

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

14 March 2024

### Minutes

On 13 March 2024, at 1505 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. Administrator Alyssa Wilson also attended the meeting.

#### Approve Minutes:

Ed Spangenburg made a motion and Marta Ford seconded to approve the minutes of the regularly scheduled Commission meeting held on 14 February 2024. The motion passed unanimously.

#### Unfinished Business:

##### 1. By-Laws for the Commission:

It was the consensus of the Commission to delay the review, discussion, and revision of the draft by-laws to the regularly scheduled meeting on Wednesday, 12 June 2024. Pending budget legislation prompted this delay.

##### 2. RECON at the American Legion:

The Resources, Education, Contacts, Opportunities, and Navigating the System (RECON) meeting at the American Legion is scheduled for 4 April 2024 (back-up contingency date of 11 April 2024). Todd Jacobus, Director of the Iowa Department of Veterans Affairs, has confirmed to Jerry Nelson that he will be the lead-off speaker. Administrator Wilson confirmed that representatives of the following agencies or persons will participate: Wayne Marick, Veterans Administration; Iowa State University Senior Living Services; Home Base Iowa; Jasper County Elderly Nutrition; Senator Grassley's office; and Dennis Simon, Jasper County Human Resources. Administrator Wilson will contact representatives of Van Maanen Electric, Inc. and Co-Line Manufacturing about participation or offering company literature for attendees. Newton American Legion will provide beverages and Newton HyVee will provide cold snacks.

Susan Springer made a motion and Marta Ford seconded to purchase one "pull-up" banner and one "parade banner" with Commission logo for use at the RECON and other Commission events. The motion passed unanimously.

##### 3. Baxter Outreach:

It was the consensus of the Commission that this event went well. However, a local Baxter community activity prevented young veterans from attending the event. Jerry Nelson asked that discussion of outreach events at Kellogg, Prairie City, and Monroe be placed on the 10 April 2024 regular Commission meeting agenda.

#### New Business:

##### 1. February, 2024 Administrator's Activity Report:

Commissioners reviewed the February, 2024 Administrator's Activity Report.

##### 2. February, 2024 Expenses, Allocation, Donation, ESFP Report:

Commissioners reviewed the February, 2024 set of reports. Deputy County Auditor Teresa Arrowood was present to answer Commissioners' questions. She distributed copies of the "Detail vs Budget Report - Account Summary" for the date range 07/01/2023 - 06/30/2024. This document was much easier to read than previously furnished

“Budget Reports.” The Commission prefers to receive the “Detail vs Budget Report - Account Summary” at future regularly scheduled meetings.

Susan Springer made a motion and Ed Spangenburg seconded to increase the FY 2025 budget line item “Rent Payments” to \$12,000.00 and the FY 2025 budget line item “Other Transportation” to \$15,000.00. No other budget line items for FY 2025 were changed. The motion passed unanimously. Administrator Wilson will coordinate these increases with Teresa Arrowood.

**3. Vietnam Veterans Day:**

The 2024 observance of Vietnam Veterans Day will take place at the Vietnam War Memorial near the State Capitol Building, 11:00 a.m. to 12:00 p.m., 14 May 2024. Jerry Nelson will coordinate with John McMahon and Doug Bishop regarding any veteran transportation needs.

**4. PCM Shop Class Thank You:**

Susan Springer made a motion and Ed Spangenburg seconded to recognize the PCM High School shop class for their creation of wooden urns for unclaimed veterans cremains. The motion passed unanimously. Susan will contact the PCM High School shop class teacher to select a day and time for the Commission to furnish refreshments and a special citation for the class. Administrator Wilson will assist with arranging local newspaper and television coverage.

**5. Valor Insurance Event and Vendor for RECON at the American Legion:**

It was the consensus of the Commission to decline this request for participation at the subject event.

**6. State School: 16 to 18 April 2024 (Tuesday through Thursday):**

The Department of Veterans Affairs State School will take place at the Stoney Creek Inn in Johnston, Iowa. Susan Springer made a motion and Fred Chabot seconded that Administrator Wilson attend the subject training in person. The motion passed unanimously. It was understood that the Veterans Affairs office will be closed those three days.

**7. Baxter Yearbook Request:**

It was the consensus of the Commission to decline this invitation for an advertisement in the subject yearbook.

**8. Added: Deceased Veterans List:**

Administrator Wilson will contact former CVSO Keith Thorpe about preparation of this 2023-2024 list.

**9. Added: Promotional/Advertising Specialties:**

The promotional/advertising specialties purchase from Adland Engraving and Screenprint, Marshalltown, Iowa, came to a total of \$1,267.00. Administrator Wilson will follow up with the company about deletion of sales tax from the purchase.

**10. Added: Veterans and Spouses Gardening Club:**

It was the consensus of the Commission that Administrator Wilson should proceed with participation in this group as an outreach of her office. No federal or county funds will be used in the garden club activities.

Announcements: None  
Public Input: None

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

At 1645 hours, Marta Ford made a motion and Susan Springer seconded to adjourn. The motion passed unanimously.

/s/Ferdinand J. Chabot, Secretary