

**GRAND TRAVERSE COUNTY
DEPARTMENT OF VETERANS AFFAIRS**
2650 LaFranier Rd, Traverse City, MI 49686
Public Services Building

Thursday, January 25, 2018 @ 8:00 AM

Minutes

PLEDGE OF ALLEGIANCE / CALL TO ORDER

ROLL CALL

Present

Absent

Chairman Robert Eisner	__X__	_____
Vice Chair Ron Hofmeister	__X__	_____
John Block	_____	__X__
LaVern Broughton	__X__	_____
Neal Horning	__X__	_____
Robert Johnson	__X__	_____
Jakob Rossi	__X__	_____
James Wegener	VIA PHONE	_____

Benize County Representative

Bob Roelofs	__X__	_____
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Leelanau County Representative

Mark Walter	X	
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Staff

Michael Roof, Director
Erin Whitney, Case Manager

Guests

Grand Traverse Area Veterans Coalition President John Lefler

CITIZENS WISHING TO ADDRESS THE COMMITTEE

None

ADDITIONS / DELETIONS / CHANGES TO AGENDA

No changes

APPROVAL OF MINUTES

1. Minutes from January 25, 2018
Motion to approve –Ross= d
Seconded – Broughtonddd
Approved unanimously

OLD BUSINESS

1. Bylaws approved at January meeting were sent to civil attorney for review, who discovered the need to elect a secretary in order to comply with the law as written, and that neither the VA committee nor the county commissioners may remove committeemen for any reason, so that language will be removed. Roof stated he hopes to provide restructured bylaws to committee prior to the next meeting following review by civil attorney.
2. Facilities has removed office furniture from new office space and contractors walked through with county architect on Tuesday. On 02/26/2018 interim county administrator Derenzy, Environmental Health Department management, and Roof will open contractor bids together. The VA office hopes to move paper files to new storage space next week with a tentative move date of 04/01/2018.
Motion to schedule special committee meeting for 02/26/2018 at 4:00 to approve bid—Horning
Seconded—Broughton
Approved unanimously

NEW BUSINESS

None

FINANCIAL REPORTS

Roelofs requested amount of revenue generated by millage to be shown on budget. Roof clarified that the budget is based on previous numbers created by staff before his arrival. He stated the budget will be amended/more accurate next year, and that the large amount under “Contact Services” was likely set aside for the construction in new space. Roof also reported that the department is going to return the leased vehicle to the dealership and remove related line items from budget.

OTHER BUSINESS

Horning suggested department issue a survey to clients on their departure to ascertain level of satisfaction with services.

DIRECTOR’S REPORT

Office Activity Report

Roof provided update on services provided to Benzie and Leelanau Counties. VA staff is now tracking number of clients seen in each office and the type of assistance provided.

Roof met with Benzie and Leelanau County administrators on 02/14/2018 and discussed

expansion of services and possible outreach. Roelofs expressed concern for the sign-in sheet format that indicates the type of service provided. Committeemen Horning and Hofmeister are to sit in on second interviews with candidates for office specialist position 02/22/2018 and 02/23/2018. Roof stated there was slight difficulty in the software transfer between the old and new systems, and none of the documents on file were able to be transferred to the new system. However, the software providers are allowing office to have access to old system for six months, longer if needed, to utilize necessary documents. Roof also reported that the Lansing Michigan Veterans Trust Fund is to provide the office with quarterly reports on assistance provided to area veterans, and that as the Missaukee County VSO is retiring in May, that county is looking into places to refer veterans from that area, including our office, the Marine Corps League, and the American Legion.

Motion to approve director's report – Horning

Seconded – Broughton

Approved unanimously

ADJOURNMENT

9:05 AM.