

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 March 2022

3:00PM

Agenda

Call the Meeting to Order:

Approve Minutes: 9 February 2022 Regular Meeting

Unfinished Business:

1. **Iowa Code 35.1: “eligibility”**
2. **Spring Outreach 2022: Jasper County Vietnam Veterans 25 March 2022**
- 3.

New Business:

1. **February 2022 Director’s Activity Report:**
2. **February 2022 Budget Report:**
3. **Allocation Fund / Donation Fund (FY 2021 – 2022):**
 - a. **Acrobat Pro DC (Alyssa to explain)**
 - b. **Fuel Cards**
 - c. **Grave Markers Inventory (working w/Marshall County VA)**
 - d. **NACVSO San Antonio, Texas June 2022 Annual Conference & Training**
4. **Set Date for April Regular Meeting (Spring School 11 April – 15 April 2022):**
- 5.

Public Input & Announcements:

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

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9 February 2022

Minutes

At 1503 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 Jerry Nelson. Matthew Smith attempted to call in, however due to technical problems he could not participate. Also, in attendance were VSO/Secretary Keith Thorpe, Alyssa Flood, Human Resource Director Dennis Simon and Abby Knipfel a reporter for the Newton Daily News.

Approve Minutes 12 January 2022 Regular Meeting: Marta Ford made a motion and Mike Naber seconded to approve the minutes as presented. The motion passed unanimously.

Approve Minutes 21 January 2022 Workshop Meeting: Mike Naber made a motion and Marta Ford seconded to approve the minutes as presented. The motion passed unanimously.

Unfinished Business:

1. **Veterans Outreach Tasks:** On 21 January 2022 the commission had a workshop meeting which addressed the need for updating the job description for the position of Director / Administrator. The modified job description included the necessary “outreach tasks” required for the office staff to professionally serve our Jasper County Veterans and their families.
2. **Veterans Outreach:** Susan, Marta, Alyssa, and Keith attended attend the Quarterly Meeting of the Korean War/Era Veterans Association on 31 January 2022. The meeting was well attended. The food was great. After the Veterans Affairs presentation, three appointments were scheduled.
3. **Spring Outreach 2022:** Mike Naber made a motion and seconded by Marta Ford to provide supper for the Jasper County Vietnam Veterans meeting 25 March 2022 at the Newton Legion Post 111. The motion passed unanimously.

New Business:

1. **January 2022 Director’s Activity Report** was presented to the commission.
2. **January 2022 Budget** was presented to the commission.
3. **Allocation Fund / Donation Fund (FY2021 – 2022)** was presented to the commission.
 - a. **Fuel cards** will be purchased using funds from the “Donation Account”.
 - b. **Storage cabinets** for the new office will be discussed at the March meeting.
 - c. Marta Ford made a motion and Mike Naber seconded to purchase a **second printer** for the office using G/L Account 0001-21-3200-000-44400. The motion passed unanimously.
4. **Iowa Code 35.1:** The “eligibility” for assisting veterans will be discussed at the March meeting. Alyssa will canvass other Iowa counties for their eligibility requirements and report her findings to the Commission. Packets with findings will be mailed out February 11, 2022 to each commissioner.

(OVER)

5. **Spring School:** IACCVSO Spring School will be Monday April 11, 2022, thru Friday April 15, 2022. Spring School will be for CVSO's only. Commissioners will have their schooling at a later dated.

6. **Interviews for Director/Administrator:**

The commission will meet on February 17, 2022, to interview applicants.

Announcements:

None

Public Input

None

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

At 1559 Mike Naber made a motion and Marta Ford 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 – February 2022

I. Ongoing Projects

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

II. Veterans Assisted

- a. Appointments – **38**
- b. Walk-ins – **25**
- c. Phone calls (Incoming and Outgoing) – **177**
- d. Iowa Veteran Home applications - **2**
- e. Iowa Trust Fund application - **1**
- f. Health Care applications – **4**
- g. Disability Claims/upgrades - **4**
- h. Pension Assistance New – **5**
- i. Military Grave Records processed – **4**
- j. Veteran Deaths for Memorial Day Reading - **6**
- k. Grave Markers - 3 / Flag Cases - **2**
- l. Misc. Forms - **44**
- m. Financial Assistance requests – **4**
- n. Records Correction Requests – **0**

Description	Total \$	Date of Request	DATE of Check	What for?	Miles	Who Paid
Wages-Elected/Dept Head	\$0.00					
	\$0.00					
Wages - Part Time Assistant	\$2,080.00					
Keith Thorpe	\$980.00			Wages		Keith Thorpe
Keith Thorpe	\$1,100.00			Wages		Keith Thorpe
Wages - Part Time Assistant	\$2,310.00			Wages		Alyssa Flood
Alyssa Flood	\$1,080.00			Wages		Alyssa Flood
Alyssa Flood	\$1,230.00					
Wages-Vet Affairs Commission	\$350.00			Monthly Meeting		
Marta Ford	\$100.00			Attended 9 & 17 February 2022		Marta Ford
Mike Naber	\$100.00			Attended 9 & 17 February 2022		Mike Naber
Jerry Nelson	\$0.00			Attended 9 February 2022 / Absent 17 Feb 2022		
Matthew Smith	\$50.00			Absent 9 Feb 2022 / Attended 17 Feb 2022		Matthew Smith
Sue Springer	\$100.00			Attended 9 & 17 February 2022		Sue Springer
Office Supplies	\$211.38					
Forbes Office Solutions	\$162.44	2/1/2022	2/27/2022	Black Ink Cartridge / Notary Stamp		Forbes Office Solutions
Amazon.com	48.94	2/25/2022	3/27/2022	Uni-Ball pens		Amazon.com
Advertisement	\$172.00					
Hometown Press	\$76.00	1/31/2022	2/27/2022	Advertising		Hometown Press
Newton Daily News	\$96.00	1/31/2022	2/27/2022	Advertising		News Printing Company
Postage/Mailing	\$83.28					
US Post Office	\$83.28	2/11/2022	2/27/2022	Stamps		US Post Office
Employee Mileage/Meals	\$30.42					
Alyssa Flood	\$30.42	2/24/2022	3/15/2022	Employee Mileage "Hearthstone Pella, Iowa"		Alyssa Flood
Educational/Training Serv	\$350.00					
NACVSO Basic Benefits Course 2022	\$350.00	2/22/2022	3/27/2022	NACVSO Basic Benefits Course 2022 Alyssa Flood		NACVSO Basic Benefits Course 2022
Maint-Office/Computer Equip	\$1,185.78					
The Shredder	\$96.00	1/31/2022	2/15/2022	Shredding Service 1/31 & 2/28 2022		The Shredder
Premier Copier	\$17.08	1/27/2022	2/15/2022	Copier Contract		Premier Copier
Jasper County Information Technology	\$121.47	2/14/2022	3/1/2022	(1) Monitor for Alyssa Flood		Jasper County Information Technology
Amazon.com	\$951.23	2/25/2022	3/27/2022	Laser Printer		Amazon.com
Dues/Memberships	\$50.00					
NACVSO Membership 2022	\$50.00	2/22/2022	3/1/2022	2022 Membership Dues / Alyssa Flood		NACVSO Membership 2022
Rent Payments	\$850.00					
Dickerson, LLC	\$850.00	2/3/2022	2/15/2022	Shelter (Rent)		Dickerson, LLC Colfax, Iowa
WR4149						
Utilities (Electric)	\$412.93					
Alliant Energy IPL	\$412.93	2/16/2022	3/10/2022	Utilities (Electric)		Alliant Energy IPL
LC8390						
Other Transportation (RIDE)	\$721.31				1233.0	
Bill Ehler	\$102.96	2/7/2022	2/15/2022	Transport Veterans to Medical Appt January 2022	176	Jasper County Rides
Don Goode	\$100.04	2/7/2022	2/15/2022	Transport Veterans to Medical Appt January 2022	171	Jasper County Rides
Paul Koeppen	\$40.95	2/7/2022	2/15/2022	Transport Veterans to Medical Appt January 2022	70	Jasper County Rides
Larry Pauley	\$57.33	2/7/2022	2/15/2022	Transport Veterans to Medical Appt January 2022	98	Jasper County Rides
Karen Staker	\$50.31	2/7/2022	2/15/2022	Transport Veterans to Medical Appt January 2022	86	Jasper County Rides
Sherman Swank	\$52.65	2/7/2022	2/15/2022	Transport Veterans to Medical Appt January 2022	90	Jasper County Rides
Bill Umbarger	\$317.07	2/7/2022	2/15/2022	Transport Veterans to Medical Appt January 2022	542	Jasper County Rides
Fica-County Portion	\$358.82					
IPERS-County Portion	\$196.35					
Employee Group Insurance	\$0.00					

Administrative Expenses	\$6,822.86
Transport Assistance	1233.0
Shelter Assistance	
Food Assistance	
Utility Assistance	
Medical & Other Assistance	
Funeral Assistance	
Assistance Expenses	\$1,984.24
Outreach Expenses	\$0.00
Admin2 Expenses	\$555.17
	\$9,362.27

Veteran Assistance			
Food /Provisions - WR4149 - 0255	\$100.00		
Food /Provisions - SR5631 - 0254	\$100.00		
Food / Provisions Total	\$200.00		
Utilities (Electric)	LC8390	\$412.93	
Shelter (Rent)	WR4149	\$850.00	
Transport Veterans to Medical Appt January 2022	Jasper County Ride	\$721.31	
		\$1,984.24	

State Allocation Fund Balance	\$7,084.16
Public Donation Fund Balance	\$3,374.08

\$6,822.86

\$1,984.24

DESCRIPTION	Original Allocation	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Allocation Remaining	% Remaining
Wages-Elected/Dept Head	\$40,672.00	\$11,141.80	\$9,571.56	\$0.00	\$0.00	\$19,958.64	49.07%
Wages - Part Time Assistant	\$18,834.00	\$6,587.96	\$8,140.00	\$4,700.00	\$0.00	-\$593.96	-3.15%
Vet Affairs Comm-Expenses	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
Wages-Vet Affairs Commission	\$2,400.00	\$400.00	\$700.00	\$700.00	\$0.00	\$600.00	25.00%
Office Supplies	\$1,000.00	\$0.00	\$70.13	\$211.38	\$0.00	\$718.49	71.85%
Magazines/Periodicals/Books	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	100.00%
Publications/Notices/Advertisement	\$4,000.00	\$862.00	\$711.50	\$427.00	\$0.00	\$1,999.50	49.99%
Postage/Mailing	\$200.00	\$0.00	\$0.00	\$83.28	\$0.00	\$116.72	58.36%
Employee Mileage/Meals	\$800.00	\$0.00	\$313.71	\$30.42	\$0.00	\$455.87	56.98%
Educational/Training Serv	\$3,500.00	\$300.00	\$0.00	\$350.00	\$0.00	\$2,850.00	81.43%
Maint-Office/Computer Equip	\$2,000.00	\$537.44	\$372.10	\$1,250.85	\$0.00	-\$160.39	-8.02%
Dues/Memberships	\$1,048.00	\$0.00	\$30.00	\$170.00	\$0.00	\$848.00	80.92%
Total Admin Expenses	\$75,854.00	\$19,829.20	\$19,909.00	\$7,922.93	\$0.00		
Prescriptions/Med Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Inpatient/Outpatient	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Personal Items/Clothing	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Food/Provisions	\$8,000.00	\$983.24	\$2,140.41	\$0.00	\$0.00	\$4,876.35	60.95%
Taxable Items	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
Rent Payments	\$6,500.00	\$2,027.37	\$2,905.99	\$1,100.71	\$0.00	\$465.93	7.17%
Mortgage Payments	\$3,000.00	\$862.36	\$1,405.86	\$0.00	\$0.00	\$731.78	24.39%
Utilities (Elec & Gas)	\$3,000.00	\$0.00	\$1,046.53	\$0.00	\$0.00	\$1,953.47	65.12%
Utilities (Electric)	\$7,000.00	\$246.49	\$1,086.40	\$685.14	\$0.00	\$4,981.97	71.17%
Water Payments	\$2,000.00	\$147.58	\$352.44	\$0.00	\$0.00	\$1,499.98	75.00%
Natural Gas Payments	\$2,000.00	\$32.55	\$0.00	\$321.20	\$0.00	\$1,646.25	82.31%
Fuel Oil/Propane Payments	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	100.00%
Other Transportation (RIDE)	\$10,000.00	\$2,145.03	\$2,079.80	\$1,961.97	\$0.00	\$3,813.20	38.13%
Funeral Services	\$2,000.00	\$0.00	\$2,850.00	\$0.00	\$0.00	-\$850.00	-42.50%
Care-Graves/Markers	\$2,500.00	\$660.14	\$1,837.20	\$0.00	\$0.00	\$2.66	0.11%
Medical/Health Services	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
	\$51,500.00	\$7,104.76	\$15,704.63	\$4,069.02	\$0.00		
Fica-County Portion	\$4,233.00	\$1,323.93	\$1,735.23	\$482.67	\$0.00	\$691.17	16.33%
IPERS-County Portion	\$5,223.00	\$1,673.68	\$1,685.17	\$303.52	\$0.00	\$1,560.63	29.88%
Employee Group Insurance	\$23,468.00	\$5,113.94	\$3,413.02	-\$25.08	\$0.00	\$14,966.12	63.77%
	\$32,924.00						



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va@jasperia.org [Change](#)

Your payment method



Credit/Debit	PayPal
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Card number E	MM/YY
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First name Veterans	Last name Affairs
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Zip code 50208	Country/Region United States
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Phone number (optional) (641) 792-7993

Summary

Acrobat Pro DC

7-day free trial

Subscription

Yearly, billed upfront

US\$179.88/yr

Subtotal

US\$179.88/yr

Tax 6%

US\$10.79/yr

DUE NOW

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