

**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

8 November 2023

3:00PM

Agenda

Call the Meeting to Order:

Approve Minutes: 18 October 2023 Regular Meeting

Unfinished Business:

- 1. By-Laws for the Commission:**
- 2. “Green Light Program”:**
- 3. Veterans Traumatic Brain Injury (TBI) Testing:**
- 4. Korean War Veteran Dinner:**

New Business:

- 1. October 2023 Administrator’s Activity Report:**
- 2. October 2023 Expenses, Allocation, Donation & ESFP:**
- 3. Purchase Knit or Fleece Caps: “Allocation Fund”**
- 4. Scanner:**
- 5. Part-time hours cut: 56 to 52 hours per pay period.**

Public Input

& Announcements:

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

18 October 2023

Minutes

At 1511 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, Marta Ford, Jerry Nelson, Ed Spangenburg, and Susan Springer. 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 13 September 2023. The motion passed unanimously.

Unfinished Business:

1. County-Funded Cell Phone:

Administrator Wilson's county-funded Samsung Galaxy cell phone is working. A second billing mistake was made and a credit has been issued in the amount of \$140.92. The cell phone number is not published; Administrator Wilson forwards calls from the office telephone to the Samsung Galaxy cell phone when she is not in the office.

2. By-Laws for the Commission:

Fred Chabot offered to prepare a draft Word document in advance of the November, 2023 commission meeting for review. The review and revision of the draft document will be on the November commission meeting agenda. Marta Ford suggested that guidelines for the distribution of county funds to veterans can be found in past meeting minutes; these should be made a part of commission by-laws.

3. Green Light Program:

The Jasper County Board of Supervisors has approved the courthouse being bathed in green light during the period 6-12 November 2023. The county maintenance supervisor is working out the details.

4. Veterans Traumatic Brain Injury (TBI) Testing:

Administrator Wilson is waiting for Dr. Paul Essen, TBI Coordinator, Central Iowa Healthcare System, to inspect the small conference room in the Jasper County Office Building for suitability.

5. Fall School Discussion:

Commissioners and staff discussed pertinent topics from the county commissioner and veteran service officer training 9-11 October 2023 at the Za-Ga-Zig Shrine Temple in Altoona, Iowa. One

of the greatest challenges to timely and accurate veteran services is the change to the Congressionally-mandated "National Work Queue" at U.S. Veterans Administration offices nationally. This has contributed to a sixth month backlog for pension claims and a high number of inaccurate decisions. It was the consensus of the commissioners that occasional meetings with surrounding county commissions would be of value. No actions were taken from the Fall School discussion.

New Business:

1. September, 2023 Administrator's Activity Report:

Commissioners reviewed the September, 2023 Administrator's Activity Report. It was noted that all types of veteran interactions are increasing.

2. The August, 2023 Expenses, Allocation, Donation, ESFP Reports:

The reports were presented to the commission.

3. 1st Quarter, FY2024 BOS Expense, Allocation, Donation, and ESFP Report:

Susan Springer made a motion and Marta Ford seconded to approve the submittal of these reports to the Jasper County Board of Supervisors. The motion passed unanimously.

4. Jasper Rides:

Marta Ford made a motion and Ed Spangenburg seconded to give up to ten "Christmas appreciation" \$50 gift cards to Jasper County volunteer veteran transporters. The cost will be charged to the Veterans Affairs Commission transportation account. The motion passed unanimously.

Announcements: None

Public Input: None

Confirm next commission meeting: Wednesday, 8 November 2023, 1500 hours, 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

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 –

October 2023

I. Ongoing Projects

II. Veterans Assisted

- a. Appointment Breakdown
 - a. Scheduled Appointments – 49
 - b. Walk-ins – **53**
 - c. Home/Jail Visits – 4
 - d. **TOTAL 106**
- b. Phone calls (Incoming and Outgoing) – **226**
- c. Open files – 313
- d. Awards by Regional Office (R.O.): **September**
 - a. Beneficiaries – 724
 - b. Revenue (GROSS) - \$1,052,295.00
 - c. *Decrease of \$6, 822.00 from August*
- e. Food Bank Boxes – 5
- f. Military Grave Records processed – 1
- g. Veteran Deaths for Memorial Day Reading - 1
- h. Grave Markers – 3 / Flag Cases -1 / Flag Inventory 10
- i. Financial Assistance requests – 5
- j. Administrator Overtime: **0 hours**
- k. Asst VA Position: 28 hours per week x 4 = 112 hours + **30 hours overtime**

Description	WHO	Code	Total \$	Miles	Date of Request	DATE of Check	What for?	Miles	Who Paid
Wages-Elected/Dept Head			\$4,836.54						
Alyssa Wilson			\$2,418.27			10/11/2023	Salary		Alyssa Wilson
Alyssa Wilson			\$2,418.27			10/25/2023	Salary		Alyssa Wilson
Wages - Part Time Assistant			\$2,877.53						
Keith Thorpe			\$1,345.05			10/11/2023	Wages		Keith Thorpe
Keith Thorpe			\$1,532.48			10/25/2023	Wages		Keith Thorpe
Wages-Vet Affairs Commission			\$400.00				Monthly Meeting		
Marta Ford			\$100.00			10/25/2023	Attended 10/9/2023 & 10/18/2023		Marta Ford
Fred Chabot			\$100.00			10/25/2023	Attended 10/9/2023 & 10/18/2023		Fred Chabot
Jerry Nelson			\$50.00			10/25/2023	Attended 10/9/2023 & 10/18/2023		Jerry Nelson
Ed Spangenburg			\$50.00			10/25/2023	Attended 10/9/2023 & 10/18/2023		Ed Spangenburg
Sue Springer			\$100.00			10/25/2023	Attended 10/9/2023 & 10/18/2023		Sue Springer
Office Supplies			\$92.74						
Forbes Office Solutions			\$92.74		10/5/2023	10/27/2023	(1) HP 206 A Black Ink Cartridge		Forbes Office Solutions
Advertisement			\$188.00						
Newton Daily News			\$112.00		9/30/2023	10/27/2023	Advertising		News Printing Company
Hometown Press			\$76.00		9/30/2023	10/27/2023	Advertising		Hometown Press
Maint-Office/Computer Equip			\$79.56						
The Shredder			\$48.00		10/9/2023	10/24/2023	Shredding Services		The Shredder
Premier Copier			\$31.56		10/23/2023		Copier Contract		Premier Copier
Utilities (Electric)			\$728.41						
Alliant Energy / IPL		SS3678	\$728.41		10/24/2023	11/7/2023	Utilities (Electric)		Alliant Energy / IPL
Other Transportation (RIDE)			\$667.06					1018.40	
Diane Birchard			\$58.95		10/9/2023	10/24/2023	ransport Veterans to Medical Appt September202	90.0	Jasper County Rides
Rose Evans			\$78.60		10/9/2023	10/24/2023	ransport Veterans to Medical Appt September202	120.0	Jasper County Rides
Sherman Swank			\$65.50		10/9/2023	10/24/2023	ransport Veterans to Medical Appt September202	100.0	Jasper County Rides
Bruce Coyle			\$40.22		10/9/2023	10/24/2023	ransport Veterans to Medical Appt September202	61.4	Jasper County Rides
Bill Ehler			\$113.32		10/9/2023	10/24/2023	ransport Veterans to Medical Appt September202	173.0	Jasper County Rides
Don Goode			\$53.71		10/9/2023	10/24/2023	ransport Veterans to Medical Appt September202	82.0	Jasper County Rides
Ron Wickman			\$128.38		10/9/2023	10/24/2023	ransport Veterans to Medical Appt September202	196.0	Jasper County Rides
Joyce Simpson			\$78.60		10/9/2023	10/24/2023	ransport Veterans to Medical Appt September202	120.0	Jasper County Rides
Cindy Tabor			\$49.78		10/9/2023	10/24/2023	ransport Veterans to Medical Appt September202	76.0	Jasper County Rides
Fica-County Portion									
IPERS-County Portion									
Employee Group Insurance									

Administrative Expenses					\$8,474.37
Transport Assistance	\$667.06	1018.4	Miles		
Shelter Assistance	\$0.00				
Food Assistance	\$0.00				
Utility Assistance	\$728.41				
Medical & Other Assistance	\$0.00				
Funeral Assistance	\$0.00				
Assistance Expenses					\$1,395.47
Outreach Expenses					\$0.00
Admin2 Expenses					\$0.00
Monthly Operating Expenses					\$9,869.84

Veteran Assistance				\$8,474.37
Food / Provisions - 2920	SD3502	\$100.00		
Food / Provisions - 2921 - Fuel - 9084	TP1871	\$150.00		
Food / Provisions - 2922 - Fuel - 9072	SS3678	\$150.00		
Food / Provisions - 2923 - Fuel - 9069	EL2597	\$150.00		
Food / Provisions - 2924	PJ5574	\$100.00		
Food / Provisions & Fuel Total		\$650.00		
Utilities (Electric)	SS3678	\$728.41		
Transport Veterans to Medical Appt September202	Jasper Rides	\$667.06		
Total		\$1,395.47		

State Allocation Fund Balance	\$7,453.86
Public Donation Fund Balance	\$2,602.54

Jasper County Veterans Affairs
 Iowa State Allocation
 FY 2023 -2024

11/1/2023

Beginning Allocation Amount		(Received) 8/15/2023	\$10,000.00
Date	Who to:	What For:	Amount
10/13/2023	La Quinta, Altoona, Iowa 50009	Fall School Lodging 2023 Keith N. thorpe	\$328.44
10/13/2023	Prairie Meadows, Altoona, Iowa 50009	Fall School 2023 Lodging 2023 "M. Ford, S. Springer, J. Nelson"	\$542.04
10/13/2023	Susan Springer	Fall School 2023 Mileage	\$50.57
10/13/2023	Jerry Nelson	Fall School 2023 Mileage	\$47.09
10/13/2023	Alyssa Wilson	Fall School 2023 Mileage	\$55.81
10/13/2023	Ferdinand J. Chabot	Fall School 2023 Mileage	\$32.75
10/13/2023	Marla Ford	Fall School 2023 Mileage	\$32.75
10/13/2023	Keith N. Thorpe	Fall School 2023 Mileage	\$32.75
10/13/2023	Keith N. Thorpe	Per Diem Fall School 2023 3 Days @ \$64.00 per day	\$192.00
10/13/2023	Alyssa Wilson	Per Diem Fall School 2023 3 Days @ \$64.00 per day	\$192.00
10/30/2023	Hy-Vee	Jasper County Korean War/Era Dinner 30 Oct 2023 "Outreach"	\$1,040.00
			\$2,546.14
Allocation Funds Remaining			\$7,453.86



Hi Keith,

Attached is the mock up with the new logo on the Olive Green Knit Caps. We can do either the Green with Black or Khaki and Black for thread colors.

Pricing:

50qty-99qty - \$11.85ea

100qty-149qty - \$10.85ea

150+ - \$9.85ea

Plus applicable Freight

Production time is currently running about 7 working days.

Let me know how these look and we will get an order going.

Also – Dave said YES to the other thing we talked about 😊 Stop in and see us soon to get that done!

Thank you!

Chelsea Holmes



chelseah@2maxim.com

641-792-0906

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;
- 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;

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.

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. 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 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 at least seven days 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.
- 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) If the Commission meets in closed session, the minutes of the next open meeting 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; a citation of the authority under the Iowa Open Meeting law which permitted the closed session; and a list of the topic(s) of discussion, individuals present, and each action taken during the 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 voting members may serve as officers. Officers shall be appointed for a two year term unless appointed to serve out the remainder of a vacated membership. Unless otherwise provided in these bylaws, officers may not serve more than two full consecutive terms in the same office. Subsequent terms in a different office are allowed.
- 2) The Commission shall have a chairperson nominated and elected by a simple majority vote of the Commission. 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.
- 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 annual planning and goals 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 - VETERANS FINANCIAL ASSISTANCE

The following rules are established regarding the provision of financial assistance to Jasper County veterans and their families from Jasper County and State of Iowa funds.

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