

DEPARTMENT OF VETERANS AFFAIRS EXECUTIVE

Tammy Sheldon
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MEMBERS

Michael Shadbolt, Aaron Ricketts, John Saxton, Ted Crockett, Terry Collins
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Friday, December 12, 2025

I. Call to Order

Present: Executive Committee Members—Chairman Shadbolt, Ricketts, Saxton, Crockett. Staff: Sheldon, Veterans Service Director; Ruple, Deputy Veterans Service Director; Eschedor, Veterans Relief Service Officer, along with Liaison Terry Collins, County Commissioner were present.

Also Present: Administrator Kim Murphy, Marketing & Communications Coordinator Jen Ambrose, Todd Baily, and Todd Gillman

The December 12, 2025, LCDVA Executive Committee Meeting was called to order at 10:00 AM by LCDVA Executive Committee Chairman Shadbolt.

II. Approval of Agenda

A. Approval of Agenda: December 12, 2025

Chairman Shadbolt requested a motion to approve the agenda: Motion by Ricketts. Second by Saxton to Approve. Votes in Favor: Shadbolt, Ricketts, Saxton, Crockett. Opposed: None. Motion Passed.

III. Approval of Minutes

A. Approval of Minutes: October 10, 2025

Chairman Shadbolt requested a motion to approve the minutes. Motion by Crockett, Second by Saxton to Approve. Votes in Favor: Shadbolt, Ricketts, Saxton, Crockett. Opposed: None. Motion Passed.

IV. Reports - Veterans Affairs

A. Service Officer's Report

VSD Sheldon reported on the department's activities.

B. Meetings and Occurrence Reports

VSD Sheldon reported on the department's meetings and occurrences.

V. Existing Business

A. Review and recommend candidates for the LCDVA Executive Committee board position

Chairman Shadbolt provided Executive Committee candidates Baily and Gillman with the opportunity to explain their interest in serving on the committee and to share some background about themselves.

Chairman Shadbolt requested a motion to recommend a candidate for appointment to the Lenawee County Department of

Veterans Affairs Executive Committee Board to the Board of Commissioners. Motion by Ricketts to recommend Todd Gillman, Second by Saxton to Approve. Votes in Favor: Shadbolt, Ricketts, Saxton, Crockett. Opposed: None. Motion Passed.

B. Bylaw Amendment – Vote on Changing Regular Meetings From Monthly to Every Other Month.

Chairman Shadbolt requested a motion to change the regular meeting schedule to every other month and to amend the bylaws accordingly. Motion by Ricketts, Second by Crockett to Approve. Votes in Favor: Shadbolt, Ricketts, Saxton, Crockett. Opposed: None. Motion Passed.

VI. New Business

No new business was brought before the board.

VII. Commissioner Comments

Commissioner Collins reported that there were no new updates.

VIII. Partner Comments

A. MVTF Updates from Shadbolt

Chairman Shadbolt reported the MVTF reviewed nine applications with zero from Lenawee over the last two months.

IX. Veterans Relief Fund

A. Review of VRF Applications

VRSO Eschedor reported that the VRF application (25-008) was requested \$1,643.25 and the Authorizing Agents approved, totaling \$635.59.

X. Public Comment

Chair Shadbolt recognized and thanked Executive Committee member Ricketts, whose term will conclude on December 31, 2025, for his dedicated service on the Lenawee County Veterans Executive Committee.

XI. Adjournment

Motion by Ricketts, seconded by Crockett to adjourn the meeting at 10:33 AM. Motion Passed.

Lenawee County Department of Veterans Affairs
Executive Committee

BYLAWS

Revised: ~~March 12, 2021~~ December 12, 2025

ARTICLE I

NAME

The name of this organization shall be the Lenawee County Department of Veterans Affairs Executive Committee (LCDVA), hereinafter referred to as the Executive Committee.

ARTICLE II

PURPOSE and FUNCTION

The purpose of Executive Committee is to administer the provision of veterans' services by LCDVA Affairs and insure that such services are available and accessible to the citizens of Lenawee County.

The Executive Committee will function as outlined in applicable State of Michigan statutes as a non-profit, non-sectarian, non-political Executive Committee to administratively oversee the LCDVA and to:

- A. Review, monitor and/or affirm the actions of the LCDVA.
- B. Authorize and/or delegate employees to conduct the daily operations of the LCDVA.
- C. Establish policies and procedures for the LCDVA staff to follow in conducting the daily operations of the department
- D. Make recommendations to the Lenawee County Board of Commissioners and/or LCDVA, as needed.
- E. Hire/dismiss employees to/that operate the LCDVA, such as: a Veterans' Service Officer and such other employees as shall be necessary to carry out the law, MCL 35.623, Act 192 of 1953.

ARTICLE III

EXECUTIVE COMMITTEE APPOINTMENTS

The LCDVA Executive Committee shall be composed of (4) four members of who shall be an honorably discharged veteran of the US Armed Forces. Each Executive Committee member shall be appointed by the Lenawee County Board of Commissioners in accordance with MCL 35.621, Act 192 of 1953.

ARTICLE IV

SELECTION OF OFFICERS AND EXPENSES

The Executive Committee shall select a Chairperson and a Secretary and incur such expenses as shall be necessary in carrying out the duties of their office within the budget approved by the Lenawee County Board of Commissioners.

- A. Executive Committee members shall be entitled to receive the same per diem and mileage in attending meetings as members of the County Commissioners (expenses are to be paid out of the general fund budget set up by the County Commissioners), MCL 35.623, Act 192 of 1953.
- B. The Chairperson and Secretary of the Executive Committee shall be selected for a (1) one year period. The selection by the Executive Committee shall be accomplished in the month of January of the current year with the period of office being until January of the following year.

ARTICLE V

VETERANS SERVICE OFFICER

The Executive Committee shall appoint a County Veterans' Service Officer; who shall function as Director of the Lenawee County Department of Veterans Affairs and shall:

- A. Consult with and request the assistance of any association and/or council of organized veterans in Lenawee County.
- B. Any recommendation from such association or council of veterans as to the person to be appointed by the Executive Committee shall be given the greater consideration.

- C. The Director shall be the legally designated representative/officer of the Lenawee County Department of Veterans Affairs and as the Lenawee County Veterans' Service Officer shall assume all responsibilities, functions, and duties; adhere to all applicable Local, State, and Federal statutes applicable to the functions of the department.
- D. The Director shall function as a County Department Head; responsible to the Lenawee County Board of Commissioners through the Executive Committee.
- E. The Director shall assume, perform and/or designate such duties and exercise such powers as shall be necessary in carrying out the provisions of applicable statutes and any and all other benefits to which veterans may be entitled as prescribed by the LCDVA.
- F. The LCDVA Director/Veterans' Service Officer and employee(s) shall adhere to the "Lenawee County Personnel Handbook Rules and Regulations".

ARTICLE VI

MEETINGS

The Executive Committee shall meet monthly unless there is a motion to schedule a special meeting or postpone/reschedule the monthly meeting to another day or until following month:

- A. The annual meeting shall be held on the second Friday of January of each year.
- B. Scheduled meetings shall be held on the second Friday of ~~each~~ every other month beginning with January. If the regular meeting date is a national holiday, the meeting shall be rescheduled.
- C. The Executive Committee shall conduct their business in a meeting open to the public in compliance with Public Act 267 of 1976 (Open Meetings Act).
- D. The LCDVA Executive Committee shall provide specified prepared reports, owned/used, in the possession of, or retained by the LCDVA in the performance of an official function, shall be made available to the public. In compliance with Public Act 442 of 1976 (Freedom of Information Act).
- E. An accurate record of all proceedings/minutes and reports shall be kept in writing with a full report of the year's activities shall be made by the Chairperson at the annual meeting.

ARTICLE VI (Meetings), Continued

- F. A majority of the members appointed and serving shall constitute a quorum for the transaction of the business of the LCDVA Executive Committee. A four-member committee must have three members in attendance.
- G. The Executive Committee shall operate under the same (calendar) fiscal year as the administration of Lenawee County.
- H. "Roberts Rules of Order", revised, shall be used in conducting all meetings.
- I. Non-scheduled meetings may be called at anytime at the discretion of the Chairperson of the Executive Committee, or upon written request of the members of the Executive Committee.

ARTICLE VII

AMENDMENTS

A Majority Vote: all or parts of the Bylaws may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the members of the Executive Committee appointed and serving at any regular or special meeting, provided that a notice of such change/amendment was given to the Executive Committee at an earlier meeting for their review and decision.

A Unanimous Vote: the entire Executive Committee, by unanimous vote, shall be required when a motion to amend, alter, change, adds to or repeals all or parts of the Bylaws is introduced from the floor at a regular or special meeting with no prior notice of such change/amendment having been given to the Executive Committee.