

Jasper County Commission of Veterans Affairs
Administrator Alyssa Wilson & CVSO Keith N. Thorpe
315 West Third Street North, Suite 250, Newton, IA 50208
Phone 1-641-792-7993

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

13 December 2023

Minutes

At 1506 hours, Commission Chairperson Jerry Nelson called the regularly scheduled meeting of the Jasper County Veterans Affairs Commission to order. The commissioners in attendance were: Fred Chabot, Jerry Nelson, Ed Spangenburg, and Susan Springer by telephone. Administrator Alyssa Wilson also attended the meeting.

Approve Minutes:

Marta Ford made a motion and Ed Spangenburg seconded to approve the minutes of the regularly scheduled meeting of the Jasper County Commission of Veterans Affairs held on 8 November 2023. The motion passed unanimously.

Unfinished Business:

1. By-Laws for the Commission:

The review, discussion, and revision of the draft by-laws for the Commission will take place at a special work session on Wednesday, 3 January 2024, at 1500 hrs., in the small conference room of the County Office Building.

2. RECON at the American Legion:

The Resources, Education, Contacts, Opportunities, and Navigating the System (RECON) at the American Legion is scheduled for 4 April 2024 (primary) or 11 April 2024 (alternate). Ideas were shared for the content and resource persons to invite to this meeting to benefit Jasper County veterans. Jerry Nelson will contact Todd Jacobus to be the lead-off speaker. Meeting resources will be fleshed out at the 10 January 2024 commission meeting.

3. Baxter Outreach:

Administrator Wilson will discuss with Doug Bishop the date and location for this outreach meeting.

4. Veterans Traumatic Brain Injury (TBI) Testing:

This potential use of a Jasper County government facility is an inactive matter. Dr. Paul Essen, TBI Coordinator, Central Iowa Healthcare System, is the point of contact.

5. Purchase of Knit or Fleece Caps:

This is an inactive matter. No action will be taken at this time.

6. Purchase of Scanner:

Administrator Wilson has identified a scanner that will satisfy VA requirements. It has been approved by the county information technology manager. The purchase has been delayed temporarily.

7. Purchase of Trifold Brochures:

Riggs Printing delivered 250 copies of the commission's trifold brochure to the commission office.

New Business:

1. November 2023 Administrator's Activity Report:

Commissioners reviewed the November, 2023 Administrator's Activity Report.

2. November, 2023 Expenses, Allocation, Donation, ESFP Reports:

The reports were presented to the commission. Administrator Wilson explained that the reports are now being prepared directly by the county auditor. The former report prepared by the CVSO will no longer be produced.

3. CVSO Keith Thorpe Retirement and Position Vacancy:

Jasper County HR Director Dennis Simon entered the meeting. He explained that the Jasper County Board of Supervisors (BOS) decided to fill the vacant CVSO position with a full-time clerk who will be shared between the Veterans Affairs and General Assistance offices. The position will have full county benefits. The position will be hourly and compensation will be in accordance with Wage Range 32. Wage and benefits costs will be accumulated in the General Assistance office budget. His goal is to have the position filled by 31 January 2024. The new employee will likely work out of the former CVSO office.

4. Salary Change Effective 1 July 2023:

Director Simon explained that the BOS has directed compensation for department heads change from a pay plan to a standard merit-based annual review. The effect of this for Administrator Wilson includes the following: First, on her March, 2024 work anniversary her compensation will increase to Pay Range 13, Step 8. Second, her compensation will change to Pay Range 13, Step 9 at the beginning of the 2024-2025 fiscal year. See "Budget Meeting FY 24/25" line item below.

5. Work from Home Request 12/27 - 12/29:

The Veterans Affairs Office will be closed the workweek of 25-29 December 2023. Administrator Wilson will be on county holiday leave 25 and 26 December 2023. During the period 27-29 December 2023, her work time account will be charged for only 16 hours of vacation since she will be answering telephone calls and email inquiries from Jasper County veterans over this three day period.

6. Budget Meeting FY 24/25:

The Commission set its department budget request to the BOS as follows: Wages-Elected/Dept Head: \$66,377; Wages-Deputy/Assistant: \$0; Vet Affairs Comm-Expenses: \$500; Wages-Vet Affairs Commission: \$2,400; Office Supplies: \$1,500; Magazines/Periodicals/Books: \$100; Publications/Notices/Advertising: \$2,500; Postage/Mailing: \$200; Employee Mileage/Meals: \$800; Educational/Training Services: \$6,000; Maint-Office/Computer Equipment: \$2,500;

Dues/Memberships: \$500; Food/Provisions: \$8,500; Taxable Items: \$0; Rent Payments: \$8,000; Mortgage Payments: \$5,000; Utilities-Gas & Electricity: \$3,000; Electricity Payments: \$6,000; Water Payments: \$2,000; Natural Gas Payments: \$2,000; Fuel Oil/Propane Payments: \$2,000; Other Transportation: \$12,500; Funeral Services: \$3,000; and Care-Graves/Markers: \$3,000. Fred Chabot made a motion and Susan Springer seconded to approve the budget request. The motion passed unanimously.

Announcements: None

Public Input: None

Confirm next meeting: Wednesday, 10 January 2024, 1500 hrs., at the Jasper County Office Building.

At 1640 hours, Marta Ford made a motion and Ed Spangenburg seconded to adjourn. The motion passed unanimously.

/s/Ferdinand J. Chabot, Secretary