



LIVINGSTON COUNTY VETERAN COMMITTEE AGENDA

January 19, 2022, 6:00 p.m.

Veteran Services Office

1420 Lawson Drive, Howell, MI 48843

Zoom is available for one way communication only.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CONSENT AGENDA

(Agenda, Minutes, Bills and other voted topics that are deemed house keeping)

4.1. December 15, 2021 meeting minutes

5. CALL TO THE PUBLIC

6. APPLICATIONS FOR RELIEF

6.1. 21-137

Tabled from December meeting.

6.2. 22-02

Requesting approval of hotel payment not to exceed 2-1-2022.

6.3. 22-03

Requesting up to \$5,000 for a used vehicle.

7. BUSINESS

7.1. Committee Member Priorities

Priority list to provide guidance on decision making and direction for the office.

7.2. MVAA Additional Grant Money Award

\$30,296.00 has been awarded.

7.3. Full Time Office Assistant Position

Tabled from last month. Director requesting 1FTE to hire full time office assistant.

7.4. Phones and Wait Times

Discussion on known phone issues and extended wait times due to COVID and other technical difficulties and staffing shortages.

7.5. Increase in Office Spending Limits

Tabled from last meeting. Director requesting office spending limits increase to fall in line with County finance policy.

7.6. New Program Policy Manual Review

Discussion only. Most updated file sent to Committee on 1-7-2022 to review ahead of time.

7.7. Establishing a Director SOP

Discussion and possible vote if desired, between Committee and Chair of what is expected of the director moving forward and a guidance to all future directors of expectations. Placed on agenda by the Chair.

7.8. Establishing a Committee SOP

Discussion and possible vote if desired, between Committee and Chair of what is expected of all committee members and chair moving forward. Giving guidance to all future appointed members of the committee in the future. Placed on agenda by the Chair.

7.9. Establishing a Committee Standards and Expectations Agreement

Discussion and possible vote if desired between Committee and Chair, establishing a signed agreement that a committee member will be expected to adhere to once appointed to the committee. Example: Conduct and Attendance requirements. Placed on agenda by the Chair.

7.10. Establishing a Yearly End of Year Meeting

Establishing the requirement at the December meeting each year, the Committee and Chair must give clear direction of what is expected of the office establishing guidance to the Director. Accepting the next years Meeting Schedule. End of year review with stats coming from the director. This will be a requirement moving forward if the committee chooses. Placed on agenda by the Chair.

8. DIRECTOR REPORTS

8.1. EcoLane Update

8.2. Financial

8.3. Office Statistics

8.4. 2022 Millage

9. COMMITTEE DISCUSSION

10. ADJOURNMENT