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[Minutes: October 12th, 2023](#)

Present: Mary Johnson, Jill Wolfe, Mel Bauman, Chris Kamps, Mike Blundell

Excused:

Absent: Reginald Howard

Staff: Martha Burkett, Ryan Grams, Amanda Lake

1. Meeting called to Order by Mary Johnson at 0900.
2. Pledge of Allegiance
3. Approval of minutes
  - a. Motion to accept minutes by Chris Kamps Motion accepted by Mel Bauman. All were in favor.
4. Chairwomen Review of Committee Guidelines
  - a. Mary- KCVSAC needs to be careful when answering questions to the community about what the VSO's do here at KCVS. We need to make sure that we are referring the veteran to the office or passing along their business cards instead of trying to answer the veteran's questions. Please let the VSO's do their job and give the veteran the correct information pertaining to their questions.
  - b. Mary- The board of commissioners has been given notice of the KCVSAC board opening. The 7<sup>th</sup> spot that is vacant on our board will go to someone on the Kent County board of Commissioners.
  - c. Mary- Our Chair, Vice Chair and Secretary will all start in January. We are required to attend 75% of the meeting dates. Our public comment will stay at 3 mins. Public comment is limited to statements only, no questions are allowed.
5. Success Stories
  - a. Martha- Our MVAA grant reporting has completed. We are proud to announce that we used every penny of the grant money, without going over. So, we don't owe anything this year. Our team here at KCVS did a great job getting everything ready to send in and keeping track of everything. The MVAA staffing has had a

recent turn over, which seems to be working out great. Their communication has been outstanding making this process a lot easier.

6. Monthly Impact Report – Ryan Grams

- a. Record Requests: We are still lower than last year trending into this month
- b. Fully developed claims: Our claims are down from last month, but still significantly higher than last year.
- c. Face-to-face Contacts are still going up from last year
- d. Intent to file: Continue to increase
- e. Claims in Development: 316 with 23 awarded
- f. Monthly award of dollars was the same as last month and a huge increase from this time last year.
- g. Burials: We awarded 2 burials this month
- h. Meijer Vouchers: Down a few from last year, but same as last month.
- i. Burial markers: Zero for the month
  - i. Ryan- SSR was swamped last month with 17 awarded assistance packets. We are way up from this time last year with applications coming in. Our claims and intents continue to rise. We had a very busy month last month all the way around.
  - ii. Mike- Is housing assistance still taking a lot of the funds?
  - iii. Amanda- No, it was mostly utilities assistance that was needed. Energy, gas and water. We still did have a few rental assistances in there, but most need last month was utilities.

7. Budget Review – Martha Burkett

- a. Martha- Ryan and I are working on getting the last of the requisitions in for the 2024 contracts. I just received the last batch to review, so we can get the requisitions put in for those. We are working on implementing a new grant reporting system for ourselves and vendors. This will help with the overall reporting and the vendors will have deadlines to get their information into us by each month. We are hoping to implement this by December.
- b. Martha- We are also using leftover money from My Community Dental Center to other budget obligations to balance everything out.

8. Old Business- Martha Burkett

- a. MVAA Women Veterans conference- Martha Burkett and Amy Bachhelder have been chosen to be speakers at this event. Which will be held October 19<sup>th</sup>- 22<sup>nd</sup>. KCVS VSO Theresa Ergang will also be attending but will be attending as a veteran to experience the entire conference.
- b. MVAA Gala- Will be held November 4<sup>th</sup>. We have not heard anything about nominations for this year. So, we believe that KCVS hasn't been nominated for anything.
- c. New apparel for KCVSAC- We will be ordering new business cards and shirts with our logo on it for KCVSAC in the upcoming months.

- i. Mel- I think we need to look at getting some of the shirts from last year's veterans day parade. They went over well, and I have seen them all over town.
    - ii. Martha- I have them in and ordered in the colors of Black and Green again. I am hoping they will be done and delivered before veterans' day for us to pass out.
  - d. Standard Operating Procedure (SOP)-
    - i. We are currently working on an office turnover binder. We have been working on this for months. This will show our policies and procedures for every aspect of our programs. Our outreach people will put in their contacts from different organizations, how they get ahold of them what each organization does and how we interact with them. So, this will prevent someone from having to start from scratch if something were to happen. It will help new staff from having to struggle to find contacts, where in this binder it will have everything right at their fingertips to start helping veterans. This binder will show how each program works.
  - e. SSR policy approval-
    - i. Motion for approval by Mike Blundell, Seconded by Chris Kamps. All were in favor.
  - f. 2023 in Review-
    - i. Martha- We were on track all year in all for our budget and also in our MVAA grants. We have an amazing staff we are just short of being fully staffed and are hoping to find someone to fill that last spot shortly. Our programs are growing and getting stronger. It has taken 3 years to grow to what we have now. A lot of our programing started during covid. The number of participants has continued to grow and expand. We did notice that Acudetox and Equine did start off a little slow but pushing the programs on social media has really started to help. The art classes have done well, with multiple locations and the recreation has been so busy this year. It is such a great program.
  - g. Questions
    - i. Mike Blundell- Were there no building costs this year. I am not seeing any on the spreadsheet.
    - ii. Martha- No, there were no costs this year. We didn't have anything done with the building this year.

## 9. New Business

- a. None

## 10. New activities

- a. Operation Green light- Martha Burkett
  - i. We just had a meeting with Kent County Communications department. They are on board with wanting to help and be involved with promoting operation green light from the county level. We received a tool kit from them on how to promote it. We also talked to them about supporting us

during the veteran's parade. We have some extra money, so we are looking to buying some green lights to distribute in out office. We are looking at making a tool kit to share with our community stakeholders. The toolkits will come with posters and yard signs to tell about Operation Green light. I spoke with Dawn Davies in Kent county communications, who is "hyped" to get a float for this year veterans' parade. We would like to get some help possibly from the Veterans court getting this ready. Again, this year we will be putting together goody bags to hand out during the parade. All our big projects are completed for the year, except for the Veterans day parade and Operation Green Light.

- ii. Mel- The more vehicles and awareness the better. If there are any veterans' groups that want to be involved, get them in touch with us. The parade will be 11-11-23. Lineup will be starting at 9-930 am.

#### 11. Public Comment

- a. Anthony Torres- There needs to be a change on the minutes from last month. It is Court Services and not "Core services". I will be making a presentation tonight (10/12/23) at the Boat and Canoe club at 6pm. There will be 2 female alumni speaking. There is a meet and greet, mingling and then the presentation.
- b. Paul Ryan- We had our Heath care Symposium at Davenport. Thank you to Martha for getting Acudetox to come and participate. Linda who volunteers at Valley View and has been engaging with some of the veteran residents that reside there. The veterans said they feel unloved and not recognized. I said that I would reach out to Rachel at KCVS. She was quick to respond and starting to engage with the facility. Our Transportation partnership with Feonix Mobility Rising. We are in the process of implementing right now. We have hired people as Mobility Navigators. Feonix has reached out asking about getting some training for mental health and first aid training. November 11<sup>th</sup>, we have found a keynote speaker for the ceremony is Retired Navy Captains Tom Berk, who was the former commanding officer of the aircraft carrier, Ronald Reagan. There are so many other organizations out there that are wanting to help with show support with visibility of KCVS.

Respectfully submitted,

Amanda Lake