

## **Cerro Gordo County Veteran Affairs Commission Meeting Minutes Friday, July 7th, 2023, 1:00 pm**

Commissioner attendance: Jessica Reith, Daryl Johnson, and Richard Ochoa.

Other representatives Maria Bilharz (Director CVSO), Paul Beatty (CVSO), Tom Meyer (HR), and Alyssa Paulsen (Administrative Assistant).

Absent: Cindy Davis and Cecil Foell

1. Meeting called to order by Jessica Reith at 1:06 pm.
2. Approval of previous meeting's minutes. Daryl Johnson made a motion to approve June meeting's minutes, second by Richard Ochoa.
3. Director Resignation: Maria Bilharz has out in her resignation. She thanked everyone for their efforts during her time with the office as Director CVSO. Her last day will officially be July 14<sup>th</sup>. Richard Ochoa made a motion to except Maria's resignation, second by Daryl Johnson.
4. Interim Director: Tom Meyer from HR discussed the process of appointing an Interim Director which included pay increase for the time they are in that position until someone is hired for the position. Maria Bilharz recommended Paul Beatty to be Interim Director as he is already a CVSO and has his PIV Card. The board members discussed a wage increase for this time frame. Richard Ochoa motioned to appoint Paul Beatty as the Interim Director as of July 17<sup>th</sup>, 2023, and Daryl Johnson second. There was a motion by Daryl Johnson to raise Paul's wage to \$30 a hour for the time he is in this position, second by Richard Ochoa
5. Current Job Description and Posting: Tom Meyer spoke about the hiring process. Maria Bilharz discussed the changes she made to the last job description. The last job description needed to be changed as some services are not provided in the office anymore. The board members discussed changes they would like to add to the job description and the salary amount for this position. A motion was made by Jessica Reith to post the job on Monday, July 10, 2023, and check the first available applications on July 21<sup>th</sup> 2023. Second by Richard Ochoa
5. Public Comments – No public attendance or comments.
6. Next meeting scheduled for July 31, 2023 - 9:00 am
7. Adjourn –Daryl Johnson made a motion to adjourn, seconded by Richard Ochoa. Motion passed.

Minutes submitted by Alyssa Paulsen