

Jasper County Commission of Veteran Affairs
Administrator Alyssa Wilson & CVSO Keith N. Thorpe
315 West 3rd Street North, Suite 250, Newton, IA 50208
Phone 1-641-792-7993 Fax 1-641-787-1302

Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Fred Chabot, Ed Spangenburg

8 February 2023

3:00PM

Agenda

Call the Meeting to Order:

Approve Minutes: 11 January 2023 Regular Meeting & 18 January 2023 Workshop

Unfinished Business:

- 1. Sully Area Outreach February 2023:**
- 2. Trifolds / Folders:**
- 3.**

New Business:

- 1. January 2023 Administrator's Activity Report:**
- 2. January 2023 Expenses, Allocation, Donation & ESFP:**
- 3. Staffing Office Part Time:**
- 4. Commission By-Laws:**
- 5.**

Public Input

&

Announcements:

Confirm next meeting: March 8, 2023, 1500 at the Jasper County Office Building

Description	WHO	Code	Total \$	Miles	Date of Request	DATE of Check	What for?	Miles	Who Paid
Wages-Elected/Dept Head									
Alyssa Wilson			\$4,424.14						
Alyssa Wilson			\$2,212.07			1/4/2023	Salary		Alyssa Wilson
Alyssa Wilson			\$2,212.07			1/18/2023	Salary		Alyssa Wilson
Wages - Part Time Assistant									
Keith Thorpe			\$2,256.80						
Keith Thorpe			\$1,092.00			1/4/2023	Wages		Keith Thorpe
Keith Thorpe			\$1,164.80			1/18/2023	Wages		Keith Thorpe
Wages-Vet Affairs Commission									
Marta Ford			\$200.00				Monthly Meeting 1/11/2023 and Budget Meeting 1/18/2023		
Vacancy			\$100.00		1/11/2023	1/31/2023	Attended (2) Meetings		Marta Ford
Jerry Nelson			\$0.00				Vacancy		Vacancy
Matthew Smith			\$0.00		1/18/2023	1/31/2023	Attended (1) Meetings 1/11/2023		Jerry Nelson
Sue Springer			\$0.00				Absent (2) Meetings		Matthew Smith
Sue Springer			\$100.00		1/11/2023	1/31/2023	Attended (2) Meetings		Sue Springer
Advertisement									
Newton Daily News			\$845.35						
Hometown Press			\$72.00		12/31/2022	1/27/2023	Advertising		News Printing Company
Newton Daily News			\$95.00		12/31/2022	1/27/2023	Advertising		Hometown Press
Newton Daily News			\$678.35		12/27/2022	1/27/2023	Advertising for Commissioner (5) Invoices		News Printing Company
Employee Mileage/Meals									
Alyssa A. Wilson			\$27.25						
Alyssa A. Wilson			\$27.25		1/31/2023	2/14/2023	Employee Mileage		Alyssa A. Wilson
Maint-Office/Computer Equip									
The Shredder			\$104.34						
Premier Copier			\$48.00		1/30/2023	2/14/2023	Shredding Services		The Shredder
Premier Copier			\$28.17		12/21/2022	1/3/2023	Copier Contract		Premier Copier
Premier Copier			\$28.17		1/23/2023	2/14/2023			
Rent Payments									
Newton Super 8			\$455.00						
Newton Super 8	TB1598		\$455.00		1/25/2023	1/27/2023	Shelter (7 Nights) "Homeless Veteran Family"		Newton Super 8
Utilities (Electric)									
Alliant Energy / IPL			\$79.97						
Alliant Energy / IPL	LI0706		\$79.97		1/27/2023	2/14/2023	Utilities (Electric)		Alliant Energy IPL
Water Payments									
Newton Waterworks			\$46.45						
Newton Waterworks	LI0706		\$46.45						
Natural Gas Payments									
Black Hills Energy			\$725.72						
Black Hills Energy	BK1116		\$150.27		1/10/2023	1/31/2023	Utilities (Natural Gas)		Black Hills Energy
Black Hills Energy	WR4482		\$338.10		1/10/2023	1/31/2023	Utilities (Natural Gas)		Black Hills Energy
Black Hills Energy	LI0706		\$237.35		1/27/2023	2/14/2023	Utilities (Natural Gas)		Black Hills Energy
Other Transportation (RIDE)									
Tom Bringmann			\$1,026.88					1643	
Paul Koeppen			\$112.50		1/5/2023	1/17/2023	Transport Veterans to Medical Appt December 2022	180	
Bud Langmaid			\$50.00		1/5/2023	1/17/2023	Transport Veterans to Medical Appt December 2022	80	
Grace Miller			\$53.75		1/5/2023	1/17/2023	Transport Veterans to Medical Appt December 2022	86	
Larry Pauley			\$38.75		1/5/2023	1/17/2023	Transport Veterans to Medical Appt December 2022	62	
Karen Staker			\$45.63		1/5/2023	1/17/2023	Transport Veterans to Medical Appt December 2022	73	
Sherman Swank			\$103.75		1/5/2023	1/17/2023	Transport Veterans to Medical Appt December 2022	166	
Carol Twedt			\$153.75		1/5/2023	1/17/2023	Transport Veterans to Medical Appt December 2022	246	
Bill Umbarger			\$2.50		1/5/2023	1/17/2023	Transport Veterans to Medical Appt December 2022	4	
Ron Wickman			\$235.00		1/5/2023	1/17/2023	Transport Veterans to Medical Appt December 2022	376	
Ron Wickman			\$231.25		1/5/2023	1/17/2023	Transport Veterans to Medical Appt December 2022	370	
Fica-County Portion									
			\$489.26						
IPERS-County Portion									
			\$630.68						
Employee Group Insurance									
			1807.97						

Administrative Expenses				
Transport Assistance	\$1,026.88	1643.0	Miles	\$7,857.88
Shelter Assistance	\$455.00			
Food Assistance	\$0.00			
Utility Assistance	\$852.14			
Medical & Other Assistance	\$0.00			
Funeral Assistance	\$0.00			
Assistance Expenses				\$2,334.02
Outreach Expenses				\$0.00
Admin2 Expenses				\$2,927.91
Monthly Operating Expenses				\$13,119.81

Veteran Assistance			\$7,857.88
Food / Provisions KC7721 - Cards 0308 - 0309	\$200.00		
Food / Provisions CJ8913 - Cards 2991 - 2992	\$200.00		
Food /Provisions WR4482 - Card 2993 - Fuel Card 6931	\$125.00		
Fuel Card - TP1871 - 0916	\$25.00		
Fuel Card - SJ2527 - 6905	\$25.00		
Fuel Card - BB8722 - 6928	\$25.00		
Fuel Card - JL1643 - 6893	\$25.00		
Food / Provisions & Fuel Total		\$625.00	
Utilities (Electric, Natural Gas, Water)			
Shelter (7 Nights) "Homeless Veteran Family"	TB1598	\$455.00	
Utilities (Natural Gas)	WR4482	\$338.10	
Utilities (Natural Gas)	BK1116	\$150.27	
Transport Veterans to Medical Appt December 2022	Jasper RIDES	\$1,026.88	
		\$2,334.02	

State Allocation Fund Balance	\$5,153.18
Public Donation Fund Balance	\$2,302.54

Jasper County Veterans Affairs
Iowa State Allocation
FY 2022 -2023

Beginning Allocation Amount		(Received) 8/4/2022	\$10,000.00
Date	Who to:	What For:	Amount
9/11/2022	Capitol II Theatre	Movie "No Greater Love" - a war documentary & its aftermath	\$400.00
9/16/2022	Staybridge Suites	Commissioners Fall School (Ford, Springer & Nelson)	\$549.03
9/29/2022	Staybridge Suites	CVSO Fall School (Thorpe)	\$563.02
10/6/2022	Keith N. Thorpe	"per diem" CVSO Fall School 3 days @ \$64.00	\$192.00
10/10/2022	Staybridge Suites	Commissioners Fall School (Susan Springer & Jerry Nelson) Parking	\$40.00
10/10/2022	Jerry Nelson	Mileage Fall School 99.6 Miles Round Trip	\$62.25
10/10/2022	Susan Springer	Mileage Fall School 107.2 Miles Round Trip	\$67.00
10/10/2022	Keith Thorpe	Mileage Fall School 76.8 Miles Round Trip	\$48.00
1/3/2023	Amazon	VCI ProDesk 400 G6 Mini Desktop Computer	\$729.00
1/30/2023	Hawkeye Stages Bus (1)	Vietnam Veterans Day at the Capitol in May 8, 2023	\$2,071.52
1/30/2023	Domino's Pizza	The Dental Practice Outreach November 11, 2023	\$125.00
			\$4,846.82
Allocation Funds Remaining			\$5,153.18

DESCRIPTION	Original Allocation	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Allocation Remaining	% Remaining
Wages-Elected/Dept Head	\$60,000.00	\$14,929.34	\$13,272.42	\$6,636.21	\$0.00	\$25,162.03	41.94%
Wages - Part Time Assistant	\$30,285.00	\$8,033.60	\$7,030.40	\$3,463.20	\$0.00	\$11,757.80	38.82%
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	\$450.00	\$200.00	\$200.00	\$0.00	\$1,550.00	64.58%
Office Supplies	\$1,000.00	\$466.24	\$589.27	\$0.00	\$0.00	-\$55.51	-5.55%
Magazines/Periodicals/Books	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	100.00%
Publications/Notices/Advertisement	\$2,500.00	\$519.00	\$683.00	\$925.35	\$0.00	\$372.65	14.91%
Postage/Mailing	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	100.00%
Employee Mileage/Meals	\$800.00	\$182.52	\$166.51	\$27.25	\$0.00	\$423.72	52.97%
Educational/Training Serv	\$4,000.00	\$240.00	\$60.00	\$0.00	\$0.00	\$3,700.00	92.50%
Maint-Office/Computer Equip	\$2,000.00	\$1,357.18	\$276.51	\$76.17	\$0.00	\$290.14	14.51%
Dues/Memberships	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Total Admin Expenses	\$104,285.00	\$26,177.88	\$22,278.11	\$11,328.18	\$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	\$3,000.00	\$1,960.00	\$0.00	\$0.00	\$3,040.00	38.00%
Taxable Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Rent Payments	\$7,500.00	\$2,349.82	\$376.00	\$455.00	\$0.00	\$4,319.18	57.59%
Mortgage Payments	\$5,000.00	\$985.25	\$0.00	\$0.00	\$0.00	\$4,014.75	80.30%
Utilities (Elec & Gas)	\$3,000.00	\$677.78	\$1,207.12	\$0.00	\$0.00	\$1,115.10	37.17%
Utilities (Electric)	\$6,000.00	\$2,453.48	\$173.12	\$79.97	\$0.00	\$3,293.43	54.89%
Water Payments	\$2,000.00	\$471.53	\$125.63	\$46.45	\$0.00	\$1,356.39	67.82%
Natural Gas Payments	\$2,000.00	\$258.54	\$924.00	\$725.72	\$0.00	\$91.74	4.59%
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	\$2,736.08	\$2,315.43	\$1,026.88	\$0.00	\$3,921.61	39.22%
Funeral Services	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	100.00%
Care-Graves/Markers	\$2,500.00	\$924.24	\$924.24	\$0.00	\$0.00	\$651.52	26.06%
Medical/Health Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$51,000.00	\$13,856.72	\$8,005.54	\$2,334.02	\$0.00		
Fica-County Portion	\$6,700.00	\$1,725.90	\$1,503.14	\$0.00	\$0.00	\$3,470.96	51.81%
IPERS-County Portion	\$8,300.00	\$2,167.70	\$1,943.68	\$0.00	\$0.00	\$4,188.62	50.47%
Employee Group Insurance	\$24,494.00	\$5,396.43	\$5,427.26	\$0.00	\$0.00	\$13,670.31	55.81%
	\$39,494.00						

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Administrator's Activities Report –

January 2023

I. Ongoing Projects

II. Veterans Assisted

- a. Scheduled Appointments –**37**
- b. Walk-ins – **31**
- c. Home Visits – **4**
- d. Phone calls (Incoming and Outgoing) – 185
- e. Active Cases –
- f. Food Bank Boxes - 5
- g. Military Grave Records processed – **6**
- h. Veteran Deaths for Memorial Day Reading - **6**
- i. Grave Markers - **6** / Flag Cases - **5**
- j. Financial Assistance requests – **9**

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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.

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Workshop Minutes

18 Jan 2023

4 PM

Conference Room 001

The workshop began at 1400. Those in attendance were Marta Ford, Susan Springer, Alyssa Wilson, and Keith Thorpe. Jerry Nelson was working for the county on snow removal. Matthew Smith was absent.

This workshop forecasted the 2023 – 2024 budget needs for Veterans Affairs.

Please see attached documents.

The workshop ended at 1430.

Note: NO regular Veterans Affairs business was conducted during this workshop.

/s/ Keith N. Thorpe

For Fiscal: 2022-2023 Period Ending: 12/31/20

	2020-2021	2020-2021	2021-2022	2021-2022	2022-2023	2022-2023	2022-2023	2023-2024
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	Defined Budgets	DEPT REQUEST
<u>0002-21-3200-000-11300</u>								
Fund: 0002 - GENERAL SUPPLEMENTAL FUND Total:	23,468.00	19,758.92	20,479.00	13,981.45	24,494.00	10,823.69		
<u>0216-21-3210-000-42140</u>								
Fund: 0216 - EFSP GRANT	35,409.00	29,707.56	34,446.00	25,419.00	39,494.00	18,164.11	0.00	0.00
EFSP FED GRANT EXP	0.00	0.00	0.00	0.00	0.00	0.00		
Fund: 0216 - EFSP GRANT Total:	0.00	0.00	0.00	0.00	0.00	0.00		
<u>0227-21-3210-000-42140</u>								
Fund: 0227 - VET ALLOC & DONATION FUND	0.00	10,000.00	0.00	10,000.00	0.00	1,921.30		10,000
ALLOCATION EXPENSES	0.00	377.92	0.00	1,600.00	0.00	2,446.54		2,000
DONATION FUND EXPENSES	0.00	10,377.92	0.00	11,600.00	0.00	4,367.84		8,000
Fund: 0227 - VET ALLOC & DONATION FUND Total:	0.00	10,755.92	0.00	11,600.00	0.00	4,367.84		10,000
Depart: 21 - VETERANS AFFAIRS Total:	170,459.00	136,100.12	159,300.00	161,900.00	194,779.00	91,394.38	0.00	0.00

Whole Budget come back to discuss

A 2022-23 Hourly Employees **B** **C** **D** **E** **F** **G** **H** **I** **J** **K** **L** **M** **N** **O** **P**

	Employee Name	Wages										Long Term Disability (LTD) Insurance				
		6-30-24 Base Hrly Rate	Longevity Rate	Total Hrly Rate	Basic Yearly Amount	Overtime Hours Per Year	Overtime Rate	Overtime Yearly Amount	Grand Total Yearly Amount	County Share FICA	County Share IPERS	7-1-23 to 12-31-23 Monthly Rate	6 month Subtotal	Increased 1-1-24 to 6-30-24 Monthly Rate	6 month Subtotal	LTD Yearly Amount
1	Administrative Assistant	15.00		15.00	21,600		22.50	-	21,600	1,652	2,039	10.62	63.72	10.62	63.72	127
7	(Pending)															
8																
9																
10																
11																
12																
13																
14																
15																
16	Totals for June 30, 2024 (FY23-24)				21,600				21,600	1,652	2,039					127