

Bay County Veteran Affairs Committee

Organizational Meeting

Tuesday, April 16, 2019

3:00PM

Commission Chambers, Fourth Floor, Bay County Building

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) Minutes (3-19-2019)
- 4) CITIZENS INPUT
- 5) PETITIONS AND COMMUNICATIONS
 - a) TRANSPORTATION STATISTICS FOR 1ST QUARTER (RECEIVE)
 - b) EMERGENCY RELIEF GUIDELINES (FIRST READING)
- 6) REPORTS / RESOLUTIONS
 - a) COMMITTEE RULES
 - b) 2019 GRANT BUDGET (APPROVAL)
- 7) OLD BUSINESS
 - a) SCHEDULER POSITION
 - b) COMPENSATION FOR DRIVERS
- 8) NEW BUSINESS
- 9) MISCELLANEOUS
- 10) ANNOUNCEMENTS
- 11) RECESS / ADJOURNMENT

Bay County Department of Veterans Affairs Veterans Transportation

2019 1ST QUARTER

	VETS	MILEAGE	HOURS	VOL
BROWN CAR	94	4131	275	
FORD VAN	146	4743	229	
CHRSLER VAN	160	5524	212	
BLACK CAR	46	1910	70	
TOTAL	446	16308	784	

2ND QUARTER

	VETS	MILEAGE	HOURS	VOL
BROWN CAR	0	0	0	
FORD VAN	0	0	0	
CHRYSLER VAN	0	0	0	
BLACK CAR	0	0	0	
TOTAL	0	0	0	

3RD QUARTER

	VETS	MILEAGE	HOURS	VOL
BROWN CAR	0	0	0	
FORD VAN	0	0	0	
CHRYSLER VAN	0	0	0	
BLACK CAR	0	0	0	
TOTAL	0	0	0	

4TH QUARTER

	VETS	MILEAGE	HOURS	VOL
BROWN CAR	0	0	0	
FORD VAN	0	0	0	
Town & County	0	0	0	
BLACK CAR	0	0	0	
TOTAL	0	0	0	

YEARLY TOTAL

	VETS	MILEAGE	HOURS	VOL
BROWN CAR	94	4131	275	
FORD VAN	146	4743	229	
CHRYSLER VAN	160	5524	212	
BLACK CAR	46	1910	70	
TOTAL	446	16308	784	

2019 GRANT BUDGET

COMPUTERS / MONITORS / TECHNOLOGY UPGRADES	\$5,000.00
DATABASE SOFTWARE	\$5,000.00
PROMOTIONAL	\$2,000.00
UNIFORMS	\$500.00
CONTRACTUAL	\$20,000.00
REMODEL	\$43,500.00
TOTAL	\$76,000.00

BAY COUNTY VETERAN AFFAIRS COMMITTEE

RULES

ARTICLE I - MEETINGS

- 1 Regular meetings of the Bay County Veteran Affairs Committee shall be held on the third Tuesday of each month. Any meeting of the Committee which falls upon a legal holiday shall automatically be set over to the next regular day following that is not a legal holiday, at the same time and place indicated for the regularly scheduled meeting unless the Committee determines otherwise.
2. Regular meetings of the Veteran Affairs Committee each month shall convene at 3:00 p.m.
3. Meetings required, other than those regularly scheduled, may be scheduled by the Chairman of the Committee.
4. Notice of meetings shall be given on the Committee's monthly calendar and in accordance with the Open Meetings Act. Notice of Committee meetings not included on the monthly Committee calendar shall be accomplished through separate mailings in accordance with the Open Meetings Act.
5. A special meeting of the Committee shall be called by the Chairman of the Committee if petitioned for in writing specifying the time and date by at least one third (1/3) of the members appointed. Notice of special meetings shall be given in writing to each member at least ten (10) days before the meeting date, if possible.
6. A quorum shall be required to conduct business. A majority of appointed Committee members shall constitute a quorum.
- 7 Pursuant to the provisions of Act No. 267 of the Public Acts of 1976, all committee meetings shall be open to the public with the following exceptions:

- A. Subject to a 2/3rd **roll call** vote of the members or appointed and serving:
 - a. To consult with its attorneys regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the County.
 - b. To review *and consider* the specific contents of an application for employment or appointment to a public office when the candidate requests that the application remain confidential.
 - c. To consider material exempt from discussion or disclosure by state or federal statute.

- B. Without a 2/3rd vote of the members or appointed and serving:
 - d. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent, when the named person requests a closed hearing. (It is incumbent on the Veteran Affairs Committee to advise these individuals of their rights to a closed meeting in these matters.) *A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.*

- 8. It is specifically noted that any meetings wherein a quorum of the members of the Veteran Affairs Committee is to be present shall be open to the public.

- 9. A separate and accurate set of minutes shall be kept of all closed meetings. These will be kept on file and released by legal mandate.

ARTICLE II - PARLIAMENTARY PROCEDURE

1. Roberts Rules of Order Newly Revised shall be used to conduct all meetings ***except where these Rules specify other procedures*** r11/9/00.

ARTICLE III - ORDER OF BUSINESS

1. In the transaction of business, the following order shall be observed:
 - 1 CALL TO ORDER
 - 2 ROLL CALL
 - 3 MINUTES OF PRECEDING MEETING(S)
 - 4 CITIZEN INPUT (***as appropriate in accordance with the time of the meeting***)
 - 5 PETITIONS AND COMMUNICATIONS
 - 6 REPORTS OF COUNTY ADMINISTRATION
 - 7 UNFINISHED BUSINESS
 - 8 NEW BUSINESS
 - 9 MISCELLANEOUS
 - 10 ANNOUNCEMENTS
 - 11 CLOSED SESSION (if requested)
 - 12 RECESS OR ADJOURNMENT

ARTICLE IV - SELECTION OF OFFICERS

1. The Veteran Affairs Committee shall meet on the first weekday following January 1st of each year for the purpose of organization. It shall be the duty of the Director of Veteran Affairs Department to notify all members of the committee not more than 30, nor less than 20 days in advance of said meeting.
2. At this organizational meeting, the Director of Veteran Affairs Department shall call the roll and preside over the election of Chairman. The Committee shall then elect from their membership a Vice Chairperson, Secretary, and a Sergeant-at-Arms to serve for the ensuing year.

ARTICLE V - DUTIES OF OFFICERS

1. Chairperson:
 - a. Shall preside at all regular and special sessions of the Committee.
2. Vice Chairperson:
 - a. Shall have and, in the absence or incapacity of the Chairperson, be vested with all the powers of the Chairperson.
3. Sergeant at Arms:
 - a. Shall maintain order and decorum at all meetings of the Board
4. Secretary:
 - a. Shall accurately record the minutes of the Veteran Affairs Committee meetings. Collaborate with the Board Coordinator to distribute the meeting minutes.

ARTICLE VI - TRANSACTION OF BUSINESS

1. Except where specified by State Statute, Roberts Rules of Order Newly Revised, or these rules, the transaction of ordinary business shall be decided by a majority of those ***committee members*** present and voting.
2. A roll call or recorded vote of a majority of committee members is necessary for the allowing of a claim or final passage or adoption of a motion.
3. The names and votes of committee members shall be recorded on an action which is taken by the committee. A record which is made pursuant to this rule shall be available for public inspection.

ARTICLE VII - ROLL CALL VOTES

1. A roll call vote may be requested and shall be called upon the request of any member of the Board, properly supported.
2. The Chairperson shall vote last on all roll call votes.

ARTICLE VIII – ABSENCE

1. No committee member shall leave during a Committee meeting without first obtaining permission of the Chair.
2. Committee members absent from Committee meetings for whatever reason, i.e. conflicting work schedule, illness, vacation, transportation problems, etc., will not be permitted to vote at Committee meetings via telephone, teleconference, interactive television, or other means of audio/visual communication. Committee members must be physically present to vote on issues considered at Committee meetings.

ARTICLE IX - AGENDA

1. Preceding each regular meeting of the Committee, the Committee members shall receive the following:
 - a. An agenda of the Committee meeting.
 - b. A copy of the minutes of the previous meeting(s).
 - c. Copies of petitions, communications, and resolutions to be acted upon
 - d. Miscellaneous items at the Chairperson's discretion.
2. It shall be the responsibility of the Director of Veteran Affairs Department, under the direction of the Chairperson, to assure delivery of the agenda packet.

ARTICLE X - RECOGNITION AND SPEECHES

1. When a Committee Member wishes to speak, he/she shall raise his/her hand until recognized by the Chairperson and shall not speak until so recognized. In the event more than one Committee Member seeks recognition to speak at the same time, the Chairperson shall determine which Commissioner shall speak first.
2. When a Committee Member has spoken at least twice on the same subject, any Committee member may object to his/her speaking again on the same subject. The Chairperson shall poll the Board and a majority of those present and voting shall decide the objection.
3. Citizens, other than Board members, wishing to address the Committee, shall have the opportunity to do so at the time indicated as Public Input on the Committee agenda. The individual will be required to announce his/her name and the topic he/she wishes to address. Citizens addressing the Board and/or Committee shall be allocated a reasonable amount of time to present their statement, the time to be allocated by the Chairperson of the Committee.

ARTICLE XI - RESOLUTION

1. A written resolution shall not be acted upon by the Committee unless it is sponsored by at least one Committee member.
2. Every resolution or motion, except to adjourn, recess, postpone, commit or table, shall be reduced to writing at the request of any Committee member, properly supported. Such resolution shall be stated by the Chairperson before debate shall be in order and may be withdrawn by the mover before being voted upon.

ARTICLE XII - RECONSIDERATION

1. A motion for reconsideration of a question shall not be in order unless made the same day or at the next meeting of the Board and unless a member who voted on the prevailing side shall move such reconsideration.

ARTICLE XIII - SPECIAL ORDERS

1. Any time scheduled for special order of business at a specific time and/or date shall not be taken up prior to that time except with the approval of the 2/3rds of the Committee members present and voting.

ARTICLE XIV - VACANCIES

1. Vacancies occurring on the Veteran Affairs Committee, prior to the end of a term of office, shall be filled as provided by law. Notification shall be made to the Bay County Board of Commissioners by the Director of Veteran Affairs within 10 business days of said vacancy.

ARTICLE XV - BOARD RULES

1. These rules may be suspended by a majority vote of the **Committee members** present and voting, in a roll call vote.
2. These rules may be amended by a majority vote of Committee members appointed, provided such amendment be reduced to writing and read in full to the full Committee session immediately preceding the session at which time such amendment is to be voted upon. Such amendment shall be by roll call vote.
3. These rules shall not limit or supersede any authority vested in the Committee by existing or future legislation of the State of Michigan or any higher authority.
4. Any proposed amendment, revision or elimination of the rules shall be submitted in writing and shall lay on the table until the next regular meeting before they shall be up for final disposition.

ARTICLE XVI - EFFECT OF LAW

1. Any provision of these rules adjudged to be unlawful by a court of competent jurisdiction shall be treated for all purposes as null and void; but all other provisions of these rules shall continue to be in full force and effect except as provided herein.

EMERGENCY RELIEF FUND FOR BAY COUNTY VETERANS

PURPOSE: The Emergency Relief Fund is for emergency needs for a Veteran who lives in Bay County and should not be considered an entitlement. (The definition of a Veteran is one who has been in the armed forces.)

ELIGIBILITY REQUIREMENTS:

Bay County resident

Discharge of General or above with or without war time service

Spouse or Dependent can apply if Veteran is eligible and living with the Veteran

DOCUMENTATION NEEDED:

Discharge paper, separation report or DD-214

Proof of Bay County residence (driver's license, voter registration or State ID)

If required, marriage certificate and birth certificates of minor children (legal dependents)

If required, death certificate of a deceased spouse or parent or divorce papers

Bills or account statements and two (2) estimates for repairs

Documentation of any disability rating

Proof of employment or other income

Evidence of efforts at other appropriate agencies

GUIDELINES:

Bay County Veteran can receive assistance once every two (2) years. Beyond that cases will be reviewed by the Bay County Veterans Committee. Items to be purchased will be issued based on the filled out application form. Prescriptions and paying of medical bills are excluded to receive assistance.

Food and gas cards can be received once every six (6) months. Veteran is to return receipt of their purchase to Veteran Service Office staff. The yellow or pink copy of the voucher is to be returned. Food and gas cards will be issued based on the filled out application form. The Veteran will be told he/she cannot purchase alcohol, tobacco, pop, chips, candy or any similar items and any pet food or pet supplies. Failure to comply can result in suspension from the Veteran obtaining food and gas cards.

Before the Veteran receives assistance, the Veteran is to be directed to go to DHS, food stamps, other State and Federal programs and local food pantries and I Support the 1% Food Bank.

The Veteran may not receive assistance if it will not prevent them from coming back for additional assistance.