



BREMER COUNTY COMMISSION ON VETERANS AFFAIRS

203 1ST Avenue Northeast
Waverly, IA 50677

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Commissioner's Meeting Minutes July 13, 2022

The Bremer County Commission on Veterans Affairs met in regular session on Wednesday, July 13, 2022, at 5:00 pm in the Annex Board Room. Present: Commissioner Sara Jennermann; Commissioner JP Segar via phone; Assistant Director Kailey Heidemann, and Director Dan Bonzer. Excused: Commissioner; Rich Miller.

Director distributed meeting materials to those who were physically present, as well as emailing the materials prior to the start of the meeting to all Commissioners and Assistant Director.

June Minutes were reviewed and approved. June Financial report was reviewed. It was noted by Commissioner Jennerman that the Director should review past reports for reference as the report that was printed was not the same as in the past. Commissioner Jennerman and Segar moved to approve the report until the next meeting.

Director moved to have *What Every Veteran Should Know* be reviewed on each Commissioner's own time. Commissioner Jennermann 2nd and all present approved.

June Van Report was reviewed.

Director reported on many meetings, outreach, and training events attended during the month of June.

Director welcomed both of the new Commissioners, though Commissioner Miller was excused.

Director discussed establishing a set day and time to hold the Commission Meetings. Director asked to wait until all Commissioners were present. Commissioner Jennerman moved to postpone discussion of a set day or time to the next Commission Meeting. Commissioner Segar 2nd and all present approved.

Director reported that he and the Bremer County Board of Supervisors wishes to sell the Bremer County Veterans Affairs vehicle, a 2005 Chevy Malibu. There was discussion on the matter. Commissioner Jennerman moved to approve. Commissioner Segar 2nd and all present approved.

Director discussed the updates made to the Bremer County Veterans Affairs website.

Director discussed several items of old business and their movement, if any.

Director reported multiple upcoming meetings, outreach, and training events that will be taking place.

The next regular meeting will be decided via email correspondence and will be held in the Annex Conference Room unless changed by the new Commission due to a conflict with other meetings.

Respectfully Submitted,
Daniel Bonzer, Director



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Commissioner's Meeting Minutes August 18, 2022

The Bremer County Commission on Veterans Affairs met in regular session on Wednesday, August 18, 2022, at 5:15 pm in the Annex Board Room. Present: Commissioner Rich Miller, Chairperson; Commissioner Sara Jennerman; Commissioner JP Sager; and Director Daniel Bonzer. Excused: Assistant Director Kailey Heidemann. Unless otherwise noted all actions were approved unanimously.

Director distributed meeting materials to those who were physically present.

July Minutes were reviewed and approved. July Financial report was reviewed and approved. July "What Every Veteran Should Know" was reviewed.

Director reported on many meetings, outreach, and training events attended during the month of July.

July Van Report was reviewed.

Commissioners Jennerman and Sager identified the misspelling of their names on the agenda.

A decision was made to Appoint Rich Miller as Chairperson and set a two-year term on the position of Chairperson.

Director spoke on demos that he and the Assistant Director attended for Vetpro and Tyler's Veterans Benefits. A decision was made to switch from Vetrospec to Tyler's Veterans Benefits. Tentatively Evernote will be phased out switching from one data processing system to the other.

Director updated the Commission on the Board of Supervisors Quarterly Report and Quarterly General Assistance Auditors Report.

Director reported that the ICRC and EEOC Complaint was administratively closed.

The Commission set a regularly recurring regularly scheduled meeting date and time of the 3rd Wednesday of every month at 5:00 pm.

Director reported to the Commission that harm reduction supplies were made available to the public at the Annex through coordination with the Public Health Administration at no cost to Bremer County.

A decision was made to close the issue of installing Nest Doorbells.

A decision was made to present an annual Volunteer of the Year Award starting November 2023 and to act on the pending issue of Commissioner Plaque to be installed in the Annex no later than November of 2023. An award will also be presented to retired Commissioner Brent Steer in honor of over 40 years of service to the Veterans of Bremer County on November 11th, 2022 at the Waverly Veterans Post.

A decision was made to close the issue on Homebase Iowa to be reopened at a later date.

Director updated the Commission on several new cost-saving measures.

Director updated the Commission on veteran claims issues found and ongoing efforts to resolve them.

A decision was made to cancel services ordered from the Waverly News Paper by the previous administration totaling \$1015.00.

A decision was made to set a tentative cap of \$800.00 on Veteran General Assistance. Approval of requests over \$800s will require a vote by the Commission.

Director discussed several items of old business and their movement if any.

Director reported multiple upcoming meetings, outreach, and training events that will be taking place.

The next regular meeting will be on September 21, 2022, at 5:15 pm in the Annex Conference Room unless changed by the Commission due to a conflict with other meetings.

Respectfully Submitted,
Daniel Bonzer, Director

A handwritten signature in black ink, appearing to read "Daniel Bonzer", with a long, sweeping flourish extending to the right.



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Commissioner's Meeting Minutes September 21, 2022

The Bremer County Commission on Veterans Affairs met in regular session on Wednesday, September 21, 2022, at 5:15 pm in the Annex Board Room. Present: Commissioner Sara Jennerman; Commissioner JP Sager; Director Daniel Bonzer; Assistant Director Kailey Heidemann; and Commissioner Rich Miller, Chairperson, via phone. Unless otherwise noted all actions were approved unanimously. All topics on the Agenda were discussed.

Director distributed meeting materials to those who were physically present.

August Meeting Minutes were reviewed and approved. August Financial report was reviewed and approved. September "What Every Veteran Should Know" was reviewed. It was decided that the Commissioner Manuals from IACCVSO are to be reviewed by everyone on their own time.

Director reported on many meetings, outreach, and training events attended during the month of August.

The Director and Assistant Director discussed with the Commission a potential candidate for General Assistance. It was agreed that, with the circumstances discussed, this veteran's application would not be approved if they were to turn one in.

August Van Report was reviewed. Kailey, Assistant Director/Van Coordinator, made the commission aware of a veteran who had fallen two times while he was utilizing the van. It was reported to the Assistant Director/Van Coordinator that the veteran did not sustain any injuries. She also informed all present that she has contacted the Iowa City VA Medical Center and is waiting to hear back from them as to whether this veteran will be able to continue to use the van.

Director and Assistant Director discussed all new business.

Director reported that he is working on details to add Bremer County to the Home Base Iowa program.

Director discussed several items of old business and their movement if any. It was decided that the Assistant Director will create a description for the Van Coordinator position. She is also to email this to all Commission members and the Director once completed.

Director reported multiple upcoming meetings, outreach, and training events that will be taking place. The Assistant Director's pay was discussed. The Director is updating the Board of Supervisors on Monday the 26th. Director will bring the Assistant Director's pay up when updating them. It was discussed that the caseload should also be brought up. Chairperson, Rich Miller, stated that it would need to be an incremental increase. All Commission members agreed that there would need to be some compromises made.

Commissioner JP Sager discussed the phone call he had taken. It was decided that the Assistant Director will update and revise the Resource Guide that was made during her internship. Commissioner JP asked that once this was completed to send it to all of the Commissioners, as he would like to have this information distributed throughout the veteran's organizations in the county.

Director asked for any questions, concerns, or comments from all present. There were none and the Director motioned to adjourn. Commissioner JP seconded. All were in favor, and the motion carried.

The next regular meeting will be on October 19, 2022, at 5:15 pm in the Annex Conference Room unless changed by the Commission due to a conflict with other meetings.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kailey Heidemann", with a long, sweeping flourish extending to the right.

Kailey Heidemann, Assistant Director



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Commissioner's Meeting Minutes October 19, 2022

The Bremer County Commission on Veterans Affairs met in a regular session on Wednesday, October 19, 2022, at 5:09 pm in the Annex Conference Room. Present: Commissioner Chairperson, Rich Miller; Commissioner Sara Jennerman; Commissioner JP Sager; Director Daniel Bonzer; and Assistant Director Kailey Heidemann. Unless otherwise noted all actions were approved unanimously. All topics on the Agenda were discussed.

Chairperson, Rich Miller, opened the meeting at 5:09 pm.

Director distributed meeting materials to those who were present, and Assistant Director distributed the materials she will be reviewing with the Commission.

September Meeting Minutes were reviewed by all. Chairperson Miller asked for any additions or corrections. No additions or corrections were needed. Commissioner Sager motioned to approve, Director Bonzer seconded, all were in favor, and the motion carried. September Financial report was reviewed. The State Allocation report was reviewed. An explanation of the usage was given by Director Bonzer and Assistant Director Heidemann, there were no further questions.

The FY21 Geographic Distribution of VA Expenditures (GDX) was reviewed. Clarification of the GDX was given by Assistant Director Heidemann and Director Bonzer. The report shows the amount of money that is brought into the county via VA benefits. A question was addressed about the number listed for veterans in the county. It was explained that the number listed is the number of veterans receiving VA benefits and not the entire veteran population in the county. Each column of the GDX was explained as needed with no further questions.

Director Bonzer asked if the October edition of "What Every Veteran Should Know" would be reviewed now or on everyone's own time. Bonzer added a brief description of what was included in the October edition. All were in favor of reviewing it on their own time.

Director Bonzer and Assistant Director Heidemann informed the Commission there were no applications for General Assistance. Director Bonzer reported on the number of gifts given since the last meeting and the number of contacts made.

September Van Report was reviewed and Assistant Director Heidemann explained how she gets the numbers in the report. There were no questions. Director Bonzer reported on all meetings, outreaches, and training events attended by the office during the month of September. The Director nor the Assistant Director was able to attend the live PACT Act workshop, with NACVSO, but the Assistant Director was able to attend the live Camp Lejeune workshop, with NACVSO. Both have watched the recording of the PACT Act workshop.

Director Bonzer and Assistant Director Heidemann discussed all new business.

Assistant Director Heidemann informed the Commission that the BCVA car was sold and she was waiting on the purchaser to sign the Bill of Sale.

The National Association of Counties, NACO, "Operation Green Light for Veterans" was addressed by Director and Assistant Director. The Commissioners asked for more information on this topic and suggested having the BCVA Facebook page make a post. The Commissioners asked that the Director reach out to the proper people to see if more departments in the county would participate.

Director Bonzer and Assistant Director Heidemann informed the Commission that the office had received donations from 2 of the county's veteran organizations for the VA van. It was discussed and determined that the Assistant Director will look into the matter and inform the Commission of her findings. The starting of a Bremer County Veteran's Trust Fund was discussed. Director explained that donations could be put into a trust fund in order to keep those donations in the hands of the veterans and out of the county's general fund. Assistant Director informed the Commission and Director that the trust fund would need its own commission to oversee the funds. She also explained that the office would need to get in contact with Cedar County Veterans Affairs, as that is the county where the Director had gotten the idea. Director informed the Commission that the office will look into the logistics, etc.

Director discussed several items of old business and their movement if any.

Director Bonzer and Assistant Director Heidemann will work on making it to one meeting a month at the various veteran organizations throughout the county's communities. It was discussed that the Director will look into going to the organizations' meals if possible. It was confirmed that the Director and Assistant Director will be at the Denver American Legion meeting on November 5th, 2022.

The agenda item "Sell BCVA car" listed under "Old Business" will be removed next month due to it being sold.

Assistant Director Heidemann discussed the Van Coordinator job description with the Commission. The Commissioners were all given at least 3 copies of the written description. She also informed the Commission that the description, along with the other materials given to them by her, was emailed to them with the exception of the Bremer County Contact brochure. They were provided at least one brochure and were offered to take more than one. Assistant Director also informed the Commission that she had provided the volunteer drivers, who attended the training at the beginning of the month, with a list of the minimum requirements to ride in the VA van. They were offered a copy of the information given to the drivers.

No changes or updates on Wednesday's closings, possible move to the Courthouse, adoption of new software, and Homebase Iowa.

Director reported multiple upcoming meetings, outreaches, and training events that will be taking place.

All Commissioners found the Commissioner School in Des Moines helpful and they stated they would like to go every year. Both the Director and Assistant Director found Fall School to be helpful as well and were able to network.

Director and Assistant Director's accreditation was discussed. Director Bonzer informed the Commission he is unsure as to if his accreditation had been approved yet. Assistant Director Heidemann let the Commission know that she had received good news on the correcting of her Certificate from NACVSO. She stated that she should have it by the end of the week and would be able to apply for accreditation after that.

TRIP training and VBMS access were discussed. Both Director and Assistant Director are able to start TRIP training. The Commissioners moved to have the Director and Assistant Director block off 2 hours, at a minimum, of their time each week to work on this training. The Commissioners approved the office to be closed during training times until training is completed.



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Chairperson Miller addressed the topic of Veterans Day and the discussion of a recognition plaque to be presented to Brent Steere for his many years of service as a Commissioner. Commissioner Jennerman is checking into the cost at Tennenbums Jewelry in Waverly. Assistant Director is working on getting a Certificate for years of service from the IACCVSO historian.

Commissioner Sager motioned to make Assistant Director Heidemann the Secretary of the Commission. Commissioner Jennerman seconded. All were in favor and the motion carried.

Chairperson Miller opened for questions and comments. No questions or comments were raised. Commission Sager motioned to adjourn and Commissioner Jennerman seconded. Meeting adjourned at 6:00 pm.

The next regular meeting will be on November 16, 2022, at 5:15 pm in the Annex Conference Room unless changed by the Commission with proper time allowed according to Iowa's Open Meeting Laws.

Respectfully Submitted,

Kailey Heidemann, Assistant Director



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Commissioner's Meeting Minutes November 16, 2022

The Bremer County Commission on Veterans Affairs met in a regular session on Wednesday, November 16, 2022, at 5:14 pm in the Annex Conference Room. Present: Commissioner Chairperson, Rich Miller; Commissioner Sara Jennerman; Director Daniel Bonzer; and Assistant Director Kailey Heidemann. Present via phone: Commissioner JP Sager. Unless otherwise noted all actions were approved unanimously. All topics on the Agenda were discussed.

Chairperson, Rich Miller, opened the meeting at 5:14 pm.

Director distributed meeting materials to those who were present. Assistant Director informed Commissioner Sager that she will hold on to the paper copy of his materials for next month. Most of the materials reviewed were emailed out prior to the meeting to all members of the commission.

October Meeting Minutes were reviewed by all. Chairperson Miller asked for any additions or corrections. No additions or corrections were needed. Commissioner Sager motioned to approve, Director Bonzer seconded, all were in favor, and the motion carried. October Financial report was reviewed. The State Allocation report was reviewed. Commissioner Sager wanted clarification as to why there is a -\$780.02 balance for line item 42200 Educational & Training Services of the October Financial report. An explanation was given by Director Bonzer and Assistant Director Heidemann that due to both employees being new and having new Commissioners, there has been a substantial increase in the use of this line item. After a brief discussion, it was decided that this was justified due to needing to train both CVSOs and having motivated Commissioners that also want to stay up-to-date and attend trainings. Commissioner Sager also asked if the office is sharing the expenditure report numbers with the County Board of Supervisors. The Director said he has in the past and will make sure to do so in the future. Director Bonzer motioned to approve the financial reports, Commissioner Jennerman seconded, all in favor, and the motion carried.

The Director asked if the Commission would like to review the FY21 Geographic Distribution of VA Expenditures (GDX) at every meeting or wait to review the report until the new information is released. It was a unanimous decision to wait to review the GDX until the new report is released.

Director Bonzer asked if the November edition of "What Every Veteran Should Know" would be reviewed now or on everyone's own time. He gave a brief description of the key takeaways from the November edition including the increase in monthly compensation, closing the gap in benefits for LGBTQ+ veterans and their survivors, and Military Sexual Trauma (MST) possibly being eligible for retroactive benefits. All were in favor of reviewing it in its entirety on their own time.

Director reviewed the number of contacts the office had in October. Director brought to the Commissions attention that the trust fund was not approving any applications at this time when referring to the Wynhoff Trust. Assistant Director Heidemann corrected him and informed the Commission that the Iowa Veterans Trust Fund as of November 3rd any decisions on applications are postponed, but to continue sending in any new applications. There was still confusion surrounding which trust fund was which. Assistant Director clarified for all that the Margaret Wynhoff trust is separate from the Iowa Veterans Trust Fund. She went on to explain that the Wynhoff

trust is a private trust that was created after an individual passed away and donated a large amount of money. The Wynhoff trust is based out of Independence, Iowa, and ran by a lawyer, to her knowledge. She then explained that the Iowa Veterans Trust Fund is approved by the Iowa Veterans Affairs State Commission. Both Commissioners in the room reviewed the information that was posted on the Iowa Association of County Commissioners and Veteran Service Officers website on 11/03/22, presented by Assistant Director Heidemann. After no further questions, Director Bonzer informed the Commission there were no applications for General Assistance.

October Van Report was reviewed by all. Chairperson Miller presented a proposal to all to have the Assistant Director start tracking her time spent as the Van Coordinator. All were in agreement and Assistant Director Heidemann stated she would start a simple time tracker immediately. There were no questions. Director Bonzer reported on all meetings, outreaches, and training events attended by the office during the month of October.

Director Bonzer and Assistant Director Heidemann discussed all new business.

Assistant Director Heidemann is officially accredited as of 11/8/22.

Director Bonzer informed the Commissioners that Assistant Director Heidemann got signed up for the IDVA nursing home email list on 11/1/22. Assistant Director Heidemann informed the Commission as to what the purpose of the email list is and the information that is provided on the website. She informed all present this is a requirement from the state and that it will take quite a bit of time to get caught up.

Chairperson Miller asked all present to discuss Christmas donations and gifts to the veterans that this office will be providing this year. After discussion, it was decided this year the Veteran Service Organization that would like to participate in Christmas donations will need to purchase gift cards for HyVee, Fareway, and or Walmart at their chosen amounts. The Director and Assistant Director will contact the veterans and their families who are interested and need the assistance the most. It was made clear by Assistant Director Heidemann that the county cannot provide gifts of any kind that are alcohol or tobacco, or provide gift cards that can be used to purchase alcohol or tobacco. Further discussion on next year's Christmas plan will be had at a later date.

Director Bonzer asked the Commission their thoughts on paying the office's future interns mileage if they are asked to travel using their personal vehicle to locations away from the office. All were for paying any future interns' mileage if there are completing office business or training for their internship with the office. It was decided that the Director will propose this at the next department update with the Board of Supervisors.

Director discussed several items of old business and their movement if any.

No changes or updates on topics listed: coordination of outreach to Bremer County's Veteran Service Organizations, sold BCVA car, Wednesday's closings, possible move to the Courthouse, adoption of new software, and Homebase Iowa.

Director reported multiple upcoming meetings, outreaches, and training events that will be taking place.

The Director informed the Commission that he has started TRIP training and feels it is going well. He also informed the Commission that the plan for the Assistant Director to start the TRIP training after the 1st of the year. Both the Director and Assistant Director explained that doing this would allow one person to focus more time on the training and the other will run the office. All Commissioners agreed that this is a good plan, and approved the Assistant Director to start with TRIP training on January 2nd.

Chairperson Miller asked about the VA Van parking at the BCVA office. Assistant Director Heidemann explained that the Waverly Law Center had approved having the van park in their parking lot before the Director



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and Assistant Director started. She stated that she was under the impression that when the Annex parking lot needed snow removed the van would need to be moved for snow removal.

Chairperson Miller opened for questions and comments. No questions or comments were raised. Director Bonzer motioned to adjourn and Commissioner Jennerman seconded. Meeting adjourned at 6:29 pm.

The next regular meeting will be on December 21, 2022, at 5:15 pm in the Annex Conference Room unless changed by the Commission with proper time allowed according to Iowa's Open Meeting Laws.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kailey Heidemann".

Kailey Heidemann, Assistant Director



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Commissioner's Meeting Minutes January 4, 2023

The December 21, 2022 meeting was rescheduled due to inclement weather. The Bremer County Commission on Veterans Affairs met in a regular session on Wednesday, January 4, 2023, at 5:10 pm in the Annex Conference Room. Present: Commissioner Chairperson, Rich Miller; Director Daniel Bonzer; and Assistant Director Kailey Heidemann. Present via phone: Commissioner Sara Jennerman and Commissioner JP Sager. Unless otherwise noted all actions were approved unanimously. All topics on the Agenda were discussed.

Chairperson, Rich Miller, opened the meeting at 5:10 pm.

Assistant Director distributed meeting materials to those who were present. The materials reviewed were emailed out prior to the meeting to all members of the commission.

November Meeting Minutes were reviewed by all. Chairperson Miller asked for any additions or corrections. No additions or corrections were needed. Commissioner Miller motioned to approve, Director Bonzer seconded, and the motion carried.

In the interest of time, Director Bonzer asked to start by going through the materials in the meeting packet first, as the budget needed more time than the other topics. All agreed, and the Director started with the update on the Iowa Veterans Trust Fund. Assistant Director Heidemann informed all who were present that the Iowa Veterans Trust Fund is not accepting any applications and it is unknown when the Iowa State Veterans Affairs Commission will start accepting them again. This was a change from the last Commission meeting. Commissioner Jennerman asked how this would affect our county's veterans. Both Director Bonzer and Assistant Director Heidemann informed the Commissioner that it would be one less resource available to the state's veterans in need. Director Bonzer then moved on to the CVSO Act. Both the Director and the Assistant Director informed the Commission that this would help our office and all offices like ours across the state. A copy of the legislative summaries for both H.R. 4601 and S. 2405 was provided to the Commission. The Director then moved on to the Assistant Director's Van Coordinator time tracker. The Assistant Director informed the Commission that the majority of her time is spent at the end of the month due to preparing the monthly report to be sent to Iowa City VA Medical Center.

All then reviewed and discussed the proposed budget for FY24. There were two proposals presented to the Commission. After discussion and explanations, it was decided that the budget that would be presented to the Board of Supervisors would be the budget which indicated the 8.8% raise for the Assistant Director. During the discussion, the Commission suggested that there be a plan for the Assistant Director to receive a 4% raise next fiscal year, FY25. Commissioner Jennerman motioned to approve the proposed budget to be presented to the Board of Supervisors, Commissioner Sager seconded, and the motion carried. Discussion ensued having a meeting with the county Finance Director and it was decided that the Director and Assistant Director would do so before the Board of Supervisor's meeting on January 16th, if possible.

The November Financial report was reviewed while the budget was being reviewed. There were no questions or comments. Commissioner Jennerman motioned to approve the financial reports, Commissioner Sager seconded, and the motion carried.

Director Bonzer reviewed the number of contacts the office had in November. The Director pointed out that there were 6 New Contacts made and explained that this is the most since starting in July. There were no questions or comments. Director Bonzer informed the Commission there were no applications for General Assistance.

November Van Report was reviewed by all. There were no questions. Director Bonzer reported on all meetings, outreaches, and training events attended by the office during the month of November. Assistant Director Heidemann gave an update on the Christmas Donations. She explained that there have been two families to receive the gift cards and explained that when the veteran receives the gift cards they sign off on a Notice of Decision stating they understand that they are only to use the gift cards for food and fuel.

Director Bonzer discussed several items of old business and their movement if any. Assistant Director Heidemann gave an update on the IDVA nursing home email list. She explained that it is going to take much longer than originally thought to review all of the nursing homes. It was decided that the Director would also sign up for the emails and database to help distribute the workload. No changes or updates were noted on any old business items that are listed on the agenda for this meeting.

The Director reported multiple upcoming meetings, outreaches, and training events that will be taking place or took place in December.

Chairperson Miller opened for questions and comments. No questions or comments were raised. Director Bonzer motioned to adjourn and Commissioner Jennerman seconded. The meeting adjourned at 6:34 pm.

The next regular meeting will be on January 18, 2023, at 5:15 pm in the Annex Conference Room unless changed by the Commission with proper time allowed according to Iowa's Open Meeting Laws.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kailey Heidemann". The signature is written in a cursive, flowing style.

Kailey Heidemann, Assistant Director



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Commissioner's Meeting Minutes January 18, 2023

The Bremer County Commission on Veterans Affairs met in a regular session on Wednesday, January 18, 2023, at 5:10 pm in the Annex Conference Room. Present: Commissioner Chairperson, Rich Miller; Director Daniel Bonzer; and Commissioner Sara Jennerman. Present via phone: Assistant Director Kailey Heidemann and Commissioner JP Sager. Unless otherwise noted all actions were approved unanimously. All topics on the Agenda were discussed.

Chairperson, Rich Miller, opened the meeting at 5:10 pm.

Director distributed meeting materials to those who were present. The materials reviewed were emailed out prior to the meeting to all members of the commission.

December Meeting Minutes (that meeting was held on January 4th) were reviewed by all. No additions or corrections were needed. Commissioner Sager motioned to approve, Director Bonzer seconded, and the motion carried. *What Every Veteran Should Know* was briefly discussed and will be reviewed further on the Commission's own time.

The Director mentioned the budget workshop that was attended by himself and the Assistant Director. A brief discussion was had about the meeting. Commissioner Sager stated that he acknowledges the Board of Supervisors stance on the Assistant Director's 8.8% pay increase and the increase in the budget for training but politely disagrees. All Commissioners are in agreement that the Assistant Director will get the pay increase. All Commissioners will be attending Fall Commissioner School annually. All reviewed and discussed the re-estimated budget for FY24. After some discussion, Commissioner Sager motioned to approve the re-estimated budget for FY24 as written and Commissioner Miller second, motion carried.

The December Financial report was reviewed while the budget was being reviewed. There were no questions or comments. Director Bonzer motioned to approve the financial reports, Commissioner Jennerman seconded, and the motion carried.

Director Bonzer reviewed the number of contacts the office had in December. The Director informed the Commission that the numbers are skewed as he had not entered in some notes into VetraSpec. He stated that he needs to get better at taking notes while meeting with veterans. The Assistant Director offered a note-taking aid to assist him with developing this skill. The Assistant Director will provide him with copies of the note-taking aid when back in the office. There were no questions or comments. Director Bonzer informed the Commission there were no applications for General Assistance.

December Van Report was reviewed by all. There were no questions. The Commission asked about the progress if any on the Van Coordinator search. It was discussed and decided that the Van Coordinator position description would be put in the local newspaper. Director Bonzer will get in touch with the newspaper and provide them with the information.

Director Bonzer reported on all meetings, outreaches, and training events attended by the office during the month of December. It was noted that there have been no additional Christmas Donations given since the last update due to an increase in workload while the Director was absent.

Assistant Director Heidemann explained that Cost Breakdown for Fall School 2022 that she prepared. After brief discussion, there were no questions on the topic and no vote necessary. Director Bonzer asked if the Commission felt it necessary to review Ch. 21: Open Meeting Laws. The Assistant Director noted that she would like to make sure all Commission Members are aware of the code and that the Commission be sure the code is being met. The Director asked a clarifying question about the relationship between Robert's Rules and Ch. 21. Assistant Director Heidemann answered Director Bonzer's question. She went on to explain that both are important and both need to be followed by this Commission. There were no further questions. Discussion on the New Law Change for Suicidal Veterans ensued. Assistant Director Heidemann explained that she brought this to the Commission's attention in order to keep them informed. There were no questions and the Commission will continue to monitor the new laws being proposed and passed. Assistant Director Heidemann updated the Commission on her Van Coordinator time tracker.

Director Bonzer discussed several items of old business and their movement if any. No changes or updates were noted on any old business items that are listed on the agenda for this meeting.

The Director reported multiple upcoming meetings, outreaches, and training events that will be taking place or took place in January.

Chairperson Miller opened for questions and comments. No questions or comments were raised. Commissioner Miller motioned to adjourn and Commissioner Jennerman seconded. The meeting adjourned at 5:49 pm.

The next regular meeting will be on February 15, 2023, at 5:15 pm in the Annex Conference Room unless changed by the Commission with proper time allowed according to Iowa's Open Meeting Laws.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kailey Heidemann". The signature is written in black ink and is positioned above the typed name.

Kailey Heidemann, Assistant Director



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Commissioner's Meeting Minutes February 15, 2023

The Bremer County Commission on Veterans Affairs met in a regular session on Wednesday, February 15, 2023, at 5:00 pm in the Annex Conference Room. Present: Commissioner JP Sager; Director Daniel Bonzer; Assistant Director Kailey Heidemann; and briefly present was Jan Heidemann, Administrator of Bremer County General Assistance and Operations Coordinator for the Mental Health/Disability Services of the East Central Region. Present via phone: Commissioner Chairperson, Rich Miller. Excused: Commissioner Sara Jennerman. Unless otherwise noted all actions were approved unanimously. All topics on the Agenda were discussed.

Chairperson, Rich Miller, opened the meeting at 5:00 pm.

Assistant Director distributed meeting materials to those who were present. The materials reviewed were emailed out prior to the meeting to all members of the commission.

Director Bonzer started the meeting with a discussion regarding the additional budget decrease of 2% requested by the Board of Supervisors. The budget numbers were discussed including but not limited to, the decrease that was already made in the proposed budget for FY24 (roughly \$8,151.00) which was a 4.7% decrease from the FY23 budget, the dollar amount for a 2% more decrease (\$3,272.48) in FY24, and the total decrease for FY23 and FY24 if the commission were to decrease by the additional 2 percent (\$11,423.48). Commissioner Sager asked guest Jan Heidemann if this type of decrease across the board is typical. Jan expressed that it is, but maybe not to this extent. All attending members of the commission expressed their opinion, unanimously agreeing that this additional decrease would not be feasible. After further discussion, it was decided that the Board of Supervisors would receive a letter explaining the Commission's decision to not decrease the budget further and attach the letter with the unchanged budget to the Finance Director. Additionally, it was discussed to reach out to the community veteran organizations requesting their support in this decision by writing their own letters to the Board of Supervisors. It was not decided when the commission would request said letters. Jan exited the meeting once the discussion of this topic was complete.

January Meeting Minutes were reviewed by all. No additions or corrections were needed. Commissioner Sager motioned to approve, Director Bonzer seconded, and the motion carried. *What Every Veteran Should Know* was briefly discussed and will be reviewed further on the Commission's own time.

The January Financial report was reviewed by all present. There were no questions or comments. Chairperson Miller motioned to approve the financial reports, Commissioner Sager seconded, and the motion carried.

Director Bonzer reviewed the number of contacts the office had in January. The Director informed the Commission that some numbers are pending due to additional notes needing to be entered. He offered to have the notes completed by the next commission meeting and review the numbers then. There was no decision made on this. There were no questions or comments.

Assistant Director reviewed the numbers for the January Van Report. There were no questions. Director Bonzer asked if the Van Coordinator position description had been given to the local newspaper. Assistant Director informed everyone that she wasn't aware of it. Director Bonzer is going to reach out to the paper.

Director Bonzer reported on all meetings, outreaches, and training events attended by the office during the month of January. It was noted that there have been no additional Christmas Donations given since the last update due to the increase in the office's workload.

Director Bonzer updated the Commission on the progress of getting his PIV card. He stated that his background check came back clean and has an appointment next week for his PIV card/VBMS access. Assistant Director informed the Commission that she just needs to take the final assessment to finish up her TRIP training.

Assistant Director Heidemann reported and explained the following agenda items: ISAC Legislative Update, *Grassley Commentary*, Ch. 35 Rough Draft, Semi-annual Rate Change at the IVH, Net Worth Limit Change, Spring School details, and Iowa Veterans Trust Fund update. All materials were provided to and reviewed by the Commission. On review of the rough draft for Ch. 35, which was submitted to legislators by IACCVSO, Commissioner Sager stated that it seems like a well-deserved update. There were no further questions or comments.

Director Bonzer discussed several items of old business and their movement, if any. Assistant Director started a discussion on which veteran management system the office will move to or whether they will stay with VetraSpec due to the news from TylerTech. Both Assistant Director and Director updated the Commission that TylerTech has informed us that they have no plans of taking VetraSpec off the market. Assistant Director Heidemann asked that we look further into VetPro, and explained that a huge advantage to that system is the remote signing feature. Commissioner Sager asked if other systems use this technology. Assistant Director stated no and explained that it was proprietary to VetPro's system. Director Bonzer stated that he was concerned with data transfer and losing data. Assistant Director stated that it would be a matter of requesting TylerTech prepare our files and send them to VetPro and having VetPro enter in all the data. She went on to explain that there would be minimal work for our office itself, as the tasks are well within the realm of each system servicer's duties. It was decided that demos would be set up for both VetPro and TylerTech's Veteran Benefits System to better determine which system would be the right choice. No changes or updates were noted on any old business items that are listed on the agenda for this meeting.

The Director reported multiple upcoming meetings, outreaches, and training events that will be taking place or took place in February.

Commissioner Sager asked if the office is tracking the time spent on research, casework, etc. for each veteran we are working with. Director Bonzer stated that he rarely does unless it is significant. Assistant Director stated that she tries to make notes in the veteran's file under Administration Contact, though she has not done this with every veteran. Commissioner Sager ask that the office try to start and possibly add this to the monthly numbers update.

Chairperson Miller opened for questions and comments. No questions or comments were raised. Commissioner Sager motioned to adjourn and Commissioner Miller seconded. The meeting adjourned at 6:12 pm.

The next regular meeting will be on March 15, 2023, at 5:15 pm in the Annex Conference Room unless changed by the Commission with proper time allowed according to Iowa's Open Meeting Laws.

Respectfully Submitted,



Kailey Heidemann, Assistant Director



BREMER COUNTY COMMISSION ON VETERANS AFFAIRS

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Commissioner's Meeting Minutes April 19, 2023

The Bremer County Commission on Veterans Affairs met in a regular session on Wednesday, April 19, 2023, at 5:00 pm in the Annex Conference Room. Present: Commissioner Chairperson, Rich Miller; Commissioner JP Sager; Director Daniel Bonzer; Assistant Director Kailey Heidemann. Present via phone: Commissioner Sara Jennerman. Unless otherwise noted all actions were approved unanimously. All topics on the Agenda were discussed.

Chairperson, Rich Miller, opened the meeting at 5:00 pm.

Assistant Director distributed meeting materials to those who were present. The packet reviewed was emailed out prior to the meeting to all members of the commission. Some topics were only discussed and were not included in the packet.

February Meeting Minutes were reviewed by all. No additions or corrections were needed. Commissioner Sager noted that the Commission would like to have the packet provided to them at least 48 hours in advance. There were no objections. Commissioner Sager motioned to approve the minutes, Director Bonzer seconded, and the motion carried. Highlights from both March and April *What Every Veteran Should Know* were discussed and both will be reviewed further on the Commission's own time.

The February and March Financial report were reviewed by all present. There were no questions or comments. Chairperson Miller motioned to approve the financial reports, Director Bonzer seconded, and the motion carried.

Director Bonzer reviewed the number of contacts the office had in February and March. The Commission asked that we find a method to track the time spent on each claim including but not limited to research, phone calls, emails, etc. The time tracked will then be a new stat given in the monthly contact report as well as reported to the Board of Supervisors at department updates. The Commission requested that when reporting the number of contacts, the Director focus on the total number of contacts instead of reviewing all individual stats.

There was a brief discussion on the previous Board of Supervisors meetings that were attended by members of the Commission. The Commission was informed that the purposed budget for FY24 has been approved by the Bremer County Board of Supervisors.

Director Bonzer read the numbers for the February and March Van Report. Assistant Director Heidemann explained the missed ride notated on the report. The Commission was informed that the situation was investigated and rectified with the veteran/rider. Assistant Director informed the Commission that the Van Coordinator position was given to the Waverly paper. The advertisement has already been ran in two papers and one shopper. It was decided that the same information would be posted to the office's Facebook page.

Director Bonzer reported on all meetings, outreaches, and training events attended by the office during the month of February and March. Commissioner Sager asked about the Bremer County Suicide Prevention Coalition. Assistant Director explained that the coalition was started by the Iowa City VA Medical Center's Community Engagement and Partnership Coordinator and Suicide Prevention, Peggy Dickey. There are many of these

coalitions throughout the state that started through a VA Medical Center. The Commission was also informed that the coordinator has provided the office with some outreach materials including coasters, gun locks, etc. The Commission would like the coasters to be distributed throughout all Bremer County veteran service organizations, with their assistance. Heidemann is to reach out to the coordinator to see if there are paper placemats that are available for distribution.

Director Bonzer updated the Commission on the progress made with cross-accreditations. Assistant Director Heidemann updated the Commission on the progress made with VBMS access and receipt of PIV card. Cross accreditations to be processed for the Assistant Director.

All topics under "New Business for February and March" were discussed. Assistant Director Heidemann explained that the Iowa Veteran's Trust fund is hoping to start taking new applications starting July 1st. Heidemann will provide the Cedar Valley Honor Flight information and application via email to all Commissioners for distribution to the various veteran service organizations. Bonzer and Heidemann explained that the Ch. 35 legislation may be dead, but Senator Joni Erst came to Spring School and was informed of the legislation. Senator Erst stated she would reach out to her colleagues at the state level. NACVSO Annual Conference was discussed. Assistant Director explained that her registration was submitted and that she was informed that there is a high probability that NACVSO will be requiring their Annual Conference in order to maintain accreditation through their organization. Further discussion ensued. It was decided that the Assistant Director will be attending the conference this summer, at least virtually, and is to seek financial assistance from NACVSO and other organizations to go in person. All three Commissioners were in agreement.

Director Bonzer discussed several items of old business and their movement, if any. Discussion on Christmas Donations was tabled until the next meeting. No changes or updates were noted on any old business items that are listed on the agenda for this meeting.

The Director reported multiple upcoming meetings, outreaches, and training events that will be taking place or took place in April.

Chairperson Miller opened the meeting for questions and comments. Commissioner Sager stated that the Denver American Legion asked him to ask the office for a list of all veterans living in Denver. Both Director Bonzer and Assistant Director Heidemann stated that they cannot do that due to confidentiality and HIPAA. A brief discussion ensued on sending mass mailings of office updates to all veterans in the county. Further discussion will be on a future agenda. Chairperson Miller opened for further questions and comments. No further questions or comments were raised. Commissioner Sager motioned to adjourn and Commissioner Jennerman seconded. The meeting concluded at 6:50 pm.

The next regular meeting will be on May 24, 2023, at 5:15 pm in the Annex Conference Room unless changed by the Commission with proper time allowed according to Iowa's Open Meeting Laws.

Respectfully Submitted,



Kailey Heidemann, Assistant Director



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Commissioner's Meeting Minutes May 17, 2023

The Bremer County Commission on Veterans Affairs met in regular session on Wednesday, May 17, 2023, at 5:00 pm in the Annex Conference Room. Present: Commissioner Chairperson, Rich Miller; Commissioner JP Sager (and by phone at Insurance System topic); Director Daniel Bonzer; Assistant Director Kailey Heidemann. Excused: Commissioner Sara Jennerman. Guest Speaker: Bret Ford, Veteran Career Planner from IowaWORKS. Unless otherwise noted all actions were approved unanimously. All topics on the Agenda were discussed.

Chairperson, Rich Miller, opened the meeting at 5:00 pm.

Assistant Director distributed meeting materials to those who were present. The packet reviewed was emailed out prior to the meeting to all members of the commission. Some topics not included in the packet were discussed.

April Meeting Minutes were reviewed by all. No additions or corrections were needed. Motion by Bonzer to approve the minutes, second Commissioner Sager. Highlights from May's *What Every Veteran Should Know* were discussed and the entirety of the newsletter will be reviewed further on the Commission's own time.

Assistant Director Heidemann made it known that the guest speaker was present. Mr. Bret Ford introduced himself, explained what his position entails, and extended his office as a resource for veterans in our county's communities. Chairperson Miller asked if he could share some information that may pertain to Mr. Ford. Miller then discussed information for a program aiming to improve access to assistive devices, durable medical equipment, and adaptive equipment. This program is through Northeast Iowa Area Agency on Ageing (NEI3A) and the point of contact is Miranda Biermann. Chairperson Miller also asked about Homecare Hub of Iowa's point of contact, Sandy Jacobson. Heidemann and Bonzer explained that they had spoken with Sandy and had posted their information with the other resources in the entryway. Assistant Director Heidemann is going to get in contact with Miranda. Ford exited.

The April Financial report was reviewed by all present. There were no questions or comments. Motion by Chairperson Miller to approve the financial reports, seconded by Director Bonzer, the motion carried.

Bonzer reviewed the total number of contacts the office had in April. The Commission asked how finding a method to track our time spent on claims is coming. Both Director and Assistant Director explained that they are going to use Administrative Contacts as well as the other contact methods in the veterans' VetraSpec profiles to track time spent.

Heidemann presented the stats for the April Van Report. Heidemann again informed the Commission that the Van Coordinator position has already been advertised in two papers and one shopper. There was no other progress in finding a replacement for this volunteer position. Bonzer asked if it would be possible to enlist help from a community service organization to make this a paid position. He explained that it would be an easier selling point to the Board of Supervisors if they do not have to pay for all of the position's wages. Discussion ensued and there will be further discussion on the topic.

Director Bonzer reported on all meetings, outreach events, and training events attended by the office during the month of April.

Assistant Director Heidemann's attendance to NACVSO National Conference was discussed. The Commissioners asked that the Assistant Director calculate the cost. Chairperson Miller motioned that if it is fiscally responsible and there is funding in the budget, to go in person. Commissioner Sager seconded the motion. The Assistant Director will go in-person pending cost, planning to flex time so there is no overtime/comp. time accrued, and no mileage due to carpooling with another county. All other topics were discussed with no action needed. The commission asked for dates for the local honor flights, as well as more information on the DOT Handicap Plates/Placards. That information will be emailed to each individual Commissioner that requested it.

Director Bonzer discussed several items of old business and their movement, if any. No changes or updates were noted on any old business items listed on the agenda. The Director reported multiple upcoming meetings, outreach events, and training events that will be taking place or took place in May.

Chairperson Miller opened the meeting for public comment, questions, and comments. No further questions or comments were raised. Motion by Director Bonzer to adjourn, a second from Chairperson Miller. The meeting concluded at 6:36 pm.

The next regular meeting will be on June 21, 2023, at 5:00 pm in the Annex Conference Room.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kailey Heidemann", with a long horizontal flourish extending to the right.

Kailey Heidemann, Assistant Director



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Commission Meeting Minutes June 21, 2023

The Bremer County Commission on Veterans Affairs met in regular session on Wednesday, June 21, 2023, at 5:00 pm in the Annex Conference Room. Present: Commissioner Chairperson, Rich Miller; Commissioner Secretary, JP Sager; Commissioner, Sara Jennerman; Director, Daniel Bonzer; and Assistant Director, Kailey Heidemann. Unless otherwise noted all actions were approved unanimously. All topics on the Agenda were discussed.

Assistant Director Heidemann distributed meeting materials. The packet reviewed was emailed out prior to the meeting to all members of the commission and office. Chairperson, Rich Miller, opened the meeting at 5:00 pm.

Heidemann brought details of Iowa Code Chapter 35B to the Commissioners' attention, specifically Section 35B.6. This section was reviewed by all. Heidemann explained that Iowa code states the Commission Secretary is to be one of the Commissioners, who were appointed by the Board of Supervisors. Commissioner Sager volunteered to be Secretary for the Commission. The Commission unanimously agreed that Assistant Director Heidemann would continue to write the minutes. The minutes will then be reviewed and signed off by Commissioner Secretary Sager.

Sager motioned to approve the agenda for this meeting, Jennerman second. May Meeting Minutes were reviewed by all. No additions or corrections were needed. Motion by Sager to approve the minutes, second by Jennerman.

Sager motioned to review May's *What Every Veteran Should Know* on the Commission's own time, second by Jennerman.

May Financial report was reviewed by all. There were no questions or comments. Motion by Jennerman to approve the financial reports, second by Miller.

Bonzer reviewed the total number of contacts the office had in May. Heidemann presented the stats for the May Van Report. Director Bonzer reported on all meetings, outreach events, and training events attended by the office during the month of May.

Heidemann reported the highlights of what was learned at the NACVSO National Conference in Madison, Wisconsin. Heidemann notified the Commission that their presence would be welcome at the Iowa State Fair Parade. Jennerman asked for more information regarding both events to be sent out to all Commissioners. Heidemann stated that she would send them her notes from the Conference and the date and time of the parade once it is made available.

Director Bonzer discussed several items of old business and their movement, if any. No changes or updates were noted on any old business items listed on the agenda. The Director reported multiple upcoming meetings, outreach events, and training events that will be taking place or took place in June.

Sager asked that contact be made with the county DOT/driver's license office to see if they are aware that veterans with a disability rating can receive a handicap placard/plate. Heidemann and Bonzer stated one of them would reach out and report back.

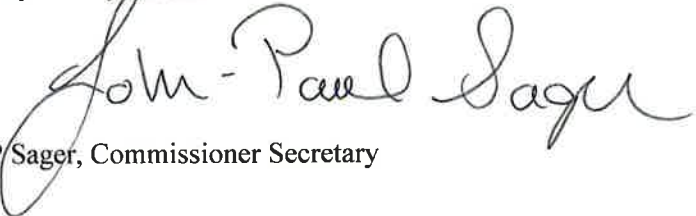
Sager and Miller reviewed the application that was submitted for the Commissioner position starting July 1, 2023. Sager motioned to accept the applicant, Miller seconded, and congratulations were given to Commissioner Jennerman. Bonzer notified the Commission that the re-appointment of Commissioner Jennerman will be held on June 27, 2023, during the Board of Supervisors meeting. Bonzer will notify Jennerman of the time.

Chairperson Miller opened the meeting for public comment, questions, and comments.

Sager made a motion that end-of-the-day lunch breaks need to have prior approval. Furthermore, Sager stated that lunch breaks should be staggered and taken at the standard times between 11:00 am and 1:00 pm. Bonzer stated he would plan to take his lunch from 12:30-1:00 pm and asked Heidemann if she would be okay with taking her lunch from 12:00-12:30 pm. Heidemann stated that 12:00-12:30 pm is when she currently takes lunch. The motion was seconded by Miller. This will be placed on the agenda for the next meeting where it will be officially voted upon due to it not being on the agenda of this meeting.

Motion by Secretary Sager to adjourn, seconded by Commissioner Jennerman, motion carried. The meeting concluded at 6:30 pm. The next regular meeting will be on July 19, 2023, at 5:00 pm in the Annex Conference Room.

Respectfully Submitted,



JP Sager, Commissioner Secretary



Written by: Kailey Heidemann, Assistant Director