

Jasper County Commission of Veteran Affairs
County Annex Building, 115 North 2nd Avenue East, Newton, Iowa 50208
Administrator Alyssa Flood & CVSO 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

11 May 2022
3:00PM

Agenda

Call the Meeting to Order:

Approve Minutes: 6 April 2022 Regular Meeting

Unfinished Business:

1. Mingo Coffee w/ Veterans May 14, 2022: Colfax
2. Commissioner Vacancy – June 2022
3. Vietnam Veterans Day on the Hill – May 6, 2022
4. Commission Clothing
5. Spring Training

New Business:

1. April 2022 Administrator's Activity Report:
2. April 2022 Budget Report:
3. Senior Health & Fitness 25 May 2022 at the YMCA
- 4.

Public Input & Announcements:

Confirm next meeting: June 8, 2022, at 1500 in the Annex Building.

Jasper County Commission of Veterans Affairs

County Annex Bldg., 115 N 2nd Ave E. Newton, Ia. 50208

Administrator Alyssa Flood & CVSO Keith N. Thorpe

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

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

6 April 2022

Minutes

At 1501 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 Jerry Nelson and Matthew Smith. Also, in attendance was Administrator, Alyssa Flood. Dennis Simon, Jasper County Director of Human Resources joined the meeting at 1545. VSO/Secretary Keith Thorpe was excused from the meeting due to traveling home from Washington D.C.

Approve Minutes 9 March 2022 Regular Meeting: Marta Ford made a motion and Mike Naber seconded to approve the minutes as presented. The motion passed unanimously.

Unfinished Business:

1. **Spring Outreach 2022: Jasper County Vietnam Veterans 25 March 2022;** commissioners in attendance with the event were happy with the turn out and presentation given by Alyssa Flood.

New Business:

1. **March 2022 Administrator's Activity Report:**
2. **March 2022 Budget Report:**
3. **Allocation Fund / Donation Fund (FY 2021 – 2022):**
 - a. **(2) Hawkeye Stages Buses to Des Moines May 6, 2022 “Vietnam Vets Day”**
Mike Naber made a motion to, and Matt Smith seconded to approve the expense. The motion passed unanimously.
 - b. **Storage cabinets for grave markers, flag cases, etc.**
The commission agreed to discuss further at the May meeting following the 3rd Qtr. Report to the Board of Supervisors on April 26th. The motion passed unanimously.
4. **3rd Quarter FY 2021 – 2022 Report to the Jasper County Board of Supervisors:** Mike Naber made a motion to, and Matt Smith seconded. The motion passed unanimously.
5. **Colfax – Mingo Coffee w/ Veterans May 14, 2022:** Commissioners were optimistic about this

opportunity and agreed to allow Alyssa to proceed on planning.

6. **Clothing for outreach:** Chairwoman Susan Springer collected shirt type and sizes from all present. Commission decided on light gray with the new logo designed by Alyssa. Alyssa emailed logo to A Team Apparel.

7. **Commissioner vacancy – June 2022**
 - a. Chairwoman Susan Springer will email Brandon Talsma. Once direction on how the BOS would like to proceed is clarified, the vacancy will be posted on the County’s website. Projected closing date for applications is May 15.

8. **Administrators Hours beginning 1 July 2022:** Office hours were agreed upon to be 8:00 a.m. to 4:30 p.m. with a half hour floating lunch. Mike Naber made a motion and Marta Ford seconded to approve. The motion passed unanimously.

9. **Human Resources: Proposed salary / wage increase of four percent (4%) effective 1 July 2022**
 - a. **for the Administrator.** Marta Ford made a motion and Matt Smith seconded to approve this increase. Mike Naber made a motion to, and Marta Ford seconded to approve. The motion passed unanimously.

10. **Movie Outreach: *No Greater Love at Capitol Movie Theatre.***
 - a. Open to Veterans and their families. \$3.50 per participant. \$150.00 to rent theatre, funds will come out of the Allocation account. Matt Smith made a motion to, and Mike Naber seconded to approve. The motion passed unanimously.

Announcements:

None

Public Input

None

Confirm next meeting: Wednesday May 11, 2022, at 1500 in the Annex Building.

At 1637 Matt Smith made a motion and Marta Ford seconded to adjourn.
The motion passed unanimously.

/s/ Alyssa A. Wilson

Jasper County Commission of Veteran Affairs

Administrator Alyssa Flood & CVSO Keith Thorpe

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Phone 1-641-792-7993 Fax 1-641-787-1302

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

Administrator's Activities Report – April 2022

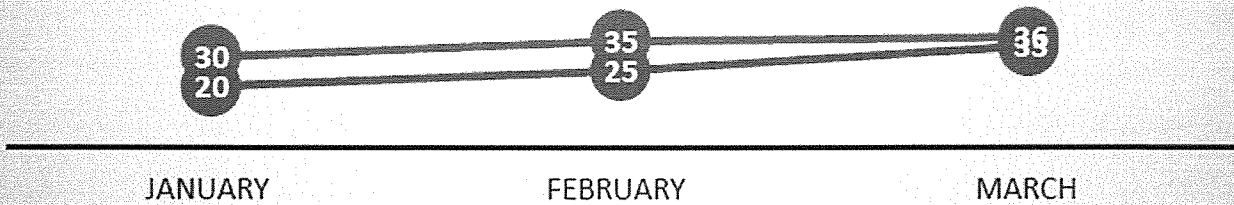
I. Ongoing Projects

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

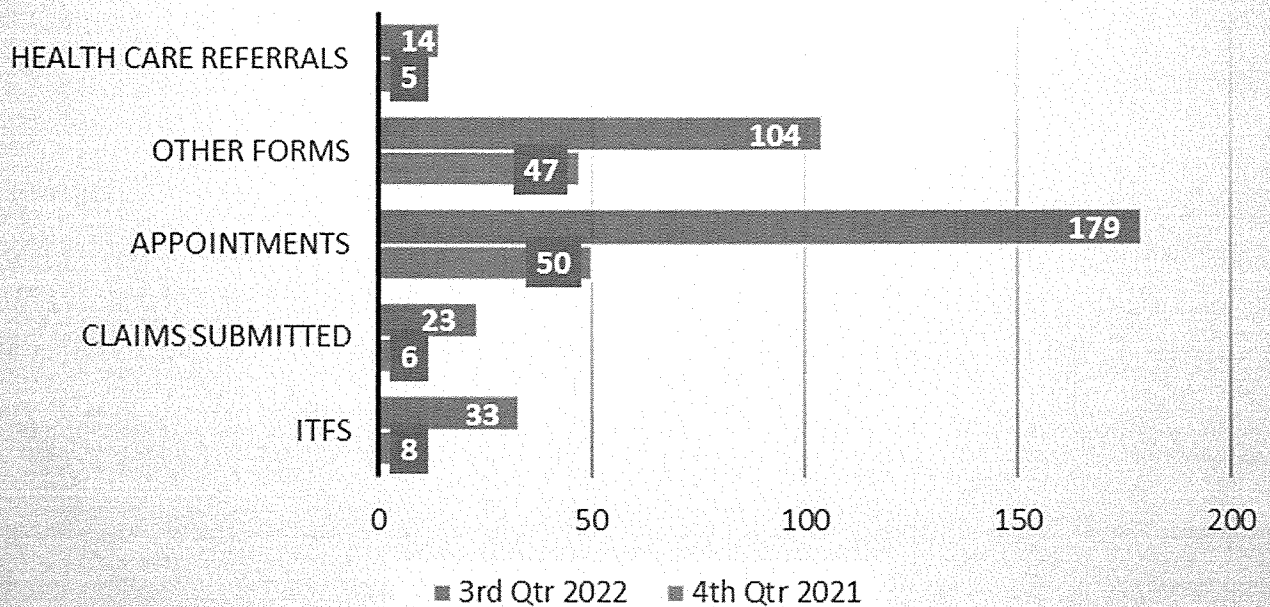
II. Veterans Assisted

- a. Scheduled Appointments – **25**
- b. Walk-ins – **25**
- c. Phone calls (Incoming and Outgoing) – 90
- d. Iowa Veteran Home applications (Submitted) - **0**
- e. Iowa Trust Fund application (Submitted)- **0**
- f. Health Care Referrals – 8
- g. Active Compensation Claims - 50
- h. Active Pension Claims – 11
- i. Military Grave Records processed – **4**
- j. Veteran Deaths for Memorial Day Reading - 6
- k. Grave Markers - 6 / Flag Cases - **2**
- l. Misc. Forms - 20
- m. Financial Assistance requests – **4**
- n. Records Correction Requests – **0**

Appointments 2022



4th Qtr. 2021 vs. 3rd Qtr. 2022



Description	Code	Total \$	Miles	Date of Request	DATE of Check	What for?	Miles	Who Paid
Wages-Elected/Dept Head		\$3,186.27						
Alyssa Flood		\$1,591.01			4/13/2022	Salary		Alyssa Flood
Alyssa Flood		\$1,595.26			4/27/2022	Salary		Alyssa Flood
Wages - Part Time Assistant		\$1,860.00						
Keith Thorpe		\$690.00			4/13/2022	Wages		Keith Thorpe
Keith Thorpe		\$1,170.00			4/27/2022	Wages		Keith Thorpe
Wages-Vet Affairs Commission		\$200.00				Monthly Meeting		
Marta Ford		\$50.00		4/6/2022	4/12/2022	Attended		Marta Ford
Mike Naber		\$50.00		4/6/2022	4/12/2022	Attended		Mike Naber
Jerry Nelson		\$0.00				Attended		
Matthew Smith		\$50.00		4/6/2022	4/12/2022	Attended		Matthew Smith
Sue Springer		\$50.00		4/6/2022	4/12/2022	Attended		Sue Springer
Office Supplies		\$553.47						
Forbes Office Solutions		\$553.47		3/15/2022	4/27/2022	(5) Ink Cartridges - (4) New Printer (1) Older Printer		Forbes Office Solutions
Advertisement		\$198.00						
Newton Daily News		\$112.00		3/31/2022	4/27/2022	Advertising		News Printing Company
Hometown Press		\$86.00		3/31/2022	4/27/2022	Advertising		Hometown Press
Employee Mileage/Meals		\$40.48						
Keith N. Thorpe		\$40.48		4/15/2022	4/26/2022	Mileage to Des Moines to renew myh PIV VA Card		Keith N. Thorpe
Educational/Training Serv		\$60.00						
NACVSO		\$60.00		4/7/2022	4/26/2022	NACVSO 2022 Membership "Keith N. Thorpe"		NACVSO
Maint-Office/Computer Equip		\$963.07						
The Shredder		\$48.00		4/25/2022	5/10/2022	Shredding Services		The Shredder
Premier Copier		\$17.07		3/28/2022	4/12/2022	Copier Contract		Premier Copier
Tyler		\$898.00		4/12/2022	4/26/2022	County Solution 2022 - 2023 "VetraSpec"		Tyler
Rent Payments		\$740.00						
Bristol Square Apartments	SG9676	\$740.00		4/20/2022	5/10/2022	Shelter (Rent)		Peck Properties LLC
Utilities (Electric)		\$369.73						
Alliant Energy / IPL	RL6335	\$369.73		4/19/2022	5/10/2022	Utilities (Electric)		Alliant Energy / IPL
Natural Gas Payments		\$559.26						
Black Hills Energy	SA0006	\$559.26		4/28/2022	5/10/2022	Utilities (Natural Gas)		Black Hills Energy
Other Transportation (RIDE)		\$1,081.27					1848.30	
Tom Bringman		\$418.28		4/4/2022	4/26/2022	Transport Veterans to Medical Appt March 2022	715.0	Jasper County Rides
Bruce Coyle		\$96.70		4/4/2022	4/26/2022	Transport Veterans to Medical Appt March 2022	165.3	Jasper County Rides
Don Goode		\$51.48		4/4/2022	4/26/2022	Transport Veterans to Medical Appt March 2022	88.0	Jasper County Rides
Bud Langmaid		\$44.46		4/4/2022	4/26/2022	Transport Veterans to Medical Appt March 2022	76.0	Jasper County Rides
Karen Staker		\$43.88		4/4/2022	4/26/2022	Transport Veterans to Medical Appt March 2022	75.0	Jasper County Rides
Sherman Swank		\$105.30		4/4/2022	4/26/2022	Transport Veterans to Medical Appt March 2022	180.0	Jasper County Rides
Bill Umbarger		\$321.17		4/4/2022	4/26/2022	Transport Veterans to Medical Appt March 2022	549.0	Jasper County Rides
Care-Graves/Markers		\$924.24						
CSA Woodworking		\$924.24		4/8/2022	4/27/2022	(12) Flag Cases & Flag Corrugated Boxes		CSA Woodworking
Fica-County Portion		\$379.62						
IPERS-County Portion		\$476.37						
Employee Group Insurance		\$1,790.38						

Administrative Expenses					\$7,061.29
Transport Assistance	\$1,081.27	1848.3	Miles		
Shelter Assistance	\$740.00				
Food Assistance	\$0.00				
Utility Assistance	\$928.99				
Medical & Other Assistance	\$0.00				
Funeral Assistance	\$924.24				
Assistance Expenses					\$3,674.50
Outreach Expenses					\$0.00
Admin2 Expenses					\$2,646.37
Monthly Operating Expenses					\$13,382.16

State Allocation Fund Balance		\$1,384.78			
Public Donation Fund Balance		\$3,274.08			

Veteran Assistance					
Food / Provisions - RL6335 - 0259				\$100.00	
Food / Provisions - S17781 - 0260 - 0261				\$200.00	
Food / Provisions - SA0006 - 0262 - 0263				\$200.00	
Food / Provisions Total				\$500.00	
Utilities (Natural Gas)	SA0006	\$559.26			
Shelter Rent	SG9676	\$740.00			
Utilities (Electric)	RL6335	\$369.73			
(12) Flag Cases & Flag Corrugated Boxes	CSA Woodworking	\$924.24			
Transport Veterans to Medical Appt March 2022	Jasper County Rides	\$1,081.27			
					\$3,674.50

Jasper County Veterans Affairs
Iowa State Allocation
FY 2021 - 2022

5/3/2022

Beginning Allocation Amount		(Received 9/1/2021)	\$10,000.00
Date	Who to:	What For:	Amount
10/15/2021	Marta Ford	Embassy Suites - IACCVSO 2021 Fall School	\$166.68
10/15/2021	Susan Springer	Embassy Suites - IACCVSO 2021 Fall School	\$186.14
10/15/2021	Embassy Suites	Embassy Suites - IACCVSO 2021 Fall School (Thorpe)	\$500.64
11/6/2021	PJ's Deli	Jasper Co. Commission Veterans Outreach	\$44.48
11/19/2021	VistaPrint	Business Cards / Retractable Banner for Outreach Events	\$180.81
12/16/2021	Domino's Pizza	The Dental Practice Outreach (40) Veterans Free Dental Care	\$81.25
1/8/2022	Maxim Advertising	(200) Knit Caps "Advertising"	\$1,376.99
1/31/2022	Subway	Korean War/Era Outreach "Noon Meal"	\$278.85
1/31/2022	American Legion Post 111	Korean War/Era Outreach "Noon Meal"	\$100.00
3/15/2022	Staybridge Suites, Des Moines	IACCVSO Spring School 2022 Alyssa Flood	\$789.32
3/25/2022	Hy-Vee	Vietnam Veterans War/Era Outreach Meal	\$785.00
3/28/2022	Keith N. Thorpe	Per Diem \$64.00 X 3 IACCVSO Spring School 2022	\$192.00
3/28/2022	Alyssa Flood	Per Diem \$64.00 x 5 IACCVSO Spring School 2022	\$320.00
4/14/2022	Staybridge Suites	IACCVSO Spring School 2022 Keith Thorpe	\$478.80
4/14/2021	Staybridge Suites	Parking Spring School Alyssa Flood	\$80.00
4/14/2021	Alyssa Flood	Mileage Spring School 22022	\$40.48
4/14/2022	Keith N. Thorpe	Mileage Spring School 22022	\$40.48
Estimate	Hawkeye Stages Buses (2)	Vietnam Veterans Day at the Capitol in May	\$2,973.30
			\$8,615.22
Allocation Funds Remaining			\$1,384.78

DESCRIPTION	Original Allocation					Allocation	%
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Remaining	Remaining
Wages-Elected/Dept Head	\$40,672.00	\$11,141.80	\$9,571.56	\$3,075.08	\$3,186.27	\$13,697.29	33.68%
Wages - Part Time Assistant	\$18,834.00	\$6,587.96	\$8,140.00	\$6,870.00	\$1,860.00	-\$4,623.96	-24.55%
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	\$900.00	\$200.00	\$200.00	8.33%
Office Supplies	\$1,000.00	\$0.00	\$70.13	\$402.05	\$553.47	-\$25.65	-2.57%
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	\$599.00	\$198.00	\$1,629.50	40.74%
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	\$103.43	\$40.48	\$342.38	42.80%
Educational/Training Serv	\$3,500.00	\$300.00	\$0.00	\$1,599.39	\$60.00	\$1,540.61	44.02%
Maint-Office/Computer Equip	\$2,000.00	\$537.44	\$372.10	\$1,298.85	\$980.14	-\$1,188.53	-59.43%
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	\$15,101.08	\$7,078.36		
Prescriptions/Med Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00		
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	\$1,000.00	\$0.00	\$3,876.35	48.45%
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	\$740.00	-\$274.07	-4.22%
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	\$369.73	\$4,612.24	65.89%
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	\$559.26	\$1,086.99	54.35%
Fuel Oil/Propane Payments	\$2,000.00	\$0.00	\$0.00	\$843.72	\$0.00	\$1,156.28	57.81%
Other Transportation (RIDE)	\$10,000.00	\$2,145.03	\$2,079.80	\$1,961.97	\$1,081.27	\$2,731.93	27.32%
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	\$924.24	-\$921.58	-36.86%
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	\$5,912.74	\$3,674.50		
Fica-County Portion	\$4,233.00	\$1,323.93	\$1,735.23	\$1,440.15	\$0.00	-\$266.31	-6.29%
IPERS-County Portion	\$5,223.00	\$1,673.68	\$1,685.17	\$1,062.98	\$0.00	\$801.17	15.34%
Employee Group Insurance	\$23,468.00	\$5,113.94	\$3,413.02	-\$25.08	\$0.00	\$14,966.12	63.77%
	\$32,924.00						



“Live and Thrive with Exercise!”

Your organization is cordially invited to join us in celebrating the National Senior Health & Fitness (SH&F) Day on Wednesday, May 25th, 2022.

Agencies from Newton and the surrounding area are collaborating to bring Jasper County seniors together in celebration of the 29th Annual Senior Health & Fitness Day. To honor the day, these organizations will be hosting the Annual Senior Health and Fitness Fair as an event held FREE for our community and will be held from 8:30am – 10:00am at the Newton YMCA, 1701 S. Eight Ave. E.

Information booths are open to the public from 8:30am to 10:00am. Along with the booths, the fair features a chair aerobics class at 8:00am and breakfast starting at 8:30am.

The Annual SH&F Fair has been a tremendous success and we believe this year will be no different. The SH&F Fair Committee is extending an invitation to your organization to be a part of this wonderful event. By staffing a table and sharing information about the services or products you provide, your company can be represented at this annual event. As an educational fair there is no direct selling permitted, however, information can be exchanged for later transactions if mutually desired.

A table will be provided for your display, please bring your own tablecloth. Booth set-up begins at 7:30am and should be ready to go by 8:00am when the doors open. Please stay until the conclusion of the fair at 10:00am. There is a fee of \$20 to cover the cost of the event. This fee is due to the Newton YMCA by May 13th, 2022.

Each senior receives a promotional bag for information and goodies received from vendors. Two grand prize drawing will be held from door entries during the event. It will be up to each vendor to provide table prizes and giveaways at their own booth if you choose to participate.

If you would like to take part in this opportunity, please return the attached registration form and a check (please make payable to Newton YMCA) by the deadline of May 15th, 2022. Please mail to: Newton YMCA, 1701 S. Eighth Ave. E., Newton, IA 50208.

If you have any questions or concerns, you may contact Alvaro Alvarez at the Newton YMCA at (641) 792-4006 or Alvaro.Alvarez@Newtonymca.org.