

AGENDA

MARSHALL COUNTY

COMMISSION OF VETERANS AFFAIRS

101 E Main Street, Marshalltown, IA 50158

1:00 PM December 13, 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; 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: _____

Regular Meeting of November 8, 2023.

5. Presentation of claims and approval. Motion by ____, second by ____ to approve claims as presented. Roll call vote: _____
6. Bylaws review.
7. Budget: Year to Date expenditures (ending November 30, 2023).
8. Budget Discussion: July 1, 2024-June 30, 2025
9. Director's Report.
10. Commissioner's Report.
11. Tabled: Motion by __ second by __ to Remove Item from Table? Roll call vote _____
 - a. Consider donation of AED to American Legion. Motion by ____ second by ____ to donate AED to the American Legion. Roll call vote: _____
12. Public comments.
13. Adjourn. Time: _____

Kevin Huseboe
Executive 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 – November 8, 2023

The meeting was called to order at 1:00 pm by Chairman Bob Grimes. Also in attendance were Commissioners Randy Kessler, Laurel Degelau, 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. Ex-officio member Heil.

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

Degelau moved to approve the claims, second by Grimes. Motion carried 3-0. The AED unit @ Cardio Partners was not approved.

Degelau moved to table the AED unit / Cardio Partners invoice, second by Grimes. Motion carried 3-0.

Director Report:

- Huseboe updated the commissioners on the progress for the Veterans Memorial for the courthouse square. Fundraising begins.
- Huseboe reported the number of e-files performed, the process of e-filing started mid-August, which is when the e-filing replaced the inefficient faxing of veteran claims. August: 24 efiles, September 60, October 65.

Commissioners Report:

Commissioner Degelau reported on the commissioner training she attended in Ankeny and discussed the Iowa Code Section 35B governing the Commission. Concerns included: budget, correction of the county website hours, outreach expenditures, and inquired how many veterans are in our community, how many were not being served, and asked for the Pledge of Allegiance to be placed on the agenda.. The commissioner also asked about metrics, how many the office saw each month. Huseboe explained the software counts of forms printed vary per veteran claim, and the number of claims is better based on the number of e-files. Degelau also asked a Press Release be released encouraging veterans to apply for veteran and homestead exemption. (Post note: this press release was issued 11/8/2023, and county IT staff were contacted to change the office hours on the website)

There were no public comments.

The meeting adjourned at 2:03 pm.

Respectfully submitted,

Kevin Huseboe,
Director



Marshall County, IA

Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 11/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 0001 - GENERAL BASIC							
Function: 3200 - ADMINISTRATION							
0001-21-3200-000-10010	SALARIES-OFFICERS	43,700.00	43,700.00	3,635.14	18,322.50	25,377.50	58.07 %
0001-21-3200-000-10020	SALARIES-DEPUTIES/ASSISTANTS	33,800.00	33,800.00	2,156.44	11,023.48	22,776.52	67.39 %
0001-21-3200-000-10030	SALARIES-OTHER HELP	1,900.00	1,900.00	150.00	500.00	1,400.00	73.68 %
0001-21-3200-000-11900	EMP BEN-R-FHRA CO SHARE	0.00	0.00	0.00	0.00	0.00	0.00 %
0001-21-3200-000-23000	VOLUNTARY DRIVERS MEETING EXP	800.00	800.00	0.00	0.00	800.00	100.00 %
0001-21-3200-000-26000	OFFICE SUPPLIES	1,800.00	1,800.00	0.00	351.01	1,448.99	80.50 %
0001-21-3200-000-29999	MISCELLANEOUS SUPPLIES	500.00	500.00	0.00	0.00	500.00	100.00 %
0001-21-3200-000-41200	POSTAGE	600.00	600.00	0.00	0.00	600.00	100.00 %
0001-21-3200-000-41300	TRAVEL EXPENSE	2,500.00	2,500.00	0.00	244.40	2,255.60	90.22 %
0001-21-3200-000-41800	VA COUNTY ALLOCATION PROGRAM	10,000.00	10,000.00	2,504.93	5,716.58	4,283.42	42.83 %
0001-21-3200-000-42140	HARDWARE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
0001-21-3200-000-42210	SCHOOL OF INSTRUCTION	1,000.00	1,000.00	0.00	180.00	820.00	82.00 %
0001-21-3200-000-48700	LICENSES/FEES	200.00	200.00	100.00	150.00	50.00	25.00 %
0001-21-3200-000-63500	MOTOR VEHICLES	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00 %
0001-21-3200-000-63600	EQUIPMENT/OFFICE MACHINES	2,250.00	2,250.00	156.81	1,148.76	1,101.24	48.94 %
0001-21-3200-000-63610	FURNITURE/FIXTURES	0.00	0.00	1,513.08	1,513.08	-1,513.08	0.00 %
0001-21-3200-000-64600	SOFTWARE	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
Function: 3200 - ADMINISTRATION Total:		103,050.00	103,050.00	10,216.40	42,149.81	60,900.19	59.10 %
Function: 3210 - GENERAL SERVICES TO VETERANS							
0001-21-3210-000-29800	FUNERAL EXPENSE/GRAVE MARKER	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
0001-21-3210-000-30600	MEDICAL CARE-RELIEF	0.00	0.00	0.00	53.00	-53.00	0.00 %
0001-21-3210-000-34000	RENT-RELIEF	2,000.00	2,000.00	0.00	900.00	1,100.00	55.00 %
0001-21-3210-000-34100	UTILITIES-RELIEF	1,500.00	1,500.00	137.84	137.84	1,362.16	90.81 %
0001-21-3210-000-35400	TRANSPORTATION/RELIEF	0.00	0.00	0.00	0.00	0.00	0.00 %
Function: 3210 - GENERAL SERVICES TO VETERANS Total:		4,500.00	4,500.00	137.84	1,090.84	3,409.16	75.76 %
Fund: 0001 - GENERAL BASIC Total:		107,550.00	107,550.00	10,354.24	43,240.65	64,309.35	59.79 %
Fund: 0002 - GENERAL SUPPLEMENTAL							
Function: 3200 - ADMINISTRATION							
0002-21-3200-000-11000	EMP BEN--FICA CO SHARE	6,000.00	6,000.00	454.52	2,283.21	3,716.79	61.95 %
0002-21-3200-000-11100	EMP BEN--IPERS CO SHARE	7,400.00	7,400.00	546.02	2,777.16	4,622.84	62.47 %
0002-21-3200-000-11300	EMP BEN--HEALTH INS CO SHARE	0.00	0.00	0.00	0.00	0.00	0.00 %
0002-21-3200-000-11310	EMP BEN--LIFE INS CO SHARE	0.00	0.00	0.00	0.00	0.00	0.00 %
0002-21-3200-000-11320	EMP BEN--DENTAL CO SHARE	0.00	0.00	0.00	0.00	0.00	0.00 %
0002-21-3200-000-11710	EMP BEN--LTD CO SHARE	0.00	0.00	0.00	0.00	0.00	0.00 %
0002-21-3200-000-11720	EMP BEN--STD CO SHARE	0.00	0.00	0.00	0.00	0.00	0.00 %
0002-21-3200-000-11901	EMP BEN--R-FHRA ADMIN	0.00	0.00	0.00	0.00	0.00	0.00 %
Function: 3200 - ADMINISTRATION Total:		13,400.00	13,400.00	1,000.54	5,060.37	8,339.63	62.24 %
Fund: 0002 - GENERAL SUPPLEMENTAL Total:		13,400.00	13,400.00	1,000.54	5,060.37	8,339.63	62.24 %
Report Total:		120,950.00	120,950.00	11,354.78	48,301.02	72,648.98	60.07 %

Veterans Affairs EXPENDITURE WORKSHEET
FY24 BUDGET COMPARISON
DRAFT FY25 BUDGET

DEPT	Account Name	2020-2021 ACTUALS	2021-2022 ACTUALS	2022-2023 BUDGET	2022-2023 ACTUALS	2023-2024 BUDGET	2023-2024 YEAR TO DATE EXPENDITURES THRU 11/30/23	Current Year Over/Under (+Favorable)	DRAFT 2024- 2025 BUDGET SAME AS LAST YEAR
GENERAL BASIC - GENERAL ASSISTANCE - ADMINISTRATION									
0001-19-3100-000-10010	SALARY OF REGULAR EMPLOYEES	5,015	6,038	-	0.00	0.00	0.00	0.00	0.00
0001-19-3100-000-10030	SALARIES-OTHER HELP	3,841	3,783	10,200	0.00	0.00	0.00	0.00	0.00
0001-19-3100-000-11900	EMP BEN--R-FHRA CO SHARE	780	71	100	0.00	0.00	0.00	0.00	0.00
0001-19-3100-000-26000	OFFICE SUPPLIES	16	-	250	0.00	0.00	0.00	0.00	0.00
0001-19-3100-000-41200	POSTAGE	110	58	100	0.00	0.00	0.00	0.00	0.00
GENERAL BASIC - GENERAL ASST GENERAL WELFARE SERV									
0001-19-3110-000-30600	MEDICAL CARE-RELIEF	813	813	1,500	-	1,500.00	0.00	1,500.00	1,500
0001-19-3110-000-34000	RENT-RELIEF	4,949	9,765	10,000	11,265.82	10,000.00	300.00	9,700.00	10,000
0001-19-3110-000-34100	UTILITIES-RELIEF	256	85	3,000	877.27	3,000.00	0.00	3,000.00	3,000
0001-19-3110-000-35400	TRANSPORTATION/RELIEF	65	100	1,000	-	1,000.00	0.00	1,000.00	1,000
GENERAL SUPPLEMENTAL - GENERAL ASSISTANCE - ADMIN									
0002-19-3100-000-11000	EMP BEN--FICA CO SHARE	662	749	800	0.00	0.00	0.00	0.00	0.00
0002-19-3100-000-11099	FICA-COUNTY CONTRIBUTION	-	-	-	0.00	0.00	0.00	0.00	0.00
0002-19-3100-000-11100	EMP BEN--IPERS CO SHARE	854	921	1,000	0.00	0.00	0.00	0.00	0.00
0002-19-3100-000-11199	IPERS - COUNTY CONTRIBUTION	-	-	-	0.00	0.00	0.00	0.00	0.00
0002-19-3100-000-11300	EMP BEN--HEALTH INS CO SHARE	1,923	1,803	2,700	0.00	0.00	0.00	0.00	0.00
0002-19-3100-000-11310	EMP BEN--LIFE INS CO SHARE	5	5	10	0.00	0.00	0.00	0.00	0.00
0002-19-3100-000-11320	EMP BEN--DENTAL CO SHARE	47	44	100	0.00	0.00	0.00	0.00	0.00
0002-19-3100-000-11700	EMP BEN--FLEX ADM CO SHARE	-	-	-	0.00	0.00	0.00	0.00	0.00
0002-19-3100-000-11710	EMP BEN--LTD CO SHARE	12	12	100	0.00	0.00	0.00	0.00	0.00
0002-19-3100-000-11720	EMP BEN--STD CO SHARE	43	38	100	0.00	0.00	0.00	0.00	0.00
0002-19-3100-000-11901	EMP BEN--R-FHRA ADMIN	10	16	20	0.00	0.00	0.00	0.00	0.00
	DEPARTMENT TOTAL - GENERAL ASSISTANCE	19,402	24,299	30,980	12,143	15,500	300	15,200	15,500

Veterans Affairs EXPENDITURE WORKSHEET
FY24 BUDGET COMPARISON
DRAFT FY25 BUDGET

DEPT	Account Name	2020-2021 ACTUALS	2021-2022 ACTUALS	2022-2023 BUDGET	2022-2023 ACTUALS	2023-2024 BUDGET	2023-2024 YEAR TO DATE EXPENDITURES THRU 11/30/23	Current Year Over/Under (+Favorable)	DRAFT 2024- 2025 BUDGET SAME AS LAST YEAR
GENERAL BASIC - SERVICES TO MILITARY VETERANS - ADMIN									
0001-21-3200-000-10010	SALARIES-OFFICERS - Director Pay \$28/HR @28/wk	29,080	27,295	28,900	35,568	43,700	18,322.50	25,377.50	43,700
0001-21-3200-000-10020	SALARIES-DEPUTIES/ASSISTANTS - Prior Admin Asst	23,228	16,923	27,700	24,265				
0001-21-3200-000-10020	SALARIES-DEPUTIES/ASSISTANTS - VCSO 52 weeks @28hrsx\$24					33,800	11,023.48	22,776.52	33,800
0001-21-3200-000-10030	SALARIES-OTHER HELP	3,622	3,720	1,900	-	1,900	500.00	1,400.00	
0001-21-3200-000-11900	EMP BEN-R-FHRA CO SHARE	28	19	60	-	-	0.00	0.00	
0001-21-3200-000-23000	VOLUNTARY DRIVERS MEETING EXP	-	106	1,800	-	800	0.00	800.00	800
0001-21-3200-000-26000	OFFICE SUPPLIES	2,163	641	1,800	1,639.74	1,800	351.01	1,448.99	1,800
0001-21-3200-000-29999	MISCELLANEOUS SUPPLIES	147	752	500	-	500	0.00	500.00	500
0001-21-3200-000-41200	POSTAGE	709	394	600	492.00	600	0.00	600.00	600
0001-21-3200-000-41300	TRAVEL EXPENSE	-	1,170	5,000	251.96	2,500	244.40	2,255.60	2,500
0001-21-3200-000-41800	VA COUNTY ALLOCATION PROGRAM	10,157	10,000	10,000	9,999.82	10,000	5,716.58	4,283.42	10,000
0001-21-3200-000-42140	HARDWARE MAINTENANCE	-	-	-	-	-	0.00	0.00	-
0001-21-3200-000-42210	SCHOOL OF INSTRUCTION	410	940	1,500	650.00	1,000	180.00	820.00	1,000
0001-21-3200-000-48700	LICENSES/FEES	-	50	200	200.00	200	150.00	50.00	200
0001-21-3200-000-63500	MOTOR VEHICLES	3,000	3,000	3,500	3,000.00	3,000	3,000.00	0.00	3,000
0001-21-3200-000-63600	EQUIPMENT/OFFICE MACHINES	-	-	500	2,008.19	2,250	1,148.76	1,101.24	2,250
0001-21-3200-000-63610	FURNITURE/FIXTURES (NEW FILING CABINET 2023)	-	-	500	-	-	1,513.08	-1,513.08	-
0001-21-3200-000-64600	SOFTWARE	-	898	1,000	898.00	1,000	0.00	1,000.00	1,000
GENERAL SUPP - SERVICES TO MILITARY VETERANS - ADMIN									
0001-21-3210-000-29800	FUNERAL EXPENSE/GRAVE MARKER	-	200	1,000	650.80	1,000	0.00	1,000.00	1,000
0001-21-3210-000-30600	MEDICAL CARE-RELIEF (veterans cat / per Social Worker)	-	-	-	-	-	53.00	-53.00	-
0001-21-3210-000-34000	RENT-RELIEF	-	1,200	2,000	300.00	2,000	900.00	1,100.00	2,000
0001-21-3210-000-34100	UTILITIES-RELIEF	-	1,048	1,500	942.62	1,500	137.84	1,362.16	1,500
0001-21-3210-000-35400	TRANSPORTATION/RELIEF	-	-	-	-	-	0.00	0.00	1,500
GENERAL SUPP - SERVICES TO MILITARY VETERANS - ADMIN									
0002-21-3200-000-11000	EMP BEN--FICA CO SHARE	4,274	3,664	4,500	4,693	6,000	2,283.21	3,716.79	6,000
0002-21-3200-000-11100	EMP BEN--IPERS CO SHARE	5,046	4,289	5,600	5,615	7,400	2,777.16	4,622.84	7,400
0002-21-3200-000-11300	EMP BEN--HEALTH INS CO SHARE	424	389	800	-	-	0.00	0.00	-
0002-21-3200-000-11310	EMP BEN--LIFE INS CO SHARE	1	1	10	-	-	0.00	0.00	-
0002-21-3200-000-11320	EMP BEN--DENTAL CO SHARE	24	22	100	-	-	0.00	0.00	-
0002-21-3200-000-11710	EMP BEN--LTD CO SHARE	3	2	100	-	-	0.00	0.00	-
0002-21-3200-000-11720	EMP BEN--STD CO SHARE	9	8	100	-	-	0.00	0.00	-
0002-21-3200-000-11901	EMP BEN--R-FHRA ADMIN	2	4	10	-	-	0.00	0.00	-
	DEPARTMENT TOTAL	82,326	76,734	101,180	91,174	120,950	48,301.02	72,649	120,550

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
0001 - GENERAL BASIC	107,550.00	107,550.00	10,354.24	43,240.65	64,309.35	59.79 %
0002 - GENERAL SUPPLEMENTAL	13,400.00	13,400.00	1,000.54	5,060.37	8,339.63	62.24 %
Report Total:	120,950.00	120,950.00	11,354.78	48,301.02	72,648.98	60.07 %

Marshall County Commission of Veterans Affairs

Kevin Huseboe, Executive Director

Marshall County Annex Building
101 E Main Street, Marshalltown, Iowa 50158
Ph. 641-754-6335 Fax 641-754-4177
www.marshallcountya.gov
va@marshallcountya.gov

Marshall County Veterans Affairs Commission By-Laws

INTRODUCTION

Congratulations on your three-year appointment to the County VA Commission Board by the Marshall County Board of Supervisors.

You now have an opportunity to assist your fellow Veteran and or surviving spouses, make the most of it. Marshall County Veterans are one of our counties most valuable assets. No one has done more for this county than our county Veterans.

Marshall County and Iowa has been on the forefront of every War, Conflict, and Skirmish that this Nation has encountered. To show its appreciation for the sacrifices that the Veteran and their Dependents have made, in 1874 the State of Iowa established a Veteran Assistance Program. You are now a part of this rich heritage as a member of the Marshall County Commission of Veteran Affairs. Again, welcome and thank you.

MISSION STATEMENT

“Our mission is”

CONFIDENTIALITY

Confidentiality and a Veteran’s or surviving spouse right to privacy is a high priority to Marshall County Veterans Affairs Department. Information obtained from or about the Veteran and or surviving spouse will be kept in strict confidence.

HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA)

Marshall County is committed to HIPAA compliance. Each county department, board or commission must adhere to all of Marshall County policies and procedures. Policies and procedures must be reviewed annually to ensure that all general requirements of HIPAA are met. Specifically:

- “Ensure the confidentiality, integrity, and the availability of all electronic protected health information (EPHI) the county creates, receives, maintains or transmits.
- Protect against any reasonably anticipated threats or hazards to the security or integrity or such information.
- Protect against any reasonably anticipated uses or disclosures of such information that are not permitted or required.
- Ensure compliance with the security standards identified in the HIPAA regulations”.
- Marshall County Veterans Affairs staff are not allowed to talk about veteran’s issues with anyone without permission from the veteran.

ESTABLISHING THE COMMISSION

Chapter 35B of the Code of Iowa created the Commission. Chapter 35B gives Iowa's individual County Boards of Supervisors the authority to establish a County Commission of Veteran Affairs. Once Commissioners are appointed, the State Code states the following:

Section 35B.6(1)(a) This section of the code states that once the Commission is established by the Supervisors, the Commission shall employ an Executive Director and shall have the power to employ Veteran Service Officers, administrative or clerical assistants. The appointment and salaries will be recommended by the Commission and approved by the Supervisors.

The Commissioners, Executive Director and/or Administrator must meet the qualifications and responsibilities as dictated in Iowa Code (Chapter 35B)

The Executive Director must complete a certification training provided by NACVSO and then 16 CEU's per year to maintain accreditation provided by the State Department of Veteran Affairs and IACCVSO. Failure to comply and maintain certification you will be cause for removal from office.

OFFICE HOURS

A county's population determines office hours: Marshall County **(39,853) 2021**

A Veteran Affairs Commission Office with a county population of more than 30,000, but less than 60,000 must be open for a minimum of 30 hours per week. Exceptions to the required minimum office hours per week are when a staff member is on vacation and the other is sick or for an outreach program or during times when it is required that the staff attend training.

JOINT RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR & COMMISSION

COMMISSION MEETINGS

There will be times when it is required for the commission to attend more than one meeting per month. The chair of the commission meets monthly with the Executive Director. The Chair of the Board of Supervisors serves as a non-voting Ex-Officio member of the Commission.

Schedule: Meetings will be scheduled monthly at Marshall County Veterans Affairs, or other reasonable venue at need or request. Efforts will be made to maintain a consistent schedule for meetings, confirmation of the next scheduled meeting will be addressed in each monthly agenda and posted with agendas and minutes appropriately. An online or call-in based component may be added as situations or need for a quorum may dictate. If a commissioner misses three unexcused meetings in a calendar year, they can be removed by the Commission / BOS.

Purpose: Monthly meetings are a time when the Executive Director reports on the office operation and a time when commissioners can refer veterans to the office and report on any activities, they were part of during the last month. The commission reviews expenditures, formulate new ideas, update policy, interview clients on appeal, implement new ideas, receive input from local county Veterans, Veteran organizations (American Legion / VFW / VVA) and the public or any other matter pertinent to the Veteran or Commission.

Meetings:

- Will be conducted with an awareness of Robert's Rules of Order.
- Will start at the pre-scheduled time.
- Will be conducted in a professional manner.
- Will follow the agenda.
- Will allow each Commissioner to be involved in discussions and decision-making.
- Will encourage Commissioners to be involved in special Veterans interests or to take charge of information gathering or sharing on Veterans issues or special projects on behalf of the Commission.
- Will end each meeting by giving each Commissioner the opportunity to address any issue they deem important.
- One meeting shall be held annually to prepare an estimated budget for all expenditures to be made in the next fiscal year and certify the budget to the board of supervisors pursuant to Iowa Code Section 35B.7.

Open Meetings Law: Iowa Code: Chapter 21.2 definitions state that a board, council, commission or other governing body expressly created by the statutes of this state or by executive order must comply with the open meetings law.

OUTREACH EVENTS

From time to time the Department has outreach events for county Veterans. The commissioners need to be part of these events as a good visual and name recognition for county Veterans to get to know their appointed commissioners.

OTHER MATTERS

Commissioners must always remember that the Commission is a team and should function as a team. All matters that concern the Commission shall be placed on the Commission's monthly agenda for full disclosure and discussion before any action is taken. An individual Commissioner cannot make a Commission decision or represent the Commission unless such representation is voted on and approved at an open meeting by a quorum of the Commission.

It is also important to remember that the Commission is a semi-autonomous body. This means that the Commission does not stand alone in its operation. The Supervisors provide for the budget, housing the staff of the Commission, physical maintenance of all equipment, telephone service, personnel office, health insurance, life insurance and payroll.

RESPONSIBILITIES OF THE COMMISSION

POLICIES AND BUDGET

The Commission is responsible for the execution of Chapter 35B, Code of Iowa. The Commission is responsible for the formulation of the Marshall County VA By-Laws and to review the Executive Director's proposed budget along with attending the budget work session with the Board of Supervisors in January each year.

COUNTY POLICIES REVIEW

The Commission shall review all county policies enacted by the Board of Supervisors to determine their effect on the operation of the Commission under Chapter 35B, Code of Iowa.

EXECUTIVE DIRECTOR/ADMINISTRATOR EVALUATION

The Commission is responsible for establishing an evaluation process setting the standards by which the Executive Director is evaluated. This process will aid the Commission in determining program progress and the Executive Director salary recommendation.

DUTIES OF THE EXECUTIVE DIRECTOR/ADMINISTRATOR

The Executive Director, who is Nationally Certified, is responsible for the day-to-day operation of the County Commission of Veteran Affairs. The Executive Director has several duties which include but are not limited to, giving direction to the staff, and preparation of the budget for review. The Executive Director is also responsible for attending meetings on matters pertaining to the Veteran and/or Commission, interacting with the public, media, local, State and Federal legislators, monitoring the Commission budget, making policy recommendations, hearing appeals, keeping the Commission informed about the effectiveness of their policies, and social and economic trends affecting the Veteran. Confidentiality and a Veteran's right to privacy is a high priority to the staff of the County Veteran Affairs. Information obtained from or about Veterans will be kept in strict confidence.

Iowa Code Section 35B.6(d) specifically states the following:

“d. The duties of the executive director, employees shall include all of the following:

1. Inform members of the armed forces, veterans, and their dependents of all federal, state, and local laws enacted for their benefit.
2. Assist all residents of the state who served in the armed forces of the United States and their relatives, beneficiaries, and dependents in receiving from the United States and this State any and all compensation, pensions, hospitalization, insurance, education, employment pay and gratuities, loan guarantees, or any other aid or benefit to which they may be entitled under any law”. (S.F. 2134 section 35B.6).
3. Complete and submit all forms required for federal, state, and county benefits.

The Executive Director is responsible for the administration of Service Work and Monetary Assistance, which are the two divisions of the administrative component of the Commission:

SERVICE WORK

The first division is Service Work. Service work is the filing of any and all Federal forms for the Veteran/Dependent to obtain Federal or State benefits. There are hundreds of forms that may be filed. Some examples of the benefits available are:

- | | |
|---------------------------------|-------------------------------|
| • Compensation benefits | • Surviving Spouse benefits |
| • Dependency and Indemnity | • Vocational rehabilitation |
| • Non-service-connected pension | • Enrolment in VA Health Care |
| • Compensation (DIC) | • Nursing home benefits |

It is the goal of Marshall County Veterans Affairs for 95% of the office staff's time to be spent assisting Veteran's with service work. Service Work is a priority of the office staff. Millions of dollars are received by Veterans/Dependents in Marshall County each month.

This money greatly enhances County and State commerce. Once a Veteran or Dependent starts receiving compensation/pension or vocational rehabilitation benefits, it helps to stabilize the Marshall County Veterans Affairs budget.

MONETARY ASSISTANCE

The second division of the administrative component is monetary assistance by referring to other agencies as available. Monetary assistance includes, but is not limited to, the following:

- Rent/Mortgage
- Dental assistance
- Utilities
- Food Boxes
-

APPEALS

If a Veteran / surviving spouse disagrees with a decision made by the Executive Director of Marshall County Veterans Affairs, they have 10 days to appeal to the chair of Marshall County Veterans Affairs Commission. After the Commission chair has had a chance to read the case file, the Chair will call a Commission meeting, the Commission's decision is final. The Commission meets outside of the monthly meeting for appeals without the Executive Director or office staff of the Marshall County Veterans Affairs Department and at a time that is convenient for the Veteran or surviving spouse.

GRIEVANCE

If a Veteran or surviving spouse would like to file a grievance, they can request a form from the office either by going to the office or calling. Any Veteran or surviving spouse has the right to have the grievance addressed by the Commission. A Grievance form must be filled out within 7 days and then sent to the Commission chair. The Commission chair has 7 days to address the issue with the Veteran or Surviving spouse or call a meeting with the Commission.

APPROVAL OF BY-LAWS

WE, AS MEMBERS OF THE MARSHALL COUNTY COMMISSION OF VETERANS AFFAIRS, HAVE ADOPTED THE GUIDELINES IN THIS DOCUMENT ON THIS ____ DAY OF _____, _____, AT A REGULAR MEETING HELD ON _____

SIGNED:

Bob Grimes, Chair

Randy Kessler, Vice Chair

Laurel Degelau, Member

Kevin Huseboe, Executive
Director

STATE VETERAN RESOURCES

IOWA VETERAN'S HOME

The Iowa Veteran's Home was founded in 1887 and is currently the third largest state-owned facility for Veterans in the nation. Any honorably discharged Veteran and their spouse who demonstrates either medical or financial need, and meets entry requirements may apply for admission. The Iowa Veteran's Home is located on a 150-acre campus in Marshalltown, Iowa. The Home provides professional care for a Veteran and their spouse in a friendly environment with a caring staff. The staff of the County Veteran Affairs Commission will assist the Veteran and their spouse in making application.

IOWA VETERAN'S TRUST FUND

The State of Iowa has established a Veteran's Trust Fund to further assist Veterans defined under Iowa Code section 35.1 as residents of Iowa who served the armed forces of the United States, completing a minimum of 90 days of active duty or who are discharged for injury before 90 days. The staff of the County Veteran Affairs Commission is responsible for assisting Veterans in filing for Trust Fund assistance.

IOWA STATE VETERAN'S CEMETERY

The staff of the County Commission of Veteran Affairs informs Veterans/Dependents and acts as a referral agency in assisting Veterans/Dependents in applying for admittance to the Iowa State Veteran's Cemetery.

- The Iowa Veteran's Cemetery operational standards are set by the United States Department of Veteran's Affairs (USDVA). Eligibility is determined as follows:
- Discharged from "active duty" under conditions other than dishonorably, or
- Died while on "active duty", or
- Served at least 20 years in the National Guard or Reserves and qualified for military retirement pay (or would have qualified except death occurred before age 60). Reserve component personnel qualify if they otherwise served in a Presidential call up during their reserve component of military service. Active duty for training of reserve component personnel does not qualify as active service.
- Iowa residency is not required for burial in the Iowa Veteran's Cemetery.
- Veterans can pre-register for burial determination.
- Funeral Executive Directors are required to apply for Interment (submitted at the time of need).