

10 May 2023  
3:00PM

### Agenda

Call the Meeting to Order:

Approve Minutes: 19 April 2023 Regular Meeting

Unfinished Business:

1. Lynnville Outreach 22 April 2023:
2. IACCVSO District 4 Training at Newton 3 May 2023:
- 3.

New Business:

1. April 2023 Administrator's Activity Report:
2. April 2023 Expenses, Allocation, Donation & ESFP:
3. Allocation Account: "FOUR WEEKS" TO SPEND APPROXIMATELY \$676.00"
4. National School June 2023: Alyssa Wilson (Virtual)
5. 14 June 2023 Meeting: Select a Chairperson and Secretary for FY 2023 – 2024:  
(Iowa Code 35B.6):

35B.6 Qualification — training — offices. 1. a. The members of the commission shall qualify by taking the usual oath of office. The commission shall be organized by selecting one of the commission members as chairperson and one as secretary.

Public Input

& Announcements:

Confirm next meeting: June 14, 2023, 1500 at the Jasper County Office Building

**Jasper County Commission of Veterans Affairs**

315 West 3<sup>rd</sup> 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, Fred Chabot, Ed Spangenburg

19 April 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, Susan Springer, Fred Chabot and Ed Spangenburg. Also, in attendance were Administrator Alyssa Wilson and CVSO Keith Thorpe.

**Approve Minutes:** Fred Chabot made a motion and Marta Ford seconded to approve the minutes of the regular scheduled meeting on 8 March 2023. The motion passed unanimously.

**Unfinished Business:**

1. **Sully Area Outreach 2023:** The outreach event will be held on Saturday April 22, 2023, at the Lynnville City Hall. The rental fee for the hall is \$35.00. The event is being advertised via social media, The Hometown Press, The Newton Daily News, The Advertiser and Radio Station KCOB. The event will be schedule from 9Am to 11AM. Bakery goods, coffee and water will be provided. Alyssa Wilson will share information on the “Pact Act” as well as other VA related subjects. Commissioners Marta Ford, Fred Chabot, and Ed Spangenburg plan to attend.
2. **Open House March 10, 2023:** The open house exceeded expectations regarding turnout. We had 33 attendees (including commissioners: Fred Chabot, Ed Spangenburg, and Marta Ford). This event was able to connect 1 Vietnam Veteran with Doug Bishop regarding the Honor Flight.
3. **VA S.A.V.E and Vet in Crisis Training: March 22, 2023:** The Jasper County Sheriff’s Department and Newton Fire Department attended. All agencies throughout Jasper County were notified of this training by Jasper County Public Health and Jasper County Emergency Management. The Community Session had only 3 attendees. One from the community along with commissioners Fred Chabot, and Marta Ford.

**New Business:**

1. **The March 2023 Administrator Report** was presented to the commission.
2. **The March 2023 Expenses, Allocation. Donation & ESFP Reports** were presented to the commission.
  - (a) Susan Springer made a motion and Ed Spangenburg seconded to approve the 3<sup>rd</sup> Quarter Board of Supervisors Report. The motion passed unanimously.
  - (b) Marta Ford made a motion and Fred Chabot seconded to purchase a “Laser Printer” for the Veterans Affairs Office. The motion passed unanimously. The “allocation account” will be used for this purchase.

**OVER**

**3. VARO (VA Regional Office Update – Des Moines):**

- (a) Currently, Veteran Benefit Administration representatives are not attending statewide events.
- (b) State Service Offices are located on the 5<sup>th</sup> floor of the Neal Smith Federal Building.
- (c) The only State Service Officer Organizations at the Federal Building are the Disabled American Veterans and the American Legion. These two organizations have only four accredited VSOs. **Three** with the DAV and **One** with the American Legion. These 4 VSOs are responsible for handling appeals statewide.

**Note:** This shortage of VSOs has led Alyssa Wilson to handling appeals from our office.

Announcements:

Public Input

None

Confirm next meeting: 10 May 2023 at 1500 at the Jasper County Office Buildings.

At 1622 Fred Chabot made a motion and Marta Ford seconded to adjourn. The motion passed unanimously.

/s/ Keith N. Thorpe



# **Jasper County Commission of Veteran Affairs**

Alyssa Wilson, Administrator & Keith Thorpe, CVSO

315 West 3<sup>rd</sup> Street North, Suite 250, Newton, Iowa 50208

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

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

## **Administrator's Activities Report –**

**April 2023**

### **I. Ongoing Projects**

### **II. Veterans Assisted**

- a. Scheduled Appointments –37**
- b. Walk-ins – 48**
- c. Home Visits – 2**
- d. Phone calls (Incoming and Outgoing) – 120**
- e. Food Bank Boxes – 5**
- f. Military Grave Records processed – 7**
- g. Veteran Deaths for Memorial Day Reading - 5**
- h. Grave Markers - 2 / Flag Cases -3**
- i. Financial Assistance requests – 9**

# April 2023 Expenses

Description	WHO	Code	Total \$	Miles	Date of Request	DATE of Check	What for?	Miles	Who Paid
<b>Wages-Elected/Dept Head</b>									
Alyssa Wilson			\$4,545.28						
Alyssa Wilson			\$2,272.64		4/12/2023		Salary		Alyssa Wilson
Alyssa Wilson			\$2,272.64		4/26/2023		Salary		Alyssa Wilson
<b>Wages - Part Time Assistant</b>									
Keith Thorpe			\$2,787.20						
Keith Thorpe			\$1,185.60		4/12/2023		Wages		Keith Thorpe
Keith Thorpe			\$1,601.60		4/26/2023		Wages		Keith Thorpe
<b>Wages-Vet Affairs Commission</b>									
Marta Ford			\$150.00				Monthly Meeting 4/19/2023		
Fred Chabot			\$50.00		4/19/2023	4/25/2023	Attended		Marta Ford
Jerry Nelson			\$50.00		4/19/2023	4/25/2023	Attended		Fred Chabot
Ed Spangenburg			\$0.00				Attended		
Sue Springer			\$0.00				Attended		
Sue Springer			\$50.00		4/19/2023	4/25/2023	Attended		Sue Springer
<b>Office Supplies</b>									
Forbes Office Solutions			\$71.00						
Forbes Office Solutions			\$71.00		4/7/2023	4/27/2023	Box 8.5 X 11 Paper & Laser Labels		Forbes Office Solutions
<b>Advertisement</b>									
Newton Daily News			\$246.00						
Hometown Press			\$160.00		3/31/2023	4/27/2023	Advertising		News Printing Company
Hometown Press			\$86.00		3/31/2023	4/27/2023	Advertising		Hometown Press
<b>Postage/Mailing</b>									
United States Post Office			\$166.00						
United States Post Office			\$166.00		4/27/2023	5/27/2023	Stamps		United States Post Office
<b>Educational/Training Serv</b>									
Riggs Printing Inc.			\$975.00						
Riggs Printing Inc.			\$975.00		3/21/2023	4/27/2023	(250) Presentation Folders & (250) Brochures		Riggs Printing Inc.
<b>Maint-Office/Computer Equip</b>									
The Shredder			\$70.50						
Premier Copier			\$48.00		4/24/2023	5/9/2023	Shredding Services		The Shredder
JDAWG Fabrication			\$0.00				Copier Contract		Premier Copier
JDAWG Fabrication			\$22.50		4/20/2023	5/9/2023	Vinal Decal Installed on VA Drop Box		JDAWG Fabrication
<b>Rent Payments</b>									
Holdsworth Enterprises, LLC			\$675.00						
Holdsworth Enterprises, LLC	LT5774		\$675.00		4/18/2023	5/9/2023	Shelter Rent		Holdsworth Enterprises, LLC
<b>Utilities (Electric)</b>									
Alliant Energy / IPL			\$124.20						
Alliant Energy / IPL	GT8024		\$124.20		4/10/2023	4/25/2023	Utilities (Electric)		Alliant Energy / IPL
<b>Natural Gas Payments</b>									
Black Hills Energy			\$100.57						
Black Hills Energy	BK1116		\$100.57		4/14/2023	4/25/2023	Utilities (Natural Gas)		Black Hills Energy
<b>Other Transportation (RIDE)</b>									
Tom Bringmann			\$1,563.87					2005.90	
Bruce Coyle			\$575.75		4/6/2023	4/25/2023	Transport Veterans to Medical Appt March 2023		Jasper County Rides
Bill Ehler			\$108.01		4/6/2023	4/25/2023	Transport Veterans to Medical Appt March 2023	164.9	Jasper County Rides
Don Goode			\$47.16		4/6/2023	4/25/2023	Transport Veterans to Medical Appt March 2023	72.0	Jasper County Rides
Grace Miller			\$106.11		4/6/2023	4/25/2023	Transport Veterans to Medical Appt March 2023	162.0	Jasper County Rides
Larry Rossow			\$7.86		4/6/2023	4/25/2023	Transport Veterans to Medical Appt March 2023	12.0	Jasper County Rides
Sherman Swank			\$163.75		4/6/2023	4/25/2023	Transport Veterans to Medical Appt March 2023	250.0	Jasper County Rides
Bill Umbarger			\$127.07		4/6/2023	4/25/2023	Transport Veterans to Medical Appt March 2023	194.0	Jasper County Rides
Kwik Star			\$178.16		4/6/2023	4/25/2023	Transport Veterans to Medical Appt March 2023	272.0	Jasper County Rides
Kwik Star			\$250.00		4/19/2023	5/9/2023	(10) \$25.00 Fuel Cards		Kwik Star
<b>Funeral Services</b>									
The Cremation Society of Iowa			\$850.00						
The Cremation Society of Iowa	HG7198		\$850.00		4/6/2023	4/25/2023	Funeral (Direct Cremation) No Memorial Service		The Cremation Society of Iowa
<b>Care-Graves/Markers</b>									
Temple Aluminum Foundry, Inc.			\$453.28						
Temple Aluminum Foundry, Inc.			\$328.00		4/3/2023	4/27/2023	(12) Civil War & (13) Army Grave Markers		Temple Aluminum Foundry, Inc.
Newton American Legion Post 111			\$125.28		4/20/2023	5/9/2023	(1) Gross - Flags for Grave Markers		Newton American Legion Post 111
<b>Fica-County Portion</b>									
			\$550.59						
<b>IPERS-County Portion</b>									
			\$692.19						
<b>Employee Group Insurance</b>									
			\$1,807.97						

<b>Administrative Expenses</b>				\$9,010.98
Transport Assistance	\$1,563.87	2005.9	Miles	
Shelter Assistance	\$675.00			
Food Assistance	\$0.00			
Utility Assistance	\$224.77			
Medical & Other Assistance	\$0.00			
Funeral Assistance	\$1,303.28			
Assistance Expenses				\$3,766.92
Outreach Expenses				\$0.00
Admin2 Expenses				\$3,050.75
<b>Monthly Operating Expenses</b>				\$15,828.65

<b>Veteran Assistance</b>				\$9,010.98
Food / Provisions - 2961	DJ2418			\$100.00
Food / Provisions - 2962	LT5774			\$100.00
Food / Provisions - 2963, 2966 - Fuel 6815	SJ2527			\$225.00
Fuel Cards 6878 & 6866	TP1817			\$50.00
Food / Provisions 2964	EL2597			\$100.00
Food / Provisions 2965 - Fuel 6881	SJ0405			\$125.00
<b>Total</b>				\$700.00
Shelter (Rent)	LT5774			\$675.00
Utilities (Natural Gas)	BK1116			\$100.57
Utilities (Electric)	GT8024			\$124.20
(12) Civil War & (13) Army Grave Markers	Inventory			\$453.28
Funeral (Cremation) No Memorial Service	HG7198			\$850.00
Transport Veterans to Medical Appt March 2023	Jasper County Rides			\$1,563.87
<b>Total</b>				\$3,766.92

State Allocation Fund Balance	\$676.44
Public Donation Fund Balance	\$2,052.54

Jasper County Veterans Affairs  
Iowa State Allocation  
FY 2022 -2023

Beginning Allocation Amount		(Received ) 8/4/2022	
			<b>\$10,000.00</b>
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 N.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
3/10/2023	HyVee Newton	Veterans Affairs Open House & Outreach Event	\$139.98
3/21/2023	Amazon	12 Pack Quick Dry Pens / 60 Pack Black Ballpoint Pens	\$26.51
3/21/2023	Amazon	Leather Briefcase / Wireless Portable Printer / (6) Heavy Grip Pens	\$227.88
3/23/2023	Keith N. Thorpe	Per Diem Spring School 2023 Des Moines	\$192.00
3/23/2023	Alyssa A. Wilson	Per Diem Spring School 2023 Des Moines	\$192.00
3/28/2023	Adobe	Acrobat Pro "Office Document Reader"	\$254.27
3/28/2023	Amazon	(1) Wireless Doorbell for "Office Safety"	\$23.96
4/3/2023	Lynnville City Hall	Rent for Lynnville City Hall 22 April 2023 Outreach Event	\$35.00
4/14/2023	News Printing Company	Lynnville April 2023 Outreach Event"	\$100.00
4/14/2023	Maxim Advertising	Administrator (2) Jackets (1) Jacket Embroider & Logo	\$156.62
4/14/2023	Holiday Inn, Des Moines Airport	Spring School April 11, 12, & 13, 2023 K. N. Thorpe	\$366.24
4/18/2023	Keith N. Thorpe	91 Miles Round Trip Spring School 2023 "Des Moines"	\$59.61
4/18/2023	Alyssa A. Wilson	91 miles Round Trip Spring School 2023 "Des Moines" (Three days)	\$178.82
4/18/2023	HyVee Newton	Korean War/Era 24 April 2023 Dinner at Legion Post 111	\$1,027.20
4/19/2023	Tyler Technologies	VetraSpec County Solutions Renewal (2) users "Wilson & Thorpe"	\$898.00
4/21/2023	CDW.G	HP Color LaserJet Printer	\$505.08
4/22/2023	HyVee Newton	Rolls/Donuts/Coffee Lynnville Outreach 4/22/2023	\$93.57
			<b>\$9,323.56</b>
		Allocation Funds Remaining	<b>\$676.44</b>



Jasper County Veterans Affairs  
 Donation Fund Report FY 2022 - 2023

5/2/2023

Date	Contributor/Useage	Donation	Expense	
<b>Beginning Balance</b>				<b>\$3,274.08</b>
7/13/2022	American Legion Reimbursement for Deck Materials			
8/3/2022	Mr. & Mrs. Glen Sherratt		813.10	
8/16/2022	American Legion (6) Gold Star Mother Gravemarkers & Flags	\$1,000.00		
8/22/2022	Iowa Interstate Railroad, LTD	\$300.00	271.70	
8/31/2022	Nehring Auto "Repair Veterans Truck Transmission"		811.74	
9/2/2022	Kwik Star (10) \$25.00 Fuel Only Card		250.00	
9/23/2022	Willard W. Sally Jr. Memorial (THX for Flag Case)	\$100.00		
11/9/2022	Our Savior Lutheran Church "Bringolf, Tisdale & Ervin"	\$325.00		
11/14/2022	Kwik Star (6) \$25.00 Fuel Only Card (Donated by Our Savior Lutheran)		150.00	
11/14/2022	Fareway (6) \$25.00 Grocery Cards (Donated by Our Savior Lutheran)		150.00	
12/9/2022	Kwik Star (10) \$25.00 Fuel Only Card		250.00	
2/9/2023	Kwik Star (10) \$25.00 Fuel Only Card		250.00	
				<b>\$2,052.54</b>





