

NORTH DAKOTA  
ADMINISTRATIVE COMMITTEE ON VETERANS AFFAIRS

Minutes of Meeting  
Armory, Camp Grafton, Devils Lake  
July 13-14, 1982

Meeting was called to order by Chairman Schmit at 2:00 p.m. Roll call was taken: Present-Schmit, Severson, Helm, Novak, Wagner, Lamont, Godke, Hilleboe, Remmick, Henderson. Excused-Rosendahl, Absent-Haykel. Ex-Officio members present-Gathman Murry, Lick, Peterson (Swenson). Code and Zander also present.

Minutes of May 24-25 meeting were read and approved as read.

A long discussion was held on salary increases for Commandant Code and Commissioner Zander. Hilleboe moved that the full committee reaffirm the decision of the meeting held during the VFW Convention which was to recommend a nine (9%) percent plus a two (2%) merit increase for each of the two years in the 1983-1985 bi-ennium for Code and Zander. Motion seconded by Godke, passed.

Chairman Schmit informed the sub-committees that they must submit, today, a performance evaluation on Code and Zander. This evaluation to be made a part of the minutes.

At 3:45 p.m. the meeting was recessed so that the sub-committees could meet separately and conduct their business. Reorganization of those committees to be the main order of business.

The full committee reconvened at 9:45 a.m., July 14.

Pete Helm reported on Soldiers Home Sub-Committee meeting. Helm was reelected chairman and Gordon Lamont vice-chairman. Helm said that his sub-committee recommended a 6% merit increase for Commandant Code for the 1982-1983 year.

Jack Hilleboe reported for the Veterans Affairs Sub-committee. Hilleboe elected chairman, Novak vice-chairman. Minutes of meeting to be mailed to membership. Hilleboe said that his sub-committee recommended a 4% merit increase for Commissioner Zander for the 1982-1983 year.

Soldiers Home Sub-Committee  
Otto A. Helm, Chm.  
Charles Godke,  
Edwin Remmick  
Gordon Lamont V-Chm.  
Bernard Wagner

Veterans Affairs  
Jack Hilleboe, Chm.  
Joe Novak, V-Chm.  
James Rosendahl  
Floyd E. Henderson  
Earnest N. Schmit  
Stan Severson  
Edward Haykel

Gordon Lamont moved that sub-committee reports be accepted, seconded by Godke - passed.

Joe Novak reported on possible name change for the Soldiers Home. His opinion, following much research, is that the Administrative Committee would have the authority to make the change.

Discussed was date for next meeting. It was decided that such meeting would be at the call of the chairman or his designated representative.

Performance evaluations accepted for Commissioner Zander and Commandant Code. They are included as a matter of record and use of the Office of Management and Budget.

LLOYD ZANDER, Commissioner of Veterans Affairs, State of North Dakota

Overall comments: Mr. Zander is doing an excellent job in providing service and leadership to the veteran community of North Dakota. It is very evident he has taken action to carry out recommendations made by the Veterans Coordinating Council concerning staff training and assignments. As a result the staff is more productive. His dedication to his work, knowledge of and implementation of the duties and requirements of the position are outstanding.

Developing Employees: Mr. Zander has instituted cross-training for his staff which has aided substantially in the development of that staff. They are developing the capability to effectively back-up each other. This capability contributes to the ability of the office to provide service to veterans when requested. As a result, Mr. Zander is accomplishing the goal of serving North Dakota Veterans needs efficiently and effectively.

CHARLES M. CODE, Commandant, North Dakota Soldiers Home

Period of report - 1 July 1981 -- 1 July 1982

Charles M. Code has been the Commandant of the North Dakota Soldiers Home for the past 14 years. His job knowledge is outstanding and his adaptability to new methods is second to none.

Mr. Code consistently excels with the amount of work and the quality of the work. His neatness and attention to minute details is outstanding.

Mr. Code is prompt with all his reports and requires very little supervision. He makes oral presentation to all Veterans groups in the state, as well as, fraternal and service clubs and is well received. His co-workers respect his position of leadership and with very little resentment.

We of the North Dakota Soldiers Home are fortunate to have an individual such as Mr. Code to look after our affairs and the needs of the veterans of the State of North Dakota.

Meeting was adjourned at 10:15a.m. in order to meet jointly with the North Dakota Veterans Coordinating Council for the remainder of the morning.

STANLEY R. SEVERSON  
Secretary