

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

13 September 2023

3:00PM

Agenda

Call the Meeting to Order:

Approve Minutes: 9 August 2023 Regular Meeting

Unfinished Business:

1. County Funded Cell Phone:
2. By-Laws for the Commission: “Schedule for November 2023 Agenda”
3. “Veterans in Crisis Training”:
4. “Green Light Program”:
5. Jasper County Korean War/Era: “Confirm dates of the two meals.”

New Business:

1. August 2023 Administrator’s Activity Report:
2. August 2023 Expenses, Allocation, Donation & ESFP:
3. Commission Meeting?? Fall School 9th Thru the 12th October:
- 4.

Public Input

& Announcements:

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

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 –

August 2023

I. Ongoing Projects

II. Veterans Assisted

- a. Scheduled Appointments – 55
- b. Walk-ins – **71**
- c. Home Visits – **4**
- d. Phone calls (Incoming and Outgoing) – **214**
- e. Open files – 291
- f. Awards by Regional Office (R.O.): *July*
 - a. Beneficiaries – 730
 - b. Revenue (GROSS) - \$1, 041,205
 - c. *Decrease from month prior*
- g. Food Bank Boxes – **5**
- h. Military Grave Records processed – **3**
- i. Veteran Deaths for Memorial Day Reading - **8**
- j. Grave Markers - **3** / Flag Cases -**1**/ Flag Inventory **14**
- k. Financial Assistance requests – **9**
- l. Administrator Overtime: **5 hours**
- m. Asst VA Position: 28 hours per week x 4 = 112 hours + **29.5 hours overtime**

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

9 August 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, Ed Spangenburg, and Susan Springer. Also attending the meeting were Administrator Alyssa Wilson and CVSO Keith N. Thorpe.

Approve Minutes: Fred Chabot 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 12 July 2023. The motion passed unanimously.

Unfinished Business:

1. County-Funded Cell Phone:

Administrator Wilson's county-funded Samsung Galaxy cell phone is working now. First billing of \$759.00 was erroneous and not paid. The second billing will show a credit in that amount. The monthly invoices will be paid from the "Maint-Office/Computer Equip" line item in the county budget. The cell phone has the capability to be set on "Hot Spot" and serve ten other devices.

2. By-Laws for the Commission:

Chairperson Nelson asked that preparation of by-laws be on the agenda in November.

3. Jasper County Korean War/Era Veterans:

After a past practice discussion, Fred Chabot made a motion and Marta Ford seconded to approve expenditure of funds for catered HyVee meals for this group at its October, 2023, and April, 2024 meetings. Anticipated cost is \$1,000 per meeting. The motion passed unanimously.

4. Veterans in Crisis Training:

Administrator Wilson will contact Lori Reynolds, LISW Community Engagement and Partnership Coordinator for the Central Iowa VA Healthcare System. The commission's intent is for VA - S.A.V.E. training to be held on Tuesday, 24 October 2023. An afternoon meeting would be for emergency response persons and an evening meeting would be for veterans and their families. Susan Springer made a motion to this effect and Jerry Nelson seconded. The motion passed unanimously.

5. Green Light Program:

The National Association of Counties and the National Association of County Veteran Service Officers sponsor this program. They have invited all counties, parishes, and boroughs to join Operation Green Light and show support for veterans by lighting their buildings green from 6 to 12 November 2023. The consensus of the commission was that Administrator Wilson support County Treasurer Doug Bishop in asking the Board of Supervisors to sponsor this with an appropriate resolution.

New Business:

1. **The July, 2023 Administrator Report** was presented to the commission.
2. **The July, 2023 Expenses, Allocation, Donation, ESFP Reports** were presented to the commission.
3. **Iowa Department of Veterans Affairs Fall School:**

The Fall School for county veterans affairs commissioners will take place on Monday, 9 October 2023, at the Altoona Za Ga Zig Shrine building. All five Jasper County Veterans Affairs Commissioners plan to attend. The Fall School for Veterans Affairs Commission staff members will take place 10 through 12 October 2023.

Announcements: None

Public Input: None

Confirm next commission meeting: Wednesday, 13 September 2023, 1500 hours, at the Jasper County Office Building.

At 1615 hours, Marta Ford made a motion and Susan Springer seconded to adjourn. The motion passed unanimously.

/s/Ferdinand J. Chabot, Secretary

1st Quarter FY 2023 – 2024

9/8/2023

August Expenses

Jasper County Veterans Affairs

| Description | WHO | Code | Total \$ | Miles | Date of Request | DATE of Check | What for? | Miles | Who Paid |
|-------------------------------------|-----|--------|-------------------|-------|-----------------|---------------|---|--------|-----------------------------------|
| Wages-Elected/Dept Head | | | \$7,254.82 | | | | | | |
| Alyssa Wilson | | | \$2,418.27 | | | 8/2/2023 | Salary | | Alyssa Wilson |
| Alyssa Wilson | | | \$2,418.27 | | | 8/16/2023 | Salary | | Alyssa Wilson |
| Alyssa Wilson | | | \$2,418.28 | | | 8/30/2023 | Salary | | Alyssa Wilson |
| Wages - Part Time Assistant | | | \$3,991.05 | | | | | | |
| Keith Thorpe | | | \$1,278.90 | | | 8/2/2023 | Wages | | Keith Thorpe |
| Keith Thorpe | | | \$1,433.25 | | | 8/16/2023 | Wages | | Keith Thorpe |
| Keith Thorpe | | | \$1,278.90 | | | 8/30/2023 | Wages | | Keith Thorpe |
| Wages-Vet Affairs Commission | | | \$150.00 | | | | Monthly Meeting: 8/9/2023 | | |
| Marta Ford | | | \$50.00 | | | 8/15/2023 | Attended | | Marta Ford |
| Fred Chabot | | | \$50.00 | | | 8/15/2023 | Attended | | Fred Chabot |
| Jerry Nelson | | | \$0.00 | | | | Attended | | |
| Ed Spangenburg | | | \$0.00 | | | | Attended | | |
| Sue Springer | | | \$50.00 | | | 8/15/2023 | Attended | | Sue Springer |
| Office Supplies | | | \$305.44 | | | | | | |
| Forbes Office Solutions | | | \$305.44 | | 8/14/2023 | 9/27/2023 | (2) Ink Cartridges / 8.5 X 11 Box of Paper / Post Notes | | Forbes Office Solutions |
| Advertisement | | | \$172.00 | | | | | | |
| Newton Daily News | | | \$96.00 | | 7/31/2023 | 8/27/2023 | Advertising | | News Printing Company |
| Hometown Press | | | \$76.00 | | 7/31/2023 | 8/27/2023 | Advertising | | Hometown Press |
| Employee Mileage/Meals | | | \$72.44 | | | | | | |
| Alyssa A. Wilson | | | \$72.44 | | 8/29/2023 | 9/12/2023 | Employee Mileage 167.4 miles @ \$0.655 rate | | Alyssa A. Wilson |
| Educational/Training Serv | | | \$420.00 | | | | | | |
| IACCVSO | | | \$420.00 | | 8/10/2023 | 8/29/2023 | CVSO & Commissioner Fall School 2023 | | IACCVSO |
| Maint-Office/Computer Equip | | | \$111.12 | | | | | | |
| The Shredder | | | \$48.00 | | 8/14/2023 | 8/29/2023 | Shredding Service | | The Shredder |
| Premier Copier | | | \$31.56 | | 7/19/2023 | | Service Contract | | Premier Copier |
| Premier Copier | | | \$31.56 | | 8/21/2023 | | Service Contract | | Premier Copier |
| Food/Provisions | | | \$1,000.00 | | | | Food / Provisions | | |
| Fareway | | | \$1,000.00 | | 8/22/2023 | 8/27/2023 | (10) \$100.00 Grocery Cards 2908 thru 2917 | | Fareway |
| Rent Payments | | | \$1,000.00 | | | | | | |
| Integrity Properties | | WJ4115 | \$1,000.00 | | 8/8/2023 | 8/29/2023 | Shelter (Rent) | | |
| Mortgage Payments | | | \$1,000.00 | | | | | | |
| Central Bank | | DL9943 | \$1,000.00 | | 8/4/2023 | 8/15/2023 | Shelter (Mortgage) | | Central Bank, Jefferson City, MO. |
| Utilities (Elec & Gas) | | | \$445.32 | | | | | | |
| MidAmerican Energy | | OJ4718 | \$445.32 | | 8/1/2023 | 8/15/2023 | Utilities (Electric & Gas) | | MidAmerican Energy |
| Utilities (Electric) | | | \$152.63 | | | | | | |
| Alliant Energy | | WS0222 | \$152.63 | | 8/29/2023 | 9/12/2023 | Utilities (Electric) | | Alliant Energy |
| Water Payments | | | \$197.67 | | | | | | |
| Newton Waterworks | | SH4025 | \$197.67 | | 8/31/2023 | 9/12/2023 | Utilities (Water) | | Newton Waterworks |
| Other Transportation (RIDE) | | | \$829.04 | | | | | Miles | |
| Jack Ayres | | | \$60.26 | | 8/14/2023 | 8/29/2023 | Transport Veterans to Medical Appt July 2023 | 1265.7 | Jasper County Rides |
| Tom Bringmann | | | \$72.05 | | 8/14/2023 | 8/29/2023 | Transport Veterans to Medical Appt July 2023 | 92.0 | Jasper County Rides |
| Bruce Coyle | | | \$63.34 | | 8/14/2023 | 8/29/2023 | Transport Veterans to Medical Appt July 2023 | 110.0 | Jasper County Rides |
| Bruce Maach | | | \$51.75 | | 8/14/2023 | 8/29/2023 | Transport Veterans to Medical Appt July 2023 | 96.7 | Jasper County Rides |
| Cindy Tabor | | | \$43.23 | | 8/14/2023 | 8/29/2023 | Transport Veterans to Medical Appt July 2023 | 79.0 | Jasper County Rides |
| Bill Umbarger | | | \$221.39 | | 8/14/2023 | 8/29/2023 | Transport Veterans to Medical Appt July 2023 | 66.0 | Jasper County Rides |
| Ron Wickman | | | \$317.02 | | 8/14/2023 | 8/29/2023 | Transport Veterans to Medical Appt July 2023 | 338.0 | Jasper County Rides |
| Fica-County Portion | | | \$849.97 | | | | | | |
| IPERS-County Portion | | | \$1,061.61 | | | | | | |
| Employee Group Insurance | | | \$1,810.61 | | | | | | |

| | | | | | | |
|-----------------------------------|------------|--------|-------|--|-------------|-------------|
| Administrative Expenses | | | | | | \$12,476.87 |
| Transport Assistance | \$829.04 | 1265.7 | Miles | | | |
| Shelter Assistance | \$2,000.00 | | | | | |
| Food Assistance | \$1,000.00 | | | | | |
| Utility Assistance | \$795.62 | | | | | |
| Medical & Other Assistance | \$0.00 | | | | | |
| Funeral Assistance | \$0.00 | | | | | |
| Assistance Expenses | | | | | \$4,624.66 | |
| Outreach Expenses | | | | | \$0.00 | |
| Admin2 Expenses | | | | | \$3,722.19 | |
| Monthly Operating Expenses | | | | | \$20,823.72 | |

| | | | | | | |
|--|--------|--|--|--|----------|-------------|
| Veteran Assistance | | | | | | \$12,476.87 |
| Food / Provisions 2934 - Fuel 2675 | OA4718 | | | | \$150.00 | |
| Fuel - 2713 | WJ4115 | | | | \$50.00 | |
| Food / Provisions 2935 | MW5458 | | | | \$100.00 | |
| Food / Provisions 2936- Fuel 2725 | SD3502 | | | | \$150.00 | |
| Food / Provisions 2937- 2938 Fuel 2736 | AA1167 | | | | \$250.00 | |
| Food 2939 | SH4025 | | | | \$100.00 | |
| Total | | | | | \$800.00 | |

| | | |
|--------------------------------------|--|-------------|
| State Allocation Fund Balance | | \$10,000.00 |
| Public Donation Fund Balance | | \$2,452.54 |

| | | |
|--|-----------------|------------|
| Utilities (Water) | SH4025 | \$197.67 |
| Utilities (Electric) | WS0222 | \$152.63 |
| (10) \$100.00 Grocery Cards 2908 thru 2917 | Inventory | \$1,000.00 |
| Shelter (Rent) | WJ4115 | \$1,000.00 |
| Utilities (Electric & Gas) | OJ4718 | \$445.32 |
| Shelter (Mortgage) | DL9943 | \$1,000.00 |
| Jasper County Rides | Total July 2023 | \$829.04 |
| | | \$4,624.66 |

| | |
|---------------------------|--------------------------------|
| 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 | 07/12/23 | 07/24/23 | 675.00 | 675.00 |
| | | | | | | | | | | | 4,729.36 |
| | | | | | | | | | | | Remaining |
| | | | | | | | | | | | 1,270.64 |
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