

Jasper County Commission of Veteran Affairs

CVSO Keith N. Thorpe & Alyssa A. Flood

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

9 February 2022

3:00PM

Agenda

Call the Meeting to Order:

Approve Minutes:

- a. 12 January 2022 Regular Meeting
- b. 21 January 2022 Workshop Meeting

Unfinished Business:

1. Veterans Outreach Tasks: “The workshop will be held at a later date.”
2. Veterans Outreach: “Korean War/Era Outreach 31 January 2022”
3. Spring Outreach 2022: Gold Finch Financial Group... Vietnam Veterans
- 4.

New Business:

1. January 2022 Director’s Activity Report:
2. January 2022 Budget Report:
3. Allocation Fund / Donation Fund (FY 2021 – 2022): (Fuel Cards)
4. Iowa Code 35.1: (see back page) “eligibility”
5. Spring School: April 11 thru 15th 2022
6. Schedule Date for Interviews for Director/Administrator:
- 7.
- 8.

Public Input & Announcements:

Confirm next meeting: March 9, 2022, at 1500 in the Annex Building.

(OVER)

For Emergency Assistance:

Eligibility

To be eligible for Emergency Financial Assistance the applicant must have a minimum aggregate of 90 days federal duty, other than training, basic training and to have been discharged under other than dishonorable conditions. Necessity will be determined by the veteran's current financial situation, using only what income and expenses can be verified for the 30 days prior to the request for relief. The submission of incorrect or false information may at any time limit or terminate the relief provided by this program. Any veteran, regardless of their current financial situation, can apply for any relief they deem an Emergency.

Note: We had a **20-years served, honorable discharged Iowa National Guard person** request financial assistance. She had **NO** Federal Training in her twenty years. With our "eligibility" statement, she would not be eligible for assistance. She did not have **90 Days Federal Duty**.

Iowa Code 35.1 considers her a veteran. It would be difficult to say no to this Iowa Veteran.

What Say You? Reference Iowa Code?

We have not seen her yet. She has not called back

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12 January 2022

Minutes

At 1500 Chairwoman Susan Springer called the Regular Scheduled Meeting of the Jasper County Veterans Affairs to order. The other commissioners in attendance were Marta Ford, Michael Naber and Matthew Smith. Jerry Nelson per "VOOM" and on cell phone. Also, in attendance were VSO/Secretary Keith Thorpe, Alyssa Flood, Human Resource Director Dennis Simon and Jennifer Olson 2nd Vice President of IACCVSO.

Approve Minutes 8 December 2021 Regular Meeting: Marta Ford made a motion and Mike Naber seconded to approve the minutes as presented. The motion passed unanimously.

Unfinished Business:

1. Veterans Outreach Tasks: The commission's workshop will be held later.
2. Veterans Outreach: Alyssa and Keith will attend the Quarterly Meeting of the Korean War/Era Veterans Association noon meal on 31 January 2022.

New Business:

1. **December 2021 Director's Activity Report** was presented to the commission.
2. **December 2021 Budget** was presented to the commission.
3. **Allocation Fund / Donation Fund (FY2020 – 2021)** was presented to the commission.
4. **2nd Quarter FY 2021 – 2022 Report to the Jasper County Board of Supervisors:**
Michael Naber made a motion and Matthew Smith seconded to approve the 2nd Quarter Report: The motion passed unanimously. The report will be delivered to the Board of Supervisors.
5. **Jasper County Veterans Affairs Directors Vacancy and Job Description:** Michael Naber made a motion that the Jasper County Human Resource Director Dennis Simon use the Poweshiek County Job Description for Director / Administrator for Veterans Affairs as a templet to modify the Jasper County Job Description for Veterans Affairs Director. Jerry Nelson seconded the motion. The motion passed unanimously.
6. **FY 2022 -2023 Budget / VA Job Description Workshop: Schedule 1500, 21 January 2022**

Announcements:

Marta and Sue announced that they plan on attending the Vet on the Hill event 19 January 2022. Also, Alyssa and Keith are planning on attending Vet on the Hill..

Public Input

Jennifer Olson stated that in the State of Iowa the current turnover of County Veterans Service Officers rate is between 48% to 56%. With that said, Jennifer shared the attributes to look for when hiring a new CVSO.

Confirm next meeting: Friday, January 21, 2022, at 1500 in the Annex Building.

At 1559 Matthew Smith made a motion and Michael Naber seconded to adjourn. The motion passed unanimously.

/s/ Keith N. Thorpe

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

21 January 2022

At 1500 Chairwomen Susan Springer called the Workshop Meeting to order: The other Commissioners which attend were Marta Ford; Jerry Nelson and Mike Naber. Matthew Smith was absent. Also attending were Keith Thorpe, Alyssa Flood and Jasper County Human Resource Director Dennis Simon.

Workshop Minutes

1. Jasper County Veterans Affairs Director / Administrator Job Description:

Dennis Simon presented the commission with a job description for a Director / Administrator. The job description was modified for Jasper County using a Poweshiek County job description.

Mike Naber made a motion to approve the job description with the below listed changes. Marta Ford seconded. Motion passed unanimously.

Page 3, Under Minimum Education, Training and Experience:

1. First paragraph, first sentence: change "*Bachelor's degree and three (3) years*" to read as "*Bachelor's degree and/or three (3) years*"
2. Second paragraph, second sentence: change "*May also require use of your private vehicle*" to read as "*Shall require use of your private vehicle*"

Page 4, Under Supplemental Information:

Second paragraph, first sentence: add "*Veteran Service Organizations*" following "*outside agencies*"

2. FY 2022 – 2023 Budget:

Jerry Nelson made a motion and Marta Ford seconded that the FY 2022 -2023 Budget be approved as amended. Motion passed unanimously.

The meeting was adjourned at 1622.

/s/ Keith N. Thorpe

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Directors Activities Report – January 2022

I. Ongoing Projects

- a. Vietnam Veteran Book (**18**) books remaining.

II. Veterans Assisted

- a. Appointments – **30**
- b. Walk-ins – **20**
- c. Phone calls (Incoming and Outgoing) – 160
- d. Iowa Veteran Home applications - **1**
- e. Iowa Trust Fund application - **0**
- f. Health Care applications – 0
- g. Disability Claims/upgrades - **20**
- h. Pension assistance – **13**
- i. Military Grave Records processed – **4**
- j. Veteran Deaths for Memorial Day Reading - 6
- k. Grave Markers - 3 / Flag Cases - **2**
- l. Misc. Forms - 34
- m. Financial Assistance requests – **10**
- n. Records Correction Requests – **0**

Description	Code	Total \$	Date of Request	DATE of Check	What for?	Miles	Who Paid
Wages-Elected/Dept Head		\$0.00					
					Salary		
					Salary		
Wages - Part Time Assistant		\$1,620.00					
Keith Thorpe		\$640.00			Wages		Keith Thorpe
Keith Thorpe		\$980.00			Wages		Keith Thorpe
Wages - Part Time Assistant		\$1,960.00					
Alyssa Flood		\$890.00			Wages		Alyssa Flood
Alyssa Flood		\$1,070.00			Wages		Alyssa Flood
Wages-Vet Affairs Commission		\$350.00			Monthly Meeting and Special Meeting		
Marta Ford		\$100.00			Attended 12 & 21 January 2022		Marta Ford
Mike Naber		\$100.00			Attended 12 & 21 January 2022		Mike Naber
Jerry Nelson		\$0.00			Attended 12 & 21 January 2022		
Matthew Smith		\$50.00			Attended 12 January 2022		Matthew Smith
Sue Springer		\$100.00			Attended 12 & 21 January 2022		Sue Springer
Advertisement		\$255.00					
Newton Daily News		\$160.00	12/31/2021	1/27/2022	Advertising		News Printing Company
Hometown Press		\$95.00	12/31/2021	1/27/2022	Advertising		Hometown Press
Maint-Office/Computer Equip		\$48.00					
The Shredder		\$48.00	1/3/2022	1/18/2022	Shredding Services		The Shredder
Premier Copier		\$0.00			Copier Contract		Premier Copier
Rent Payments		\$216.17					
Super 8 Newton	SR????	\$216.17	1/28/2022	2/27/2022	Shelter (5) Nights at Super 8 Newton "Homeless Veteran"		Super 8 Newton
Utilities (Electric)		\$272.21					
Alliant Energy	MY2158	\$272.21	1/24/2022	2/15/2022	Utilities (Electric)		Alliant Energy
Natural Gas Payments		\$321.20					
Blaack Hills Energy	MT2158	\$321.20	1/24/2022	2/15/2022	Utilities (Natural Gas)		Black Hills Energy
Other Transportation (RIDE)		\$564.02				992.0	
Don Goode		\$143.36	1/5/2022	1/18/2022	Transport Veterans to Medical Appt December 2021	256.00	Jasper County Rides
Paul Koeppen		\$39.20	1/5/2022	1/18/2022	Transport Veterans to Medical Appt December 2021	70.00	Jasper County Rides
Larry Pauley		\$104.16	1/5/2022	1/18/2022	Transport Veterans to Medical Appt December 2021	186.00	Jasper County Rides
Sherman Swank		\$107.52	1/5/2022	1/18/2022	Transport Veterans to Medical Appt December 2021	192.00	Jasper County Rides
Bill Umbarger		\$58.24	1/5/2022	1/18/2022	Transport Veterans to Medical Appt December 2021	104.00	Jasper County Rides
Ron Wickman		\$103.04	1/5/2022	1/18/2022	Transport Veterans to Medical Appt December 2021	184.00	Jasper County Rides
Hometown Cab, Newton, Iowa	SR????	\$8.50	1/28/2022	2/27/2022	"Homeless Veteran" Transportation to Super 8 Newton		Hometown Cab, Newton, Iowa
Fica-County Portion		\$482.67					
IPERS-County Portion		\$303.52					
Employee Group Insurance		-25.08					

Administrative Expenses		\$4,233.00
Transport Assistance	\$564.02	992.0
Shelter Assistance	\$216.17	
Food Assistance	\$0.00	
Utility Assistance	\$593.41	
Medical & Other Assistance	\$0.00	
Funeral Assistance	\$0.00	
Assistance Expenses		\$1,373.60
Outreach Expenses		\$0.00
Admin2 Expenses		\$761.11
Monthly Operating Expenses		\$6,367.71

Veterans Assistance		
Food / Provisions - MT2158 - 0253		\$100.00
Food / Provisions - SR???? - 0254		\$100.00
Food / Provisions Total		\$200.00

State Allocation Fund Balance		\$7,084.16
Public Donation Fund Balance		\$3,524.08

Shelter (5) Nights at Super 8 Newton Homeless Veteran	SR????	\$216.17
Utilities (Electric & Natural Gas)	MT2158	\$593.41
Jasper County Rides / Homeless Veteran		\$564.02
		\$1,373.60

