

AGENDA

MARSHALL COUNTY

COMMISSION OF VETERANS AFFAIRS

101 E Main Street, Marshalltown, IA 50158

1:00 PM June 7, 2023

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, Laurel Degelau, Randy Kessler
Board of Supervisor Representative: Jarret Heil.

PROPOSED AGENDA:

1. Call to Order by Commission Chair Grimes

2. Approval of Minutes: Motion by _____, second by _____ to approve minutes as presented. Roll call vote: _____
Regular Meeting of May 10, 2023.

3. Presentation of claims and approval. Motion by _____, second by _____ to approve claims as presented. Roll call vote: _____

4. Coughenour completed NACVSO certification, re-approval of budgeted wage increased. Motion by _____, second by _____ to approve hourly wage increase of 2% due to certification, effective July 1, 2023, with an additional increase in November. Hourly rate of \$23.17 effective July 1, and \$24.00 effective November 1, 2023.

5. Director's report

6. Public comments

7. Adjourn. Motion by _____, second by _____ to adjourn. Time: _____

Kevin Huseboe, Director
Veterans Affairs

The Veterans Affairs Commission generally meets the 2nd 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 – May 10, 2023

The meeting was called to order at 1:00 pm by Chairman Bob Grimes. Also in attendance were Commissioner Laurel Degelau, Commissioner Randy Kessler, Director Kevin Huseboe, County Veterans Service Officer Shari Coughenour.

Grimes moved to approve regular minutes dated April 5, 2023, second by Degelau. Motion carried 3-0.

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

Director Report:

- Huseboe will be talking to Ernst and Grassley staff regarding establishing a service dog program for Veterans on May 11.
- Huseboe has arranged for additional food boxes from Food Box of Iowa.
- Our Savior Lutheran Church has donated forty \$25 gift cards for distribution to veterans.
- Huseboe is taking new orders for Veterans Banners.
- The annex parking lot has been striped, with additional handicap spaces close to the sidewalk. There have been several complaints by veterans using walkers that the routes from the city street handicap spots are not easily navigable.
- Coughenour has completed NACVSO certification and will request the Commission to approve the budgeted wage increase at the next meeting.
- General Assistance. May 31 – all day, offices closed. Training in Des Moines for General Assistance training. Brief discussion on setting administrative procedure for application review and submittals. General Assistance has an annual budget of \$10,000. In 2023-2024 the funding was exhausted in mid-January with 42 applications received. There were 22 applications in 2022-2023.
- May 20 – Huseboe will be attending the Veterans Olympics at the Iowa Events Center, he was asked to speak.
- May 26 – offices closed. Dignitaries will be at IVH for the Home Base Iowa Initiative, begins at 9:00 a.m.
- June 1 – offices closed. Food Box of Iowa Conference in Des Moines.
- June 12 - Women's Veterans Day

Outreach Events:

- April 29 - CAPS Garden Event at Veterans Memorial Coliseum. 150 tote bags were distributed and included brochures from other agencies.
- May 3 - I-Works job fair and Food Bank distribution was a huge success, distributing over 200 boxes to both veterans and others.

The meeting adjourned at 1:36 pm.

Respectfully submitted,

Kevin Huseboe,
Director

Certificate of Training



*To all who shall see these presents, Greetings:
This is to Certify that*

Shari Coughenour

*Has successfully completed a course of Instruction in Veterans' Benefits provided by the National Association of County Veterans Service Officers and recognized by the United States Department of Veterans Affairs concerning presentation of claims to the U.S. Department of Veterans Affairs in matters concerning veterans, widows and orphans.
Given at Washington D.C., this 28th day of April, 2023*

This certificate can be used for purposes of accreditation.

Ed Zackery

National Service Director

Zach Migura

Education Chair

Nichole Coleman

President

NEW EMPLOYEE APPROVAL/CHANGE OF EMPLOYEE STATUS FORM

SECTION I. To be completed by the Department Head/Supervisor

1. Name of Employee Coughenour Shari
2. Date of Employment Pay rate
3. Department Veterans Affairs Job Title County Veteran Service Officer
4. Attach Documentation--References checked Yes No
5. Date Physical Given Driver's License Check
6. Job Posting Dates: From to (10 Days Required)
7. Job Description/Grading Complete? Yes No Union Employee
8. New Employee: Number hours per week (Full Time is 32 or more hrs/wk)
If temporary, end date
Completed VA Accreditation April 28, 2023, eligible for \$23.17 effective 7/1/2023 and \$24.00 eff 11/1/2023
9. Change of Status: Effective Date 7/1/2023
Position Title from to
Pay Rate from 22.74 / hr to 23.17 / hr
Roughly 2% increase
Date Tentative Dept Approval

SECTION II. This form, with the attachments and payroll forms, should be forwarded to the Board of Supervisor's Office for inclusion on the next Board agenda before the new employee begins work. Paychecks will not be issued until all forms are complete and Board approval granted.

APPROVAL/DISAPPROVAL / / Date
Board of Supervisors (yes or no + initials)

Sections I and II must be completed BEFORE going to Auditor's Accounting Department

SECTION III. To be completed by payroll personnel (Auditor Office)

- 1. W-4 and IA W-4 (Federal and State withholding certificates)
2. I-9 Employment Eligibility Verification Form
3. IPERS Beneficiary Form (Full time student? Yes No --- Not needed for full time students)
4. Direct Deposit
5. Health, Dental, Life Insurance, EAP & Flexible Spending
6. Voluntary Life Insurance, Voluntary Accident Insurance & AFLAC
7. Part-time? Yes Health Ins Referral Form; No N/A
8. Credit Union Brochure
9. Deferred Comp Information
10. Personnel Policy (printed copy available upon request)
11. Sexual Harassment Policy and Family Medical Leave (if not under County Personnel Policy)

I have completed the forms and received the documents, as noted above.

DATE EMPLOYEE Signature

Shari Coughenour

From: Maria G Vargas-Gonzalez
Sent: Tuesday, May 30, 2023 11:27 AM
To: Shari Coughenour; Cassandra Gerstandt; Jeannie Ferneau
Cc: Nan Benson; Kevin Huseboe; bos
Subject: RE: Shari's VA Accreditation wage increase

Shari,

I was looking at what was budgeted for FY24 and I just budgeted for the increase of \$23.17 for the entire year. If we do an increase in November, the budget will be short \$772.00 for your salary. I thought at budget time with all the different meeting and changes here and there. I thought your salary was increase only to the \$23.17, and did not realize there was a second increase approved for November since that is not a common situation. If Kevin and the BOARD want to approve the November increase to the \$24.00 dollars I will have to do an Amendment at budget time next year to cover for the rest of the salary. I am copying the BOARD also on my email for them to give me directions. Thank you.

Maria G. Vargas-Gonzalez
Assistant Auditor/Recorder
1 E Main Street
Marshalltown, IA 50158
Phone 641-844-2719
mvargasgonzalez@marshallcountya.gov

From: Shari Coughenour <scoughenour@marshallcountya.gov>
Sent: Thursday, May 25, 2023 3:01 PM
To: Maria G Vargas-Gonzalez <mvargasgonzalez@marshallcountya.gov>; Cassandra Gerstandt <cgerstandt@marshallcountya.gov>; Jeannie Ferneau <jferneau@marshallcountya.gov>
Cc: Nan Benson <nbenson@marshallcountya.gov>; Kevin Huseboe <khuseboe@marshallcountya.gov>
Subject: Shari's VA Accreditation wage increase

Kevin proposed at the VA budget session on January 13, 2023, that after VA Accreditation (done on April 30) Shari is eligible to receive a 10% increase based on the \$21.06 current wage. The BOS approved a general 8% increase for her and now that she has been accredited is eligible for an additional 2% effective July 1, 2023, which is an hourly rate of \$23.17

In November, the hourly rate will be increased to \$24 when Shari no longer needs "Kevin's training wheels"
This attached change form is for your review, and is planned to be presented to the VA Commissioners for their review & approval at the next VA meeting on June 7 and to the BOS on June 21.

Thank you
Kevin & Shari

SHARI L. COUGHENOUR

COUNTY VETERANS SERVICE OFFICER

MARSHALL COUNTY VETERANS AFFAIRS
101 E. MAIN ST.
MARSHALLTOWN, IA 50158

DIRECT: 641-844-2895

OFFICE: 641-754-6335

Marshall County
ORGANIZATIONAL CHANGE WORKSHEET

DEPARTMENT: Veterans Affairs **FISCAL YEAR:** 2022-2023

Description of Position

POSITION TITLE: County Veterans Service Officer-CVSO

NAME OF EMPLOYEE: Shari Coughenour

GRADE:

FULL-TIME: **PART-TIME:** 28 hours per week, paid hourly

EXEMPT: **NON-EXEMPT:**

Type of Change

INCREASE ABOVE \$

CREATE

ABOLISH

TRANSFER

UPGRADE

Approved by BOS 1/17/2023

DATE OF REQUESTED CHANGE TO TAKE PLACE: 1/17/2023

FROM: TITLE BOS Admin Assistant **WAGE** 21.06/hr **GRADE**

TO: TITLE VA County Veterans Service Office **WAGE**21.06/hr **GRADE**

JUSTIFICATION

During the transition process, while a replacement is trained for the BOS office, Coughenour will perform vital functions as assigned for the Auditor/Recorder. During this transition time Coughenour's hours will be paid a percentage from the A/R. After those additional duties are no longer required, the assistance from the A/R will cease.

The budget amendment for the remainder of the Fiscal Year 2022-2023 is budget positive, about \$18,000 and fully supports the wage changes for both the CVSO and the director without necessity of support from the Auditor/Recorder.

Note that FY23-24 is also budget positive by \$10,500 with the included wage changes for both positions.

COSTS

ADDED FY SALARY REQUESTED:

ADDITIONAL EQUIPMENT OR FIXED COSTS:

• TO BE COMPLETED BY AUDITOR'S OFFICE SUBJECT TO ADOPTION OF BUDGET BY MARCH 15

• **IPERS, SS, HEALTH & OTHER BENEFIT COSTS:** _____

• **TOTAL AMOUNT APPROVED BY BOARD OF SUPERVISORS:** _____

Marshall County
ORGANIZATIONAL CHANGE WORKSHEET

DEPARTMENT: Veterans Affairs **FISCAL YEAR:** 2023-2024

Description of Position

POSITION TITLE: County Veterans Service Officer-CVSO

NAME OF EMPLOYEE: Shari Coughenour

GRADE:

FULL-TIME: **PART-TIME:** 28 hours per week, paid hourly

EXEMPT: **NON-EXEMPT:**

Type of Change

| | | |
|--------------------------|--------------------------|-------------------------------------|
| INCREASE ABOVE \$ | <input type="checkbox"/> | <input type="checkbox"/> |
| CREATE | <input type="checkbox"/> | |
| ABOLISH | <input type="checkbox"/> | |
| TRANSFER | | <input type="checkbox"/> |
| UPGRADE | | <input checked="" type="checkbox"/> |

DATE OF REQUESTED CHANGE TO TAKE PLACE: 7/1/2023 and 11/1/2023

FROM: TITLE VA Co Veterans Service Officer **WAGE** 21.06/hr **GRADE**

TO: TITLE VA County Veterans Service Office **WAGE**23.17/hr **GRADE**

JUSTIFICATION

The FY23-24 is budget positive by \$10,500 with the included wage changes for both Director and VCSO for the 10% wage increase.

The will be an additional increase to \$24.00 per hour when the VCSO is fully certified, expected in late Fall.

7/1/2023 Phase 1 increase, increase of 10%: $\$1,061.42 = \$2.106 * 18$
weeks*28hours

11/1/2023 Phase 2 increase after certification: $\$790.16 = =34*28*(\$24-\$23.17)$

COSTS

ADDED FY SALARY REQUESTED: \$1852

ADDITIONAL EQUIPMENT OR FIXED COSTS: 0.00

• TO BE COMPLETED BY AUDITOR'S OFFICE SUBJECT TO ADOPTION OF BUDGET BY MARCH 15

• **IPERS, SS, HEALTH & OTHER BENEFIT COSTS:** _____

• **TOTAL AMOUNT APPROVED BY BOARD OF SUPERVISORS:** _____