

Jasper County Commission of Veteran Affairs  
County Annex Building, 115 North 2<sup>nd</sup> Avenue East, Newton, Iowa 50208  
Administrator Alyssa Wilson & CVSO Keith N. Thorpe  
County Annex Bldg., 115 N 2<sup>nd</sup> 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

8 June 2022  
3:00PM

### Agenda

**Call the Meeting to Order:**

**Approve Minutes: 11 May 2022 Regular Meeting**

**Unfinished Business:**

1. **Mingo / Colfax Coffee w/ Veterans May 14, 2022:**
2. **Commissioner Vacancy – June 2022:**
- 3.

**New Business:**

1. **May 2022 Administrator's Activity Report:**
2. **May 2022 Budget Report:**
3. **Jasper County Rides (rise in gas price):**
4. **New Tri Folds:**
5. **Digital Files / Move to New Office:**
- 6.

**Public Input & Announcements:**

**Confirm next meeting: July 13, 2022, at 1500 in the Annex Building.**

**Jasper County Commission of Veterans Affairs**

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

Administrator Alyssa Flood & CVS0 Keith N. Thorpe

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

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

11 May 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 and Jerry Nelson. Matthew Smith was absent. Also, in attendance were Administrator, Alyssa Flood and CVS0/Secretary Keith Thorpe.

**Approve Minutes 6 April 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. **Colfax / Mingo Coffee w/Veterans:** This outreach event will be Saturday 14 May 2022 at 0900 to 1030 at the Colfax City Hall.
2. **Commissioner Vacancy – June 2022:** Alyssa Flood will post the commission vacancy on our Commissions Facebook Page. She will also be coronating all aspects of our search for a new commissioner with Jasper County Human Resources Director Dennis Simon.
3. **Vietnam Veterans Day on the Hill – 6 May 2022:** Two buses were scheduled for the event. Only one bus was needed for 46 passengers. The cost for the bus trip was \$2,162.40. Those attending enjoyed the day.
4. **Commission Clothing:** Susan Springer distributed jackets and shirts ordered from A TEAM Apparel, Prairie City, Iowa.
5. **Spring Training:** Susan, Marta and Alyssa will be attending IACCVSO Training at Camp Dodge 18 May 2022 from 0900 – 1430.

**New Business:**

1. **March 2022 Administrator’s Activity Report** was presented to the commission.
2. **March 2022 Expense Report** was presented to the commission.
  - (a) **“Gold Star Mother Grave Markers”** Mike Naber made a motion and Jerry Nelson seconded to purchase 6 “Gold Star Mother Grave Markers using the “Donation Account”. The motion passed unanimously.
  - (b) **Note:** The Newton American Legion Post 111 will order the markers with their annual order. This will save shipping. Once delivered, the commission will reimburse the Legion.

**“OVER”**

3. Senior Health & Fitness 25 May 2022 at the YMCA: It was a consensus of the commission that we would not attend this event.

Announcements:

None

Public Input

None

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

At 1537 Marta Ford made a motion and Mike Naber seconded to adjourn.  
The motion passed unanimously.

/s/ Keith N. Thorpe

# **Jasper County Commission of Veteran Affairs**

Administrator Alyssa Wilson & CVSO Keith Thorpe

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

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 – May 2022**

### **I. Ongoing Projects**

- a. Vietnam Veteran Book (**16**) books remaining.

### **II. Veterans Assisted**

- a. Scheduled Appointments – **17**
- b. Walk-ins – **39**
- c. Home Visits - **5**
- d. Phone calls (Incoming and Outgoing) – **141**
- e. Iowa Veteran Home applications
  - a. Admission - **1**
  - b. Removal - **1**
- f. Iowa Trust Fund application (Submitted)- **0**
- g. Health Care Referrals – **6**
- h. Active Compensation Claims - **46**
- i. Active Pension Claims – **8**
- j. Military Grave Records processed – **5**
- k. Veteran Deaths for Memorial Day Reading - **6**
- l. Grave Markers - **20** / Flag Cases - **0**
- m. Financial Assistance requests – **4**
- n. Records Correction Requests – **0**



Line Number	Description	Code	Total \$	Miles	Date of Request	DATE of Check	What for?	Miles	Who Paid
0001-21-3200-000-10004	<b>Wages-Elected/Dept Head</b>		<b>\$3,190.52</b>						
	Alyssa Flood		\$1,595.26						
	Alyssa Flood		\$1,595.26			5/11/2022	Salary		Kurt Jackson
0001-21-3200-000-10005	<b>Wages - Part Time Assistant</b>		<b>\$1,990.00</b>						
	Keith Thorpe		\$1,110.00						
	Keith Thorpe		\$880.00			5/11/2022	Salary		Kurt Jackson
0001-21-3200-000-12100	<b>Vet Affairs Comm-Expenses</b>		<b>\$55.69</b>						
	Susan Spring		\$55.69						
				5/18/2021		6/7/2022	Mileage for IACCVSO District 4 Meeting		Susan Springer
0001-21-3200-000-12104	<b>Wages-Vet Affairs Commission</b>		<b>\$150.00</b>						
	Marta Ford		\$50.00						
	Mike Naber		\$50.00			5/11/2022	Monthly Meeting		
	Jerry Nelson		\$0.00			5/11/2022	Attended		Marta Ford
	Matthew Smith		\$0.00			5/24/2022	Attended		Mike Naber
	Sue Springer		\$50.00				Attended		Matthew Smith
0001-21-3200-000-26000	<b>Office Supplies</b>		<b>\$66.72</b>						
	Forbes Office Solutions		\$66.72						
				5/11/2022		5/24/2022	Attended		Sue Springer
				5/4/2022		5/27/2022	Miscellaneous Office Supplies / Business Cards		Forbes Office Solutions
0001-21-3200-000-40000	<b>Advertisement</b>		<b>\$172.00</b>						
	Newton Daily News		\$96.00						
	Hometown Press		\$76.00						
				4/30/2022		5/27/2022	Advertising		News Printing Company
				4/30/2022		5/27/2022	Advertising		Hometown Press
0001-21-3200-000-41300	<b>Employee Mileage/Meals</b>		<b>\$43.76</b>						
	Alyssa Flood		\$43.76						
				5/18/2022		6/7/2022	Mileage for IACCVSO District 4 Meeting		Alyssa
0001-21-3200-000-42200	<b>Educational/Training Serv</b>		<b>\$35.40</b>						
	In the Bag LLC		\$35.40						
				5/18/2022		5/27/2022	IACCVSO Dist. 4 Meeting (Lunch for Springer, Ford & Flood)		In the Bag LLC, Des Moines
0001-21-3200-000-44400	<b>Maint-Office/Computer Equip</b>		<b>\$65.07</b>						
	The Shredder		\$48.00						
	Premier Copier		\$17.07						
				5/20/2022		6/7/2022	Shredding Services		The Shredder
				4/25/2022		5/10/2022	Copier Contract		Premier Copier
0001-21-3200-000-48000	<b>Dues/Memberships</b>		<b>\$50.00</b>						
	IACCVSO		\$50.00						
				5/17/2022		6/7/2022	IACCVSO Dues FY 2022 - 2023		IACCVSO
0001-21-3210-000-33200	<b>Food/Provisions</b>		<b>\$1,000.00</b>	<b>\$0.00</b>					
	Fareway Stores Inc.		\$1,000.00						
				5/24/2022		5/27/2022	(10) \$100.00 Grocery Cards Serial #s 0270 -0279		Fareway Stores Inc.
0001-21-3210-000-34110	<b>Utilities (Electric)</b>		<b>\$172.54</b>						
	Alliant Energy / IPL	SI7781	\$172.54						
				5/10/2022		5/24/2022	Utilities (Electric)		Alliant Energy / IPL
0001-21-3210-000-34120	<b>Water Payments</b>		<b>\$52.69</b>						
	Newton Waterworks	SI7781	\$52.69						
				5/10/2022		5/24/2022	Utilities (Water)		Newton Waterworks
0001-21-3210-000-34130	<b>Natural Gas Payments</b>		<b>\$280.54</b>						
	Black Hills Energy	SI7781	\$280.54						
				5/10/2022		5/24/2022	Utilities (Natural Gas)		Black Hills Energy
0001-21-3210-000-35400	<b>Other Transportation (RIDE)</b>		<b>\$679.20</b>						
	Tom Bringman		\$124.61						
	Don Goode		\$260.91						
	Sherman Swank		\$46.80						
	Carol Twedt		\$35.10						
	Bill Umbarger		\$155.03						
	Ron Wickman		\$56.75						
				5/5/2022		5/24/2022	Transport Veterans to Medical Appt April 2022	1161	Jasper County Rides
				5/5/2022		5/24/2022	Transport Veterans to Medical Appt April 2022	213	Jasper County Rides
				5/5/2022		5/24/2022	Transport Veterans to Medical Appt April 2022	446	Jasper County Rides
				5/5/2022		5/24/2022	Transport Veterans to Medical Appt April 2022	80	Jasper County Rides
				5/5/2022		5/24/2022	Transport Veterans to Medical Appt April 2022	60	Jasper County Rides
				5/5/2022		5/24/2022	Transport Veterans to Medical Appt April 2022	265	Jasper County Rides
				5/5/2022		5/24/2022	Transport Veterans to Medical Appt April 2022	97	Jasper County Rides
0001-21-3210-000-39100	<b>Care-Graves/Markers</b>		<b>\$603.24</b>						
	Temple Aluminum Foundry, Inc.		\$457.99						
	Temple Aluminum Foundry, Inc.		\$145.25						
				5/3/2022		5/27/2022	WWI & WWII Memorial Grave Markers		Temple Aluminum Foundry, Inc.
				5/10/2022		5/27/2022	Universal Veteran Memorial Grave Markers		Temple Aluminum Foundry, Inc.
0002-21-3200-000-11000	Fica-County Portion								
0002-21-3200-000-11100	IPERS-County Portion								
0002-21-3200-000-11300	Employee Group Insurance								

<b>Administrative Expenses</b>				<b>\$5,819.16</b>
Transport Assistance	\$679.20	0.0	Miles	
Shelter Assistance	\$0.00			
Food Assistance	\$1,000.00			
Utility Assistance	\$505.77			
Medical & Other Assistance	\$0.00			
Funeral Assistance	\$603.24			
<b>Assistance Expenses</b>				<b>\$2,788.21</b>
Outreach Expenses				\$0.00
Admin2 Expenses				\$0.00
<b>Monthly Operating Expenses</b>				<b>\$8,607.37</b>

<b>State Allocation Fund Balance</b>	<b>\$934.18</b>
<b>Public Donation Fund Balance</b>	<b>\$3,274.08</b>

<b>Veteran Assistance</b>				<b>\$5,819.16</b>
Food / Provisions TP1871 - 0264 -0265	\$200.00			
Fuel TP1871 - 3182	\$50.00			
Food / Provisions / Fuel GR9355 - 0268 -0269 / 3194	\$250.00			
Food / Provisions LI0320 - 2680	\$100.00			
<b>Food / Provisions Total</b>	<b>\$600.00</b>			
(10) \$100.00 Grocery Cards Serial #s 0270 -0279	\$1,000.00			
Utilities (Electric, Water & Natural Gas)	SI7781			\$505.77
WWI, WWII, & Universal Memorial Grave Markers				\$603.24
Transport Veterans to Medical Appointments April 2022	Jasper County Ride			\$679.20
				<b>\$2,788.21</b>

Jasper County Veterans Affairs  
Iowa State Allocation  
FY 2021 - 2022

6/6/2022

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
5/9/2022	Hawkeye Stages Buses (2)	Vietnam Veterans Day at the Capitol in May	\$2,162.40
5/10/2022	Alussa Flood	Per Diem \$64.00 x 6 NACVSO 2022 Conference San Antonio	\$384.00
5/11/2022	Susan Springer	A TEAM Apparel "Advertising"	\$877.50
			\$9,065.82
Allocation Funds Remaining			\$934.18

