

JEFFERSON COUNTY VETERANS SERVICE COMMISSION MINUTES

April 17, 2019

Jefferson County Courthouse
311 S. Center Ave., Rm 112
Jefferson, WI 53549

Commission Members:

Timothy Anhalt, Michael Clish, Joseph Naylor, Jim Seidl, Augie Tietz

1. Call to Order

Meeting was called to order by Seidl at 3:00 p.m.

2. Roll Call

Veterans Service Commission Members present were:

Tim Anhalt, Michael Clish, Joseph Naylor, Jim Seidl and Augie Tietz.

Others Present: Yvonne Dueterhoeft, Veterans Service Officer and J. Blair Ward, Corporation Counsel; Ben Wehmeier and Josh Paul, Management Information Systems.

3. Certification of compliance with Open Meetings Law

Staff certified compliance with the Open Meetings Law.

4. Review of Agenda

No changes.

5. Public Comment

None

6. Approval of minutes from March 28, 2019 commission meeting

Minutes were provided for review.

Motion by Seidl/Tietz to approve the March 28, 2019 meeting minutes as presented. Motion passed 5-0.

7. Communications

- Draft minutes from March 28th, 2019
- The IT Department showed a video featuring the Kenosha County Commissioner from the County Veterans Service Officers Association of Wisconsin meeting.

8. Review of Veterans Service Commission charter and aid policy

A draft charter and aid policy were provided for review. Ward will make the suggested changes and send it out to the commission for review before the next meeting.

Motion by Seidl/Anhalt to raise the maximum contribution to \$500 and review this amount annually. Motion passed 5-0.

Motion by Tietz/Anhalt to eliminate the term limits. Motion passed 5-0.

9. Discussion and possible action on establishing a Veterans Service Commission Loan Guarantee Program

No action taken.

10. Discussion and possible action on establishing a Veterans Foundation

Anhalt provided a sample trust agreement to Dueterhoeft and Ward for review. Ward will draft an agreement appropriate for Jefferson County and bring it back to the commission for review. Staff will try and submit the application before the end of April. No action taken.

11. Discussion of Veterans events/private donations

No action taken.

12. Discussion and possible action on a housing initiative for the risk or literally homeless

Josh Paul from IT demonstrated a program that was developed for the Jefferson County Housing Program that will allow instant access to rental property information. No action taken.

13. **Set Commission's meeting date and discuss potential items for future agendas:**

The next meeting is scheduled for May 15th at 3:00 p.m.

- Approval of minutes from April 17, 2019 commission meeting
- Discussion and possible action on foundation members
- Discussion and possible action on sending our commissioners to the Wisconsin State Association of County Veterans Service Commissions (WSACVSC) 2019 Annual Conference on September 13th, 2019 at American Legion Post 54, 2100 South Maple Avenue, Marshfield, WI 54449.

14. **Adjourn**

Motion by Anhalt/Naylor to adjourn at 4:38 p.m. Motion approved 4-0.

DRAFT

STATEMENT OF POLICY

JEFFERSON COUNTY VETERANS SERVICE COMMISSION

(as adopted July 9th, 2008 and amended May 15, 2019)

Basic Eligibility: For aid (in excess of a \$20 value) from the Veterans Service Commission an individual:

- 1) Must have served at least **90 days on "active duty."** ("Active Duty for Training" does not qualify.) DD214 (discharge paper) do national guard members get a dd 214 if they never serve active duty or in a federal status over their 20 career? Are members of the reserves considered as being on active duty? must accompany the completed application.
- 2) Must have a discharge characterization ofn Honorable or General -discharge. ("Under Honorable Conditions," ~~does not qualify.~~) This discharge characterization However the Honorable discharge does not have to be the last discharge if there was more than one period of service. ~~(Exceptions to this rule may be granted on a case by case basis when the applicant provides compelling reason why the rule should be waived.)~~
- 3) Must **provide proof of residency for 30 days** in Jefferson County (rental agreement, utility bill, telephone bill, etc.) Residency is defined as a person's "physical presence with intent to remain." What about transient veterans or veterans whose stay is temporary i.e. veteran traveling from SC to Jefferson County to pick up his children?
- 4) The Jefferson County Veterans Service Commission is allowed discretion to waive the 30 day residency requirement and to make allowances for the character of discharge if the discharge characterization is not Honorable or General Under Honorable Conditions on a case by case basis when the applicant provides a compelling reason.

Purpose of Assistance: To provide **temporary emergency aid** to needy veterans, needy spouses, surviving spouses, minor and dependent children of the veterans, and the needy parents of veterans entitled to aid under ss. 45.81 to 45.84, and to carry out the purposes of s. 45.85 Wisconsin Statutes. and/or their dependants.

- 1) Must be of a **temporary** nature such as;
 - A. Waiting for unemployment compensation pay, sick pay or other governmental payment (G.I. education check, pension check, etc.).
 - B. Waiting for a paycheck or other source of income.
 - C. Waiting for approval of a State WDVA or other grant.
 - D. Emergencies - medical, automobile accident, fire or disaster assistance, etc.
 - E. Expenses for claims example - cost of transportation to a veterans facility or agency.
 - F. Other purposes that may deemed appropriate by the Commission.

Granting Procedures: For those meeting the basic eligibility requirements as outlined above.

- 1) Assistance will be limited to once in any 12 month period. Exceptions may be granted by the Veterans Service Officer under unusual and unforeseeable circumstances, but only after prior approval of the Commission Chairperson, or Vice-chairperson in his/her absence.

- 3) The Veterans Service Officer, in her capacity as Administrative Secretary for the Commission ~~may be delegated~~has the authority to ~~make grants~~authorize financial assistance or loans in the amount of up to \$3500.00, or less. For ~~grants~~financial assistance or loans in excess of ~~that~~\$500.00, but not to exceed \$1000.00 amount, prior approval must be given by the Veterans Service Commission Chairperson or Vice-Chairperson when the Chairperson is unavailable. All transactions must be reported to the Commission at its next regularly scheduled meeting. Amounts greater than \$1000.00 must be authorized by majority vote of the entire membership of the Veterans Service Commission.
- 4) The Veterans Service Officer may be delegated other authority by the Commission to insure that the intent of the Veterans Relief Program is efficiently and effectively carried out.
- 5) A quorum shall be the majority of the Commission members. A majority of the quorum is needed to take action.

CHARTER OF THE JEFFERSON COUNTY

VETERANS SERVICE COMMISSION

GENERAL: The Jefferson County Veterans Service Commission is a service body mandated by State Statutes 45.81 to 45.84 and 45.86 to exist in each Wisconsin County and to be funded by each County Government. The purpose of the Commission is to provide emergency financial assistance ~~through grants~~ to needy veterans, needy spouses, surviving spouses, minor and dependent children of the veterans, and the needy parents of veterans entitled to aid under ss. 45.81 to 45.84, and to carry out the purposes of s. 45.85 Wisconsin Statutes, ~~their spouses and/or, minor and dependent children.~~

~~45.86—County tax for needy veterans.~~

~~(1) Every county board shall annually levy, in addition to all other taxes, a tax sufficient to carry out the purposes of this section. The tax shall be levied and collected as other county taxes for the purpose of providing aid to needy veterans, the needy spouses, surviving spouses, minor and dependent children of the veterans, and the needy parents of veterans entitled to aid under ss. 45.81 to 45.84, and to carry out the purposes of s. 45.85. Aid may not be denied solely on the basis that a person otherwise eligible for aid owns a homestead that the person occupies.~~

~~(2) The county veterans service commission or county veterans service officer shall estimate the probable amount required under this section and shall file that estimate with the county board.~~

MEMBERSHIP: The Jefferson County Veterans Service Commission consists of five Commissioners appointed by the Jefferson County Administrator, ~~or Chairperson of the Jefferson County Board of Supervisors.~~ The Commissioners must be veterans ~~themselves~~ and reside in Jefferson County and shall have been received an honorably discharge ~~d or honorably separated~~ from the United States Armed Forces. Whenever possible, appointments to the Commission will be made from geographically balanced general population centers of Jefferson County. The Commission shall be organized by the electing one member of one of their number as ~~C~~chairperson and a member as Vice-Chair. The County Veterans Service Officer (CVSO) serves on the Commission as the Executive Secretary without a vote.

Each person on the Commission shall be appointed, when practical, on the second Monday in December and serve for 3 years as a members of the Commission for staggered 3-year terms ~~and a maximum of 3 consecutive 3-year terms. After serving 3 consecutive 3-year terms, each person on the Commission is required by Jefferson County Board rules to remain unappointed from the Commission for a period of at least 1 year before being reappointed to the Commission.~~ Certain unforeseeable occurrences may arise and present cause to appoint or replace members of the Commission, including, but not limited to, such as times of death, illness or relocation; ~~T~~these situations will be considered out of normal cycle for appointment, but will adhere to the same submission procedures for recommended persons to be considered for appointment.

MEETINGS: All meetings of the Commission shall be held in accordance with Wisconsin Open Meetings Law, the Wisconsin State Statutes and will follow the guidelines of the Jefferson County meetings policy.

POLICY: Any policies can be amended at any regular meeting of the Veterans Service Commission by a majority vote of the voting membership.

GRANTSFINANCIAL ASSISTANCE: Applications for financial assistance ~~Commission grants~~ are obtained from and returned to the CVSO, who reviews them and determines eligibility, with the advice and consent of the Jefferson County Veterans Service Commissioners if required. ~~The amount of assistance, and whether or not assistance is granted, is at the discretion of the Jefferson County Veterans Service Commission.~~ To be eligible for Jefferson County Veterans Service Commission grantsfinancial assistance, applicant veterans must have documented proof of their military service and must substantiate their discharge characterization as either -Honorable or General Under Honorable Conditions. ~~Discharge.~~ Veterans must have resided in Jefferson County for a minimum of 30 days (proven by submission of a rental agreement, utility bill, etc.) The Jefferson County Veterans Service ~~Officer~~Commission is allowed discretion to waive the 30 day residency requirement and to make allowances for the character of discharge if the discharge characterization is not Honorable or General Under Honorable Conditions~~Veterans with a less than fully honorable character of discharge~~ on a case by case basis.

The CVSO, acting as Executive Secretary for the Commission, is delegated the discretion and authority to provide financial assistance as set forth in this policy and the Statement of Policy up to ~~make sizeable grants (normally restricted to \$3500.00, maximum per grant) without immediate Commission approval.~~ If the \$3500.00 CVSO determines that there is a need to exceed this amount in ~~discretionary amount is expected to be exceeded, at any time in~~ a 12-month period, the CVSO will be required to conduct a consultation and receive written authorization from the Chair of ~~of all commissioners in accordance with public meeting of the Jefferson County Veterans Service Commission, or Vice-chairperson in the absence or unavailability of the Chair,~~ before financial assistance greater than \$500.00, but not to exceed \$1000.00, a grant may be dispersed. ~~—~~ This consultation may be conducted by telephone or email to expedite the relief to the veteran and minimize personal or family distress. All such transactions must meet the guidelines of eligibility and need, must be documented, and must be submitted and reviewed at the next regularly scheduled Commission meeting. Amounts greater than \$1000.00 must be authorized by majority vote of the entire membership of the Veterans Service Commission.

Gift cards donated by service organizations or individuals with the express request condition that ~~to the CVSO to pass on the gift to~~ a needy veterans, needy spouses, surviving spouses, minor or dependent children of the veterans, or the needy parents of veterans ~~Veterans in need shall not be considered as part of the~~ maximun\$350 annual disbursement. aid limit. (does this accurately reflect the purpose of these cards? Or should this be limited to only needy veterans?) When possible, such gift cards shall be administered by the Jefferson County Veterans Foundation.

The Commission may provide assistance such as: using gift cards for food or gas, rent assistance to prevent eviction ~~(in partnership~~ after consulting with Supportive Services for Veterans Families (SSVF) or other agency/program), payment of utility expenses ~~(in partnership~~ after consulting with Energy Assistance and/or Heat For Heroes). Cash

payments from the Veterans Service Commission are paid only to the service providers on behalf of the applicant. Eligible applicants are encouraged to first seek all available relief or entitlement from all other community relief and public assistance organizations (Job Service, Human Services, Food Pantry, Salvation Army, St. Vincent De Paul, etc.).

The CVSO, acting as Executive Secretary for the Commission, shall monitor the repeated use of VSC aid by individuals over time and has the authority to investigate whether the eligible applicant has a recorded history of abusing the Veterans Service Commission grants financial assistance of any other county in the State of Wisconsin by communicating directly with CVSOs of any other county in the state as well as any other local, state or federal program providing financial assistance to veterans. Eligible applicants will be required to demonstrate, to the satisfaction of the Commissioners or the CVSO, that the situation requiring relief is a valid emergency, that the relief provided by the Commission will provide a permanent and lasting solution to the situation and that they have the genuine ability and willingness/intent to prevent recurrence of the situation in the future, to the best of their ability. Veterans who seek assistance from the Veterans Service Commission more than once may be required to attend financial literacy training before receiving additional aid. The Veterans Service Officer and the Veterans Service Commission has the right to deny or limit financial assistance based on the availability of funds, the needs of the veteran and the amount of prior financial assistance provided.

Grant Financial Assistance applications and the information contained therein are kept in strictest confidence between the claimantveteran, the CVSO and the Veterans Service Commissioners. A record of applications and aid financial assistance granted is maintained in the Vveteran's electronic file and in accordance with Wis. State Statute s.45.81.

45.81— County veterans service commission.

(1) There is created in each county a county veterans service commission consisting of at least 3 residents of the county who are veterans appointed for staggered 3-year terms by the county executive or county board chairperson in a county that does not have a county executive.

(2) The commission shall be organized by the election of one of their number as chairperson. The county executive or county board chairperson in a county that does not have a county executive after the expiration of the terms of those first appointed shall annually on or before the 2nd Monday in December appoint one person as a member of the commission for the term of 3 years. Except as provided in s. 59.21 (1) (intro.), the county executive or county board chairperson shall require each member of the commission and the county veterans service officer to execute to the county an individual surety bond, with sufficient sureties to be approved by the county executive or county board chairperson, each bond to be in an amount equal to the tax levied in the current year for expenditure by the commission. Each bond shall be filed with the county clerk.

~~(3) (a) Except as provided under sub. (4), the commission may furnish aid to any person described in s. 45.86 if the right of that person to aid is established to the commission's satisfaction.~~

~~(b) The secretary of the commission shall maintain a list containing the name, place of residence, and amount of aid furnished to each person under par. (a), which shall be signed by the chairperson and secretary of the commission.~~

~~(c) The total disbursements made by the commission under this subsection may not exceed the amount collected from the tax levied, except when specifically authorized by the county board. The commission shall provide the county treasurer with sufficient information to deliver the specified aid to the person entitled to that aid.~~

~~(d) The commission may furnish aid in a different manner than by supplying money. The commission may request the county treasurer to pay a purveyor of services or commodities for the purchase of services or commodities, or the commission may furnish supplies, as it considers appropriate.~~

~~(e) The commission shall make a detailed report to the county board annually showing the amount expended under this subsection. The report may not include any personal identifying information regarding the persons that received aid under this subsection.~~

~~(4) A county veterans service officer appointed under s. 45.80 (1) (b) or (4) shall have the administrative powers and duties prescribed for the county veterans service commission under sub. (2).~~

~~(5) The county board shall allow the members of the commission a reasonable rate of compensation for services and actual expenses incurred in the performance of their duties to be determined under s. 59.22. The county board may provide for the employment of clerical assistance to the commission.~~

~~(6) The county veterans service officer shall serve as executive secretary of the county veterans service commission and shall make or direct all necessary investigations to determine eligibility for aid under s. 45.86 when the commission so requests. The county service officer, in making an investigation, may use the facilities for investigating that are made available by the county board.~~

~~**History:** 2005 a. 22; 2011 a. 96.~~



State of Wisconsin
DEPARTMENT OF FINANCIAL INSTITUTIONS
Division of Corporate & Consumer Services

FILING FEE \$35.00

Please check box to request ☐ + \$25.00
Optional Expedited Service

FORM **102**

**ARTICLES OF INCORPORATION
NON-STOCK, NOT FOR PROFIT CORPORATION**

Sec. 181.0202, Wis. Stats.

Executed by the undersigned for the purpose of forming a Wisconsin non-stock, not for profit corporation under Ch. 181 of the Wisconsin Statutes:

Article 1. Name of the corporation Jefferson County Veterans Foundation, Inc.	
Article 2. The corporation is organized under Ch. 181 of the Wisconsin Statutes	
Article 3. Name of registered agent: Yvonne Duesterhoeft	Article 4. Registered office address in Wisconsin (<i>A P O Box, in the same city/town, may be included but is insufficient alone.</i>): 311 South Center Avenue, Room 207 Jefferson, WI 53549
Article 5. Principal office address of the corporation: 311 South Center Avenue, Room 207 Jefferson, WI 53549	
Article 6. The corporation: <input checked="" type="checkbox"/> will have members. <input type="checkbox"/> will not have members. (You must mark one).	
Article 7. The corporation: <input checked="" type="checkbox"/> is authorized to make distributions under sec. 181.1302(4). (You must mark one). <input type="checkbox"/> is not authorized to make distributions under sec. 181.1302(4).	
Article 8. Other provisions (optional, attach additional pages labeled Article 8 and higher if necessary): See Attached.	
(Optional) This amendment has a delayed effective date: _____ (up to 90 days after received date)	

Article 9. Name and complete address of each incorporator:

Yvonne Duesterhoeft
311 South Center Avenue, Room 207
Jefferson, WI 53549,

Incorporator's signature

J. Blair Ward
311 South Center Avenue, Room 110
Jefferson, WI 53549

Incorporator's signature

This document was drafted by J. Blair Ward, Jefferson County Corporation Counsel
(Name the individual who drafted the document)



Article 8. Other Provisions

Purpose

This Corporation is organized and shall at all times be operated on a not-for-profit basis and exclusively for charitable purposes, specifically, to lessen the burdens of government, either directly or by contributing to organizations that qualify as exempt organizations as described in § 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, and the regulations thereunder, for the benefit of or to carry out the purposes of the Jefferson County Veterans Foundation, Inc. as specified herein. Specifically to assist Jefferson County Veterans and their families in matters such as: administering the Veterans Personal Loan Guarantee Program to provide financial assistance, and promote financial literacy and independence as well as housing stability. The purpose of the organization is to operate as a direct support organization for Jefferson County Veterans Service Office. Funding will be will through charitable tax exempt donations.

Mission

To provide support for Veterans to help them live their best life by leveraging relationships with other organizations and fill in the gaps in resources when needed for a Veteran to achieve self-sufficiency.

ARTICLES OF INCORPORATION – Non-stock, Not for Profit Corporation

Yvonne Duesterhoeft
311 South Center Avenue
Jefferson, WI 53549, Room 207
yvonned@jeffersoncountyiwi.gov

▲ Please provide an email or postal mailing address for the filed copy of the document.

INSTRUCTIONS (Ref. sec. 181.0202 Wis. Stats. for document content)

Please use BLACK ink. Submit one original to State of WI – Dept. of Financial Institutions, Box 93348, Milwaukee WI, 53293-0348, together with the appropriate **FILING FEE of \$35**. Filing fee is **non-refundable**. (If sent by Express or Priority U.S. mail, please visit www.wdfr.org/contact_us/ for current physical address). Sign the document manually. **NOTICE:** This form may be used to accomplish a filing required or permitted by statute to be made with the department. Information requested may be used for secondary purposes. If you have any questions, please contact the Division of Corporate & Consumer Services at 608-261-7577. Hearing-impaired may call 771 for TTY. This document can be made available in alternate formats upon request to qualifying individuals with disabilities.

Article 1. The name must contain “corporation”, “incorporated”, “company”, or “limited” or the abbreviation “corp.”, “inc.”, “co.” or “ltd.” or comparable words or abbreviations in another language.

Article 2. This statement is required.

Articles 3 & 4. The corporation must have a registered agent located at a registered office in Wisconsin. The registered agent must be an individual, or an entity on record with this Department. **The corporation may not name itself as its own registered agent.** The address of the registered office is to describe the physical location where the registered agent maintains their business office. Provide the street number and name, city and ZIP code in Wisconsin. P O Box addresses may be included as part of the address, but are insufficient alone.

Article 5. The corporation must indicate a principal office address, wherever the corporation determines it’s principal executive offices to be.

Article 6. The corporation must indicate whether or not it will have members.

Article 7. The corporation must indicate if it is authorized to make distributions under sec. 181.1302(4).

Article 8. This space is provided for insertion of any desired material, such as a purpose, dissolution clause or director information. If the corporation names directors, it is required to name a minimum of 3.

Article 9. Print the name and complete address of each incorporator. At least one incorporator is required to sign the document, although all incorporators may sign.

If the document is executed in Wisconsin, sec. 182.01(3), Wis. Stats., provides that it shall not be filed unless the name of the drafter (either an individual or a governmental agency) is printed in a legible manner. If the document is not executed in Wisconsin, enter that remark.

This document may declare a delayed effective date. To do so, complete the remark under Article 8: The delayed effective date may not be before, or more than 90 days after, the document is received by the Department of Financial Institutions for filing.



For Office



State of Wisconsin
Department of Financial Institutions

Endorsement

ARTICLES OF INCORPORATION
JEFFERSON COUNTY VETERANS FOUNDATION, INC.

Received Date: 5/1/2019

Filed Date: 5/8/2019

Filing Fee: \$35.00

Entity ID#: J049972

Total Fee: \$35.00

Jefferson County Veterans Foundation Initiatives

ISSUE	Homelessness & Housing Stability	Transportation Gaps	Financial Stability	Maximize Earning Power	Social Connection	Pay It Forward
APPROACH	Expedite Housing Solutions	Get people to places and things to people	Build Financial Independence Skills	Job and Education Counseling	Veterans help each other and the community	Veterans help each other and the community
POSSIBLE SOLUTIONS	Build Network of Vet-Friendly landlords with properties available for rent. Create app for that!	Veterans Van Transport to Madison VAMC: Volunteer Drivers use vehicle leased by CVSO through Madison VA Hospital GSA contract	Financial Coaching for Budgeting and Debt Reduction	Improve bottom line by maximizing earning potential	Involve County Veterans service Organizations by advertising and promoting their events on Central Events Calendar	Connect Vet Volunteers with community need
	Leverage resources SSVF/CAC/VORP/ State & Fed programs		Loan Guarantee Program: emergency loan vs debt consolidation loans	Encourage use of: WI GI Bill Fed GI Bill Voc Rehab		
	"Rent Guarantee" program to entice landlords to rent to Veterans with eviction history and/or bad credit	Jefferson County ADRC transports to Milwaukee VAMC, Beaver Dam and Janesville CBOC VSC pay \$15 co-pay to ADRC	When financial issues are the result of chronically poor decision making consider assisting the Veterans with fiduciary or conservancy	Make referrals to DWD and DVR and trade programs	Maker Space Cohort	
	Tiny House Village, Co-housing, shelters, inpatient treatment, per-diem housing or other programs	Vehicle for shared use to provide transport to locations other than Madison VAMC or for use by Veterans in an emergency situation		Help make connections for Vetrepreneurs		

