

# MEETING NOTICE & AGENDA

## Board of Health Committee Meeting (Regular) or (Special)

Date: **Tuesday, November 15, 2022**

Time: **8:30 am**

Place: **Small Training Room**

**Health and Human Services Bldg.**

**810 Lincoln Street**

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approval of October Minutes
5. Citizen input (maximum 3 minutes per appearance) (15 minutes total per meeting)
6. 2022 Budget Adjustments
7. COVID-19 Updates
8. Review and Approval of MCH – Edinburgh Perinatal/Postnatal Depression Scale (EPDS) Policy
9. Reports from Cindy
  - a. October Monthly Report
10. Department Updates
  - a. Agency Updates
  - b. Financial Report
11. Travel Request & Approval
12. Overtime Report
13. Next Meeting Date
14. Such other matter as authorized by law
15. Adjournment

# MEETING NOTICE AND AGENDA

## Veterans Services Committee Meeting

Date: Tuesday, Nov 15, 2022

Time: 08:30 am

Place: Kewaunee County Human Services  
Conference Room

1. Call to order
2. Roll call
3. Public Input
4. Approval of Current Agenda
5. Approval of October Meeting Minutes
6. Departmental Operations
  - a. Monthly Reports/Office Business
  - b. Administrative position justification brief
  - c. Document scanning timeline
7. Travel Notifications
8. Overtime Report
  - a. None
9. Such other matters as authorized by law
10. Set next Veterans Service Committee meeting date:
  11. Dec 12 2022
12. Adjournment

\*\*\*\*\*

Please call (920) 388-7164 if you require reasonable accommodations due to a disability to participate in this meeting.

You should attend this meeting if a matter important to you on this agenda because it is possible members of the Kewaunee County Board of Supervisors or other standing committees will be present to listen, observe, and participate in the meeting. The committees of the Board include Finance & Public Property, Public Health and Veterans, UW-Extension, Land and Water, Public Safety and Justice, Highway and Solid Waste, Parks, Promotion and Maintenance, and Executive. The Board or any other committee will take no action if majorities of the Board or any of its other committees happen to be present.

Public minutes  
Kewaunee County  
Veterans Service Commission Minutes  
4 October 2022

Meeting of the Commission called to order by Claude Stangel at 3:03 p.m. in Committee Room, upper floor, in the Kewaunee County Administration Building, 810 Lincoln Street. We are in compliance with the open meeting law.

Present: Claude Stangel, Robert Lohrey and Paul Kozlowski - Commission Members. CVSO Robert Stearns – Secretary.

Not Present: Rick Philips

**Public Input:** None

Motion to accept Agenda as written, made by Robert Lohrey seconded by Paul Kozlowski - all in favor, motion carried.

Motion to accept previous months minutes, made by Paul Kozlowski seconded by Robert Lohrey - all in favor, motion carried.

**Financial Report by CVSO / Secretary:**

**Donations and Relief Balance as of 04 October 2022: \$18559.46**

Motion to Accept the Financial Report, made by Robert Lohrey seconded by Paul Kozlowski – all in favor, motion carried

Motion made by Paul Kozlowski, seconded by Claude Stangel to go into closed session as per Wis Stat 19.85 (1) (f). The purpose of the meeting is to review the applications received in the prior month; interview applicants for financial aid, determine if the need requirement is met; deny or approve such application; and if approved, determine the amount of aid to be given to the applicant.

Motion status: Discussion on potential applicants.

Motion to support made by Claude Stangel seconded by Paul Kozlowski – all in favor, motion carried

Motion made Robert Lohrey seconded by Claude Stangel to return to Open Session, all in favor, Motions carried.

**Discussions held:**

Upcoming Conference

Legion visits in November

Next 2 Comm mtgs: 1 Nov 2022, 5 Dec 2022

Motion made by Paul Kozlowski seconded by Robert Lohrey to Adjourn, affirmed by all present, Motions carried.

Meeting adjourned at 3:37 P.M.

## VETERANS SERVICE COMMITTEE MEETING

October 10, 2022

### KEWAUNEE COUNTY HUMAN SERVICES CONFERENCE ROOM

#### Call to Order:

The meeting was called to order at 9:13 am by Chairperson Kim Kroll

#### Roll Call:

Members present were Chairperson Kim Kroll, Dennis Langteau, Jeff Vollenweider, Milt Swagel, and CVSO Rob Stearns.

Not present: None

#### Approval of Agenda:

A motion was made by Dennis Langteau and seconded by Milt Swagel to approve the Oct Agenda. The motion carried.

#### Approval of Aug and Sep minutes:

A motion was made by Jeff Vollenweider and seconded by Milt Swagel. The motion carried.

#### Department Operations:

- 1) CVSO Stearns reviewed the monthly reports.
  - a) Financial impact by office work
  - b) Office activities
- 2) Transportation Program. CVSO Stearns will setup meeting with Corp Council in order to get guidance on legality of volunteer workers and present to Committee in November.
- 3) PACT Act
- 4) Discussed Alternate work site locations in execution of veteran business. Committee agreed and approved of site work. Chairperson was to notify Corp Council and present to Executive Committee.
- 5) Network Health Hero Plan was discussed and the new program for veterans

#### Travel Notifications:

- a. Fall Conference

#### Overtime:

None.

#### Such Other Matters as Authorized by Law:

None.

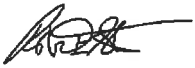
#### Next Meeting Dates:

The next meeting is scheduled for November 14, 2022 at 8:30 am in the Human Services Large Conference Room.

Adjournment:

A motion to adjourn was made by Dennis Langteau and seconded by Jeff Vollenweider. The motion carried and the meeting adjourned at 09:54 am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'R. Stearns', with a long horizontal flourish extending to the right.

Robert Stearns  
CVSO

# ADMIN ASSISTANT REQUEST

# Counties with only 1 FTE

County/ Congressional District	FTE	Veteran Population*	Total Expenditure	Total Expenditure	dollars per veteran
OZAUKEE	1	4414	\$35,130,161	\$35,130.16	\$7,958.82
IOWA	1	1517	\$11,558,709	\$11,558.71	\$7,619.45
KEWAUNEE	2	1138	\$15,720,353	\$15,720.35	\$13,809.45
PRICE	1	1258	\$12,883,510	\$12,883.51	\$10,239.76
RICHLAND	1	1176	\$12,096,076	\$12,096.08	\$10,286.60
RUSK	1	1141	\$12,767,239	\$12,767.24	\$11,185.64
FOREST	1	888	\$12,673,185	\$12,673.18	\$14,265.10
LAFAYETTE	1	865	\$8,338,161	\$8,338.16	\$9,635.01
IRON	1	542	\$7,539,860	\$7,539.86	\$13,921.72 VA Regional Office SUPPORT
FLORENCE	1	499	\$8,606,651	\$8,606.65	\$17,238.47
PEPIN	1	490	\$5,210,769	\$5,210.77	\$10,631.52



# Counties Near Our Office Workload

MONROE	3	4562	\$127,447,758	\$127,447.76	\$27,938.29
FLORENCE	1	499	\$8,606,651	\$8,606.65	\$17,238.47
MARINETTE	2	3669	\$54,851,881	\$54,851.88	\$14,948.39
JUNEAU	2	2171	\$32,395,945	\$32,395.94	\$14,922.87
MILWAUKEE	2	42010	\$602,131,855	\$602,131.85	\$14,333.21 VA Regional Office SUPPORT
FOREST	1	888	\$12,673,185	\$12,673.18	\$14,265.10
IRON	1	542	\$7,539,860	\$7,539.86	\$13,921.72
JACKSON	2	1589	\$22,011,718	\$22,011.72	\$13,853.61
KEWAUNEE	2	1138	\$15,720,353	\$15,720.35	\$13,809.45
WASHBURN	2	1527	\$20,313,198	\$20,313.20	\$13,305.12
WAUSHARA	2	1999	\$25,218,975	\$25,218.98	\$12,614.42
ADAMS	2	1982	\$24,741,139	\$24,741.14	\$12,483.29
OCONTO	2	2748	\$34,254,279	\$34,254.28	\$12,465.56
LANGLADE	2	1707	\$21,045,626	\$21,045.63	\$12,327.30
MARQUETTE	2	1413	\$17,350,227	\$17,350.23	\$12,281.25
ONEIDA	2	3271	\$39,418,345	\$39,418.34	\$12,052.34



## Task requested to be briefed by Committee in 2015

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total
Scheduled Appointments										36	22	27	85
Walk Ins										50	34	41	125
Phone Calls										285	210	190	685
Misc Office Activity (Training Days, Veteran Relief Travel)										8	4	2	14

## Task requested to be briefed by Committee in 2016

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total
Scheduled Appointments	28	34	26	27	37	31	28	29	30	24	26	20	340
Walk Ins	36	45	41	42	46	60	49	61	74	57	44	46	601
Phone Calls	238	191	213	237	239	235	181	284	240	174	201	194	2627
Vet Relief Applications													

Misc Office Activity  
(Training Days, Veteran  
Relief Travel, Home Visits)

	1	2	10	3	5	4	6	7	6	4	3	55
	4											

## Task requested to be briefed by Committee in 2019

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total
Scheduled Appointments	20	19	18	11	22	19	23	15	21	28	20	24	240
Walk Ins	31	32	29	28	40	37	54	30	30	53	35	33	432
Phone Calls	192	124	143	160	201	188	151	154	185	210	148	132	1988
Vet Relief Applications	1	2	1	1	1	0	0	1	0	0	3	1	11
Misc Office Activity (Training Days, Veteran Relief Travel, Home Visits)	1	2	2	9	6	8	5	5	10	6	5	8	67

Applications Completed:

Compensations	2	4	2	5	5	6	1	1	0	3	1	3	33
Pensions	7	6	4	1	0	3	1	0	1	0	0	1	24
Intent to Files	9	6	8	0	7	4	4	4	6	8	6	2	64
Appeals	0	0	1	3	4	4	3	1	0	1	6	3	26
Healthcare Applications	5	6	2	1	3	2	1	1	1	0	0	3	25

# ADDITIONAL REQUIRED Task COMPLETED by this Office 2022

Records:	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTALS
Birth		3											3
Marriage		1							1				3
Death	4	3	1	2	1	1	1	1	2	3			18
Divorce											1		2
DD214	2	2	1	6	2	3	3	1	3	1			20
Discharges Recorded			1	1	2	2	1	2					7
<u>VA FORMS</u>													
Application for Retired Pay Benefits													
Claim for Combat-Related Special Compensation (CRSC)		1					1		1				3
CHAMPVA applications		2		1			2		1	1			3
Claim for Travel Expenses					1		2		2				6
CHAMPVA Claim Form		1	3			1	4		2				4
CHAMPVA Other Health Insurance (OHI) Certification		1					1		2	1			5
Application for Annual Clothing Allowance			1										1
Change of Address					1								1
Power of Attorney		1	3	3	5	4	1						17
Fully Developed Pension Claim													1
Declaration of Status of Dependents		2			1	1	1		1				4
Statement in Support of Claim			3	1	4	1	3	3	6	2			23
Fiduciary Agreement					1				1	1			3
Annual Clothing Allowance Application						1					1		2
Application for Individual Unemployability									1		1		2
Medical Expense Report		5				2	2	2					9
Request for Determination of Loan Guaranty Elig - Unmarried Surv. Spouse													1
Application for SAH or SHA					1								1
Application for Burial Flag					1	2			1	3			6
Presidential Memorial Certificates			3	1	1	2			1	3	3		14
Application for Government Grave Marker/Medallion			1	4	2	2			1	2	1		11
Request Military Records		1		4	2	2	1	2	2	2	3		17
<u>WDVA FORMS</u>													
Veteran's Residency Affidavit													8
Tax Abatement Verification			1	1				1	1		1		3
Request for Wis. Property Tax Certification			1	1	1	1	2	1	2				9
WI Veterans & Unremarried Surviving Spouses 5-Year Continuous Residency Property Tax Credit Worksheet			1	1	1	1	2	1	2				9
Pre-Registration for Cemetery Interment Application													2
Eligibility Application for WisDOT Veteran Identifier		1				1	2	2	3				2
													8

TOTAL



225

NOT  
CONSIDERED IN  
THE HOURS  
BREAK DOWN

## CVSO

My hope today is to show the need for the Veteran Service Office to have the vacant administrative position, that has been vacant since July 2022, be filled.

- 1) The CVSO is a full time position in and by itself. This position requires the CVSO to leave the office to conduct home visits, assisted living/nursing home/hospital visits, briefings to establishments and organizations, secure additional donations for the veteran relief fund, and professional training.
  - A. 1716 hours is an 80 work period (26 pay periods (2weeks) x 80hrs)
  - B. 1476 hours are actually left after required training (80 hrs), sick time (104 hrs), vacation time (80 hrs), lunches/breaks (260 hrs)and holidays (80 hours).
  - C. 1321 hrs this year so far as of Oct 31 2022 the CVSO has worked on **just** the following task
    - I. In person appointments 462 hours
    - II. Walkins/Phone Appointments 323 hours
    - III. Training, Home Visits and Veteran Meetings 185 hrs
    - IV. Veteran Relief Applications 33 hours
    - V. Compensation Claims paper work and research 145hrs
    - VI. Pension Claims paper work and research 68 hours
    - VII. Intent to file 13 hours
    - VIII. Appeals 80 hrs
    - IX. Health Care applications 10 hours
- 2) 280 hours of work time left for the year meaning the CVSO hours will be -173 after holidays and sick/vacation.



***All numbers are based on averages information was taken directly from nation call centers and VA some cases/phone calls/appointments take longer some are quicker***



## Admin Barney Style

- 1) The Admin Assistant is a full time position in and by itself. This position requires the Admin Assistant to be available at all times in the office from 800am-430pm in order greet veterans, dependents, and surviving spouses especially when the CVSO is away or with a client.
  - A. 1716 hours is an 80 work period (26 pay periods (2weeks) x 80hrs)
  - B. 1516 hours are actually left after required training (40 hrs), sick time (104 hrs), vacation time (80 hrs), lunches/breaks (260 hrs)and holidays (80 hours).
  - C. 799 hrs this year so far as of Oct 31 2022 the Admin Assistant would have worked on **just** the following task
    - I. In coming calls 174 hours
    - II. Out-going calls 166 hours
    - III. Outgoing correspondence 597.4 hrs
    - IV. Veteran Relief Applications 10 hours
    - V. Additional training/Webinars 24.5
- 2) Tara left in July 2022 with 658 hours of work time she spent 575.5 on the task listed above
- 3) All task since July have fallen on the CVSO workload which so far has been 223 hours
  - I. In coming calls 51 hours
  - II. Out-going calls 61 hours
  - III. Outgoing correspondence 157 hrs
  - IV. Veteran Relief Applications 5 hours



## CVSO plus Part Time Admin

- 1) The CVSO is a full time position
  - A. 2080 hours is an 80 work period (26 pay periods (2weeks) x 80hrs)
  - B. 1476 hours are actually left after required training (80 hrs), sick time (104 hrs), vacation time (80 hrs), lunches/breaks (260 hrs)and holidays (80 hours).
- 2) If the Admin Assistant is a part time position.
  - A. 1456 hours is an 56 hour work period (26 pay periods (2weeks) x 56hrs)
  - B. 1206 hours are actually left after required training (40 hrs), sick time (104 hrs), vacation time (80 hrs), lunches/breaks (260 hrs)and holidays (80 hours).
- 3) Combined
  - A. 2683 hours work hours annually.
  - B. 2250 hrs this year so far as of Oct 31 2022 **just** the following task
    - I. In person appointments 462 hours
    - II. Walkins/Phone Appointments 323 hours
    - III. Training, Home Visits and Veteran Meetings 185 hrs
    - IV. Veteran Relief Applications 33 hours
    - V. Compensation Claims paper work and research 145hrs
    - VI. Pension Claims paper work and research 68 hours
    - VII. Intent to file 13 hours
    - VIII. Appeals 80 hrs
    - IX. Health Care applications 10 hours
    - X. In coming calls 174 hours
    - XI. Out-going calls 166 hours
    - XII. Outgoing correspondence 597.4 hrs
    - XIII. Veteran Relief Applications 10 hours
    - XIV. Additional training/Webinars 24.5





2022	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total
Scheduled Appointments	17	14	9	8	11	11	15	34	32	21			172
Walk Ins/ Phone Appointments	22	19	22	20	24	9	5	21	29	18			189
Incoming Phone Calls	188	205	217	177	214	130	165	209	214	125			1844
Outgoing Phone Calls	134	135	183	151	172	128	214	265	231	153			1766
Outgoing Mail/E-mails/Fax	210	251	231	215	259	213	153	198	147	201			2078
Vet Relief Applications	2	1	1	0	1	0	0	1	3	2			11
Misc Office Activity (Training, Travel, Home Visits)	2	7	4	5	3	7	6	8	7	4			53
Applications Completed:													
Compensations	0	1	3	1	0	4	3	6	8	3			29
Pensions	5	2	1	1	0	0	1	1	3	1			15
Intent to Files	2	1	2	3	0	1	3	4	5	6			27
Appeals	1	1	0	1	1	2	1	3	2	2			14
Healthcare Applications	1	3	1	1	2	0	2	3	4	3			20

2021	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total
Scheduled Appointments	21	13	29	13	15	22	18	29	15	14	14	15	218
Walk Ins	26	22	27	25	23	24	25	20	22	21	21	20	276
Incoming Phone Calls	167	153	233	167	231	171	184	160	166	144	159	202	2137
Outgoing Phone Calls	132	134	179	193	217	185	148	167	133	105	127	147	1867
Outgoing Mail/E-mails/Fax	69	87	125	127	137	133	128	142	175	197	248	254	1822
Vet Relief Applications	0	0	0	1	0	0	0	1	0	1	0	0	3
Misc Office Activity (Training, Travel, Home Visits)	4	6	8	4	7	6	8	2	6	7	7	4	69
Applications Completed:													
Compensations	0	1	3	3	4	2	4	3	1	4	1	1	27
Pensions	2	0	4	0	2	0	0	0	2	0	0	0	10
Intent to Files	1	3	4	1	2	2	4	7	6	2	1	2	35
Appeals	2	0	2	0	1	3	3	2	0	2	2	7	24
Healthcare Applications	2	2	1	2	3	5	1	0	3	2	0	5	26

**Year to Date Totals**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>One Time Total</b>	\$7,331	\$34,917	\$3,053	\$6,311	\$6,510	\$277,332	\$120,755	\$15,976	\$185,292	\$48,940		
<b>Projected Increased Benefits Total</b>	\$3,635	\$36,048	\$40	\$34,474	\$26,456	\$53,294	\$16,263	\$12,809	\$26,508	\$19,853		
<b>Monthly Benefits</b>	\$10,966	\$70,965	\$3,093	\$40,785	\$32,966	\$330,626	\$137,018	\$28,785	\$211,800	\$68,793		

**\$706,417**

**\$229,380**

**\$935,799**  
**\$229,380**

**Total of Benefits in 2022:**  
**Total Annual Increase in Compensation Pay**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>One Time Total</b>	\$85,616	\$91,860	\$43,491	\$6,390	\$31,337	\$3,113	\$9,524	\$4,953	\$23,508	\$71,978	\$283,060	\$73,540
<b>Projected Increased Benefits Total</b>	\$10,707	\$41,391	\$51,706	\$48,078	\$34,899	\$3,393	\$14,221	\$260	\$24,209	\$13,026	\$11,467	\$2,903
<b>Monthly Benefits</b>	\$96,323	\$133,251	\$95,197	\$54,468	\$66,236	\$6,506	\$23,745	\$5,213	\$47,717	\$85,004	\$294,527	\$76,443

**\$728,370**

**\$256,260**

**\$984,632**  
**\$256,260**

**Total of Benefits in 2021:**  
**Total Annual Increase in Compensation Pay**