

Jasper County, Iowa

Denny Carpenter

Doug Cupples

Brandon Talsma



Board of Supervisors

Courthouse

PO Box 944

Newton IA 50208

Phone 641-792-7016

Fax 641-792-1053

JASPER COUNTY BOARD OF SUPERVISORS MEETING AGENDA

www.co.jasper.ia.us

April 23rd 2019

9:30 a.m.

Pledge of Allegiance

- Item 1** **Veteran's Affairs – Kurt Jackson**
 - a) Approval 3rd Quarter Expense Report
 - b) Commission of Veteran Affairs Term Renewal

- Item 2** **Sheriff – John Halferty**
 - a) Civil Service Candidates
 - b) 28 E Agreement

- Item 3** **Human Resources – Dennis Simon**
 - a) Hiring Resolution – Elderly Nutrition

- Item 4** **Jasper County Community Services – Jody Eaton and Connie McQuiston**
 - a) Resolution Approval General Assistance Manual Revision

- Item 5** **Central Iowa Community Services – Jody Eaton**
 - a) FY 20 Annual Service and Budget Plan Overview
 - b) Mental Health Month Proclamation

- Item 6** **Engineer's Report – Russ Stutt**

- Item 7** **Approval of Board of Supervisors minutes for 4/16/19**

PUBLIC INPUT & COMMENTS

**Next Board of Supervisors Meeting Will be
Held Tuesday May 7th 2019 at 9:30am**

Jasper County Commission of Veteran Affairs
County Annex Bldg., 115 N 2nd Ave E. Newton, IA 50208
Phone 1-641-792-7993 Fax 1-641-787-1302
Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Fred Dimon, Mike Naber

April 10, 2019

Dear Jasper County Board of Supervisors,

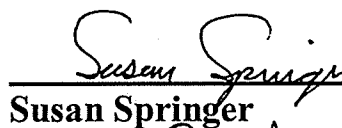
First we are presenting our 3rd Quarter Expense Report for your consideration;

Second, it is time to consider Veterans Commission Membership. Mr. Mike Nabors term will expire at the end of June. We have discussed with Mr. Nabors the end of his term, and he is willing to remain on the Commission of Veteran Affairs for Jasper County. As his remaining on the Commission is the Board of Supervisors decision, we request that you extend to Mr. Nabors the opportunity to serve for three more years on the Commission.

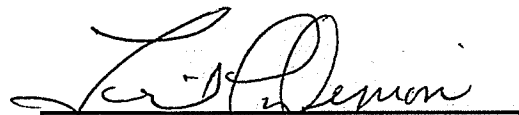
With all due respect,



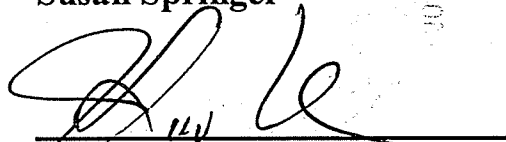
Marta Ford



Susan Springer



Fred Dimon



Jerry Nelson



Mike Naber

2019 APR 11 AM 8:17
Jasper County Commission

3rd Quarter 2018-2019

Description	January	February	March	Quarterly Totals
FEDERAL				
Intent to Files	<u>4</u>	<u>2</u>	<u>4</u>	10
VA Compensation/Pension Claim Submitted	<u>2</u>	<u>1</u>	<u>1</u>	4
Survivor Benefits/ Burial Benefits/ Death Pension Applications Submitted	<u>0</u>	<u>2</u>	<u>2</u>	4
Pending Claims Consulted	<u>17</u>	<u>14</u>	<u>19</u>	50
Military Records Ordered (DD214/Awards/Medical Records, etc.)	<u>1</u>	<u>0</u>	<u>1</u>	2
VA Health Care Benefits applied for	<u>2</u>	<u>1</u>	<u>1</u>	4
Other VA Forms (POA, Waivers, Statements, etc)	<u>16</u>	<u>14</u>	<u>13</u>	43
STATE				
State Assistance Applications Submitted	<u>0</u>	<u>1</u>	<u>0</u>	1
COUNTY				
Number of Veterans Assisted by Jasper County	<u>18</u>	<u>15</u>	<u>12</u>	45
Total Spent on Financial Assistance Provided	<u>\$4,671.08</u>	<u>\$3,749.26</u>	<u>\$1,779.19</u>	\$10,199.53
Unclaimed Assistance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
Projected Total	<u>\$4,671.08</u>	<u>\$3,749.26</u>	<u>\$1,779.19</u>	\$10,199.53
Average per Veteran	<u>\$259.50</u>	<u>\$249.95</u>	<u>\$148.27</u>	\$226.66

Keith Thorpe

From: Huegel, Donita S [CO PD] <donitap@iastate.edu>
Sent: Monday, April 1, 2019 8:32 AM
To: Kurt Jackson; Keith Thorpe
Subject: VA Quarterly Data

Good Morning!

Happy April 1st!

Here's the 1st Quarter Data for VA RIDEs – Let me know if you have any questions!

Jasper County RIDE Program
VA RIDE
Quarterly Data
Jan, Feb, Mar 2019

	Iowa City	Des Moines	Skiff	Newton Clinic	Newton - Other	Other Area Towns	Totals
Veterans Transported (unduplicated)							15
TOTAL RIDES for Veterans	1	42	48	3	5	10	109

Donita Huegel

Program Assistant

Retired and Senior Volunteer Program (RSVP)

IOWA STATE UNIVERSITY
Extension and Outreach

Healthy People. Environments. Economics.

Jasper County
550 N 2nd Ave W
Newton, Iowa 50208
641-792-6433
641-791-0769 Fax

Description	Code	Total \$	Voucher	Date of Request	DATE of Check	What for?	Miles	Who Paid
Wages-Elected/Dept Head		\$3,798.54						
Kurt Jackson		\$1,899.27			1/9/2019	Wages		Kurt Jackson
Kurt Jackson		\$1,899.27			1/23/2019	Wages		Kurt Jackson
Wages - Part Time Assistant		\$1,300.50						
Keith Thorpe		\$450.50			1/9/2019	Wages		Keith Thorpe
Keith Thorpe		\$850.00			1/23/2019	Wages		Keith Thorpe
Wages-Vet Affairs Commission		\$200.00						
Fred Dimon		\$50.00				Monthly Meeting		Fred Dimon
Marta Ford		\$50.00				Monthly Meeting		Marta Ford
Mike Naber		\$50.00				Monthly Meeting		Mike Nabers
Jerry Nelson		\$0.00				Attended		Jerry Nelson
Sue Springer		\$50.00				Monthly Meeting		Sue Springer
Office Supplies		\$23.75						
Forbes Office Solutions		\$23.75		1/2/2019	1/27/2019	Office Supplies (Folders & Labels)		Forbes Office Solutions
Advertisement		\$386.00						
Newton Daily News		\$240.00		12/31/2018	1/27/2019	Advertising		News Printing Company, Newton Ia.
Hometown Press		\$76.00		12/31/2018	1/27/2019	Advertising		Hometown Press, Sully, Ia.
Riggs Printing, Inc.		\$70.00		1/2/2019	1/27/2019	Brochures for Flag Cases		Riggs Printing, Inc.
Postage/Mailing		\$110.00						
United States Post Office		\$110.00		1/31/2019	2/27/2019	(2) US Flag Coils "Forever Stamps"		United States Post Office, Newton, Iowa
Educational/Training Serv		\$516.63						
American Airlines		\$516.63		1/24/2019	1/27/2019	Tickets for NACVSO Conference		American Airlines
Maint-Office/Computer Equip		\$36.09						
Premier Copier		\$36.09		12/26/2019	1/27/2019	Copier Contract		Premier Copier
Food/Provisions		\$221.91	\$0.00					
Fareway #848 VN1244		\$221.91				Food / Provisions (Voucher 107)		Fareway #848
Rent Payments		\$1,450.00						
Meadowbrook Apartments MF4456		\$685.00		1/4/2019	1/22/2019	Shelter (Rent)		Meadowbrook Apartments
Kading Properties SM8536		\$765.00		1/10/2019	1/22/2019	Shelter (Rent)		Kading Properties, Urbandale, Ia.
Utilities (Electric)		\$993.40						
Alliant Energy /IPL LC8390		\$993.40		1/7/2019	1/22/2019	Utilities (Electric)		Alliant Energy /IPL
Fuel Oil/Propane Payments		\$728.27						
New Century FS LJ9236		\$728.27		1/15/2019	2/5/2019	Utilities (Propane)		New Century FS, Grinnell, Iowa
Other Transportation (RIDE)		\$1,277.50					2339.5	
Shirley Birkenholz		\$53.57		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	98.3	Jasper Copunty Rides
Debbie Boehmer		\$44.15		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	81.0	Jasper Copunty Rides
Richard Bullock		\$81.75		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	150.0	Jasper Copunty Rides
Bev Edge		\$182.03		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	334.0	Jasper Copunty Rides
Mary Helms		\$95.81		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	175.8	Jasper Copunty Rides
Lelah Main		\$34.34		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	63.0	Jasper Copunty Rides
Judie O'Connor		\$49.05		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	90.0	Jasper Copunty Rides
Larry Pauley		\$101.37		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	186.0	Jasper Copunty Rides
John Prater		\$94.83		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	174.0	Jasper Copunty Rides
Donald Rethmeier		\$38.15		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	70.0	Jasper Copunty Rides
Joe Rogers		\$55.59		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	102.0	Jasper Copunty Rides
Becky Ruehle		\$118.81		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	218.0	Jasper Copunty Rides
Linda Schafer		\$32.70		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	60.0	Jasper Copunty Rides
Ron Wickman		\$254.52		1/7/2019	1/22/2019	Transport Veterans to Medical Appt December 2018	467.0	Jasper Copunty Rides
Doug Bishop		\$40.83		1/8/2019	1/22/2019	Drive homeless vet to Des Moines VA	70.4	Doug Bishop
Care-Graves/Markers		\$524.88						
CSA Woodworking		\$524.88		1/28/2019	2/27/2019	(8) Flag Cases & Corrugated Boxes		CSA Woodworking
Fica-County Portion		\$383.03						
IPERS-County Portion		\$481.35						
Employee Group Insurance		\$1,889.77						

Administrative Expenses					\$6,371.51
Transport Assistance	\$1,277.50	2339.5	Miles		
Shelter Assistance	\$1,450.00				
Food Assistance	\$221.91				
Utility Assistance	\$1,721.67				
Medical & Other Assistance	\$0.00				
Funeral Assistance	\$524.88				
Assistance Expenses					\$5,195.96
Outreach Expenses					\$0.00
Admin2 Expenses					\$2,754.15
Monthly Operating Expenses					\$14,321.62

Veteran Assistance					
	MF4456	\$685.00			
	LC8390	\$993.40			
	SM8536	\$765.00			
	LS9236	\$728.27			
	VN1244	\$221.91			
Flag Cases		\$524.88			
Ride		\$1,277.50			
		\$5,195.96			

State Allocation Fund Balance		\$2,609.47			
Public Donation Fund Balance		\$6,309.00			

Description	Code	Total \$	Voucher	Date of Request	DATE of Check	What for?	Miles	Who Paid
Wages-Elected/Dept Head								
Kurt Jackson		\$3,798.54						
Kurt Jackson		\$1,899.27			2/6/2019	Salary		Kurt Jackson
Kurt Jackson		\$1,899.27			2/20/2019	Salary		Kurt Jackson
Wages - Part Time Assistant								
Keith Thorpe		\$909.50						
Keith Thorpe		\$680.00			2/6/2019	Wages		Keith Thorpe
Keith Thorpe		\$229.50			2/20/2019	Wages		Keith Thorpe
Wages-Vet Affairs Commission								
Fred Dimon		\$200.00						
Fred Dimon		\$50.00			2/20/2019	Monthly Meeting		Fred Dimon
Marta Ford		\$50.00			2/20/2019	Monthly Meeting		Marta Ford
Mike Nabers		\$50.00			2/20/2019	Monthly Meeting		Mike Nabers
Jerry Nelson		\$0.00				Attended Meeting		Jerry Nelson
Sue Springer		\$50.00			2/20/2019	Monthly Meeting		Sue Springer
Advertisement								
Newton Daily News		\$326.00						
Newton Daily News		\$240.00		1/31/2019	2/7/2019	Advertising		News Printing Company, Newton Ia.
Hometown Press		\$86.00		1/31/2019	2/7/2019	Advertising		Hometown Press
Maint-Office/Computer Equip								
The Shredder		\$112.40						
The Shredder		\$80.00		2/5/2019	2/19/2019	Shredding Services January & February 2019		The Shredder
Premier Copier		\$32.40		1/23/2019	1/27/2019	Copier Contract		Premier Copier
Food/Provisions								
Fareway #848	RL1029	\$627.53	\$0.00			Food Voucher (108)		Fareway #848
Fareway #848	LJ0320	\$229.95				Food Voucher (109)		Fareway #848
Fareway #848		\$397.58						
Rent Payments								
Sherry Phipps	NJ8116	\$800.00		2/14/2019	3/5/2019	Shelter (Rent)		Sherry Phipps, Montezuma, Iowa
Utilities (Electric)								
Alliant Energy/IPL	TP1871	\$600.00		2/1/2019	2/19/2019	Utilities (Electric)		Alliant Energy/IPL
Water Payments								
Newton Waterworks	NJ8116	\$192.80		2/14/2019	3/5/2019	Utilities (Water)		Newton Waterworks
Other Transportation (RIDE)								
Jack Ayres		\$1,528.93					2636.1	
Jack Ayres		\$26.39		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	45.5	Jasper County Rides
Debbie Boehmer		\$74.24		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	128.0	Jasper County Rides
Richard Bullock		\$233.04		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	401.8	Jasper County Rides
Bev Edge		\$89.32		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	154.0	Jasper County Rides
Mary Helms		\$125.45		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	216.3	Jasper County Rides
Paul Koeppen		\$69.60		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	120.0	Jasper County Rides
Lori Korte		\$133.98		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	231.0	Jasper County Rides
Ludie O'Connor		\$130.50		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	225.0	Jasper County Rides
Larry Pauley		\$254.62		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	439.0	Jasper County Rides
John Prater		\$143.55		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	247.5	Jasper County Rides
Becky Ruehle		\$23.78		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	41.0	Jasper County Rides
Jinda Schafer		\$42.34		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	73.0	Jasper County Rides
Bill Umbarger		\$182.12		2/5/2019	2/19/2019	Transport Veterans to Medical Appt January 2019	314.0	Jasper County Rides
Care-Graves/Markers								
CSA Woodworking		\$524.88		2/8/2019	2/27/2019	(8) Flag Cases & Corrugated Boxes		CSA Woodworking
Fica-County Portion		\$353.12						
IPERS-County Portion								
IPERS-County Portion		\$444.43						
Employee Group Insurance								
Employee Group Insurance		\$1,889.77						

Administrative Expenses				\$5,346.44
Transport Assistance	\$1,528.93	2636.1	Miles	
Shelter Assistance	\$800.00			
Food Assistance	\$627.53			
Utility Assistance	\$792.80			
Medical & Other Assistance	\$0.00			
Funeral Assistance	\$524.88			
Assistance Expenses				\$4,274.14
Outreach Expenses				\$0.00
Admin2 Expenses				\$2,687.32
Monthly Operating Expenses				\$12,307.90

Veteran Assistance			
	TP1871	\$600.00	
	RL1029	\$229.95	
	NJ8116	\$992.80	
	LJ0320	\$397.58	
	Flag Cases	\$524.88	
	Ride	\$1,528.93	
		\$4,274.14	

State Allocation Fund Balance	\$2,609.47
Public Donation Fund Balance	\$6,309.00

Description	Code	Total \$	Voucher	Date of Request	DATE of Check	What for?	Miles	Who Paid
Wages-Elected/Dept Head								
Kurt Jackson		\$3,855.73						
Kurt Jackson		\$1,904.46			3/6/2019	Salary		Kurt Jackson
Kurt Jackson		\$1,951.27			3/20/2019	Salary		Kurt Jackson
Wages - Part Time Assistant								
Keith Thorpe		\$1,275.00						
Keith Thorpe		\$544.00			3/6/2019	Wages		Keith Thorpe
Keith Thorpe		\$731.00			3/20/2019	Wages		Keith Thorpe
Wages-Vet Affairs Commission								
Fred Dimon		\$150.00				Absent		
Marta Ford		\$0.00				Monthly Meeting		Marta Ford
Mike Naber		\$50.00				Monthly Meeting		Mike Nabers
Jerry Nelson		\$0.00				Attended		
Sue Springer		\$50.00				Monthly Meeting		Sue Springer
Advertisement								
Newton Daily News		\$416.00						
Newton Daily News		\$240.00		2/28/2019	3/27/2019	Advertising		Newton Daily News
Hometown Press		\$76.00		2/28/2019	3/27/2019	Advertising		Hometown Press
Riggs Printing, Inc.		\$100.00		3/28/2019	4/27/2019	Brochures		Riggs Printing, Inc.
Maint-Office/Computer Equip								
The Shredder		\$78.68						
The Shredder		\$40.00		3/4/2019	3/19/2019	Shredding Services for March 2019		The Shredder
Premier Copier		\$38.68		2/25/2019	4/27/2019	Copier Contract		Premier Copier
Rent Payments								
Suncrest Village Associates, LP	WC1264	\$493.00		3/21/2019	4/2/2019	Shelter (Rent)		Suncrest Village Associates, LP
Mortgage Payments								
Chase Mortgage Loan	MR8662	\$388.35		3/5/2019	3/19/2019	Shelter (Mortgage)		Chase Mortgage Loan
Other Transportation (RIDE)								
Diane Birchard		\$897.84					1548.0	
Diane Birchard		\$42.92		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	74.0	Jasper County Rides
Debbie Boehmer		\$44.66		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	77.0	Jasper County Rides
Richard Bullock		\$8.99		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	15.5	Jasper County Rides
Bev Edge		\$85.26		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	147.0	Jasper County Rides
Mary Helms		\$117.45		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	202.5	Jasper County Rides
Lori Korte		\$63.22		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	109.0	Jasper County Rides
Lelah Main		\$38.28		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	66.0	Jasper County Rides
Judie O'Connor		\$63.80		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	110.0	Jasper County Rides
John Prater		\$197.78		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	341.0	Jasper County Rides
Linda Schafer		\$73.08		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	126.0	Jasper County Rides
Bill Umbarger		\$162.40		3/5/2019	3/19/2019	Transport Veterans to Medical Appt February 2019	280.00	Jasper County Rides
Fica-County Portion		\$388.03						
IPERS-County Portion		\$481.35						
Employee Group Insurance		\$1,889.77						

Administrative Expenses				\$5,775.41
Transport Assistance	\$897.84	1548.0	Miles	
Shelter Assistance	\$881.35			
Food Assistance	\$0.00			
Utility Assistance	\$0.00			
Medical & Other Assistance	\$0.00			
Funeral Assistance	\$0.00			
Assistance Expenses				\$1,779.19
Outreach Expenses				\$0.00
Admin2 Expenses				\$2,754.15
Monthly Operating Expenses				\$10,308.75

Veteran Assistance	
MR8662	\$388.35
WT1264	\$493.00
Ride	\$897.84
	\$1,779.19

State Allocation Fund Balance	\$2,609.47
Public Donation Fund Balance	\$6,309.00

JASPER COUNTY SHERIFF'S OFFICE



Serving Jasper County Since 1846

Sheriff

John R. Halferty
2300 Law Center Drive
Newton, Iowa 50208

Office (641) 792-5912
Fax (641) 792-4202

Chief Deputy
Duane Rozendaal

April 16, 2019

Jasper County Civil Service Commission
Leland Groves, Board Chair

Jasper County Board of Supervisors
Dennis Carpenter, Board Chair

On Friday, April 12th, 2019 the Jasper County Civil Service Commission and the Jasper County Sheriff's Office conducted civil service testing of candidates for the position of deputy sheriff.

Four individuals successfully completed the testing process. The Commission met briefly after the testing and confirmed that the following four individuals are eligible to be considered for the positions.

Joshua Foster
Beau Iske
Colton Schwenke
MaKannah Walters

Please accept these candidates as eligible for the open deputy sheriff positions.

Sincerely,

A handwritten signature in black ink that reads "John R. Halferty".

John R. Halferty, Sheriff

**28 E Agreement
Between Newton Correctional Facility, Newton Police Department
& Jasper County Sheriff**

This 28E Agreement (“Agreement”) will serve as an exchange of services and assets between Newton Correctional Facility (“NCF”), Newton Police Department (“NPD”) and Jasper County Sheriff Office (“JCSO”) and contains the terms and conditions under which NCF, NPD and JCSO will perform services as defined herein. NCF, NPD and JCSO may each be referred to as “Party” or collectively as the “Parties”.

Parties to this Agreement, working in the same county with facilities in close proximity of each other, conclude it is necessary to train and coordinate services to enhance all aspects of public safety in the Parties jurisdiction. With combined Party expertise and training, public safety shall be enhanced by collaboration through preventative measures and during emergencies as the Parties work in concert with one another to achieve stated goals.

NATURE OF THE RELATIONSHIP

The terms of this Agreement shall be in accordance with the policies and procedures of each Party. The NCF, NPD and JCSO shall collaborate in the necessities of public safety through activities, such as training and utilization of facility assets, during emergencies defined in this Agreement.

All terms of employment and compensation of individual Parties remain intact and responsibility of each individual Party.

RESPONSIBILITIES AND STATEMENT OF ACTIVITY

The NPD and JCSO will have access to NCF’s equipment, personnel, and facility, provided this balances with operational requirements of NCF. Such access may include, but not limited to, use of equipment, vehicles and staff, as an evacuation of JCSO jail to NCF, and other necessities shall enhance public safety to prevent or address during an emergency situation.

The NCF will have access to NPD and or JCSO equipment, personnel, and facilities provided this balances with operational requirements of NPD and or JCSO. Such access may include, but not limited to, use of equipment, vehicles and staff, as an evacuation of some Incarcerated Individuals (II) to JCSO jail, and other necessities shall enhance public safety to prevent or address during an emergency situation.

MUTUALLY UNDERSTOOD AND AGREED

Duration. The term of the Agreement shall commence from the date on which this letter has been signed by all Parties and continue unless terminated in accordance with the termination clauses of this Agreement.

Termination upon Notice. This Agreement may be terminated by either party with 90 days written notice.

Termination Due to Lack of Funds or Change in Law. Either Party shall have the right to terminate this Agreement without penalty by giving ten (10) days' written notice to the other Party as a result of any of the following: (1) Adequate funds are not appropriated or granted to allow either Party to operate as required and to fulfill its obligation under this Agreement; (2) Funds are de-appropriated or not allocated or if funds needed by either Party are insufficient for any reason.

Amendments. It is understood this Agreement is subject to amendment; however, changes shall be mutually considered, and terms mutually amended, by the Parties.

COST

Each Party shall assume responsibility for their expenses incurred in this agreement.

IOWA SECRETARY OF STATE

This Agreement shall be filed with the Iowa Secretary of State by Jasper County Sheriff Office.

IN WITNESS WHEREOF, the parties have signed their names effective the day and year.

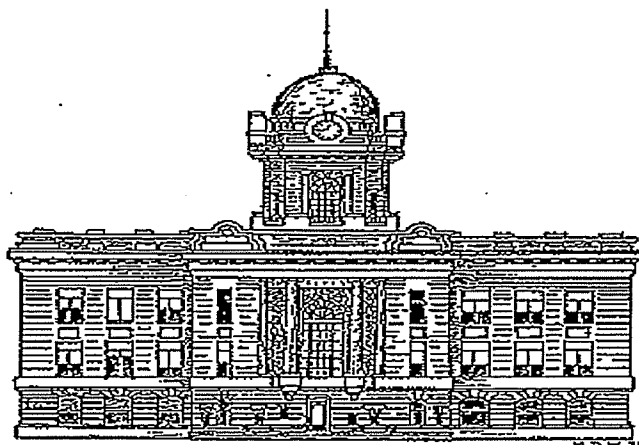
Warden, Newton Correctional Facility _____
Date

Chief of Newton Police Department _____
Date

Jasper County Sheriff _____
Date

JASPER COUNTY

General Assistance



Procedure Manual

Table of Contents

- I. Purpose and Legal Authorization
- II. Administration
- III. Eligibility
- IV. Computation of Income
- V. Resources
- VI. Types of Assistance
- VII. Duration
- VIII. Application Process
- IX. Repayment and Appeal

Appendix A – Assistance Rate Guidelines

Appendix B – Burial Policy

I. Purpose and Legal Authorization

A. Purpose:

To provide for the assistance of poor and needy residents of Jasper County when such persons are not supported by their own means or other public or private resources and in accordance with Chapter 252 of the Code of Iowa and the Jasper County General Assistance Resolution.

B. Legal Authorization:

The guidelines and procedures set out in this manual implement the provisions of General Assistance of Jasper County. This manual will carry out the duties imposed upon the County by Code of Iowa, Chapter 252. This chapter directs the Jasper County Board of Supervisors to provide for the relief of "poor" persons in Jasper County.

C. Jasper County shall provide assistance for the following:

1. Assistance for Poor Persons: Defined by 252.1 of the Code of Iowa as persons who have no property, exempt or otherwise, and are unable, because of physical or mental disabilities, to earn a living by labor.
2. Emergency Assistance for Needy Persons: Defined as persons who have some means. Assistance provided for "needy" persons in Jasper County is limited to assistance to persons who have "circumstances which are not attributable to them." One-time exceptions may be made.

II. Administration

A. Personnel:

The General Assistance program shall be administered by the General Assistance Director. The Director may designate qualified and trained staff to administer the program and carry out General Assistance duties. Staff members are appointed by and responsible to the Director.

B. Duties of Personnel:

1. Issue and accept applications for General Assistance on standard application forms provided by Jasper County.
2. Investigate the factual statements on each application.
3. Determine eligibility of each applicant according to the guidelines set out in this manual within five working days of receipt of application and will notify applicant of eligibility.
4. Ascertain if applicants are eligible for categorical assistance programs administered by State, Federal and/or privately funded authorities including FIP, SSI, Social Security, Veteran's Benefits, Medicaid, Medicare, Food Stamps, Energy Assistance, Low Rent Housing, and related programs. Refer applicant to appropriate agency.
5. Arrange for vendor authorization and payment for each eligible applicant.

III. Eligibility

To be eligible for assistance an applicant must meet the following criteria:

- A. Must be a resident of Jasper County according to residency rules defined in Iowa Code Chapter 331.394.
- B. Must be 18 years of age or older.

- C. Must meet income and resource guidelines. Federal poverty guidelines for the current year will be used in determining income eligibility. Applicants with household income up to 100% of federal poverty level qualify. All others may be considered on a case by case basis, as determined by the Director.
- D. Must submit a fully completed application and provide all required documentation.
- E. Must, if able-bodied, be working or actively seeking employment.
- F. Must, if not able to work due to a mental or physical disability, provide written verification from a physician or licensed professional. The verification must state the primary health condition, whether the inability to work is temporary or permanent, and the approximate date (if applicable) that the applicant may return to employment. (Forms for this purpose shall be provided by General Assistance).
- G. General Assistance is available to persons receiving public assistance when there is a temporary emergency situation; however, assistance will not be provided on an ongoing basis.

IV. Computation of Income

- A. Earned income means income including, but not limited to wages, salaries, fees, or self-employment, which is available to an applicant, an applicant's family member and/or an applicant's household member.
- B. Unearned income means all income derived from invested capital, child support payments, alimony, inheritances, gifts, public assistance benefit, pensions, social security payments, and any other type of monetary payment not defined as earned income.
- C. All earned and unearned income available to an applicant and/or an applicant's household shall be included in countable income.
- D. Income eligibility determination is based on income received during the last four weeks preceding the date of the application.

V. Resources

An eligible applicant shall not have available resources that could be used to remedy the situation for which they are applying. All real and personal property of the applicant shall be considered in making a determination for granting assistance, with the following exceptions:

- A. Homestead
- B. Furniture and personal items
- C. Vehicles used for necessary transportation
- D. Burial lots and/or funeral trust funds
- E. Life insurance and retirement accounts (if not retired) still in the cumulative stage.

VI. Types of Assistance

After eligibility is established, assistance may be granted for the following:

- A. Rent
 - 1. Rent assistance is provided only in emergency situations when an eviction notice or notice of nonpayment has been received.
 - 2. Payment shall be made only to owners of the property.

3. Rent shall only be paid for housing that is currently being occupied except for temporary absence due to health reasons.
4. Rent payment may not be paid to any relative.
5. Landlord must agree to accept a county voucher and agree not to evict for a period of 30 days from the date specified on the voucher.
6. The amount of assistance will be determined by the most recent rent/utility guideline in Appendix A. (Flexibility will be allowed in cases where the entire request for assistance is no more than \$50 over the guideline.)
7. General Assistance is not available for deposits or first month's rent.
8. Affordability of housing is a consideration in determining eligibility.

B. Utilities

1. Utility assistance includes payments for gas, electricity, water and residential propane.
2. Utility assistance is provided only in emergency situations when a disconnect notice has been received or payment arrangement will be broken and will result in disconnect.
3. In determining eligibility for utility assistance, the applicant must be the individual in whose name the utilities are listed.
4. General Assistance is not available for old accounts, reconnect fees, utility deposits, repairs and miscellaneous equipment-related fees.
5. The amount of assistance allowable will be determined by the most recent rent/utility guideline in Appendix A.

C. Burial Expenses:

After eligibility is established, assistance may be granted for indigent burial or disposition as outlined in Appendix B.

D. Medication:

One month usage for physician prescribed medications. Medications prescribed for pain management are excluded. All other requests will be referred to the Department of Human Services for insurance application.

E. Dental:

Dental emergencies at the Director's discretion. All other requests will be referred to the Department of Human Services for insurance application.

VII. Duration

Poor person: Applicants shall be granted assistance so long as the disability continues or are granted assistance through state or federal programs. All applicants that apply for SSI benefits shall have a signed Interim Assistance Reimbursement (IAR) form and an Incapacity Report signed by a medical professional on file. Provisions for meeting the basic needs for individuals applying for SSI will be followed in accordance with the Interim Assistance Reimbursement Handbook as well as following the basic guidelines of General Assistance as stated in this manual, and shall continue until such time as the physical or mental disability no longer prevents the person from being employed or until the person's appeal under SSI or SSDI has been denied by the Administrative Law Judge (ALJ), whichever event occurs first.

Needy person: Applicants shall be granted assistance only to remedy a crisis situation and shall be limited to amounts and duration determined by the General Assistance Director.

VIII. Application Process

A. Application:

1. To be considered valid an application must contain a legible name and address and must be signed.
2. Application date is the date the application is received in the General Assistance office.
3. Other accompanying documentation may be required such as photo identification, documentation of income for the past 30 days, Landlord Questionnaire and Eviction or Notice of Nonpayment (if applying for rent assistance) and disconnect notice or documentation of pay arrangement and current utility bill (if applying for utility assistance).
4. An application is to be kept on file for every current General Assistance case. The application is an authorization for the assistance worker to investigate the applicant's financial situation. A new application does not have to be filled out by the applicant if requesting assistance more than once in a 90-day period unless the applicant's financial situation changes or the General Assistance Director feels that a new application is needed.
5. Once a case become inactive, the case file is to be kept for seven years and then destroyed.

B. Interview:

1. After the applicant has completed the General Assistance Application an interview with the General Assistance worker is to be conducted within the processing time. Persons attending the interview may include the applicant, legal guardian or conservator, or someone acting on the applicant's behalf (approved by the applicant.)
2. Review the application with the consumer to ascertain the completeness and accuracy of the application.
3. Provide and explain programs that are available and recommend those appropriate.
4. Explain that eligibility will be determined based on information and verification provided. Explain the need for application and forms to be complete and accurate.

C. Documentation and Verification:

1. Information pertaining to the applicant's need and present financial situation is obtained in two ways:
 - a. Questions directed to the applicant regarding income, resources, job prospects, etc.
 - b. Verification of assets
 - Household is responsible for providing accurate information and verification.
 - Every reasonable effort must be made by the applicant to provide verification.
 - Give client specific instructions on when additional information or verification is required, i.e. Income and Resources; Incapacity Report; Disconnect or Eviction Notice; Job Search Verification.
2. Allow the client five days to supply information. Extend if client is making an effort to comply.
3. Further information may be required when
 - a. Living expenses are greater than income; this may indicate the consumer has not reported all information.
 - b. Consumer is unable to answer questions adequately.

- c. Consumer has a history of misrepresentation.
- d. Consumer has no permanent physical address.

D. Decision:

The General Assistance Director shall make an initial determination of the eligibility and needs of the applicant within five working days of the receipt of the application. The consumer's application may be approved, denied, or put in pending status. Pending status will only be used when further information, verification or action is required of the applicant. If the Director cannot make the initial determination within five working days, the applicant will be notified by written explanation.

Upon determination, the Assistance worker shall notify the applicant in person or by mail at the last address shown on the application, the written decision showing the reasons for the determination and the statutes or resolutions applied, together with the specific benefits and their amounts to which the applicant is entitled. If the request is approved, a General Relief Order and County Claim are written. The vendor is notified. The County Assistance Order and County Claim are submitted to the Director of General Assistance for approval. The claim is then sent to the Auditor's office. A copy of the General Assistance Order is kept on file for seven years.

Reasons to Approve Assistance

Circumstances which are not attributable to the person include:

- A. Involuntary termination from employment for other than cause.
- A. Voluntary termination of employment for good cause.
- B. Involuntary reduction in earnings.
- C. Strike/lockout.
- D. Lost or stolen benefits which will be replaced.
- E. Awaiting approval and/or receipt of FIP and/or unemployment benefits.
- F. Delayed delivery of eligible benefits due to administrative error.
- G. Unusual and/or inordinate amount of medical expense.
- H. Unusual and/or inordinate amount of transportation expense when necessary for employment.
- I. Unusual and/or inordinate amount of expense related to moving when:
 - 1. The move is a result of domestic abuse.
 - 2. The move is a result of sub-standard housing.
 - 3. The move will decrease shelter costs.
 - 4. The move is required for reasons other than cause.

Reasons to Deny Assistance

- A. Not a resident of Jasper County.
- B. Residing outside of Jasper County.
- C. Residing in a facility or resident of an organized program.
- D. Above income or resource guidelines.
- E. Refusal to rely on income and resources.
- F. Transfer of property with intent to qualify for assistance programs.

- G. Applicant has created the need for assistance by use of income/resources for non-basic needs.
- H. Knowingly providing false information.
- I. Currently participating in State/Federal Program.
- J. Failure to apply or comply with a State/Federal Program.
- K. Limited benefits plan for FIP.
- L. Voluntarily leaving subsidized living arrangement.
- M. Job quit or failure to comply with GA work requirements.
- N. Voluntarily become unavailable for full time employment.
- O. Failure to cooperate or provide verification and documentation.
- P. Failure to attend required interview.
- Q. Failure to repay previous grants when able.

If the assistance is denied, the applicant should be given alternatives to solving the problem, i.e. other community resources.

IX. Repayment and Appeals

Repayment:

- A. Repayments shall be received by General Assistance from any person offering to repay for relief which has been provided to that person or any other person pursuant to the provisions of the General Assistance manual.
- B. Any person making application for assistance shall agree prior to the receipt of any assistance to make reimbursement for that assistance pursuant to the provisions of the General Assistance Ordinance if the applicant becomes financially able to make such reimbursement.
- C. Any person making application for assistance who applies for Supplemental Security Income and is entitled to a retroactive lump sum payment must agree to comply with the reimbursement provisions of the State Supplemental Income Program to be or remain eligible for relief under this program.

Procedure for Receiving Repayments/Separation of Duties:

- A. Reimbursement is received by direct deposit from Social Security Administration (SSA). Notice will be received from SSA of approval of interim assistance payment.
- B. Director will notify the Jasper County Treasurer of anticipated deposit.
- C. Once receipt of deposit is received from the Treasurer, payment will be entered into the client database by the assistant.
- D. Checks for General Assistance repayment are received by mail or in person.
- E. Mail is opened by Assistant Director and checks logged. Director verifies and initials log. A copy of the check is retained.
- F. Check or cash is taken to Treasurer's office for deposit, along with the Chart of Account code to credit. Receipt will be sent from the Treasurer's Office.
- G. Receipt is reconciled to the original log sheet, initialed, and receipt stapled to copy of check and filed.
- H. Assistant enters information into the client database.

- I. Revenue reports from the Auditor's Office are balanced monthly with database and initialed by Director.

Appeals:

- A. An applicant may appeal an eligibility determination by filing a written notice of appeal with the General Assistance Director within ten days of the denial.
- B. The General Assistance Director shall set a time and place to review the determination with the applicant within ten days of the appeal.
- C. The General Assistance Director shall provide a decision in writing to the applicant within three days of the appeal meeting.
- D. If an applicant after appeal to the General Assistance Director disagrees with the decision, he/she may appeal to the Board of Supervisors of Jasper County.
- E. An appeal to the Jasper County Board of Supervisors shall be made by giving notice to the Director in writing within ten working days of the denial. Any request for appeal made to the Director will be immediately placed upon the Board of Supervisors agenda, in accordance with Chapter 28, Code of Iowa, for the next regular Board meeting. The Board shall hear the appeal and render its decision in writing within ten working days of receiving notice of appeal.

Appendix A – Assistance Rate Guidelines

One time assistance may be granted to needy applicants for rent or utilities in an amount up to \$200.00. Flexibility will be allowed in cases where the entire request for assistance is no more than \$50 over the guideline.

Appendix B – Burial Expenses

Effective October 1, 2018, the total cost of an indigent burial or disposition will not exceed \$2500.00.

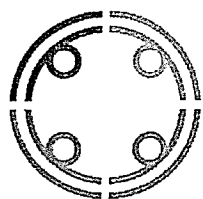
This amount is to cover:

- Basic service charges of funeral director and staff
- Embalming or other preparation of the body
- Transfer of remains to the funeral home
- Use of the funeral coach the day of the service
- Casket
- Vault

All resources except Veteran's Death Benefits such as checking, savings, Social Security Death Benefit, life insurance, State Supplementary Assistance burial benefit, etc. will be subtracted from the amount.

At the family request cremation will be allowed as an alternative to burial with a maximum fee of \$800.00 to cover:

- Transfer of remains to the funeral home
- Cremation
- Cremation permit
- Container for the body
- Container for cremains



CICS

Supporting Individuals. Strengthening Communities.

JODY EATON, CEO
Central Iowa Community Services
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www.cicsmhds.org

115 N. 2nd Ave. E.
Newton, Iowa 50208

Central Iowa Community Services FY20 Annual Service and Budget Plan Overview

The CICS FY20 Annual Service and Budget Plan (ASBP) has been submitted to the Iowa Department of Human Services. Iowa Administrative Code 441-25.18(331) defines that the following requirements are to be addressed in the ASBP:

- Identification of local access points for services
- Targeted case management providers for the region
- Crisis planning, including a list of accredited crisis services available in the region for crisis prevention, response and resolution, and contact information for agencies responsible
- Intensive mental health services with identification of the services designated by the region according to rule 441-25.6(331) with contact information for each agency for access center, ACT services, intensive residential services, and subacute mental health services
- Scope of services, including description of the service, projection of funding needed, inclusion of core services, and services in addition to core services
- Budget and financing provisions for the next year
- Financial forecasting measures
- Provider reimbursement provisions

The CICS FY20 ASBP was developed by the Regional CEO, Planning Officer, Finance Officer, Operations Officer, and support staff. The CICS Administrative Team reviewed the plan and recommended approval of to the CICS Governing Board. The CICS Governing Board approved the Plan March 28, 2019.

The entire plan can be viewed at <https://www.cicsmhds.org/upl/resources/downloads/cics-annual-service-and-budget-plan-fy20.pdf>

The plan addresses the requirements listed above and also includes a narrative of crisis planning for FY20, crisis prevention, response, and resolution. The following is a summary of these areas:

- Crisis planning involves development of an Access Center within the region and/or possibility of partnering with other MHDS regions. Possible expansion of 23 hour crisis observation and holding and crisis stabilization residential services.
- Continue to offer Mental Health First Aid (MHFA) Adult and Youth training throughout the region.
- Continue to support MHFA training and Crisis Intervention Training (CIT) for Law Enforcement.
- Continue to provide and support training for providers in evidenced-based practices.
- Continue to work with NAMI Central Iowa in the expansion of public education and awareness and family and consumer support to all areas of the region.
- Continue to offer C3 De-escalation training to providers, staff, and other interested individuals.
- Continue to allocate funding to Mental Health Centers for community crisis response and public education.
- Continue to support access to telehealth services in jails and hospital emergency departments.
- Resolution involves continued availability of service coordination in each local office for intake, referral, and eligibility functions as well as acting as a case worker for ongoing regional funded cases.

The plan also provides information on additional planning efforts by Service Domain and identifies areas of service development and service expansion. Following is a summary of these areas:

- Continue to work at increasing the provider network for outpatient services and collaborating with providers on recruitment and retention of professional staff.
- Explore contracting for assessment and evaluation services as well as evaluating additional or alternative assessment tools to use in-house.
- Development and implementation of intensive residential service homes (IRSH).
- Offer opportunities to other providers within the region to receive training in Individual Placement and Supports (IPS) for supported employment services.
- Explore additional options to enhance peer support services with additional providers in the region.
- Explore development of subacute services; this may be in conjunction with development of an Access Center.
- Open to collaborating with other organizations in development of permanent supported housing.
- Continue to explore development and implementation of rural assertive community treatment (ACT) services in additional CICS counties.
- Currently CICS is partnering with Central Iowa Recovery for development of drop-in center services in Warren County. CICS intends to also develop drop-in center services in Madison and Greene Counties.
- Funds earmarked for expansion of service management.



PROCLAMATION

Jasper County, Iowa

Mental Health Month May 2019

#it's worth the work

WHEREAS

mental health is essential to everyone's overall health and well-being; and

WHEREAS

mental illnesses are real and prevalent in our nation, and half of us will have a mental health diagnosis at some point in our lives;

WHEREAS

all Americans experience times of difficulty and stress in their lives, and should feel comfortable in seeking help and support to manage these time; and

WHEREAS

engaging in prevention, early identification, and early intervention are effective ways to reduce the burden of mental illnesses as they reduce the burden of other chronic conditions; and

WHEREAS

there is a strong body of research that identifies behavioral risks and supports specific tools that all Americans can use to better handle challenges, and protect their health and well-being; and

WHEREAS

with effective treatment, all individuals with mental illness- even serious mental illnesses- can make progress toward recovery and lead full, productive lives; and are real and prevalent in our nation; and

WHEREAS

jails and prisons have often become the default places of custodial care for even nonviolent people with mental illnesses; and

WHEREAS

each business, school, government agency, healthcare provider, organization and citizen has a responsibility to promote mental health and wellbeing for all.

THEREFORE

I Dennis Carpenter, do hereby proclaim May 2019 as Mental Health Month in Jasper County, Iowa. As the Chair of the Jasper County Board of Supervisors, I also call upon the citizens, government agencies, public and private institutions, businesses and schools to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental illnesses at all stages.

Dennis Carpenter, Chairman
Jasper County Board of Supervisors

Attest:

Dennis Parrott, Auditor

Tuesday, April 16, 2019 the Jasper County Board of Supervisors met in regular session at 9:30 a.m. Supervisors Talsma, Cupples and Carpenter present and accounted for; Chairman Carpenter presiding.

Motion by Cupples and seconded by Talsma to open a public hearing for a FY 2019 Budget Amendment.

YEA: TALSMA, CUPPLES, CARPENTER

There were no comments and no written comments were received by the Auditor.

Motion by Cupples and Seconded by Talsma to close the public hearing.

YEA: TALSMA, CUPPLES, CARPENTER

Motion by Talsma and seconded by Cupples to approve the FY 2019 Budget Amendment.

YEA: CUPPLES, TALSMA, CARPENTER

Sheriff John Halferty asked the Board for permission to use the Courthouse lawn for the May 16, 2019 Police Memorial Service.

Motion by Talsma and seconded by Cupples to approve the use of the Courthouse lawn on May 16, 2019 for the Annual Police Memorial Service.

YEA: CUPPLES, TALSMA, CARPENTER

Motion by Talsma and seconded by Cupples to adopt Resolution 19-27 approving Transfer Order #1414 in the amount of \$5,406 from General Basic Fund to the 0760 Attorney Collections Fund in order to reflect the FY 3rd quarter collections.

YEA: CUPPLES, TALSMA, CARPENTER

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Motion by Talsma and seconded by Cupples to adopt Resolution 19-28 approving Transfer Order #1415 in the amount of \$109,629.80 from General Fund to the Secondary Roads Fund in order to receive State Road Use Tax Funds.

YEA: CUPPLES, TALSMA, CARPENTER

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Motion by Talsma and seconded by Cupples to adopt Resolution 19-29 approving Transfer Order #1416 in the amount of \$1,067,285.93 from the Rural Services Fund to the Secondary Roads Fund in order to receive State Road Use Tax Funds.

YEA: CUPPLES, TALSMA, CARPENTER

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Motion by Cupples and seconded by Talsma to adopt resolution 19-30 allowing the Jasper County Highway Department or their agent to impose weight limitations or prohibit operations on certain bridges in the County as needed.

YEA: TALSMA, CUPPLES, CARPENTER

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Motion by Talsma and seconded by Cupples to adopt Resolution 19-31 a budget appropriation in the amount of \$2,533,045 dated 01/02/2019.

YEA: CUPPLES, TALSMA, CARPENTER

A complete copy of the resolution is on file in the Office of the Jasper County Auditor.

Motion by Talsma and seconded by Cupples to adopt Resolution 19-32 a budget appropriation in the amount of \$414,269 dated 04/09/2019.

YEA: CUPPLES, TALSMA, CARPENTER

Motion by Cupples and seconded by Talsma to approve the Recorder's Monthly Report for the period beginning March 1, 2019 and ending March 31, 2019.

YEA: TALSMA, CUPPLES, CARPENTER

Motion by Talsma and seconded by Cupples to approve Board of Supervisors Minutes for April 9, 2019.

YEA: CUPPLES, TALSMA, CARPENTER

Motion by Talsma and seconded by Cupples to adjourn the Tuesday, April 16, 2019 meeting of the Jasper County Board of Supervisors.

YEA: CUPPLES, TALSMA, CARPENTER

Motion by Cupples and seconded by Talsma to open Board meeting work session with the Engineer's department.

YEA: TALSMA, CARPENTER, CUPPLES

The Engineer gave the Board a copy of the 2019 grading plan and a lot of the session was focused on the usage of calcium chloride for dust control and hardening of the road bed. The Engineer plans on applying the calcium chloride on 19th Avenue and another stretch of gravel road as a test.

Motion by Cupples and seconded by Talsma to close Board meeting work session with the Engineer's department.

YEA: TALSMA, CUPPLES, CARPENTER

Dennis K. Parrott, Auditor

Denny Carpenter, Chairman