



315 West 3rd Street North
Suite 250
Newton, IA 50208
Phone: 641-792-7993

Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Fred Chabot, Ed Spangenburg.
Alyssa Wilson, Administrator

January 10, 2024
3:00PM

Agenda

Call the Meeting to Order:

Approve Minutes: December 13, 2024, Regular Meeting and January 3, 2024, Special Meeting - Bylaws

Unfinished Business:

1. By-Laws for the Commission:
2. Recon at the American Legion (April):
3. Baxter Outreach

New Business:

1. December 2023 Administrator's Activity Report
2. December 2023 Expenses, Allocation, Donation & ESFP
3. Folders: Request to order 250
4. NACVSO National School: Virtual Attendance
5. Budget Hearing
6. Shared Benefit Coordinator Update
7. Bylaws; final review and signing

Public Input & Announcements:

Confirm next meeting: February 14, 2024, 1500, at the Jasper County Office Building

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.

Jasper County Commission of Veterans Affairs
Administrator Alyssa Wilson
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

3 January 2024

Minutes

At 1500 hours, Commission Chairperson Jerry Nelson called the special work session of the Jasper County Veterans Affairs Commission to order. The commissioners in attendance were: Fred Chabot, Marta Ford by telephone, Jerry Nelson, Ed Spangenburg, and Susan Springer. Administrator Alyssa Wilson also attended the meeting.

Revise Draft Commission Bylaws:

Commissioners and Administrator Wilson made changes to a draft set of Commission bylaws. The draft was a straw man comprised of excerpts from the bylaws of Anne Arundel and Charles County, Maryland and Antrim County, Michigan, and the Operating Procedures and Policies of the Pennsylvania State Veterans' Commission.

Announcements: None

Public Input: None

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

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

/s/Ferdinand J. Chabot, Secretary



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

315 West 3rd Street North, Suite 250, Newton, Iowa 50208

Phone 1-641-792-7993

Fax 1-641-787-1302

Administrator's Activities Report *December 2023*

I. Ongoing Projects: None at this time.

II. Veterans Assisted

- Appointment Breakdown
 - Scheduled Appointments: 29
 - Walk-ins: 48
 - Home: 3
 - Total: 80
- Phone calls (Incoming and Outgoing): 190
- Open files:
- Awards by Regional Office (R.O.):
 - *Per Kristi Catrenich on 12/5/23, the report builder is broken.*
- Food Bank Boxes: 0
- Military Grave Records processed: 2
- Veteran Deaths for Memorial Day Reading: 1
- Burial Benefit Requests:
 - Grave Markers: 2
 - Flag Cases: 0
 - Flag Case Inventory: 10
- Financial Assistance requests: 8

Detail vs Budget Report

Date Range: 12/01/2023 - 12/31/2023

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
Depart: 21 - VETERANS AFFAIRS Expense							
<u>0001-21-3200-000-10004</u>	WAGES-ELECTED/DEPT HEAD	63,600.00	26,455.35	4,836.54	31,291.89	32,308.11	50.80 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/06/2023	PYPKT01098	PYPKT01098 - 20231206		PYPKT01098 - 20231206 Payroll - Pay 12/			2,418.27
12/20/2023	PYPKT01108	PYPKT01108 - 20231220		PYPKT01108 - 20231220 Payroll - Pay 12/			2,418.27
<u>0001-21-3200-000-10005</u>	WAGES-DEPUTY/ASSISTANT	32,102.00	14,354.23	0.00	14,354.23	17,747.77	55.29 %
<u>0001-21-3200-000-12100</u>	VET AFFAIRS COMM-EXPENSES	500.00	0.00	0.00	0.00	500.00	100.00 %
<u>0001-21-3200-000-12104</u>	WAGES-VET AFFAIRS COMMISSION	2,400.00	1,000.00	150.00	1,150.00	1,250.00	52.08 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/20/2023	PYPKT01108	PYPKT01108 - 20231220		PYPKT01108 - 20231220 Payroll - Pay 12/			150.00
<u>0001-21-3200-000-26000</u>	OFFICE SUPPLIES	1,000.00	962.00	0.00	962.00	38.00	3.80 %
<u>0001-21-3200-000-26100</u>	MAGAZINES/PERIODICALS/BOOKS	100.00	0.00	0.00	0.00	100.00	100.00 %
<u>0001-21-3200-000-40000</u>	PUBLICATIONS/NOTICES/ADVERTISEMENTS	2,500.00	756.00	461.00	1,217.00	1,283.00	51.32 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/04/2023	APPKT01493	November2023	20231204	Newsprinting - Advertising	03584 - BANK OF MONTREAL		112.00
12/04/2023	APPKT01493	November2023	20231204	Hometown Press - advertising	03584 - BANK OF MONTREAL		106.00
12/27/2023	APPKT01518	December2023	20240103	News Printing Company - Advertising	03584 - BANK OF MONTREAL		157.00
12/27/2023	APPKT01518	December2023	20240103	Hometown Press - advertising	03584 - BANK OF MONTREAL		86.00
<u>0001-21-3200-000-41200</u>	POSTAGE/MAILING	200.00	0.00	0.00	0.00	200.00	100.00 %
<u>0001-21-3200-000-41300</u>	EMPLOYEE MILEAGE/MEALS	800.00	72.44	0.00	72.44	727.56	90.95 %
<u>0001-21-3200-000-42200</u>	EDUCATIONAL/TRAINING SERV	4,000.00	420.00	0.00	420.00	3,580.00	89.50 %
<u>0001-21-3200-000-44400</u>	MAINT-OFFICE/COMPUTER EQUIP	2,000.00	793.22	79.56	872.78	1,127.22	56.36 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/19/2023	APPKT01510	208012	562943	SHREDDING SERVICE	04317 - THE SHREDDER		48.00
12/19/2023	APPKT01510	IN4861544	562914	SRVC CONTRACT VA 11/24/23-12/23/23 A	01527 - PREMIER OFFICE EQUIPMENT INC	(Purple)	31.56

Detail vs Budget Report

Date Range: 12/01/2023 - 12/31/2023

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>0001-21-3200-000-48000</u>	DUES/MEMBERSHIPS	500.00	0.00	0.00	0.00	500.00	100.00 %
<u>0001-21-3210-000-33200</u>	FOOD/PROVISIONS	8,000.00	2,000.00	980.00	2,980.00	5,020.00	62.75 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/04/2023	APPKT01493	November2023	20231204	Fareway - 10 - \$100.00 grocery cards	03584 - BANK OF MONTREAL		980.00
<u>0001-21-3210-000-34000</u>	RENT PAYMENTS	7,500.00	3,687.00	540.00	4,227.00	3,273.00	43.64 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/19/2023	APPKT01510	12/7/23	562907	RENT ASSISTANCE	03262 - PECK PROPERTIES, LLC		540.00
<u>0001-21-3210-000-34010</u>	MORTGAGE PAYMENTS	5,000.00	1,621.18	0.00	1,621.18	3,378.82	67.58 %
<u>0001-21-3210-000-34100</u>	UTILITIES-GAS & ELE	3,000.00	445.32	0.00	445.32	2,554.68	85.16 %
<u>0001-21-3210-000-34110</u>	ELECTRICITY PAYMENTS	6,000.00	1,826.97	107.19	1,934.16	4,065.84	67.76 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/05/2023	APPKT01498	JUL14-AUG14	562650	UTILITIES (ELECTRIC) ACCT #4734946123	00049 - ALLIANT ENERGY-IP&L		107.19
<u>0001-21-3210-000-34120</u>	WATER PAYMENTS	2,000.00	197.67	0.00	197.67	1,802.33	90.12 %
<u>0001-21-3210-000-34130</u>	NATURAL GAS PAYMENTS	2,000.00	415.52	0.00	415.52	1,584.48	79.22 %
<u>0001-21-3210-000-34140</u>	FUEL OIL/PROPANE PAYMENTS	2,000.00	0.00	0.00	0.00	2,000.00	100.00 %
<u>0001-21-3210-000-35400</u>	OTHER TRANSPORTATION	10,000.00	5,840.88	1,659.36	7,500.24	2,499.76	25.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/04/2023	APPKT01493	November2023	20231204	Kwik Star - 10 \$50.00 fuel cards	03584 - BANK OF MONTREAL		500.00
12/19/2023	APPKT01510	12/6/2023	562920	HOME DELIVERED MEALS - MILEAGE	03779 - RON WICKMAN		709.37
12/19/2023	APPKT01510	12/6/2023	562866	104 MILES NOVEMBER 2023	04971 - JOYCE SIMPSON		68.12
12/19/2023	APPKT01510	12/6/2023	562852	64 MILES IN NOVEMBER 2023	03610 - JACK AYRES		41.92
12/19/2023	APPKT01510	12/6/23	562819	112 MILES NOVEMBER 2023	04073 - DIANE BIRCHARD		73.36
12/19/2023	APPKT01510	12/6/23	562881	19 MIES IN NOVEMBER 2023	03630 - LARRY PAULEY		12.45
12/19/2023	APPKT01510	12/6/23	562792	264 MILES IN NOVEMBER 2023	04338 - BILL UMBARGER		172.92
12/19/2023	APPKT01510	12/6/23	562821	124 MILES IN NOVEMBER 2023	04566 - DON GOODE		81.22
<u>0001-21-3210-000-39000</u>	FUNERAL SERVICES	3,000.00	0.00	0.00	0.00	3,000.00	100.00 %

Detail vs Budget Report

Date Range: 12/01/2023 - 12/31/2023

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>0001-21-3210-000-39100</u>	CARE-GRAVES/MARKERS	3,000.00	462.60	0.00	462.60	2,537.40	84.58 %
<u>0002-21-3200-000-11000</u>	FICA-COUNTY PORTION	7,740.00	3,088.85	359.93	3,448.78	4,291.22	55.44 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/06/2023	PYPKT01098	PYPKT01098 - 20231206		PYPKT01098 - 20231206 Payroll - Pay 12/			174.22
12/20/2023	PYPKT01108	PYPKT01108 - 20231220		PYPKT01108 - 20231220 Payroll - Pay 12/			185.71
<u>0002-21-3200-000-11100</u>	IPERS-COUNTY PORTION	9,552.00	3,893.09	456.56	4,349.65	5,202.35	54.46 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/06/2023	PYPKT01098	PYPKT01098 - 20231206		PYPKT01098 - 20231206 Payroll - Pay 12/			228.28
12/20/2023	PYPKT01108	PYPKT01108 - 20231220		PYPKT01108 - 20231220 Payroll - Pay 12/			228.28
<u>0002-21-3200-000-11300</u>	EMPLOYEE GROUP INSURANCE	22,573.00	9,053.05	1,771.11	10,824.16	11,748.84	52.05 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/06/2023	PYPKT01098	PYPKT01098 - 20231206		PYPKT01098 - 20231206 Payroll - Pay 12/			866.06
12/20/2023	PYPKT01108	PYPKT01108 - 20231220		PYPKT01108 - 20231220 Payroll - Pay 12/			905.05
<u>0216-21-3210-000-42140</u>	EFSP FED GRANT EXP	0.00	1,493.37	450.00	1,943.37	-1,943.37	0.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/19/2023	APPKT01510	12/1/23	562863	RENT ASSISTANCE (EFSP)	03169 - JERRY WYLIE		450.00
<u>0227-21-3210-000-42140</u>	ALLOCATION EXPENSES	10,000.00	1,506.14	1,999.51	3,505.65	6,494.35	64.94 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
12/04/2023	APPKT01493	November2023	20231204	HyVee - Jasper Co Korean War-Era Outrea	03584 - BANK OF MONTREAL		1,040.00
12/27/2023	APPKT01518	December2023	20240103	Staples - scanner & office supplies	03584 - BANK OF MONTREAL		959.51
<u>0227-21-3210-000-49999</u>	DONATION FUND EXPENSES	2,000.00	0.00	0.00	0.00	2,000.00	100.00 %
Expense Totals:		213,067.00	80,344.88	13,850.76	94,195.64	118,871.36	55.79 %
21 - VETERANS AFFAIRS Totals:		213,067.00	80,344.88	13,850.76	94,195.64	118,871.36	55.79 %

Detail Report

Date Range: 01/02/2024 - 01/02/2024

Account		Name		Beginning Balance	Module Activity	Ending Balance
Depart: 21 - VETERANS AFFAIRS						
<u>0001-21-3210-000-34000</u>		RENT PAYMENTS		4,227.00	2,398.00	6,625.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account Amount
01/02/2024	APPKT01521	CA RENT	563048	RENT ASSISTANCE	04704 - LINDEN PLACE - NEWTON	398.00
01/02/2024	APPKT01521	RENT	562981	RENT ASSISTANCE	00126 - BAXTER PROPERTY MANAGEMENT	1,000.00
01/02/2024	APPKT01521	RENT 2023	563035	RENT ASSISTANCE	03258 - JULIA PRENDERGAST	1,000.00
<u>0001-21-3210-000-34010</u>		MORTGAGE PAYMENTS		1,621.18	813.23	2,434.41
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account Amount
01/02/2024	APPKT01521	20231222	563059	MORTGAGE ASSISTANCE ACCT# 701062	01352 - NATIONSTAR MORTGAGE	813.23
<u>0001-21-3210-000-34110</u>		ELECTRICITY PAYMENTS		1,934.16	164.85	2,099.01
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account Amount
01/02/2024	APPKT01521	73167-73923	563069	UTILITIES - ELECTRIC	01468 - PELLA CO-OP ELECTRIC ASSN	164.85
<u>0001-21-3210-000-34120</u>		WATER PAYMENTS		197.67	54.45	252.12
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account Amount
01/02/2024	APPKT01521	10123-12123	563024	UTILITIES (WATER) ACCT# 01-0126-34-0	00276 - IOWA REGIONAL UTILITIES ASSOC	54.45
<u>0227-21-3210-000-42140</u>		ALLOCATION EXPENSES		2,546.14	185.00	2,731.14
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account Amount
01/02/2024	APPKT01521	31556	563076	JCVA TRIFOLDS	01604 - RIGGS PRINTING & FORMS INC	185.00
Total Depart: 21 - VETERANS AFFAIRS:				Beginning Balance: 10,526.15	Module Activity: 3,615.53	Ending Balance: 14,141.68

Detail Report

Date Range: 12/27/2023 - 12/27/2023

Account		Name				Beginning Balance	Module Activity	Ending Balance
Depart: 21 - VETERANS AFFAIRS								
<u>0001-21-3200-000-40000</u>								
PUBLICATIONS/NOTICES/ADVERTISEMENTS						974.00	243.00	1,217.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
12/27/2023	APPKT01518	December2023	20240103	Hometown Press - advertising	03584 - BANK OF MONTREAL		86.00	
12/27/2023	APPKT01518	December2023	20240103	News Printing Company - Advertising	03584 - BANK OF MONTREAL		157.00	
<u>0227-21-3210-000-42140</u>								
ALLOCATION EXPENSES						2,546.14	959.51	3,505.65
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
12/27/2023	APPKT01518	December2023	20240103	Staples - scanner & office supplies	03584 - BANK OF MONTREAL		959.51	
Total Depart: 21 - VETERANS AFFAIRS:						Beginning Balance: 3,520.14	Module Activity: 1,202.51	Ending Balance: 4,722.65

Mon 15-Jan

8:00	
8:15	General Assistance
8:30	
8:45	VA
9:00	
9:15	Conservation
9:30	
9:45	
10:00	Board of Health
10:15	
10:30	HR/Safety
10:45	
11:00	
11:15	
11:30	
11:45	
12:00	
1:00	
1:15	Engineer
1:30	
1:45	
2:00	
2:15	
2:30	
2:45	
3:00	BOS/Auditor/Dist Court/Misc
3:15	
3:30	
4:00	

Wed 17-Jan

8:00	
8:15	Treasurer
8:30	
8:45	Attorney
9:00	
9:15	Recorder
9:30	
9:45	Sheriff/ALS
10:00	
10:15	
10:30	
10:45	IT/GIS
11:00	
11:15	
11:30	
11:45	
12:00	
1:00	
1:15	Maintenance
1:30	
1:45	
2:00	
2:15	
2:30	
2:45	
3:00	BOS/Auditor/Dist Court/Misc
3:15	
3:30	
4:00	

Thur 18-Jan

8:00	
8:15	Cemetary Commision
8:30	Library
8:45	
9:00	Fairboard
9:15	
9:30	HIRTA
9:45	
10:00	Domestic Violence
10:15	JEDCO
10:30	
10:45	RSVP
11:00	
11:15	Zoning/Comm Dev/ACO
11:30	
11:45	
12:00	
1:00	
1:15	IMPACT
1:30	
1:45	
2:00	Elderly Nutrition
2:15	
2:30	DHS
2:45	
3:00	BOS/Auditor/Dist Court/Misc
3:15	
3:30	
4:00	

BYLAWS
JASPER COUNTY, IOWA VETERANS AFFAIRS COMMISSION

ARTICLE I - PURPOSE

The purpose of the Jasper County Veterans Affairs Commission (hereinafter, the “Commission”) is to advocate and help to advance quality of life for veterans of military service of the United States of America and the State of Iowa and their families who live and/or work within Jasper County. The Commission shall do this by advising the Jasper County Board of Supervisors on the coordination and development of government policies, programs, services, and the allocation of resources for veterans and their families.

ARTICLE II - AUTHORITY

- 1) The Commission is established pursuant to Chapter 35A, Chapter 35B, and Chapter 331 of the Code of Iowa. The Commission shall conduct its work in accordance with other Code of Iowa chapters as referenced in Chapter 35B as well as these bylaws.
- 2) The Commission, as an entity, shall not attempt to influence legislation unless it pertains to veterans’ concerns. The Commission shall not participate in or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements. Nothing in this article shall prohibit individual members of the Commission from participating in political activities including, but not limited to, seeking or holding public office. This article does not limit the ability of the Commission to talk with, in an open meeting, any political candidate about his or her interests and intentions regarding veterans.

ARTICLE III - MISSION AND VISION STATEMENTS

- 1) The Commission’s mission is to provide leadership that creates opportunities for all Jasper County veterans and their families by evaluating, developing, and promoting new and existing programs within Jasper County.
- 2) The Commission’s vision is to offer the most valuable information and services to ensure the enrichment and enhancement of life for veterans and their families.

ARTICLE IV - DUTIES AND RESPONSIBILITIES

The Commission shall advocate on behalf of and represent the interests of all Jasper County veterans and their families for matters concerning, but not limited to the following, and may:

- 1) Establish a forum for all county veterans and establish and maintain intermediate term goals and objectives regarding veterans assistance;

- 2) Maintain coordinated communication with state, county, and city governments, businesses, and Jasper County veterans;
- 3) Help veterans and their families transition to civilian life in Jasper County to include contacts with active duty service members who intend to reside in Jasper County. The objective is to help them avoid transition problems related to unemployment, homelessness, and physical and mental health;
- 4) Advise the Board of Supervisors on the coordination of veteran services among all public and private agencies, departments, and organizations which provide services and programs to veterans and their families;
- 5) Identify and recommend to the Board of Supervisors sources of private and public financial assistance available to expand or improve services and programs for veterans and their families;
- 6) Provide financial assistance to veterans as described in Article XIV of these bylaws.

ARTICLE V - MEMBERSHIP AND TERMS OF OFFICE

- 1) The Commission consists of five members appointed by the Board of Supervisors. Membership eligibility and composition of the Commission shall be in accordance with Chapter 35B and Chapter 331 of the Code of Iowa.
- 2) The Jasper County Veterans Affairs Administrator and Veterans Services Officer shall serve as ex-officio members of the Commission.
- 3) Any Commission member may resign for any reason at any time by providing written notification and effective date to the Board of Supervisors with a copy provided to the Commission chairperson. If no effective date is specified in the resignation letter, such resignation shall be effective upon receipt by the Board of Supervisors and the Commission chairperson.
- 4) Commissioners shall always focus on the mission of advocating for Jasper County veterans; serve the public interest and the veteran community; attend and actively participate in all Commission meetings; cast an informed vote on all matters; be well-prepared for meetings including reviewing read-ahead materials; be knowledgeable about the legislative process and issues affecting the Commission; and voice concerns raised by the public and organizations in the veteran community.
- 5) Failure of a commissioner to attend three official Commission meetings, when those absences are not excused, within a 12-month period of time will lead to immediate dismissal at the discretion of the Commission's majority vote.

ARTICLE VI - MEETINGS, QUORUM, AND VOTING

- 1) A quorum shall consist of half the filled Commission members plus one. With the exception of the ex-officio members, each Commission member in attendance at any given meeting shall have one vote on all matters that shall come before the Commission. Any action taken by the Commission on any matter must be with the approval of a simple majority vote of the Commission members present.
- 2) Commission meetings shall be scheduled on the second Wednesday of every month or at the call of the Commission or Commission chairperson. They will be held in the small conference room of the Jasper County Office Building.
- 3) All meetings are open to the public.
- 4) The Commission chairperson may call a special Commission meeting with reasonable notice to the membership and giving the specific reason for the meeting. The special meeting agenda shall be limited to the special topic for which the meeting was called.
- 5) In the absence of the Commission chairperson from a specific meeting, the Commission secretary or a commissioner designated by the chairperson shall preside at that meeting.
- 6) The administrator and/or veteran service officer shall provide the Commission secretary with a draft copy of the next meeting agenda a reasonable period of time prior to the next scheduled meeting. In coordination with the secretary, the administrator and/or veteran service office shall provide the agenda and pertinent attachments to all Commission members in a reasonable number of days in advance of a scheduled meeting.
- 7) The administrator and/or veteran service officer shall provide Commission members and the public with timely notice of Commission meetings in accordance with Chapter 21, Official Meetings Open to Public (Open Meetings), of the Iowa Administrative Code.
- 8) The administrator and/or veteran service officer shall maintain a permanent file of the minutes of all Commission meetings.
- 9) Regularly scheduled Commission meetings shall be cancelled when county government offices are closed due to inclement weather. Meetings may also be cancelled at the discretion of the chairperson.
- 10) Iowa Administrative Code, Subtitle 9, Restraints on Government, Chapter 21, Official Meetings Open to Public (Open Meetings) is incorporated by reference. If the Commission meets in closed session, the minutes of the open meeting before the closed session shall include a statement of time, place, and purpose of the closed session; a record of the vote of each member as to closing the meeting; and a citation of the authority under the Iowa Open Meetings law which permitted the closed session. The Commission shall keep detailed minutes of all discussion, persons present, and action occurring at a closed session, and shall also audio record all of the closed session. Final action on any matter shall be taken in an open session unless some other provision of the Iowa Administrative Code expressly permits such actions to be taken in closed session.

11) Members may participate in meetings and vote on matters discussed therein by means of a conference telephone, computer, or similar communications equipment if all persons participating in the meeting can hear (or otherwise communicate with) each other at the same time. Participation by such means shall constitute presence of the member at the meeting.

11) Unless modified by these bylaws, all Commission meetings shall follow Robert's Rules of Order.

ARTICLE VII - ETHICS

1) Prior to release, any correspondence and other public information, positions, or statements (hereinafter, "Public Information") by the Commission shall be brought before a full Commission meeting for a simple majority vote. Public Information shall comply with Jasper County procedures.

2) No Commission member shall portray his or her personal opinion as that of the Commission. Individual requests to speak on behalf of the Commission shall be brought before a full Commission meeting for a simple majority vote.

ARTICLE VIII - OFFICERS

1) Only duly appointed Commission members may serve as officers. Officers shall be appointed for a two year term beginning in July.

2) The Commission shall have a chairperson nominated and elected by a simple majority vote of the Commission in the m month of June. The chairperson shall have the authority and responsibility customarily conferred on the presiding officer of an organization.

3) The Commission shall have a secretary nominated and elected by a simple majority vote of the Commission in the month of June.

4) Duties and responsibilities:

a) The chairperson shall preside at and conduct all Commission meetings; ensure compliance with Iowa Open Meeting Law requirements; meet regularly with the Board of Supervisors; provide information to the Commission in a timely manner; represent the Commission at related meetings or functions of other organizations and agencies; approve ongoing programs or special projects; insure that there are intermediate term goals and objectives established; prepare an annual report to the Board of Supervisors; and ensure that Commission members follow these bylaws. The chairperson shall obtain Commission approval for commitment to new projects.

b) The secretary shall preside at and conduct Commission meetings in the absence of the chairperson; record, transcribe, and maintain a file of Commission meeting minutes. If the

person serving as the chairperson is removed or resigns from that position, the secretary shall serve as the chairperson until the Commission nominates and elects a replacement.

ARTICLE IX - RULES AND REGULATIONS

- 1) The Commission shall adopt rules and regulations to govern its proceedings and activities. Any provision of these bylaws not controlled by state law or county regulation may be amended.
- 2) The bylaws, or a proposed amendment to the bylaws, shall be submitted in writing to the Commission members a reasonable period of time prior to the meeting at which they will be considered.
- 3) The bylaws or amendment to the bylaws shall be listed on the agenda as an item to be considered and voted on at the meeting. The bylaws and any amendments proposed to the bylaws shall require a simple majority vote of the members present at a meeting at which there is a quorum.
- 4) The bylaws shall be formally reviewed every two years.

ARTICLE X - COMMISSION STAFF

- 1) The Commission may be assisted by a Jasper County Veterans Affairs Administrator. The Administrator shall maintain and publish a roster of the Commission membership; provide administrative and logistical support to the Commission; provide commissioners with all necessary materials; maintain the Veterans Affairs website page(s); keep a systematic filing of letters received, copies of letters sent, veteran assistance files, and Commission reports; attend to official correspondence; provide notice of commission meetings; prepare with the chairperson, in advance, an agenda and necessary reports for each meeting; and arrange for pay and reimbursement of travel expenses to commissioners pursuant to county rules.
- 2) The Commission may be assisted by a Jasper County Veterans Services Officer (CVSO). The CVSO shall complete veterans' services as directed by the Administrator.

ARTICLE XI - PLANNING

- 1) Planning is the process which creates a detailed blueprint that, when implemented, is meant to achieve specific organizational goals and objectives. The planning process begins with the selection of a topic or issue of concern to the commissioners and the assignment of the topic to commissioners and/or staff for further exploration. From this exploration, the assigned commissioners and/or staff propose goals and objectives to the Commission. Goals are the outcomes to be achieved, whereas objectives are the specific and measurable steps needed to achieve a goal. Goals and objectives must work in tandem.

2) Goals and objectives are not intended to be limited in scope. All areas pertaining to veterans' issues such as legislation, regulations, programming, budgeting, staffing, or any other initiative are to be considered. The Commission's concerns should not be limited to what the Commission controls as many veterans' issues are not the exclusive domain of any one county department.

3) Objectives must be measurable to be of value to mission accomplishment. As for the overarching goal that produced the objective, it should at least define a wanted end state (the vision behind the goal) and be achievable.

4) Approved goals and objectives from a previous Commission shall continue in effect until achieved or changed by a succeeding Commission. However, all goals and objectives are to be reviewed annually as part of the process of reviewing the need for them to be continued. Approval and reapproval of goals and objectives by the Commission should be done as soon as practicable but no later than December of each year. This will allow for the Commission to be ready to take action with the start of the annual legislative session and budget cycles.

ARTICLE XII - OFFICIAL TRAVEL EXPENSE PROCEDURE

1) Commissioners must retain and submit to the Administrator itemized receipts (gas, lodging, tolls, meals) when requesting reimbursement for official travel.

2) Expenses incurred after an official meeting (tolls, meals during homebound travel, for example) must be submitted as soon as practicable.

3) Lodging, meals, and incidentals will be reimbursed at the Jasper County rate in effect at the time of the meeting or event.

ARTICLE XIII - CONFLICTS OF INTEREST PREVENTION

1) Commissioners must understand when a conflict of interest may be in play. In short, conflicts of interest involve the concepts of benefit and bias. What follows below is how to recognize a conflict of interest and how to avoid it:

2) Questions to ask oneself when evaluating a potential conflict of interest include: Will your interest benefit as a result of your official action? Would a reasonable person conclude that a private or personal interest impairs your independent and impartial judgment in the exercise of your official duties?

3) Some commissioner level conflicts of interest are: Having or acquiring a personal benefit in a decision to be made by the Commission, to include a grant, contract, sale, lease, or purchase. Accepting compensation, a gratuity, or a reward from someone else who has a beneficial interest in a contract, sale, lease, purchase, or grant resulting from a Commission action. Acting on a Commission matter involving any entity in which you have a beneficial interest, or an entity in which you serve as an officer, agent, employee, or member. Using your official position to secure or convey a special privilege or exemption for yourself or others. Non-financial interests,

professional or business activities, or obligations that conflict with the performance of official duties. Assisting other persons, or sharing in compensation, in transactions involving the state when you had responsibility for these transactions as a commissioner.

ARTICLE XIV - VETERANS FINANCIAL ASSISTANCE

- 1) The following rules are established regarding the provision of financial assistance to Jasper County veterans and their spouses from Jasper County and State of Iowa funds.
- 2) The veteran’s character of service at the time of separation from active service shall be other than dishonorable; this includes Honorable, General under Honorable Conditions, or Other than Honorable. If a veteran possesses multiple DD Forms 214, all must be submitted.
- 3) The veteran must submit a Jasper County Veterans Affairs Financial Assistance Application form accompanied by a bank statement covering the last 30 days before the form is signed. Financial assistance shall be granted only to those veterans or the spouse of a deceased veteran whose family income does not exceed 300% of the current Jasper County poverty guidelines.
- 4) A spouse may apply for financial assistance on behalf of the veteran so long as the veteran has completed and signed a Financial Assistance Application form. The form must be accompanied by a bank statement covering the last 30 days before the form is signed. Should the spouse be widowed, the spouse may be eligible for financial assistance so long as the spouse has not remarried.
- 5) No more than one thousand dollars (\$1,000.00) per calendar year in assistance for rent/mortgage, utilities, groceries, and/or fuel shall be provided to a veteran or the spouse of a deceased veteran. The Commission may exceed this limit under extenuating circumstances by a majority vote.

These newly created bylaws are hereby approved and adopted on this _____ day of _____, 2024 by the Jasper County Veterans Affairs Commission

Jerry Nelson, Chairperson

Ferdinand J. Chabot, Secretary

Marta Ford

Ed Spangenburg

Susan Springer