

# **AGENDA MARSHALL COUNTY COMMISSION OF VETERANS AFFAIRS**

**101 E Main Street, Marshalltown, IA 50158**

**10:00 AM March 8, 2023**

The Marshall County Commission of Veterans Affairs will meet in the Veterans Affairs office conference room, 101 E. Main St, Marshalltown, Iowa. The Commission will consider such necessary business as may come before it. Persons having business with the Commissioner of Veterans Affairs must submit a proposed agenda of items in writing to the Marshall County Veterans Affairs office, 101 E Main Street, Marshalltown, Iowa 50158.

Commissioners: Chair Tom Lamb, Bob Grimes, Laurel Degelau.

Board of Supervisor Representative: Jarret Heil.

## **PROPOSED AGENDA:**

1. Call to Order (10:00 a.m.) by Commission Chair Lamb.
  
2. Approval of Minutes: Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve minutes as presented. Roll call vote: \_\_\_\_\_  
Special Meeting of January 26, 2023, no meeting was held February 8, 2023.  
Regular Meeting of January 12, 2023.
  
3. Presentation of claims and approval
  
4. Director's report
  
5. Public comments
  
6. Adjourn. Motion by \_\_\_\_\_, second by \_\_\_\_\_ to adjourn.

Kevin Huseboe, Director  
Veterans Affairs

*The Veterans Affairs Commission generally meets the 2<sup>nd</sup> Wednesday of each month.*



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# OFFICE OF VETERANS AFFAIRS

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MARSHALL COUNTY, IOWA

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101 E. Main St  
Marshalltown, IA 50158  
Phone (641) 754-6335

**Commissioners:**  
Tom Lamb, Chairman  
Bob Grimes  
Laurel Degelau

**MARSHALL COUNTY  
COMMISSION OF VETERANS AFFAIRS MEETING  
Regular Meeting – January 12, 2023**

The meeting was called to order at 10:00 am by Chair Tom Lamb. Also in attendance were Commissioners Bob Grimes, Commissioner Laurel Degelau, Director Kevin Huseboe, and Veterans Affairs County Service Officer Shari Coughenour.

Degelau approved the December minutes, second by Grimes. Motion carried 3-0.

Lamb moved to approve the claims as presented, second by Degelau. Motion carried 3-0.

Director Huseboe reported on the budget work for Fiscal Year 23-24, asking for increased hours and wages to serve Veterans. Due to the July 1, 2022, CICS reorganization, CICS is no longer providing “General Assistance” duties and those duties have been reassigned to VA staff. The Commissioners are invited to attend the budget meeting with the Board of Supervisors on Friday, January 13 at 2:30 PM. Coughenour’s title has been changed to “County Veteran Service Officer” instead of “Administrator” due to VA classification guidelines.

Motion by Lamb to adjourn, seconded by Grimes. Motion passed at 10:47 am.

Adjourned until next regularly scheduled meeting on February 8, 2023, at 10:00 am.

Respectfully submitted,

Shari Coughenour,  
County Veterans Service Officer



# OFFICE OF VETERANS AFFAIRS

MARSHALL COUNTY, IOWA

101 E. Main St  
Marshalltown, IA 50158  
Phone (641) 754-6335

**Commissioners:**  
Tom Lamb, Chairman  
Bob Grimes  
Laurel Degelau

## MARSHALL COUNTY COMMISSION OF VETERANS AFFAIRS MEETING Special Meeting – January 26, 2023

The meeting was called to order at 10:00 am by Tom Lamb. Also in attendance were Commissioners Bob Grimes and Laurel Degelau, Director Kevin Huseboe, County Veterans Service Officer Shari Coughenour, and Supervisor Jarret Heil. Heil asked to be included as an observer at future meetings.

The Commissioners discussed the revised budget for an amendment for FY22-23 and FY23-24. Huseboe presented information for salaries across the state for other VA offices, with salaries for directors at \$28.00 per hour and certified CVSOs at \$24.00. Huseboe recommends increasing pay for future recruitment and for both positions to be full time within the next few years due to department service levels. The VA department began providing General Assistance duties when CICS separated from Marshall County in July, 2022, with \$15,480 was budgeted in FY22-23 for GA salaries/benefits/supplies, which are now absorbed in the VA budget. Huseboe recommended the budget revision for FY22-23 which includes a pay increase for the Director and other budget line reductions with a net reduction of 18K. Reductions include office supplies, travel and volunteer driver meeting expense.

Degelau moved to approve employee status change for Director Huseboe, from hourly rate of \$20.09 to \$28.00, to be paid salaried at 28 hours per week, retroactive to February 1, 2023, second by Grimes. Motion carried 3-0.

The Commissioners approved the claims and budget as presented, motion by Lamb, second by Grimes. Motion carried 3-0.

Motion by Lamb to adjourn, seconded by Grimes. Motion passed at 10:40 am. Adjourned until next regularly scheduled meeting on March 8, 2023, at 10:00 am.

Respectfully submitted,

Kevin Huseboe,  
Director