

**Jasper County Commission of Veterans Affairs**

County Annex Bldg., 115 N 2<sup>nd</sup> Ave E. Newton, Ia. 50208

Director: Kurt M. Jackson VSO Keith N. Thorpe

Phone (641) 792-7993 FAX (641) 787-1302

Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Mike Naber, Matthew Smith

13 January 2021

**Minutes**

At 1500 Chairwoman Susan Springer called the Regular Scheduled Meeting of the Jasper County Veterans Affairs to order. Those in attendance were Commissioners Marta Ford, Jerry Nelson, Matthew Smith and Michael Naber via speaker phone. Also present were Director Kurt Jackson and VSO/Secretary Keith Thorpe. Editor-in-Chief from the "Newton Daily News" Pam Pratt joined in via "Zoom".

**Approve Minutes: 9 December 2020 Regular Meeting:** Marta Ford made a motion and Matthew Smith seconded to approve the minutes as presented. Motion passed unanimously.

**Unfinished Business:**

- 1. Veterans Resources Outreach: "Spring 2021":** The Commission is considering a possible virtual "drive-up" event for veterans to receive packets of information which will contain a wide range of topics. The Commissioners and Director Jackson will contact their various sources for sample literature and bring to the next meeting. Also, DMACC has yet to provide possible dates for an event.
- 2. A Thank you to the Dental Practice:** The Commissioners and Director signed a thank you (a letter of appreciation) to the doctors and staff at The Dental Practice for their Veterans Day Dental Service which they provide free for veterans. The Commission would like to do a little extra for The Dental Practice and has asked the Director to contact them for suggestions.
- 3. Veterans Outreach Tasks:** The Commission had reviewed both the Iowa Code and the Jasper County Human Resources job descriptions of the Veterans Affairs Staff prior to the meeting. It was the consensus of the commission that the workload of veterans affairs should be measured. (i.e., checklist; spread sheet; metrix task list; tracking disabilities by type, monthly, quarterly & annually, etc.) The Commission, Director and VSO will bring to the February 2021 suggestions on how to measure, track and record the workflow of veterans affairs.

**New Business:**

- 1. December 2020 Director's Activity Report** was presented to the Commission.
- 2. December 2020 Budget/Allocation Fund FY 2020-2021** was presented to the Commission.
- 3. 2nd Quarter FY 2020-2021 Budget to Board of Supervisors:** Marta Ford made a motion and Jerry Nelson seconded that the 2nd Quarter Report be approved as presented. Motion passed unanimously. Kurt Jackson will present this report to the Board of Supervisors.
- 4. Fiscal Year Budget 2021 -2022** Kurt Jackson will advise the Commission when the budget is to be reviewed.

**(OVER)**

**5. Employee Evaluation Director Kurt Jackson.** (1 Jan 2020 thru 31 December 2020)

**Note:** Prior to the evaluation, Pam Pratt left the meeting.

Chairwomen Springer ask Director Jackson if he would like a closed meeting. Director Jackson replied, “No, I would like an open meeting”.

The Jasper County Veterans Affairs Job Performance Appraisal is composed of eight different accountabilities. The Employee’s Performance Rating is a range of one thru five. One being unacceptable and five being excellent.

The Commissioners rated each of the eight accountabilities and made various comments to Director Jackson and why he received the various ratings.

Chairwomen Springer summarized the results of the performance appraisal:

Director Jackson received ‘Satisfactory Remarks’ in all categories.

The Commission asked Kurt if he had any comments. Kurt replied, “No I do not.”

The Job Performance Appraisal was signed by the Director and the Commissioners.

The Commission Secretary Keith N. Thorpe took custody of the appraisal and will deliver it to the Jasper County Human Resources Director Dennis Simon.

The next evaluation for the Director will be January 2022

**Announcements: (None)**

**Public Input: (None)**

Confirm next meeting for Wednesday, February 10, 2021 at 1500 in the Basement of the Jasper County Court House.

At 1638 Matthew Smith made a motion and Marta Ford seconded to adjourn. Motion Passed.

/s/ Keith N. Thorpe