The regular meeting of the Veterans Memorial Commission was called to order by Commissioner Delfs, Chair, at 5:31 p.m. Commissioner Delfs asked that PC Woods conduct a role call following the Pledge of Allegiance.

Approval of the Previous Meeting Minutes:
Commissioner Arens made a motion to approve the minutes of the February meeting; seconded by Commissioner Powers. The motion carried with no objections.

Financials:
Commissioner Delfs inquires to how often vehicle insurance is due, which was answered at $50 a month fee. Commissioner Arens asks if the current electricity bill is average to what we receive. AD Van Dorston clarifies it ranges from $9,000-$17,000 typically. Commissioner Powers asks why the Buildings & Grounds Services line item is over budget by $48,000. AD Van Dorston explains that the former Executive Director had prepared the FY2018 budget. FY2019 budget was developed while considering the historical averages moving forward. Commissioner Guckenberger shares that most line items from the current and past budgets have not aligned, but the overall totals had, though next year will be closer to actuals. Mr. Olson notes the Other Insurance line item hasn’t been expended this FY and queries if we know the cost that may be used this FY. AD Van Dorston updates all that line item for 2018 should be approximately half of what is allotted and closer to approximately $85,000. Our present insurance company stated it would be approximately $77,000 for the current premium and an additional $8,000 for the flood insurance.

Commissioner Powers made a motion to approve the bills; seconded by Commissioner Guckenberger. The motion carried with no objections.
Acting Director's Report:

A. Distribution of VMC Executive Director job description for VMC approval:

AD Van Dorston suggests Commissioners present to use the color print out available to guide through the revised job description. The document was prepared with the suggestions of the VMC’s Personnel Committee; AD Van Dorston and Commissioners Delfs, Guckenberger and Arens. After a detailed discussion of the printout with the Commissioners’ present as well as Mr. Olson’s guidance, some modifications were suggested. Commissioner Powers made a motion to approve and post the revised job description with the modifications as discussed during the meeting to begin the hiring process with the City of Cedar Rapids Human Resource Department; seconded by Commissioner Arens. The motion carried with no objections. The draft with modifications from the meeting is attached therein to these minutes.

Commissioner Delfs asks for an update to the recruitment process following the motion for the position discussed at hand. AD Van Dorston updates that it was recently shared that the expense of an outside firm’s recruitment process is 30% of the annual salary. Therefore, it is suggested to proceed with ‘Plan A’ with those Commissioners present in agreement. ‘Plan A’ is to proceed with the hiring process through the HR Department. The job posting would be shared on a national level within the public sectors as well as some local historical and facilities manager related associations. ‘Plan B’ would be to proceed with an outside firm should the VMC not be satisfied.

B. Museum Update:

AD Van Dorston recently returned from a vacation spent in New York City attending via invitation to the opening of The Whitney Museum of American Art “Grant Wood: American Gothic and Other Fables” exhibit. It features a half sized illuminated reproduction of our Grant Wood Memorial Window for viewing. Also complimentary to the art within the VMB, was a mention in a recent article posted by The New Yorker. AD Van Dorston continues that the recent VMC Intern IV position was offered to John Szymanek who had been volunteering already with us. John’s background is specific to the work of cataloguing VMC pieces and will be a great addition to assist with our growing collection. The position is budgeted for no more than 25 hours a week at $12.00/hour.

Communications from the Metro Veterans Council:
The MVC will be meeting Wednesday, March 14, 2018 and Commissioner Powers plans to discuss the upcoming Memorial Day Programming. He shares his pride in the current MVC members. AD Van Dorston adds that she and Cheryl King, MVC’s secretary, work together to process the annual AVM Brick Orders. The orders are in, totaling 76 brick orders for installation at the AVM Park.

Discussion on the VMB HVAC Maintenance Agreement with outside contractor:

AD Van Dorston reminds those that this topic was placed on the agenda per Commissioner Grant’s request. Commissioner Delfs asks for any motion to table this topic until the next monthly meeting, which Commissioner Powers makes the motion of; seconded by Commissioner Arens. The motion carried with no objections.

Public Comment:

PC Woods shares that the Clerks Department sent a document outlining the roles and responsibilities of a City of Cedar Rapids board/commissioner member for general review. Also reminding the Commissioners that the required Financial Disclosure Form is available and a new form is only required if the member has had a change in any of the information previously submitted. PC Woods asks that any
Commissioners reach out to her for a copy should they need one. Commissioner Powers made a motion to adjourn the meeting at 6:29 p.m.; seconded by Commissioner Guckenberger. The motion carried with no objections.

Respectfully submitted,

Nikée Woods, Program Coordinator

CHAIR_________________________________________________________ Date

VICE CHAIR____________________________________________________ Date
CITY OF CEDAR RAPIDS
POSITION PROFILE

<table>
<thead>
<tr>
<th>POSITION #/TITLE:</th>
<th>JOB CODE #/TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0125</td>
<td>NB051</td>
</tr>
<tr>
<td>Veterans Memorial Facilities Director</td>
<td>Executive Director</td>
</tr>
</tbody>
</table>

Adopted: 07-97
Revised: 03-18

POSITION DESCRIPTION

**Dept:** Veterans Memorial Commission  
**Manager Level:** Director

**Salary Plan/Description:** NBU/Non-Bargaining Unit  
**Salary Grade:** 16

**Reports To Position #/Job Code #/JC Title:** Veterans Memorial Commission  
**Dotted-line Reports To Position #/Job Code #/JC Title:**

**FLSA Status:** Exempt  
**City Overtime Status (Employee Type):** Exempt (Salaried)

**Physical Demand Rating:** Medium  
**Work Environment:** Controlled

**Pre-employment Testing:** Drug and health screening after contingent offer.  
**Position Testing:** Job fit assessment

**Personal Protective Equipment:** None

General Statement of Duties

Provides professional leadership and political diplomacy, positioning the Veteran’s Memorial Commission to meet the community’s current and future veteran’s needs through effective delivery of services. Directs and supervises Memorial facilities, grounds and personnel including operations, maintenance, administrative and contracted services; performs related work as required.

Distinguishing Features of the Class

Expected to exercise a high-standard of independent judgement and initiative while working for a Commission based form of governance. Directs the work of all Memorial administrative and maintenance staff.

Examples of Essential Work (Illustrative Only)

Administers contracts for capital improvement projects; administers lease agreements for Memorial Building tenants to follow Iowa Code Chapter 37.

Plans, organizes, prioritizes and manages the preventative maintenance and repair of Memorial facilities and updates the Veterans Memorial Commission (VMC) on project progress;

Plans, prepares and monitors annual budgetary activities for Memorial facilities and personnel and presents proposed budget to the VMC and City Council for adoption;

Oversees weekly, monthly and annual maintenance schedules and oversees special projects with the VMC;

Establishes job priorities and timeframes for work completion and communicates with lead building maintenance worker or other staff on status; works alongside City of Cedar Rapids Council, Departments and Commissions as needed;

Monitors completion of job assignments to insure compliance with standards and instructions, and revises instructions and timeframes as necessary;

Initiates implementation of the inspection of Veterans Memorial Building, Memorial Park, and Stadium facilities including equipment and mechanical systems and incorporates the inspection results into the daily, weekly or monthly schedule. Reports progress to VMC on a regular basis.
Oversees the, cataloguing, maintenance, and exhibition of military collectibles and the Grant Wood window with the Assistant Director;
Oversees the facility rental program of Veterans Memorial Building space with Program Coordinator;
Coordinates plans, designs, proposals, contracts, bid specifications and monitors contracts of work necessary
to complete individual projects;
Prepares and presents project and bid proposals to the VMC and the City Council for review and acceptance;
Manages and monitors contracted services for Memorial facilities;
Prepares and submits recommendations to VMC and City Council on major maintenance repairs and
equipment replacement for Memorial facilities;
Plans, prepares, implements and monitors the five-year Capital Equipment and Capital Improvement
programs for the Memorial facilities and presents proposals to the VMC and City Council for adoption;
Represents the VMC in community outreach through public speaking and attendance of events;
Coordinates with Veterans officials in other government agencies;
Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

<table>
<thead>
<tr>
<th>Required Knowledge and Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive knowledge of Iowa Code Chapter 37 – Memorial Halls and Monuments, and related federal and state laws along with local ordinances pertaining to the VMC;</td>
</tr>
<tr>
<td>Comprehensive knowledge of Military and Veterans associated history, military customs, courtesies and traditions, and current service program providers in the area for Veterans benefits;</td>
</tr>
<tr>
<td>Comprehensive knowledge of the social, demographic and other related issues facing individual veterans and area veterans organizations within the community;</td>
</tr>
<tr>
<td>Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in facility construction, maintenance and contract administration;</td>
</tr>
<tr>
<td>Thorough knowledge of City government structures and procedures;</td>
</tr>
<tr>
<td>Thorough knowledge of funding sources for Memorial related activities at the federal, state and local level;</td>
</tr>
<tr>
<td>Thorough understanding of, and the ability to communicate the same to others, of applicable uses of Memorial Commission levy funds and non-permissible uses;</td>
</tr>
<tr>
<td>Thorough knowledge of building and facility construction and repair methods, principles, best practices and techniques;</td>
</tr>
<tr>
<td>Ability to communicate effectively, establish and maintain working relationships with both internal and external parties; general public, community organizations, vendors, contractors, lessees, veterans groups, members of the press and media;</td>
</tr>
<tr>
<td>Ability to train, assign, motivate, supervise and evaluate the work of others;</td>
</tr>
<tr>
<td>Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;</td>
</tr>
<tr>
<td>Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;</td>
</tr>
<tr>
<td>Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;</td>
</tr>
<tr>
<td>Ingenuity and inventiveness in the performance of assigned tasks.</td>
</tr>
</tbody>
</table>
## Acceptable Experience and Training

Graduation from an accredited college or university with an Associate’s Degree in construction technology, facility maintenance management, or closely related field, with a Bachelor’s Degree preferred; and
Considerable experience in building maintenance and personnel supervision; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

## Required Special Qualifications

None.

## Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hardcopy form;
Sufficient manual dexterity which permits the employee to operate a keyboard and produce hand-written materials and notations;
Sufficient personal mobility which permits the employee to visit various other work stations in the City and attend a wide variety of meetings within the City and out of the area.
Position Description Approval

Director must approve new or revised position descriptions. Other department approvals are optional (i.e., supervisor, manager). **Entering name signifies approval.**

<table>
<thead>
<tr>
<th>Name: (Person completing form)</th>
<th>Teri Van Dorston</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Acting Director</td>
</tr>
<tr>
<td>Date Approved:</td>
<td>03-09-2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: (Person completing form)</th>
<th>Kristin Delfs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Date Approved:</td>
<td>03-18</td>
</tr>
</tbody>
</table>

Human Resources Department Approval

<table>
<thead>
<tr>
<th>Name and Title:</th>
<th>Heath Halverson, Classification &amp; Labor Relations Program Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved:</td>
<td></td>
</tr>
</tbody>
</table>

If Bargaining:

<table>
<thead>
<tr>
<th>Name and Title:</th>
<th>Heath Halverson, Classification &amp; Labor Relations Program Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved:</td>
<td>N/A</td>
</tr>
</tbody>
</table>