

# JEFFERSON COUNTY VETERANS SERVICE COMMISSION MINUTES

**January 10, 2020**

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 Naylor at 2:09 p.m.
2. **Roll Call**  
Veterans Service Commission Members present were: Tim Anhalt, Michael Clish and Joseph Naylor.  
Excused: Augie Tietz, Jim Seidl  
Others Present: Yvonne Dueterhoeft, Veterans Service Officer.
3. **Certification of compliance with Open Meetings Law**  
Staff certified compliance with the Open Meetings Law.
4. **Review of Agenda**  
No changes were made.
5. **Public Comment**  
None
6. **Approval of minutes from December 17, 2019 commission meeting**  
Minutes were provided for review.  
Motion by Clish/Anhalt to approve the December 17, 2019, 2019 meeting minutes as revised. Motion passed 3-0.
7. **Communications**
  - Obituary – William F. Jannke, III
  - Draft Job Descriptions for Veterans Service Office
  - List of aid granted in 2019
8. **Review of Aid Granted**  
A list of aid granted for was provided for review.  
Motion by Clish/Anhalt to accept the aid granted in 2019 in the amount of \$5,008.74. Motion passed 3-0.
9. **Discussion of temporary housing solutions for homeless Veterans**  
No action taken.
10. **Discussion and possible action on interfacing with Jefferson County Veterans Foundation**  
No action taken.
11. **Discussion of Veterans events/private donations**  
An annual report of donations provided in 2019 was provided for review. Dueterhoeft was approached by an organization called March Forth as a possible fund raising event. All fund raising events will be referred to the County Veterans Foundation. It was suggested that a donor form be developed for all events. No action taken.
12. **Discussion and possible action on staffing level/workload of CVSO office**  
Draft job descriptions for Veterans Benefit Specialist and Veterans Admin Clerk were provided for review. Dueterhoeft discussed hiring two 19 hour positions. The Commission recommends hiring a full-time position vs. two part-time. The Commission discussed the possibility of the Veterans Foundation helping fund a position.

Motion by Anhalt/Naylor that the Veterans Service Commission recognizes that the County Veterans Service Office is understaffed with an increase in total veterans and service needs we hereby recommend to the County Board to review and potentially increase staffing as recommended by the Veterans Service Office. Motion passed 3-0.

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

The next Veterans Service Commission meeting will be determined.

- Approval of minutes from January 10, 2020 commission meeting

14. **Adjourn**

Motion by Anhalt/Naylor to adjourn at 3:57 p.m. Motion carried 3-0.