

Jasper County Commission of Veteran Affairs

Director: Kurt Jackson, VSO Keith N. Thorpe

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, Mike Naber, Matthew Smith

12 May 2021

Agenda

Call the Meeting to Order:

Approve Minutes: 14 April 2021 Regular Meeting

Unfinished Business:

- 1. Veterans Q & A Outreach Event “Spring 2021”**
- 2. Veterans Outreach Tasks “The workshop is to be held at a later date.”**
- 3. Proposed: “CivicPlus Website”**
- 4. Marta Ford’s & Jerry Nelson’s new terms expire.**
- 5. Open Meetings and Laws**

New Business:

- 1. April 2021 Director’s Activity Report**
- 2. April 2021 Budget Report**
- 3. Allocation Fund (FY20 – 2021) Outreach Trinkets; Additional Expenditures**
- 4. VetCenter... “Revocable License Agreements”**
- 5. Female Veterans Symposium**
- 6.**

Public Input & Announcements:

Confirm next meeting for 9 June 2021 at 1500 in the Annex Building.

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14 April 2021

Minutes

At 1500 Chairwoman Susan Springer called the Regular Scheduled Meeting of the Jasper County Veterans Affairs to order. The Commissioners in attendance were Marta Ford, Jerry Nelson, Michael Naber, and Matthew Smith. Also present were Director Kurt Jackson and VSO/Secretary Keith Thorpe.

From 1500 to 1540 Desiree Granstra from CivicPlus, presented “virtually” information about a proposed new “website” for Veterans Affairs.

Approve Minutes: 10 March 2021 Regular Meeting: Marta Ford made a motion and Michael Naber seconded to approve the minutes as presented. The motion passed unanimously.

Review: A Summary of the 25 March 2021 workshop was presented to the Commission.

Unfinished Business:

1. **Veterans Resources Outreach: “Spring 2021”:** The Commission discussed the upcoming “Veterans Q & A Event” scheduled for 29 April 2021. Friday 16 April 2021 is the date in which all pertinent information for the event is to be in the hands of Director Jackson.
2. **Veterans Outreach Tasks:** The Commission will hold a “workshop meeting” at a later date to determine “Outreach Tasks”.

New Business:

1. **March 2021 Director’s Activity Report** was presented to the Commission.
2. **March 2021 Budget/Allocation Fund FY 2020-2021** was presented to the Commission.
3. **3rd Quarter Board of Supervisors Report:** Marta Ford made a motion and Michael Naber seconded that the 3rd Quarter Report be approved as presented. The motion passed unanimously. Kurt Jackson will present this report to the Board of Supervisors.
4. **Allocation Fund (FY2020 – 2021) “CivicPlus Website”:** A decision on the proposed new website from “CivicPlus” was (tabled) until the 12 May 2021 commission meeting.

Jerry Nelson made a motion and Michael Naber seconded to spend \$800.56 from the Allocation Fund to finance a bus trip for veterans to attend the 7 May 2021 Vietnam Veterans Recognition Ceremony. The motion passed unanimously.

5. **Trinkets for Outreach:** Jerry Nelson brought in various items for possible future outreach events to use for providing contact information for our Jasper County Veterans.

(OVER)

6. **Director Evaluation Timeline Parameters:** Michael Naber made a motion and Matthew Smith seconded that “The Jasper County Director of Veterans Affairs Evaluation shall be scheduled every January. The rated period will be the previous calendar year (01 January thru 31 December)”. The motion passed unanimously.
7. **Commissioners Marta Ford and Jerry Nelson Terms end 30 June 2021:** Kurt Jackson will inform the Jasper County Board of Supervisors that they both would like another term.
8. **Open Meetings and Laws:** Chairwomen Springer asked the commission to watch the Power-Point presentation “Iowa Sunshine Laws”. At our 12 May 2021 Commission Meeting Sue will hold a rollcall on who did or did not watch the Power-Point.
9. **Emergency Assistance Requirement (300% vs 200%):** Jerry Nelson made a motion and Matthew Smith seconded that the Federal Poverty Level Guidelines for our Jasper County Veterans Assistance Program to be increased from 200% to 300%. The motion passed unanimously.

Announcements: (None)

Public Input: (None)

Confirm next meeting for Wednesday, May 12, 2021 at 1500 in the Annex Building.

At 1650 Michael Naber made a motion and Matthew Smith seconded to adjourn. The motion passed unanimously.

/s/ Keith N. Thorpe

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

Directors Activities Report – April 2021

I. Ongoing Projects

- a. Vietnam Veteran Book (27) books remaining

II. Veterans Assisted;

- a. Appointments - **14**
- b. Call-ins – **97 (217)**
- c. Iowa Veteran Home applications - **1**
- d. Iowa Trust Fund application - **0**
- e. Health Care applications - **0**
- f. Disability Claims/upgrades - **1**
- g. Pension assistance – **3**
- h. Military Grave Records processed – **4**
- i. Veteran Deaths for Memorial Day Reading - **6**
- j. Grave Markers - **3** / Flag Cases - **1**
- k. Misc. Forms - **23**
- l. Financial Assistance requests – **1**
- m. Records Correction Requests – **0**

III. Training

- a. IACCVSO Continuing Education April 12th – 13th Des Moines

IV. Extra Curricular

- a. Veterans Outreach Q & A April 29th 4:00 – 8:00 PM

Description	Code	Total \$	Voucher	Date of Request	DATE of Check	What for?	Miles	Who Paid
Wages-Elected/Dept Head		\$3,290.85						
Kurt Jackson		\$1,563.97			4/14/2021	Salary		Kurt Jackson
Kurt Jackson		\$1,726.88			4/28/2021	Salary		Kurt Jackson
Wages - Part Time Assistant		\$1,663.46						
Keith Thorpe		\$709.16			4/14/2021	Wages		Keith Thorpe
Keith Thorpe		\$954.30			4/28/2021	Wages		Keith Thorpe
Wages-Vet Affairs Commission		\$200.00				Monthly Meeting		
Marta Ford		\$50.00		4/14/2021	4/27/2021	Attended		Marta Ford
Mike Naber		\$50.00		4/14/2021	4/27/2021	Attended		Mike Naber
Jerry Nelson		\$0.00				Attended		
Matthew Smith		\$50.00		4/14/2021	4/27/2021	Attended		Matthew Smith
Sue Springer		\$50.00		4/14/2021	4/27/2021	Attended		Sue Springer
Advertisement		\$416.00						
Newton Daily News		\$240.00		3/31/2021	4/27/2021	Advertising		News Printing Company
Hometown Press		\$76.00		3/31/2021	4/27/2021	Advertising		Hometown Press
Riggs Printing Inc.		\$100.00		4/2/2021	4/27/2021	Advertising		Riggs Printing Inc.
Maint-Office/Computer Equip		\$96.02						
The Shredder		\$42.00		4/26/2021	5/11/2021	Shredding Services		The Shredder
Premier Copier		\$15.52		3/23/2021	3/27/2021	Copier Contract		Premier Copier
Forbes Office Solution		\$38.50		3/9/2021	4/27/2021	Business Cards (Thorpe)		Forbes Office Solutions
Dues/Memberships		\$50.00						
IACCVSO		\$50.00		4/22/2021	5/11/2021	(Jasper County) IACCVSO Dues FY 2021 - 2022		IACCVSO, Cerro Gordo VA, Mason City, Iowa
Rent Payments		\$70.55						
Super 8 Newton		\$70.55		4/21/2021	4/27/2021	"Transit Veteran Passing Through"		Super 8 Newton
Other Transportation (RIDE)		\$739.76					1321	
Jack Ayres		\$43.68		4/5/2021	4/27/2021	Transport Veterans to Medical Appt Mar 2021	78	Jasper County Rides
Debbie Boehmer		\$73.36		4/5/2021	4/27/2021	Transport Veterans to Medical Appt Mar 2021	131	Jasper County Rides
Don Goode		\$120.40		4/5/2021	4/27/2021	Transport Veterans to Medical Appt Mar 2021	215	Jasper County Rides
Mary Helms		\$90.72		4/5/2021	4/27/2021	Transport Veterans to Medical Appt Mar 2021	162	Jasper County Rides
Becky Ruehle		\$117.60		4/5/2021	4/27/2021	Transport Veterans to Medical Appt Mar 2021	210	Jasper County Rides
Karen Staker		\$82.88		4/5/2021	4/27/2021	Transport Veterans to Medical Appt Mar 2021	148	Jasper County Rides
Sherman Swank		\$122.08		4/5/2021	4/27/2021	Transport Veterans to Medical Appt Mar 2021	218	Jasper County Rides
Bill Umbarger		\$89.04		4/5/2021	4/27/2021	Transport Veterans to Medical Appt Mar 2021	159	Jasper County Rides
Care-Graves/Markers		\$1,049.76						
CSA Woodworking		\$1,049.76		4/15/2021	4/27/2021	(16) Flag Cases & Flag Corrugated Boxes		CSA Woodworking
Fica-County Portion		\$358.00						
IPERS-County Portion		\$467.69						
Employee Group Insurance		\$1,704.36						

Administrative Expenses				\$5,716.33
Transport Assistance	\$739.76	1321.0	Miles	
Shelter Assistance	\$70.55			
Food Assistance	\$0.00			
Utility Assistance	\$0.00			
Medical & Other Assistance	\$0.00			
Funeral Assistance	\$1,049.76			
Assistance Expenses				\$1,860.07
Admin2 Expenses				\$2,530.05
Monthly Operating Expenses				\$10,106.45

State Allocation Fund Balance	\$5,643.17
Public Donation Fund Balance	\$4,274.08

Veteran Assistance			
"Transit Veteran Passing Through"	Transit Veteran	\$70.55	
(16) Flag Cases & Flag Corrugated Boxes	CSA Woodworking	\$1,049.76	
Transport Veterans to Medical Appt Mar 2021	Jasper County Rides	\$739.76	
		\$1,860.07	

**Jasper County Veterans Affairs
Allocation Fund FY 2020 - 2021**

5/5/2021

		Beginning Allocation Amount	\$10,000.00
Date	Who to:	What For:	Amount
6/25/2020	Forbes Office Solutions	(1) Conference Room Chair	172.92
10/22/2020	Maxim Advertising	Embroidery Logo & 250 pcs 6x6 Microfiber Cloth	\$415.62
11/19/2020	Susan Springer	Kellogg Legion Post 355 Outreach Dinner	\$68.14
11/30/2020	Maxim Advertising	(98) Knit Caps w/ Jasper County Veterans Logo	\$545.85
2/2/2021	Domino's Pizza	Pizzas and Beverages "The Dental Practice Outreach / Advertising	\$122.62
2/22/2021	Maxim Advertising	(157) Knit Caps w/ Jasper County Veterans Logo	\$830.78
4/9/2021	Kurt Jackson	Per Diem for Spring School (2) days @ \$64.00 per day	\$128.00
4/9/2021	Keith N. Thorpe	Per Diem for Spring School (2) days @ \$64.00 per day	\$128.00
4/14/2021	Embassy Suites by Hilton	IACCVSO Spring School Lodging (Jackson & Thorpe)	\$667.52
4/14/2021	Marta Ford	Reimbursement (Clothing Giveaway Veterans Outreach)	\$98.14
4/14/2021	Newton Legion Auxiliary	Reimbursement (Clothing Giveaway Veterans Outreach)	\$569.24
4/21/2021	Riggs Printing, Inc.	(100) Veterans Q & A Outreach Flyers	\$35.00
4/29/2021	Newton Legion Auxiliary	Meals & Serving Veterans Q & A Outreach Event 4/29/2021	\$500.00
4/29/2021	Stellar Solutions, LLC	Advertising Veterans Q&A Outreach (Sunshine Ad)	\$75.00
			<u><u>\$4,356.83</u></u>
Allocation Funds Remaining			\$5,643.17

Kurt Jackson

From: Mach-Weissenburger, Katina L. <Katina.Mach-Weissenburger@va.gov>
Sent: Thursday, April 29, 2021 11:04 AM
To: Veteran's Affairs
Subject: Revocable License
Attachments: Draft No-Cost License Jasper County and Vet Center.docx

[**NOTICE:** This message originated outside of Jasper County -- **DO NOT CLICK** on links or open attachments unless you are sure the content is safe.]

Good Morning Kurt,

Thanks for your quick response. Please feel free to reach out with any questions or concerns after reading the information.

I will send you some of the information that we utilized when starting our partnership years ago and new items that our District Office (Veterans Affairs) is looking for with the donated space in County offices for us to provide counseling services.

Please note that the majority of the work is on my end, but I will need to have you and your agency review the new document regarding the Vet Center providing services out of your office space and obtain the necessary signatures. Historically these were called MOUs (Memorandums of Understanding) and they will be moving to a document called '**Revocable License Agreements**'.

Agreement Preferences:

- Agreements should offer client privacy, access to restrooms and be ADA accessible.
- Agreements will be **No Cost** to Readjustment Counseling Service (Vet Center Program and Staff)
- Counselors utilizing the space a minimum of eight hours a month for a period of three months or more will need this document
- Agreement period not to exceed 60 months.
- Agreements are revocable by either party with a **30 day written notice**.
- **Any dialogue where there is an implied, request or exchange of funds will require Contracting involvement.**

The wonderful location that we have utilized already offers all of these agreement preferences, so I don't anticipate any challenges. Please find the attached DRAFT of this agreement.

We look forward to many more years and growth of our Jasper County partnership. I will attach the form that we use with other entities and enter Jasper County information. Please feel free to review and gather any questions you may have regarding this document. The feedback we have been getting across the Nation, is that the agreement can be revocable with 30 days of notice, making legal entities happy 😊 I am not sure if you will need to have the Board of Supervisors review and/or designee to sign where indicated. I left many of the spaces blank that will need either your signature and title or the designee's information.

Have a wonderful day

Thanks,

Katina !