

MINUTES

Boone County Veterans Commission

The April 29, 2013 meeting of the Boone County Veterans Assistance Commission was called to order by President Kelm at 6:33 pm.

All officers were present

Secretary's reading of the Minutes was approved

Reports by the President

- VAC office space search is now focused on a site on Cadillac Ct. The available space, while offers best location, ADA requirements and parking, is a tight fit. Will look at other offerings.

Committee Reports

Superintendent Selection Committee

- John Darley reported that the Selection Committee had received 20 applications and had interviewed 3 applicants. On April 11, 2013 the committee selected and hired Ashley Davis as VAC Superintendent at annual salary of \$30,000 officially taking office June 1, 2013.

Superintendent's Report

Even though Mr. Davis doesn't take office till June 1st, he was present to report some of his preliminary efforts.

- Discussed his many communications with neighboring VACs
- Stated that VAC will need to have autonomous web site with a link to Boone County web site
- VAC will incorporate Boone County seal in VAC web site and materials
- Discussed professional association memberships
- Discussed, and explained, the establishment of an e-benefits file
- Discussed office space requirements and the Cadillac Ct.site
- Submitted a preliminary list of office equipment and supplies and discussed furniture donations
- Discussed the establishment of VAC back account
- Discussed Township public aid policies and guidelines and his efforts to connect with the various Township administrators
- Discussed need to obtain bonding for the Superintendent and the check signers
- Discussed need to explore VAC insurance needs

Old Business

- Continue search to secure office space

New Business

- Open VAC checking account
- Have Boone County Treasurer advance \$15,000 to VAC account

General Discussion

- A general discussion about the state of the VAC as Ashley Davis was welcomed aboard
- Next meeting will be held 6:30 pm at VFW Post 1461 on June 3, 2013

The April 2013 meeting of the Boone County Veterans Assistance Commission was adjourned at 7:50 pm

Respectfully Submitted,

Jess Strebin
Secretary