

# Veterans Commission Funding Hiring And Procedures

## Summary

**Meeting Summary – January 7, 2026**

### Attendance and Quorum

**Meeting called to order at 6:06pm by Kevin Gatewood (President and DAV delegate).**

**Present: Gary Reynolds (Director and Amvets Baltonville delegate), others mentioned by first name.**

**Quorum confirmed (majority of officers and delegates present).**

**No guests or new members.**

### Minutes and Reports

**Past meeting minutes circulated informally (not read aloud).**

**Treasurer's Report:**

**Treasurer absent.**

**Current balance: \$225 remaining from original \$500 donation from Mount Vernon VFW.**

**\$275 spent on federal 501 filing.**

**Pending reimbursement to Kevin Gatewood for state not-for-profit filing: \$76.69 (on hold pending new checks).**

**In process of establishing a second checking account (for county funds, to keep accounts separate).**

**No other committee reports; committees not yet established.**

## Financial Operations and Procedures

**Bill against the commission: Only the \$76.69 for state filing so far.**

**Discussion about signature authorization for checks, especially for emergencies.**

**Current plan: Two authorized signers (president and treasurer), only one required per check.**

**Discussion about pre-signing checks and proper procedures for future meetings.**

**Potential for the superintendent to have limited, pre-approved emergency spending authority.**

## Assistance Cases and Constraints

**One veteran requested assistance (bills), but commission is not yet officially operating (pending funds and processes).**

**Awaiting county funds before providing any assistance.**

## New Business

### Incoming Fund Donations

**Possible donation from reward money recovery related to Mount Vernon Township road commissioner Kenny Hayes—amount unknown; update pending.**

### Requesting County Funds

**Discussed timing and amount for initial county fund request; compared monthly vs. two-month advances.**

**Total commission annual budget: \$168,000.**

**Monthly: \$14,000; Two months: \$28,000**

**Motion passed to request \$28,000 from the county for startup needs.**

### Office Rent

**Plan to rent office space at \$500/month from United Way (landlord: Natalie).**

**Motion passed to pay 2 months' rent (\$1,000) upon receiving county funds.**

### Superintendent Position

**Discussion on fair, open application and job description process for superintendent.**

**Reference to job descriptions/forms from other counties (Washington, Morgan).**

**Plan to review and adapt them.**

**Motion passed to accept superintendent applications/resumes immediately, with January 31, 2026 as deadline.**

**Target selection: mid to late February; start date ASAP thereafter.**

### Insurance Bids

**Bob White is collecting a quote for insurance.**

**Discussion on the need for fairness/transparency (conflict of interest).**

**Motion passed to obtain at least three insurance quotes before selecting a provider.**

### Communications, Notices, and Transparency

**Discussion on public meeting notices (48-hour notice required; normally posted on county building).**

**Plan to follow similar process once office is open—also via office window, eventually website and Facebook page.**

**Superintendent to handle public notices and social media once hired.**

### Compliance and Training

**Members will require state-mandated training: Open Meetings Act (OMA) and FOIA.**

**Some members already have certificates.**

**Consensus: Focus on office and staffing first, then tackle training and compliance.**

**Task assigned: Gary (?) to investigate exact procedures for county/state training requirements.**

### **Action Items & Follow-Ups**

**Kevin or Bob White to contact county for initial fund transfer (\$28,000).**

**Pay first two months of rent to United Way once funds received.**

**Post superintendent job description and start accepting applications; set internal deadline for January 31.**

**Adapt job description form from Washington County; circulate for review.**

**Collect three insurance quotes (Bob White and others).**

**Investigate required state/county trainings and process; report back.**

**Plan procedures for signing and authorizing checks, with review at next meeting.**

**Develop communications protocol for posting public meeting notices.**

**Consider future office and technology needs (e.g., dedicated internet).**

### **Next Steps and Adjournment**

**Continue progress on office setup, funding, hiring superintendent, and establishing protocols.**

**Attendees encouraged to identify any overlooked tasks before next meeting.**

**Next meeting date not set in transcript.**

**Meeting adjourned by motion.**

### **Key Dates and Figures**

**Meeting: January 7, 2026, 6:06pm**

**Initial county funds requested: \$28,000 (covers 2 months)**

**Superintendent application deadline: January 31, 2026**

**Office rent: \$500/month (United Way)**

**Annual budget: \$168,000**

**Pending Decisions/Discussions for Next Meeting**

**Finalization of signature and spending authority protocols.**

**Progress on insurance bids.**

**Status of superintendent applications.**

**Updates on initial donations and county fund transfer.**

**Training and compliance checklist.**

## Transcript

**Kevin Gatewood (0:02):**

**I'm going to call the meeting to order. It's 6:06pm Attendance. I'm Kevin Gatewood, president and delegate for DAV chapter. Also we have Gary Reynolds who's a director and the delegate for Amvets Baltonville. Okay, I'm gonna skip the pledge of allegiance. Let's check that off. Did the delegate officer roll call. We do have a majority in both officers and delegates so we're good on that. We got a quorum, no guests or new members. Minutes previous meeting if you got. You guys just want to kind of pass around take a look at them and instead of reading them. Treasurer's report. Treasurer's not here but there's not much to report. We started off with a \$500 donation from the Mount Vernon VFW. So far the only thing we spent out of that was \$275 for filing a 501. So that's done. Which leaves us \$225 in the checking account. I still haven't reimbursed myself for the. What was it? State? No, state not for profit filing. I did that a long time. It was like \$76.69. I was kind of waiting on the bank to send us our new checks to do anything else so I've held off on that. Also we have initiated start creating a second checking account of peoples same name and everything. It'll just be one that we're gonna deposit the county funds into and then we'll have a separate one for like the board and members to spend however we want. That way we won't co mingle funds counties. Bills against the commission. Just that one I told you about \$76.69 for the state filing fee. Anybody else have anything as far as bills or anybody have anything for sickness or distress?**

**Gary Reynolds (3:17):**

I had Natalie give me a call about one veteran already needing assistance because haven't officially started anything yet. No way to contact him. He's one that I have prior dealings with.

**Kevin Gatewood (3:38):**

Is he need a cash or bill or.

**Gary Reynolds (3:45):**

He is just needing help with bills. But his is also one that would require some further questioning. There's some things in his record that I would bring to the board.

**Kevin Gatewood (4:11):**

Okay. And also until we actually get the money from county just put in the bank for our rent of our office. We can't really officially do anything until we get that done. Which I'm hoping we can do pretty soon. Anything else? Signatures? Okay, communications? Anybody got any communications? Okay, committee reports? I don't think we have. Do we have any committees on anything yet? Huh? No.

**Ryan Shirts (4:51):**

For the actual vac account the county we have. Do we have the chat account started? Are we going to wait?

**Kevin Gatewood (5:00):**

No, we've got. It may be already set up. The lady of peoples was setting it up and the other day Michael did digital signing for that and so we're probably ready to go as soon as.

**Ryan Shirts (5:18):**

The county actually put some money in.

**Kevin Gatewood (5:20):**

Right.

**Ryan Shirts (5:23):**

Are they set up for two signatures?

**Kevin Gatewood (5:26):**

The county or us?

**Ryan Shirts (5:29):**

Both of them.

**Kevin Gatewood (5:30):**

I don't know what the county does. I know for ours we put down treasurer and president sign them.

**Ryan Shirts (5:35):**

Yeah.

**Kevin Gatewood (5:36):**

So look, two signatures but it always.

**Ryan Shirts (5:39):**

Requires just to have a few people available.

**Kevin Gatewood (5:44):**

Except for the. Maybe the superintendent. We're kind of on the fence about that. He. He may need bill write a check quickly. We could always authorize so much a month that he can go ahead and do.

**Ryan Shirts (6:00):**

I just wanted so if somebody asked me how it's being done right. I want to be like I'm on. I got accounts where there's two people and one of us has to be. Two people are required to sign the chance. So I just wanted to know how is the account we have with for the non profit either or.

**Kevin Gatewood (6:30):**

Well the one we already had set up first we put money into. I think we set it up so the president and treasurer has to have two signatures for now. I'm thinking maybe next meeting we have we might work out that stuff a little more because we have money set in the account from the county. Once Zach or whoever's doing the superintendent job we may have to come up with some system where they all they need just the superintendent sign it and then like what we did in the DAV is we would pre approve at the meetings that so many dollars are set aside that we approve to spend when emergencies come up. So we might want to do something like that.

**Ryan Shirts (7:20):**

Maybe having a second person. Exactly. But the president and an emergency can come up. You know if a guy comes right. And Zach's not available we have a second person that can write a check if needed.

**Kevin Gatewood (7:35):**

Two authorized signatures. Yeah, just but one needed on the check and the person that's not going to be around the checkbook. What we've done, I don't know if it's legal or not but we pre sign a few checks just so you got some. Right. Put another signature on it. We'll just think about that for now. Maybe when we get where we got the superintendent

and the office and everything we know kind of since it's new to us. We don't know haven't figured out all the Details on how to set everything up right now.

**Ryan Shirts (8:14):**

Yeah, that's things I'm bringing up because I know it can bite you in the ass later on.

**Kevin Gatewood (8:20):**

Let me write this down here. New business. I'm going write that down.

**Ryan Shirts (8:27):**

I told you I hate foundations. Well, I thought about that whenever I left that.

**Kevin Gatewood (8:33):**

I was like. Since I know he likes them so well. Okay, so that's new business. Or unfinished business? I'm not sure. We don't. Should we have the unfinished business? Anything we started last time? I don't think we did. Okay. And then I've got a few new business things. Mainly the important things we need to decide on tonight, first thing. Or maybe not decide on, but announce it. Just found out. I think yesterday or day before that, we may have a donation coming. We don't know how much right now, but the story is how many people know Kenny Hayes, Mount Vernon Township road commissioner. No, what? He's Mount Vernon Township road commissioner. Okay. So the story goes. ET Simons Construction, the one that's always got 57 and 64, tore. Someone stole the backhoe of them off them and they put up a reward for it. And Kenny Hayes ran across it over by Jack's Asphalt. And so they found it, and so they're gonna give him a reward money. But since he's like an elected person, it wouldn't be right for him taking money. So he said, just donate it to the Veterans Assistance Commission. So we're still waiting here. I don't know how much it is or anything, but I just wanted to tell everybody about that. And then the second thing on the new business is we're ready to request money from the county. We're at the point where we go ahead and rent the office and get started. I did a little math, just trying to figure out what we need. And if some people tossed around two months worth of money at a time, could be three quarter. I'm not sure. Talk to the county, see what works good for them. But if we divided our total budget of \$168,000 into 12 for 12 months, it would be 14,000. That would be for one month. And if we divided it by six, which would be every two months, it'd be 28,000. And so what decides how much we can ask them to write a check for initially? We may have some more expenses in the beginning, getting the office set up, things we need to do. What's everybody's opinion on that? Somewhere between 14 and 28,000 monthly time. Not too much. Yeah. Okay.

**Ryan Shirts (12:06):**

A lot of other Expense.

**Kevin Gatewood (12:09):**

Right.

**Ryan Shirts (12:09):**

And we still have to set up the superintendent salary and everything. We don't know how much we want.

**Kevin Gatewood (12:15):**

To have to have correct set up.

**Ryan Shirts (12:21):**

We do two months at a time.

**Kevin Gatewood (12:23):**

Okay. But at least for the initial one, do we want to do 28,000? Initially, about two months worth. Got a motion from Gary for \$28,000 and a second from Ryan Shirts for \$28,000. All in favor of getting 28,000 from the county, say aye. Aye. Any opposed, say nay. I got that going. Then the next thing, if we can get some money put in our account. I don't know if you talked to Natalie. I think Robert White did, And he said 500 a month is what she's gonna charge. So I'm thinking when we get the money in the bank, we either pay for two months rent or maybe even six months since it's not a lot of money. Two. Okay. So wanna make a motion on that, like thousand dollars for two months rent. So we got a motion. Second motion. Gary got a motion, second to pay rent for two months, which would equal a thousand dollars to the. What is that? The name of the United Way. Okay. All in favor of paying two months for our first rent of our office, thousand dollars, say aye. Aye. Any opposed? Say nay. Motions carry. And next one, we figure we ought to, like, put out applications for the superintendent job, make it fair and. Doesn't look like anything. I don't know.

**Ryan Shirts (14:51):**

Did we make a position?

**Kevin Gatewood (14:55):**

Seems like we had some. Yeah, we kind of had something in the bylaws. Yeah. Yeah. If we're going to do that, we'll just kind of make a general description of the job duties. What we need. Does anybody have no application or anything? We should use a certain form or can we just get one off the Internet?

**Gary Reynolds (15:24):**

And there's several of them that were online for most of them, Right?

**Kevin Gatewood (15:36):**

Yeah. One of the other counties.

**Ryan Shirts (15:46):**

Yeah, this is Morgan County.

**Kevin Gatewood (15:49):**

Yeah. Okay. Yeah, it looks like we could probably use the Washington county job description. We'll just look through it and see if there's. Whatever things we want to change. So we'll just kind of pass this around. Anybody wants to take a quick look at. I can get it out. I kind of like to get an application, open it up for applications as quickly as possible, like in a few days. I don't think we have to do an application first. Some places you don't fill out the application. You get hired. You just get resumes. So we could do that. Well, we might have enough for. We got 225 in the account. There's some free job postings or something I know, like monster. And indeed I think you have to pay. I'm not sure if it's in advance.

**Ryan Shirts (17:26):**

Or I just want to see this mix of money together.

**Kevin Gatewood (17:30):**

Right. Yeah. We probably ought to wait until before we spend any money until we can get something to county which now that we voted on how much we want, I'll either call them tomorrow or Bob White or somebody will work on that in the next day or two trying to get a check or something from the job.

**Gary Reynolds (17:52):**

Yeah, I mean that's. That constitutes.

**Kevin Gatewood (17:56):**

Right? Yeah. Anything that's free we go ahead and do. And then when we get some money, maybe we'll put some upwards. But I was kind of thinking maybe the end of the month is too soon, but maybe the middle of February at the latest for a deadline for applicants. What do you guys think the further.

**Gary Reynolds (18:21):**

We put it out?

**Kevin Gatewood (18:25):**

Right. I'm thinking end of January because it may not. It may just be you as the only one applying anyhow. And so get a bunch of them. Which would put us in the February weekend of February. That's what I was kind of thinking.

**Gary Reynolds (19:09):**

To the middle of February. That would put right for everything. That would put the end of February selection and select somebody. And then somebody has to give time off to their work us right.

**Kevin Gatewood (19:28):**

In advance. We're not open until we get a superintendent in the office. So we want to try to get this done. I'm thinking the end of January is the deadline for sending resumes or whatever for the position. How's everybody a month, Right?

**Gary Reynolds (20:00):**

I'd say two weeks headed into January between that.

**Kevin Gatewood (20:03):**

Yeah, if you get it posted tomorrow, give it two weeks. Okay.

**Gary Reynolds (20:09):**

Most indeed stuff coming from somebody that was part of the job. You put it on Monster. At Walmart or something.

**Kevin Gatewood (20:29):**

Okay. I guess I'll make a motion that we start accepting applications or resumes with immediately with a deadline of the end of January, January 31st. Brian second it. All in favor of making a deadline for applications for the superintendent position making January 31st say aye. Anybody pose, say nay. And then last thing I have for new business that might be old business with Bob White. He started working on a quote for insurance from us. Do we want to get quotes from three different insurance agencies to make it fair and reasonable and all that? What do you think if we're gonna get insurance, get three different.

**Gary Reynolds (21:48):**

Yeah, because you're gonna have some of these people in the county. They're gonna say right.

**Kevin Gatewood (21:53):**

Why not? That's. And that's almost maybe A problem for Bob. Delegate and an officer and everything like that.

**Ryan Shirts (22:04):**

Our post. Abstains look bad. I know so much looking at. So I think the motion. We get three. A total of three votes.

**Kevin Gatewood (22:14):**

Okay.

**Ryan Shirts (22:14):**

At least a minimum of three.

**Kevin Gatewood (22:16):**

Okay. Got a motion. We got first, right? Have a second, Joe. Second to get three quotes for insurance. All in favor, say aye. Aye. All opposed say nay. Do that. And let's see here. Yeah. Does anything have any. Anything else we want to talk about.

**Ryan Shirts (23:01):**

Who'S actually putting out the notices and where are they putting it out?

**Kevin Gatewood (23:04):**

For what?

**Ryan Shirts (23:05):**

For our meeting for the old community. 48 hours ahead, but anybody can get to.

**Kevin Gatewood (23:12):**

Yeah, nobody's doing that yet.

**Ryan Shirts (23:34):**

They put it on the door of the county building saying this is when. Well, you know, they finally got everything. This is the whole schedule.

**Kevin Gatewood (23:42):**

This is what we're going to need.

**Ryan Shirts (23:46):**

Anybody can look at it through the door.

**Kevin Gatewood (23:47):**

Right. Well, if we did something similar to that, once we get the office space leased, I'm thinking, like I said, when a superintendent starts, maybe then we can always post on at the location of the office. Now, I know like other organizations, man, they don't post when, you know, like publicly, when their meetings are right. And you can put it on once you get the website built. We can have it on the website. Right.

**Ryan Shirts (24:26):**

Who's going to be responsible? Be the one that put out the notice.

**Kevin Gatewood (24:38):**

Yeah. Once we get a superintendent, they can do that and then we can put it out other ways. Like we'll create a Facebook page for the VAC and we can post it there. So hopefully we can get this stuff going next month and then we'll keep working out the details as we go along. Right. That's okay.

**Ryan Shirts (25:08):**

Yeah. In our bylaws, they would have to have the training.

**Kevin Gatewood (25:15):**  
Right.

**Ryan Shirts (25:15):**  
Meetings Act, Freedom of Information Act. I've got them all there. I mean, do we need. Where I'm at, I. They have copies of my certificates of the state because I work for county.

**Kevin Gatewood (25:30):**  
Well, my thoughts are. We got all. We're focusing our brains right now and our meetings on getting the office set up, getting the superintendent getting everything in place, money from the county bank account. Once we get that kind of going, then we can start. I think we can start working on requirements that we need to do.

**Ryan Shirts (25:56):**  
Right through the state, and I did mine through the county, so I got. I don't know who you have to contact here. I went to the clerk's office.

**Kevin Gatewood (26:09):**  
Well, since you got a little bit experience that, would you mind trying to look into that, like, just know what we're supposed to do who we go through. I know it's wet aside. Okay. Talking about the open meetings, act training.

**Ryan Shirts (26:43):**  
I don't know if every member has to do it.

**Kevin Gatewood (26:46):**  
I was thinking you can do it online. Yeah.

**Ryan Shirts (26:50):**  
Now state's got a website.

**Kevin Gatewood (27:07):**  
I think you have a year, actually. I mean.

**Ryan Shirts (27:12):**  
Oh, a year to do it.

**Kevin Gatewood (27:13):**  
Yeah. Right. Okay, that's fine. Yeah. I just want to try to get us set up with an office and going. Then we can kind of look into all other stuff we need to do. I got you. I've never dealt with that, so I really don't much don't know it. I said I've never dealt with that myself, so I really don't know anything about it. I can research it. Yeah. We start looking into it, I'll call.

**Ryan Shirts (28:09):**

The county up on the first chance I get. And usually I'll go straight to the first.

**Kevin Gatewood (28:22):**

Yeah. And if anybody else thinks of stuff that we haven't thought of yet, we need to do just, you know, jot it down for our next meeting. I'm thinking we're trying to cover everything, but this is new. I think you said we may want to get our own Internet for security.

**Gary Reynolds (28:58):**

No, not for Internet or for Internet there, but for Internet.

**Kevin Gatewood (29:04):**

Yeah. Right. Okay. Anybody think anything else we need to deal with?

**Ryan Shirts (29:16):**

You guys want to shoot a game or you ready to start?

**Kevin Gatewood (29:20):**

Okay, well, you want to make a motion adjourn? Ryan makes motion adjourned. Very second motion adjourned. All right.