authorize the County Auditor and Recorder to issue payment when said Board is not in session for the following purposes:

1. Fixed charges including but not limited to, freight, express, postage, water, light, and telephone service or contracted services, after a bill is filed with the Auditor and Recorder.
2. Salaries and payrolls if the compensation has been fixed or approved by the Board. The salary or payroll shall be certified by the officer or supervisor under whose direction or supervision the compensation is earned; and

**Whereas** the Marshall County Veterans Affairs Commission, pursuant to Section 35B.10 (1) is required to certify claims, with those claims to be paid upon approval by the Board of Supervisors.

**Therefore Be It Resolved**

1. The Marshall County Veteran Affairs Commission hereby certifies the claims of recurring fixed charges, and directs the Executive Director of the Marshall County Veteran Affairs to submit fixed charges as outlined above for payment to the Auditor /Recorder.
2. Be it further resolved, all bills paid under provisions of Section 331.506 (3a and 3b), Code of Iowa, shall be submitted to the board for review and approval following the payment.

Dated at Marshalltown, Iowa, this 14<sup>th</sup> day of February, 2024.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt **Resolution #2023-001-Advance Issuance of Contracted Copier Payments FY 2023-24.**

**MARSHALL COUNTY, IOWA, VETERAN AFFAIRS COMMISSION**

\_\_\_\_\_  
Bob Grimes  
Chairman

\_\_\_\_\_  
Randy Kessler

\_\_\_\_\_  
David Streets

Attest:

\_\_\_\_\_  
Shari Coughenour  
Notary Public, Marshall County Veteran Service  
Office  
Date Attested: \_\_\_\_\_



Marshall County, IA

# Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 01/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 0001 - GENERAL BASIC</b>						
<b>Function: 3200 - ADMINISTRATION</b>						
<a href="#">0001-21-3200-000-10010</a>	SALARIES-OFFICERS	43,700.00	43,700.00	3,635.14	25,592.78	18,107.22 41.44 %
<a href="#">0001-21-3200-000-10020</a>	SALARIES-DEPUTIES/ASSISTANTS	33,800.00	33,800.00	2,127.96	16,390.85	17,409.15 51.51 %
<a href="#">0001-21-3200-000-10030</a>	SALARIES-OTHER HELP	1,900.00	1,900.00	0.00	500.00	1,400.00 73.68 %
<a href="#">0001-21-3200-000-11900</a>	EMP BEN-R-FHRA CO SHARE	0.00	0.00	0.00	0.00	0.00 0.00 %
<a href="#">0001-21-3200-000-23000</a>	VOLUNTARY DRIVERS MEETING EXP	800.00	800.00	0.00	648.00	152.00 19.00 %
<a href="#">0001-21-3200-000-26000</a>	OFFICE SUPPLIES	1,800.00	1,800.00	401.12	809.74	990.26 55.01 %
<a href="#">0001-21-3200-000-29999</a>	MISCELLANEOUS SUPPLIES	500.00	500.00	0.00	0.00	500.00 100.00 %
<a href="#">0001-21-3200-000-41200</a>	POSTAGE	600.00	600.00	0.00	0.00	600.00 100.00 %
<a href="#">0001-21-3200-000-41300</a>	TRAVEL EXPENSE	2,500.00	2,500.00	0.00	244.40	2,255.60 90.22 %
<a href="#">0001-21-3200-000-41800</a>	VA COUNTY ALLOCATION PROGRAM	10,000.00	10,000.00	1,662.35	8,124.83	1,875.17 18.75 %
<a href="#">0001-21-3200-000-42140</a>	HARDWARE MAINTENANCE	0.00	0.00	0.00	0.00	0.00 0.00 %
<a href="#">0001-21-3200-000-42210</a>	SCHOOL OF INSTRUCTION	1,000.00	1,000.00	0.00	180.00	820.00 82.00 %
<a href="#">0001-21-3200-000-48700</a>	LICENSES/FEES	200.00	200.00	0.00	150.00	50.00 25.00 %
<a href="#">0001-21-3200-000-62401</a>	VETERANS MEMORIAL	0.00	0.00	0.00	0.00	0.00 0.00 %
<a href="#">0001-21-3200-000-63500</a>	MOTOR VEHICLES	3,000.00	3,000.00	0.00	3,000.00	0.00 0.00 %
<a href="#">0001-21-3200-000-63600</a>	EQUIPMENT/OFFICE MACHINES	2,250.00	2,250.00	214.02	1,519.59	730.41 32.46 %
<a href="#">0001-21-3200-000-63610</a>	FURNITURE/FIXTURES	0.00	0.00	0.00	1,513.08	-1,513.08 0.00 %
<a href="#">0001-21-3200-000-64600</a>	SOFTWARE	1,000.00	1,000.00	0.00	900.00	100.00 10.00 %
<b>Function: 3200 - ADMINISTRATION Total:</b>		<b>103,050.00</b>	<b>103,050.00</b>	<b>8,040.59</b>	<b>59,573.27</b>	<b>43,476.73 42.19 %</b>
<b>Function: 3210 - GENERAL SERVICES TO VETERANS</b>						
<a href="#">0001-21-3210-000-29800</a>	FUNERAL EXPENSE/GRAVE MARKER	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<a href="#">0001-21-3210-000-30600</a>	MEDICAL CARE-RELIEF	0.00	0.00	0.00	53.00	-53.00 0.00 %
<a href="#">0001-21-3210-000-34000</a>	RENT-RELIEF	2,000.00	2,000.00	0.00	900.00	1,100.00 55.00 %
<a href="#">0001-21-3210-000-34100</a>	UTILITIES-RELIEF	1,500.00	1,500.00	0.00	137.84	1,362.16 90.81 %
<a href="#">0001-21-3210-000-35400</a>	TRANSPORTATION/RELIEF	0.00	0.00	0.00	0.00	0.00 0.00 %
<b>Function: 3210 - GENERAL SERVICES TO VETERANS Total:</b>		<b>4,500.00</b>	<b>4,500.00</b>	<b>0.00</b>	<b>1,090.84</b>	<b>3,409.16 75.76 %</b>
<b>Fund: 0001 - GENERAL BASIC Total:</b>		<b>107,550.00</b>	<b>107,550.00</b>	<b>8,040.59</b>	<b>60,664.11</b>	<b>46,885.89 43.59 %</b>
<b>Fund: 0002 - GENERAL SUPPLEMENTAL</b>						
<b>Function: 3200 - ADMINISTRATION</b>						
<a href="#">0002-21-3200-000-11000</a>	EMP BEN--FICA CO SHARE	6,000.00	6,000.00	440.87	3,249.97	2,750.03 45.83 %
<a href="#">0002-21-3200-000-11100</a>	EMP BEN--IPERS CO SHARE	7,400.00	7,400.00	544.05	3,970.17	3,429.83 46.35 %
<a href="#">0002-21-3200-000-11300</a>	EMP BEN--HEALTH INS CO SHARE	0.00	0.00	0.00	0.00	0.00 0.00 %
<a href="#">0002-21-3200-000-11310</a>	EMP BEN--LIFE INS CO SHARE	0.00	0.00	0.00	0.00	0.00 0.00 %
<a href="#">0002-21-3200-000-11320</a>	EMP BEN--DENTAL CO SHARE	0.00	0.00	0.00	0.00	0.00 0.00 %
<a href="#">0002-21-3200-000-11710</a>	EMP BEN--LTD CO SHARE	0.00	0.00	0.00	0.00	0.00 0.00 %
<a href="#">0002-21-3200-000-11720</a>	EMP BEN--STD CO SHARE	0.00	0.00	0.00	0.00	0.00 0.00 %
<a href="#">0002-21-3200-000-11901</a>	EMP BEN--R-FHRA ADMIN	0.00	0.00	0.00	0.00	0.00 0.00 %
<b>Function: 3200 - ADMINISTRATION Total:</b>		<b>13,400.00</b>	<b>13,400.00</b>	<b>984.92</b>	<b>7,220.14</b>	<b>6,179.86 46.12 %</b>
<b>Fund: 0002 - GENERAL SUPPLEMENTAL Total:</b>		<b>13,400.00</b>	<b>13,400.00</b>	<b>984.92</b>	<b>7,220.14</b>	<b>6,179.86 46.12 %</b>
<b>Report Total:</b>		<b>120,950.00</b>	<b>120,950.00</b>	<b>9,025.51</b>	<b>67,884.25</b>	<b>53,065.75 43.87 %</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
0001 - GENERAL BASIC	107,550.00	107,550.00	8,040.59	60,664.11	46,885.89	43.59 %
0002 - GENERAL SUPPLEMENTAL	13,400.00	13,400.00	984.92	7,220.14	6,179.86	46.12 %
<b>Report Total:</b>	<b>120,950.00</b>	<b>120,950.00</b>	<b>9,025.51</b>	<b>67,884.25</b>	<b>53,065.75</b>	<b>43.87 %</b>