

**Tentative Agenda for the December 9, 2020**

**BUTLER COUNTY VETERANS SERVICE COMMISSION REGULAR MEETING**

- 1) Roll call of members present: Tom Jeffers, Member  
David Reed, Member  
Dave Smith, Member  
Bruce Jones, Member  
Chuck Weber, Member  
  
Staff in Attendance: Mike Farmer, Executive Director/CVSC  
Matt Jones, Chief Service Officer  
Loren McKenzie, Administrative Assistant
- 2) Call meeting to order.
- 3) Approval of this *AGENDA* for **December 9, 2020** BCVSC Board of Commissioners' regular meeting.
- 4) READ TO GUESTS if ***NOT*** waived by guests or no guests present. (**Laminated Script**)
  - a) The Open Meeting Act (The Sunshine Law)
  - b) NOTICE: Guest(s) Attending Butler County Veterans' Service Commission-Board of Commissioner's Meeting(s).
- 5) Approval of prior meeting minutes:
  - a) Minutes of the November 18, 2020 regular meeting approval.
- 6) Approval of BCVSC Expenses:
  - a) Billings approved for invoices paid 11/10/2020 – 12/03/2020
- 7) Correspondence/Communication
  - a) None
- 8) Office Outreach Programs, Staff Training Items, and Advertising Items
  - a) Statistical Reports November 2020
  - b) Outreach Calendar
    - 1) December Outreach Calendar
    - c) Discuss types of events
    - d) Discuss van usage
- 9) Old Business:
  - a) None
- 10) New Business:
  - a) Cell phone policy
  - b) Review of department guidelines
  - c) Approval of 2021 expense allotments
  - d) Approval of 2021 Commissioner meeting dates
- 11) Guest Statements and Comments: Guest(s) will be permitted three (3) minutes each to make statements, comments, and/or suggestions to the Commissioners.

12) Closed Executive Session to discuss Financial Applications, 1 appeal for financial assistance and

promotion

- a) Review of cases adjudicated November 2020
- b) 1 appeal for financial assistance
- c) Promotion/title change c/o Matt Jones

13) Butler County Veterans Service Commission case votes on Executive Session items

- a) Approve Applications as adjudicated November 2020
- b) Vote on appeal for financial assistance
- c) Vote on promotion/title change c/o Matt Jones

14) Office Operations

- a) None

15) Statements, Suggestions, Comments

- a) Executive Director:
- b) Commissioners

16) Next meeting:

Date: January 20, 2021

Time: **9:30 AM**

Place: VSC Hamilton Conference Room.

17) Meeting adjourned.

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