

Jasper County Commission of Veterans Affairs
315 West 3rd Street North, Suite 250, Newton, Iowa 50208
Administrator Alyssa Wilson & CVSO Keith N. Thorpe
Phone (641) 792-7993 FAX (641) 787-1302
Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Matthew Smith

11 January 2023

Minutes

At 1500 Chairman Jerry Nelson called the Regular Scheduled Meeting of the Jasper County Veterans Affairs to order. The other commissioners in attendance were Marta Ford and Susan Springer. Matthew Smith was absent. Also, in attendance were Administrator Alyssa Wilson, CVSO Keith Thorpe, Dennis Simon Jasper County Director of Human Resources and Jennifer Cross Jasper County Social Media and Communications Specialist.

Jasper County Social Media and Communications Specialist: Jennifer Cross, introduced herself to the Commission and presented what she can bring to the table in assisting JCVA spread information throughout Jasper County.

Approve Minutes: Marta Ford made a motion and Susan Spring seconded to approve the minutes of 14 September; 12 October; 9 November and 14 December 2022. Moton passed unanimously.

1. **Sully Area Outreach February 2023:** Susan Springer will contact Lynnville's Smokin' J's BBQ for open dates.
2. **EFSP GRANT:** Funds have been deposited into our account and a new line item has been created in our budget.
3. **Trifolds:** Riggs Printing will be contacted for a quote on 250 Trifolds and whether they can print folders.

New Business:

1. **September, October, November & December 2022 Administrator Reports** were presented to the commission.
 2. **September, October, November & December 2022 Expenses, Allocation and Donation Reports** were presented to the commission.
- (a) Marta Ford made a motion and Susan Springer seconded to approve the **First and Second FY 2022 - 2023 Quarterly Reports**. The motion passed unanimously. These reports will be presented to the Jasper County Board of Supervisors at their next regular meeting.
- (b) Susan Springer made a motion and Marta Ford seconded to approve the **repair of a veteran's furnace motor if needed**. The cost is not to exceed \$200.00. The money is to be expensed from the "Donation Account". The motion passed unanimously.

- (c) **Knit Caps MAXIM / Naber Ink:** The potential purchase of the knit caps is on hold.
- (d) Marta Ford made a motion and Susan Springer seconded to furnish the **Korean War/Era Veterans Supper** April 2023 using the “Allocation Account”. The motion passed unanimously.
- (e) Marta Ford made a motion and Susan Springer seconded to provide pizzas for the staff at the **Dental Practice Outreach** event on 11 November 2022. The motion passed unanimously.
- (f) Susan Springer made a motion and Marta Ford seconded to approve chartering (1) bus to Des Moines May 8th, 2023, for the **Iowa Vietnam Veterans Recognition Day** using the “Allocation Account”. The cost for the 56-passenger coach is not to exceed \$2,071.52. The motion passed unanimously.
- (g) **“Donations payable to Jasper County Veterans Affairs “JCVA”** will be added to our newspaper advertisements.
3. **Iowa Food Bank:** The first five (5) boxes will be delivered January 17. Box orders will be placed monthly as needed at this time.
4. **Staffing Part Time:** Marta Ford made a motion and Susan Springer seconded to pursue additional funding for a part-time Administrative Assistant. The motion passed unanimously.
5. **Commission By-Laws:** Alyssa, spoke with Mike Mortensen, IACCVSO President, for guidance. While some Commissions have Bylaws, those are written by the Board of Supervisors as the Commission is appointed by them. The only guidance we have currently is the State code.
6. **Commission Vacancies:** Five applications for the two opened positions on the commission were received. The applicants in alphabetical order are Ron Bookout, Fred Chabot, Fermin Iturbide, Larry Pauley, Edward Spangenburg & Sherman Swank. Susan Springer made a motion and Marta Ford seconded to select Fred Chabot and Ed Spangenburg. The motion passed unanimously.
7. **2022 – 2023 Budget:** The commission will meet Wednesday, January 18, 2023, at 1600 in the Jasper County Office Buildings Small Conference Room.001.

Announcements:

Public Input

None

Confirm next meeting: 8 February 2023 at 1500 at the Jasper County Office Buildings Small Conference Room 001.

At 1632 Susan Springer made a motion and Marta Ford seconded to adjourn. The motion passed unanimously.