

**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**

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

9 August 2023

3:00PM

Agenda

Call the Meeting to Order:

Approve Minutes: 12 July 2023 Regular Meeting

Unfinished Business:

- 1. County Funded Cell Phone:**
- 2. By-Laws for the Commission: “Schedule for November 2023 Agenda”**
- 3. Jasper Count Korean War/Era Veterans: The commission is to consider providing the following: “meals for their Fall 2023 and Spring 2024 meetings” If approved, monies from the “allocation account” will be used.**
- 4. “Veterans in Crisis Training”:**
- 5. “Green Light Program”:**
- 6.**

New Business:

- 1. July 2023 Administrator’s Activity Report:**
- 2. July 2023 Expenses, Allocation, Donation & ESFP:**
- 3.**
- 4.**

Public Input

&Announcements:

Confirm next meeting: 13 September 2023, 1500, at the Jasper County Office Building

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

12 July 2023

Minutes

At 1500 hours, Chairperson Jerry Nelson called the regularly scheduled meeting of the Jasper County Veterans Affairs Commission to order. The other commissioners in attendance were Fred Chabot, Marta Ford, Jerry Nelson, and Susan Springer. Commissioner Ed Spangenburg was absent. Also attending the meeting were Administrator Alyssa Wilson and CVSO Keith N. Thorpe.

Approve Minutes: Marta Ford made a motion and Susan Springer seconded to approve the minutes of the regularly scheduled meeting of the Jasper County Commission of Veterans Affairs held on 14 June 2023. The motion passed unanimously.

Unfinished Business:

1. County-Funded Cell Phone:

Administrator Wilson has received the county-funded Samsung Galaxy cell phone. U.S. Cellular needs a specific form from Ryan Eaton, Information Technology Director, who has been on vacation. Administrator Wilson will coordinate the completion of the form when he is back in his office.

2. By-Laws for the Commission:

Administrator Wilson gave the commissioners copies of Veteran's commission by-laws from Anne Arundel County, Maryland; Charles County, Maryland; Antrim County, Michigan; and the State of Pennsylvania. Staff members believed that by-laws will be a topic of discussion at the Administrator State of Iowa Veterans Commission fall school in October. Chairperson Nelson asked that preparation of by-laws be on the agenda in November.

3. Closure of the Commission of Veterans Affairs Office:

Through consensus of the commissioners present, the Jasper County Commission of Veterans Affairs office will be closed on Monday, 14 August 2023, for Veterans Recognition Day at the Iowa State Fair. Administrator Wilson will be present at the Iowa State Fair to assist in answering questions from veterans. The office will have reduced hours Tuesday, 15 August 2023, through Friday, 18 August 2023, due to Administrator Wilson being on vacation.

New Business:

1. **The June 2023 Administrator Report** was presented to the commission. It was the consensus of the commissioners present that Lori Reynolds, LISW-Community Engagement and Partnership Coordinator for Suicide Prevention for VA-CIHCS, should be invited to conduct Veterans in Crisis training for service organizations and general public in Jasper County. Administrator Wilson will follow up on this matter.
2. **The June 2023 Expenses, Allocation, Donation, ESFP Reports** were presented to the commission.
3. **Board of Supervisors 4th Quarter FY 2023 Expenses Report** was presented to the commission. Susan Springer made a motion and Marta Ford seconded to approve the submittal to the Jasper County Board of Supervisors. The motion passed unanimously.
4. **Green Light Program.** Several commissioners asked about the “Green Light” program to recognize the service of veterans and active military personnel. Administrator Wilson will research the background of this program and report to the commission about her findings at a future meeting.
5. **American Veterans Traveling Tribute Wall.** Commissioner Nelson reported that the American Veterans Traveling Tribute wall will be installed outside the main entrance to the Iowa Speedway during the HyVee sponsored race weekend 21-23 July 2023.

Announcements: None

Public Input: None

Confirm next commission meeting: Wednesday, 9 August 2023, 1500 hours, at the Jasper County Office Building.

At 1610 hours, Susan Springer made a motion and Marta Ford seconded to adjourn. The motion passed unanimously.

/s/ Ferdinand J. Chabot, Secretary

Jasper County Commission of Veteran Affairs

Alyssa Wilson, Administrator & Keith Thorpe, CVSO

315 West 3rd 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 –

July 2023

I. Ongoing Projects

II. Veterans Assisted

- a. Scheduled Appointments – **33**
- b. Walk-ins – **53**
- c. Home Visits – **2**
- d. Phone calls (Incoming and Outgoing) – **157**
- e. Open files – **269**
- f. Awards by Regional Office (R.O.):
 - a. Beneficiaries – **727**
 - b. Revenue (GROSS) - **\$1, 042,931.00**
 - c. Increase from month prior - **\$16,101.00**
- g. Food Bank Boxes – **6**
- h. Military Grave Records processed – **2**
- i. Veteran Deaths for Memorial Day Reading - **6**
- j. Grave Markers - **1** / Flag Cases - **0**/ Flag Inventory **12**
- k. Financial Assistance requests – **10**
- l. Administrator Overtime: **12 hours**
- m. Asst VA Position: 28 hours per week x 4 = 112 hours + **9 hours overtime**

FY 2023 – 2024 July Expenses

Description	WHO	Code	Total \$	Miles		Miles	Who Paid
Wages-Elected/Dept Head			\$4,690.91				
Alyssa Wilson			\$2,272.64		7/5/2023		Salary Alyssa Wilson
Alyssa Wilson			\$2,418.27		7/19/2023		Salary Alyssa Wilson
Wages - Part Time Assistant			\$2,546.45				
Keith N. Thorpe			\$1,289.60		7/5/2023		Wages Keith Thorpe
Keith N. Thorpe			\$1,256.85		7/19/2023		Wages Keith Thorpe
Wages-Vet Affairs Commission			\$150.00				
Marta Ford			\$50.00				Attended 7/12/2023 Marta Ford
Fred Chabot			\$50.00				Attended 7/12/2023 Fred Chabot
Jerry Nelson			\$0.00				Attended 7/12/2023
Ed Spangenburg			\$0.00				Absent 7/12/2023
Sue Springer			\$50.00				Attended 7/12/2023 Sue Springer
Office Supplies			\$368.00				
Forbes Office Solution			\$368.00	7/7/2023	7/27/2023	(3) Ink Cartridges: Black, Magenta & Yellow	Forbes Office Solution
Advertisement			\$198.00				
Newton Daly News			\$112.00	6/30/2023	7/27/2023	Advertising	News Printing Company
Hometown Press			\$86.00	6/30/2023	7/27/2023	Advertising	Hometown Press
Maint-Office/Computer Equip			\$106.87				
The Shredder			\$48.00	7/17/2023	8/1/2023	Shredding Service	The Shredder
Premier Copier			\$31.56	6/21/2023	7/4/2023	Copier Contract	Premier Copier
Amazon			\$27.31	7/21/2023	7/27/2023	(1) Samsung Galaxy S23 Case w/ (2) Screen Protectors	Amazon
Rent Payments			\$2,687.00				
Amanda Allen	KM7721		\$800.00	7/7/2023	7/18/2023	Shelter (Rent)	Amanda Allen, Prairie City, Iowa
T&L Properties	VJ4780		\$905.00	7/14/2023	8/1/2023	Shelter (Rent)	T&L Properties, Granger, Iowa "Baxter Vet"
Super 8 Newton	GR9355		\$982.00	7/17/2023	8/27/2023	Shelter (Rent) "9 Nights" Widow of a Deceased Vet	Super 8 Newton
Utilities (Electric)			\$567.98				
Alliant Energy	LC8390		\$443.68	7/21/2023	8/1/2023	Utilities (Electric)	Alliant Energy
Alliant Energy	WS0222		\$124.30	7/31/2023	8/14/2023	Utilities (Electric)	Alliant Energy
Other Transportation (RIDE)			\$975.31				
						Miles	
Tom Bringmann			\$248.90	7/14/2021	8/1/2023	Transport Veterans to Medical Appt June 2023	1489.0 Jasper County Rides
Bud Langmaid			\$56.33	7/14/2023	8/1/2023	Transport Veterans to Medical Appt June 2023	380.0 Jasper County Rides
Jack Ayes			\$55.02	7/14/2021	8/1/2023	Transport Veterans to Medical Appt June 2023	86.0 Jasper County Rides
Don Goode			\$70.09	7/14/2023	8/1/2023	Transport Veterans to Medical Appt June 2023	84.0 Jasper County Rides
Bill Ehler			\$59.61	7/14/2021	8/1/2023	Transport Veterans to Medical Appt June 2023	107.0 Jasper County Rides
Diane Birchard			\$138.86	7/14/2023	8/1/2023	Transport Veterans to Medical Appt June 2023	91.0 Jasper County Rides
Bill Umbarger			\$39.96	7/14/2021	8/1/2023	Transport Veterans to Medical Appt June 2023	212.0 Jasper County Rides
Cindy Tabor			\$56.33	7/14/2023	8/1/2023	Transport Veterans to Medical Appt June 2023	61.0 Jasper County Rides
Ron Wickman			\$250.21	7/14/2021	8/1/2023	Transport Veterans to Medical Appt June 2023	86.0 Jasper County Rides
							382.0 Jasper County Rides
Care-Graves/Markers			\$462.60				
CSA Woodworking			\$462.60	6/6/2023	6/27/2023	(6) Flag Cases & Flag Corrugated Boxes	CSA Woodworking
Fica-County Portion			\$543.32				
IPERS-County Portion			\$683.21				
Employee Group Insurance			\$1,810.61				

Administrative Expenses				\$8,060.23
Transport Assistance	\$975.31	1489.0	Miles	
Shelter Assistance	\$2,687.00			
Food Assistance	\$0.00			
Utility Assistance	\$567.98			
Medical & Other Assistance	\$0.00			
Funeral Assistance	\$462.60			
Assistance Expenses				\$4,692.89
Outreach Expenses				\$0.00
Admin2 Expenses				\$3,037.14
Monthly Operating Expenses				\$15,790.26

State Allocation Fund Balance	\$0.00
Public Donation Fund Balance	\$2,152.54

Veteran Assistance			\$8,060.23
Food / Provisions 2949 - Fuel 3017	GR9355	\$150.00	
Food / Provisions 2950 - Fuel 3029	BJ9075	\$150.00	
Food / Provisions 2951 - Fuel 2635	ER0773	\$150.00	
Food / Provisions 2933 - Fuel 2651	JL1643	\$150.00	
Food / Provisions 2952 - Fuel 2647	TP1871	\$150.00	
Fuel 2663	DJ2418	\$50.00	
Total		\$800.00	
Utilities (Electric)	WS0222	\$124.30	
Shelter (Rent)	GR9355	\$982.00	
Utilities (Electric)	LC8390	\$443.68	
Shelter (Rent)	VJ4780	\$905.00	
Shelter (Rent)	KM7721	\$800.00	
(6) Flag Cases & Corrugated Boxes	Inventory	\$462.60	
Jasper County Rides	Total June 2023	\$975.31	
		\$4,692.89	

Phase Number:	ARPAR
LRO Name:	Jasper County Veterans Affairs
LRO ID (9 digits):	294800-006

Spreadsheets alone are not sufficient. Documentation must be obtained, maintained, retained and submitted to EFSP (if required) to support all expenditures made with EFSP funds.

RENT/MORTGAGE EXPENDITURES

Client Last Name (In Alphabetic Order)	Client First Name	Client Street Address (No PO Box)	Landlord/Mortgage Company Name	Monthly Rent/Mortgage Amount	Due Date* (MM/DD/YY)	Month Covered w/Payment (MM/YYYY)	Payment/ Check Number	Payment/ Check Date (MM/DD/YY)	Payment/ Check Clear Date (MM/DD/YY)	Total Check Amount	EFSP Portion of Check Amount
SJ7781		902 N 10th Ave E Newton, Iowa 50208	Wells Fargo Home Mortgage PO BOX 10335 Des Moines, Iowa 50306-0335	1,767.00	10/01/22	10/2022, 11/2022, 12/2022	559346	02/14/23	02/16/23	1,767.00	1,767.00
TB1598		1101 E. 10th St. N Newton, Iowa 50208	Brian Roush 1101 East 10th Street South Apt 8, Newton, Iowa 50208	150.00	01/01/23	1/1	559206	02/01/23	02/27/23	150.00	150.00
WK1742		2008 N. 3rd Ave. E Newton, Iowa 50208	FNNB 100 North 2nd Avenue West Newton, Iowa 50208	621.18	04/08/23	04/2023	559885	04/11/23	04/17/23	621.18	621.18
VJ4780		200 W. State St. Unit 4A, Baxter, Iowa	T&L Properties PO Box 456 Granger, Iowa 50109	895.00	04/14/23	04/2023	560136	04/25/23	04/28/23	895.00	895.00
WK1742		2008 N. 3rd Ave. E Newton, Iowa 50208	FNNB 100 North 2nd Avenue West Newton, Iowa 50208	621.18	06/08/23	06/2023	560531	06/06/23	06/12/23	621.18	621.18
LT5774		1709 N. 2nd Ave.E. Newton, Iowa 50208	Holdsworth Enterprises, LLC 615 West 68th St. South Newton, Iowa 50208	675.00	07/01/23	07/2023	561059			675.00	675.00
											4,729.36
										Remaining	1,270.64

