

Jasper County Commission of Veteran Affairs
County Annex Building, 115 North 2nd Avenue East, Newton, Iowa 50208
Administrator Alyssa Wilson & 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, Matthew Smith, Christofer Kingrey

10 August 2022

3:00PM

Agenda

Call the Meeting to Order:

Approve Minutes: 13 July 2022 Regular Meeting

Unfinished Business:

1. **“No Greater Love”: Movie September 11, 2022, at the Newton Capitol Theater:**
2. **Sully Area Outreach 2022:**
3. **New Tri Folds:**
4. **EFSP Grant:**

New Business:

1. **July 2022 Administrator’s Activity Report:**
2. **July 2022 Budget Report: (i.e., Expense; Allocation; Donation)**
3. **Financial Application Form: Updated too fillable...**
4. **Veterans lodging / cooling centers:**
- 5.

Public Input & Announcements:

Confirm next meeting: September 14, 2022, 1500 at the Jasper County Office Building

Jasper County Commission of Veterans Affairs

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Administrator Alyssa Wilson & CVSO Keith N. Thorpe

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

Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Matthew Smith, Christofer Kingrey

13 July 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, Jerry Nelson and Christofer Kingrey. Matthew Smith was absent. Also, in attendance were Administrator Alyssa Wilson and CVSO Keith Thorpe.

Select a Chairperson and Secretary for FY 2022 – 2023: (Iowa Code 35B.6):

Marty Ford made a motion and Christofer Kingrey seconded that Jerry Nelson be the Chairman for FY 2022 – 2023. The motion passed unanimously.

Jerry Nelson made a motion and Christofer Kingrey seconded that Marta Ford be the Secretary for FY 2022 – 2023. The motion passed unanimously. Marta Ford then appointed Keith Thorpe as her assistant.

Approve Minutes 8 June 2022 Regular Meeting: Jerry Nelson made a motion and Marta Ford seconded to approve the minutes as presented. The motion passed unanimously.

1. **Commissioner Vacancy:** Christofer Kingrey has joined the commission replacing the vacancy left by outgoing commissioner Michael Naber. Christofer will have a three-year term ending 30 June 2025. The commissioners and Christofer took time to introduced themselves to each other.
2. **September 11, 2022, Outreach Event:** “No Greater Love” a movie to be shown at the Newton Capitol Theater is a documentary which invites the audience to experience war and its aftermath from a soldier’s perspective. The commissioners discussed how to plan for this outreach event so that it would reach as many veterans and their family members as possible. Social media, radio, newspapers, and all other pertinent information needs to be sent to the Administrator the first week in August so that it can be disseminated to the public.

New Business:

1. **June 2022 Administrator’s Activity Report** was presented to the commission.
2. **June 2022 Expense Report** was presented to the commission.
3. **June 2022 Budget Report: (i.e., Expense; Allocation; Donation)**
 - (a) Marta Ford made a motion and Jerry Nelson seconded to approve and send the 4th Quarter Report to the Board of Supervisors. The motion passed unanimously.
 - (b) Marta Ford made a motion and Christofer Kingrey seconded to pay the Newton American Legion Post 111 a sum of \$813.10 for materials purchased from Lowe’s and Spahn & Rose to repair a veterans deck. Payment for these materials will come from the “Veterans Affairs Public Donation Fund”. Yeas: Ford, Nelson, Kingrey. Nays: Springer. Motion passed.

OVER

(c) Jerry Nelson made a motion and seconded by Marta Ford to pay no more than \$850.00 to Nehring Auto for the repair of a veterans truck transmission. Payment for this repair will come from the “Veterans Affairs Public Donation Fund”. The motion passed unanimously.

4. **New Tri Folds:** Tabled until the office is moved to the new location.

5. **Sully Area Outreach:** Tabled until we receive FY 2022 – 2023 allocation money.

Announcements:

None

Public Input

None

Confirm next meeting: 10 August 2022, 1500, at the new county office small conference room.

At 1610 Marta Ford made a motion and Jerry Nelson seconded to adjourn.
The motion passed unanimously.

/s/ Keith N. Thorpe

Jasper County Commission of Veteran Affairs

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Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Matt Smith, Chris Kingrey

Administrator's Activities Report –

July 2022

I. Ongoing Projects

- a. Vietnam Veteran Book (**14**) books remaining.

II. Veterans Assisted

- a. Scheduled Appointments – **27**
- b. Walk-ins – **32**
- c. Home Visits - **3**
- d. Phone calls (Incoming and Outgoing) – **170**
- e. Iowa Veteran Home applications
 - a. Admission - **0**
 - b. Removal - **0**
- f. Iowa Trust Fund application (Submitted)- **0**
- g. Health Care Referrals *This has become nearly every appointment*
- h. Active Compensation Claims - **37**
- i. Active Pension Claims – **6**
- j. Military Grave Records processed – **24**
- k. Veteran Deaths for Memorial Day Reading - **6**
- l. Grave Markers - **18** / Flag Cases - **12**
- m. Financial Assistance requests – **4**
- n. Records Correction Requests – **0**

Description	Code	Total \$	Miles	Date of Request	DATE of Check	What for?	Miles	Who Paid
Wages-Elected/Dept Head		\$3,869.00						
Alyssa Wilson		\$1,656.93		7/1/2022	7/6/2022	Salary		Alyssa Wilson
Alyssa Wilson		\$2,212.07		7/15/2022	7/20/2022	Salary		Alyssa Wilson
Wages - Part Time Assistant		\$2,147.20						
Keith Thorpe		\$1,044.80		7/1/2022	7/6/2022	Wages		Keith Thorpe
Keith Thorpe		\$1,102.40		7/15/2022	7/20/2022	wages		Keith Thorpe
Wages-Vet Affairs Commission		\$150.00						
Marta Ford		\$50.00				Monthly Meeting		
Christofer Kingrey		\$50.00				Attended 7/13/2022		Marta Ford
Jerry Nelson		\$0.00				Attended 7/13/2022		
Matthew Smith		\$0.00				Absent 7/13/2022		Matthew Smith
Sue Springer		\$50.00				Attended 7/13/2022		Sue Springer
Office Supplies		\$45.86						
Forbes Office Solution		\$45.86		6/29/2022	7/27/2022	(2) COPY Stamps / (10) Banker Boxes		Forbes Office Solution
Advertisement		\$159.00						
Newton Daly News		\$64.00		6/30/2022	7/27/2022	Advertising		News Printing Company
Hometown Press		\$95.00		6/30/2022	7/27/2022	Advertising		Hometown Press
Employee Mileage/Meals		\$41.18						
Alyssa Wilson		\$41.18		7/12/2022	8/2/2022	Federal Building Des Moines (PIV) Card		Alyssa Wilson
Maint-Office/Computer Equip		\$344.34						
The Shredder		\$288.00		7/18/2022	8/2/2022	Shredding Service		The Shredder
Premier Copier		\$28.17		6/22/2022	7/5/2022	Copier Contract		Premier Copier
Premier Copier		\$28.17		7/20/2022	8/2/2022	Copier Contract		Premier Copier
Food/Provisions		\$1,000.00						
Fareway		\$1,000.00		7/1/2022	7/27/2022	Food / Provisions (10) \$100.00 Grocery Cards		Fareway
Rent Payments		\$794.99						
Premier Real Estate Management, LLC HK6687		\$725.00		7/8/2022	7/19/2022	Shelter (Rent)		Premier Real Estate Management, LLC
Super 8 Newson MD7244		\$69.99		7/18/2022	8/2/2022	Shelter (Rent) Veteran Passing Through		Super 8 Newson
Other Transportation (RIDE)		\$1,036.04					1771	
Debbie Bodhmer		\$50.31		7/6/2022	7/20/2022	Transport Veterans to Medical Appt June 2022	86	Jasper County Rides
Tom Bringmann		\$390.78		7/6/2022	7/20/2022	Transport Veterans to Medical Appt June 2022	668	Jasper County Rides
Bill Elher		\$95.94		7/6/2022	7/20/2022	transport Veterans to Medical Appt June 2022	164	Jasper County Rides
Bud Langmaid		\$87.75		7/6/2022	7/20/2022	transport Veterans to Medical Appt June 2022	150	Jasper County Rides
Bruce Maach		\$53.24		7/6/2022	7/20/2022	Transport Veterans to Medical Appt June 2022	91	Jasper County Rides
Grace Miller		\$72.54		7/6/2022	7/20/2022	Transport Veterans to Medical Appt June 2022	124	Jasper County Rides
Sherman Swnk		\$52.65		7/6/2022	7/20/2022	transport Veterans to Medical Appt June 2022	90	Jasper County Rides
Bill Umbarger		\$107.64		7/6/2022	7/20/2022	transport Veterans to Medical Appt June 2022	184	Jasper County Rides
Ron Wickman		\$125.19		7/6/2022	7/20/2022	Transport Veterans to Medical Appt June 2022	214	Jasper County Rides
Fica-County Portion		\$449.98						
IPERS-County Portion		\$567.93						
Employee Group Insurance		\$1,798.81						

Administrative Expenses				\$6,756.58
Transport Assistance	\$1,036.04	1771.0	Miles	
Shelter Assistance	\$794.99			
Food Assistance	\$1,000.00			
Utility Assistance	\$0.00			
Medical & Other Assistance	\$0.00			
Funeral Assistance	\$0.00			
Assistance Expenses				\$2,831.03
Outreach Expenses				\$0.00
Admin2 Expenses				\$2,816.72
Monthly Operating Expenses				\$12,404.33

State Allocation Fund Balance	\$10,000.00
Public Donation Fund Balance	\$2,460.98

Veteran Assistance			\$6,756.58
Food / Provisions - Fuel HK6687 - 0280,0281,6032	\$250.00		
Food / Provisions - Fuel S17781 - 0282,0283,6044	\$250.00		
Food / Provisions - S12527 - 0286 - 0287	\$200.00		
Food / Provisions Total	\$700.00		
Shelter (Rent)	MD7244	\$69.99	
Premier Real Estate Management, LLC	HK6687	\$725.00	
(10) \$100.00 Grocery Cards		\$1,000.00	
Jasper County Rides		\$1,036.04	
		\$2,831.03	

Jasper County Veterans Affairs

Annual Expenses Report

8/3/2022

DESCRIPTION	Original Allocation	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Allocation Remaining	% Remaining
Wages-Elected/Dept Head	\$60,000.00	\$3,869.00	\$0.00	\$0.00	\$0.00	\$56,131.00	93.55%
Wages - Part Time Assistant	\$30,285.00	\$2,147.20	\$0.00	\$0.00	\$0.00	\$28,137.80	92.91%
Vet Affairs Comm-Expenses	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Wages-Vet Affairs Commission	\$2,400.00	\$150.00	\$0.00	\$0.00	\$0.00	\$2,250.00	93.75%
Office Supplies	\$1,000.00	\$45.86	\$0.00	\$0.00	\$0.00	\$954.14	95.41%
Magazines/Periodicals/Books	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	100.00%
Publications/Notices/Advertisement	\$2,500.00	\$255.00	\$0.00	\$0.00	\$0.00	\$2,245.00	89.80%
Postage/Mailing	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	100.00%
Employee Mileage/Meals	\$800.00	\$41.18	\$0.00	\$0.00	\$0.00	\$758.82	94.85%
Educational/Training Serv	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	100.00%
Maint-Office/Computer Equip	\$2,000.00	\$344.34	\$0.00	\$0.00	\$0.00	\$1,655.66	82.78%
Dues/Memberships	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Total Admin Expenses	\$104,285.00	\$6,852.58	\$0.00	\$0.00	\$0.00		
Prescriptions/Med Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Inpatient/Outpatient	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Personal Items/Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Food/Provisions	\$8,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	87.50%
Taxable Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Rent Payments	\$7,500.00	\$794.99	\$0.00	\$0.00	\$0.00	\$6,705.01	89.40%
Mortgage Payments	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	100.00%
Utilities (Elec & Gas)	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	100.00%
Utilities (Electric)	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	100.00%
Water Payments	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	100.00%
Natural Gas Payments	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	100.00%
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	\$1,036.04	\$0.00	\$0.00	\$0.00	\$8,963.96	89.64%
Funeral Services	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	100.00%
Care-Graves/Markers	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	100.00%
Medical/Health Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$51,000.00	\$2,831.03	\$0.00	\$0.00	\$0.00		
Fica-County Portion	\$6,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	100.00%
IPERS-County Portion	\$8,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,300.00	100.00%
Employee Group Insurance	\$24,494.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,494.00	100.00%
	\$39,494.00						