



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

08 May 2024
1500 hours

Agenda

Call the Meeting to Order: Chairperson Jerry Nelson

Approve Minutes: 10 April 2024, Regular Meeting

Unfinished Business:

1. Korean War Veteran Dinner
2. Kellogg and Prairie City Outreach Events
3. Iowa Vietnam Veterans Recognition Day
4. NACVSO National School – Office closed Monday, May 13-17, 2024

New Business:

1. April 2024 Administrator's Activity Report
2. April 2024 Expenses, Allocation, Donation & ESFP
3. Memorial Day Ceremony, Letter from Mr. Keith Thorpe
4. Home Visit Guidelines
5. Work Log
6. Walk in scheduling
7. Commissioner Terms Expiring June 2024

Public Input & Announcements:
Confirm next meeting: 12 June 2024, 1500, at the Jasper County Office Building
Meeting Open to Public



Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Fred Chabot, Ed Spangenburg
Alyssa Wilson, Administrator Josh Price, Shared Benefits Coordinator
315 West 3rd Street North, Suite 250, Newton, Iowa 50208
Phone 1-641-792-7993 Fax 1-641-787-1302

Administrator's Activities Report

April 2024

I. Ongoing Projects:

II. Veterans Assisted

- Appointment Breakdown
 - Scheduled Appointments: 45
 - Walk-ins: 73
 - Home: 5
 - Total: 123
- Phone calls:
 - Incoming: 79
 - Outgoing: 104
 - Missed: 254
 - Total: 437
- Open files: 312
- Food Bank Boxes: 10
- Military Grave Records processed: 1
- Burial Benefit Requests:
 - Grave Markers: 1
 - Flag Cases: 5
 - Flag Case Inventory: 2
- Financial Assistance requests:
 - Food: 5
 - Utilities: 2
 - Fuel: 2

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

10 April 2024

Minutes

On 10 April 2024, at 1448 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 by telephone. Administrator Alyssa Wilson and Josh Price, who entered the meeting at 1501 hours, 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 13 March 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.

2. RECON at the American Legion:

It was the consensus of the Commission that the Resources, Education, Contacts, Opportunities, and Navigating the System (RECON) meeting at the Newton American Legion on 4 April 2024 was well-executed and well attended. Representatives of the following agencies participated: Veterans Administration; Iowa Department of Veterans Affairs, Iowa State University Senior Living Services; Home Base Iowa; Jasper County Elderly Nutrition; and Senator Grassley's office. Newton American Legion provided beverages and Newton HyVee provided cold snacks.

3. PCM Shop Class Thank You:

The Commission provided three breakfast pizzas and a case of Mountain Dew to thank the shop class students for fabricating cases for the cremains of deceased Jasper County veterans. Susan Springer, Alyssa Wilson, and Josh Price represented the Commission at this thank you event.

4. Vietnam Veterans Day:

The 17th Annual Iowa Vietnam Veterans Recognition Day Ceremony is scheduled for Tuesday, 14 May 2024, at 1100 hours, at the Vietnam Veterans War Memorial, located south of the Iowa State Capitol Building in Des Moines. The event is being hosted by Disabled American Veterans, Des Moines Chapter 20, with support from the Central Iowa VA Health Care System. It was the consensus of the Commission to spend approximately \$270.00 for trays of food and beverages for the live-streaming of this event in the Jasper County Office Building large conference room. A bus to carry Jasper County veterans to and from the actual ceremony with a lunch stop at Smokey D's BBQ was previously approved by the Commission. Administrator Wilson will arrange for publicity of both through the Newton News newspaper and KCOB radio stations. RSVP's will be required for both the live-streamed event and the bus transportation. Jerry Nelson will coordinate with Doug Bishop regarding his preferred involvement in the bus trip.

5. State School: 16-18 April 2024:

The Commission acknowledged that the Jasper County Veterans Affairs Office will be closed so that Administrator Wilson is able to attend this meeting in person. The State School is conducted by the Iowa Department of Veterans Affairs.

New Business:

1. March, 2024 Administrator's Activity Report:

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

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

Commissioners reviewed the March, 2024 set of reports.

3. Vietnam Veterans Day - Conference Room Streaming:

See Item 4. under Unfinished Business.

4. Kellogg American Legion, 16 May 2024:

This outreach event has been scheduled to take place at 1800 hours on 16 May 2024. Ed Spangenburg made a motion and Marta Ford seconded for the Commission to provide pizzas and non-alcoholic beverages for this event. Susan Springer volunteered to follow up with Carl Van de Camp regarding a similar outreach event in Prairie City, Iowa.

5. Financial Assistance While Serving On Active Duty:

It was the consensus of the Commission to allow for county funds to be used for Jasper County veterans who are serving on active duty and demonstrate a financial need. This is to be handled on a case-by-case basis. This matter will be included in the Veterans Affairs Commission By-Laws.

6. Jasper Rides - Travel Pay Reimbursement:

It has come to the Commission's attention that a small number of Jasper County veterans are provided no-cost Jasper Rides to medical appointments and also file for VA travel mileage reimbursement for their appointment. After research into the small number of occurrences, the small amount of money involved, and the complicated process to identify the subject veterans, it was the consensus of the Commission to not track this matter.

Announcements: None

Public Input: None

Confirm next meeting: Wednesday, 8 May 2024, 1500 hrs., at the Jasper County Office Building.

At 1635 hours, Fred Chabot made a motion and Marta Ford seconded to adjourn. The motion passed unanimously.

/s/Ferdinand J. Chabot, Secretary



Jasper County

Detail vs Budget Report Account Summary

Date Range: 07/01/2023 - 04/30/2024

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
0001 - GENERAL BASIC FUND								
Expense								
0001-21-3200-000-10004	WAGES-ELECTED/DEPT HEAD	0.00	63,600.00	0.00	53,288.48	53,288.48	10,311.52	16.21 %
0001-21-3200-000-10005	WAGES-DEPUTY/ASSISTANT	0.00	32,102.00	0.00	14,354.23	14,354.23	17,747.77	55.29 %
0001-21-3200-000-12100	VET AFFAIRS COMM-EXPENSES	0.00	500.00	0.00	0.00	0.00	500.00	100.00 %
0001-21-3200-000-12104	WAGES-VET AFFAIRS COMMISSION	0.00	2,400.00	0.00	1,850.00	1,850.00	550.00	22.92 %
0001-21-3200-000-26000	OFFICE SUPPLIES	0.00	1,000.00	0.00	962.00	962.00	38.00	3.80 %
0001-21-3200-000-26100	MAGAZINES/PERIODICALS/BOOKS	0.00	100.00	0.00	0.00	0.00	100.00	100.00 %
0001-21-3200-000-40000	PUBLICATIONS/NOTICES/ADVERTISEMENTS	0.00	2,500.00	0.00	1,871.00	1,871.00	629.00	25.16 %
0001-21-3200-000-41200	POSTAGE/MAILING	0.00	200.00	0.00	0.00	0.00	200.00	100.00 %
0001-21-3200-000-41300	EMPLOYEE MILEAGE/MEALS	0.00	800.00	0.00	119.62	119.62	680.38	85.05 %
0001-21-3200-000-42200	EDUCATIONAL/TRAINING SERV	0.00	4,000.00	0.00	880.00	880.00	3,120.00	78.00 %
0001-21-3200-000-44400	MAINT-OFFICE/COMPUTER EQUIP	0.00	2,000.00	0.00	1,611.68	1,611.68	388.32	19.42 %
0001-21-3200-000-48000	DUES/MEMBERSHIPS	0.00	500.00	0.00	50.00	50.00	450.00	90.00 %
0001-21-3210-000-33200	FOOD/PROVISIONS	0.00	8,000.00	0.00	3,980.00	3,980.00	4,020.00	50.25 %
0001-21-3210-000-34000	RENT PAYMENTS	0.00	7,500.00	0.00	8,930.00	8,930.00	-1,430.00	-19.07 %
0001-21-3210-000-34010	MORTGAGE PAYMENTS	0.00	5,000.00	0.00	2,734.41	2,734.41	2,265.59	45.31 %
0001-21-3210-000-34100	UTILITIES-GAS & ELE	0.00	3,000.00	0.00	566.32	566.32	2,433.68	81.12 %
0001-21-3210-000-34110	ELECTRICITY PAYMENTS	0.00	6,000.00	0.00	5,989.69	5,989.69	10.31	0.17 %
0001-21-3210-000-34120	WATER PAYMENTS	0.00	2,000.00	0.00	643.92	643.92	1,356.08	67.80 %
0001-21-3210-000-34130	NATURAL GAS PAYMENTS	0.00	2,000.00	0.00	573.72	573.72	1,426.28	71.31 %
0001-21-3210-000-34140	FUEL OIL/PROPANE PAYMENTS	0.00	2,000.00	0.00	287.33	287.33	1,712.67	85.63 %
0001-21-3210-000-35400	OTHER TRANSPORTATION	0.00	10,000.00	0.00	11,569.76	11,569.76	-1,569.76	-15.70 %
0001-21-3210-000-39000	FUNERAL SERVICES	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00 %
0001-21-3210-000-39100	CARE-GRAVES/MARKERS	0.00	3,000.00	0.00	1,078.76	1,078.76	1,921.24	64.04 %
	Expense Totals:	0.00	161,202.00	0.00	111,340.92	111,340.92	49,861.08	30.93 %
	0001 - GENERAL BASIC FUND Totals:	0.00	161,202.00	0.00	111,340.92	111,340.92	49,861.08	30.93 %
0002 - GENERAL SUPPLEMENTAL FUND								
Expense								
0002-21-3200-000-11000	FICA-COUNTY PORTION	0.00	7,740.00	0.00	5,098.90	5,098.90	2,641.10	34.12 %
0002-21-3200-000-11100	IPERS-COUNTY PORTION	0.00	9,552.00	0.00	6,426.09	6,426.09	3,125.91	32.73 %
0002-21-3200-000-11300	EMPLOYEE GROUP INSURANCE	0.00	22,573.00	0.00	17,908.60	17,908.60	4,664.40	20.66 %
	Expense Totals:	0.00	39,865.00	0.00	29,433.59	29,433.59	10,431.41	26.17 %
	0002 - GENERAL SUPPLEMENTAL FUND Totals:	0.00	39,865.00	0.00	29,433.59	29,433.59	10,431.41	26.17 %
0216 - EFSP GRANT								
Expense								

Detail vs Budget Report

Date Range: 07/01/2023 - 04/30/2024

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
0216-21-3210-000-42140	EFSP FED GRANT EXP	0.00	0.00	0.00	1,943.37	1,943.37	-1,943.37	0.00 %
	Expense Totals:	0.00	0.00	0.00	1,943.37	1,943.37	-1,943.37	0.00 %
	0216 - EFSP GRANT Totals:	0.00	0.00	0.00	1,943.37	1,943.37	-1,943.37	0.00 %
0227 - VET ALLOC & DONATION FUND								
Expense								
0227-21-3210-000-42140	ALLOCATION EXPENSES	0.00	10,000.00	0.00	5,317.14	5,317.14	4,682.86	46.83 %
0227-21-3210-000-49999	DONATION FUND EXPENSES	0.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00 %
	Expense Totals:	0.00	12,000.00	0.00	5,317.14	5,317.14	6,682.86	55.69 %
	0227 - VET ALLOC & DONATION FUND Totals:	0.00	12,000.00	0.00	5,317.14	5,317.14	6,682.86	55.69 %
	Report Total:	0.00	213,067.00	0.00	148,035.02	148,035.02	65,031.98	30.52 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
0001 - GENERAL BASIC FUND	0.00	161,202.00	0.00	111,340.92	111,340.92	49,861.08	30.93 %
0002 - GENERAL SUPPLEMENTAL FUND	0.00	39,865.00	0.00	29,433.59	29,433.59	10,431.41	26.17 %
0216 - EFSP GRANT	0.00	0.00	0.00	1,943.37	1,943.37	-1,943.37	0.00 %
0227 - VET ALLOC & DONATION FUND	0.00	12,000.00	0.00	5,317.14	5,317.14	6,682.86	55.69 %
Report Total:	0.00	213,067.00	0.00	148,035.02	148,035.02	65,031.98	30.52 %



Jasper County

Detail vs Budget Report Account Summary

Date Range: 07/01/2023 - 04/30/2024

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
0227 - VET ALLOC & DONATION FUND								
Revenue								
0227-2-21-3210-262700	VA STATE ALLOCATION	0.00	-10,000.00	0.00	-10,000.00	-10,000.00	0.00	0.00 %
0227-2-21-3210-810000	DONATIONS	0.00	0.00	0.00	-1,560.00	-1,560.00	1,560.00	0.00 %
	Revenue Totals:	0.00	-10,000.00	0.00	-11,560.00	-11,560.00	1,560.00	15.60 %
	0227 - VET ALLOC & DONATION FUND Totals:	0.00	-10,000.00	0.00	-11,560.00	-11,560.00	1,560.00	15.60 %
	Report Total:	0.00	-10,000.00	0.00	-11,560.00	-11,560.00	1,560.00	15.60 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
0227 - VET ALLOC & DONATION FUND	0.00	-10,000.00	0.00	-11,560.00	-11,560.00	1,560.00	15.60 %
Report Total:	0.00	-10,000.00	0.00	-11,560.00	-11,560.00	1,560.00	15.60 %

ALLOCATION FUND REPORT

10/24/2023	62	Alyssa A. Wilson	28.4 Miles Round Trip to Fall School Altoona x "3 days" x \$0.655	\$55.81	0227-21-3210-000-42140
10/24/2023	63	Keith N. Thorpe	Mileage for Fall School to Altoona 50.0 Miles x \$0.655	\$32.75	0227-21-3210-000-42140
10/24/2023	64	Keith N. Thorpe	Per Diem for Fall School 2023 Altoona 3 Days @ \$64.00 per day	\$192.00	0227-21-3210-000-42140
10/24/2023	65	Ferdinand J. Chabot	Mileage for Fall School to Altoona 50.0 Miles x \$0.655	\$32.75	0227-21-3210-000-42140
10/24/2023	66	Marta Ford	Mileage for Fall School to Altoona 50.0 Miles x \$0.655	\$32.75	0227-21-3210-000-42140
10/24/2023	67	Jerry Nelson	Mileage for Fall School Altoona 71.8 Miles x \$0.655	\$47.03	0227-21-3210-000-42140
10/24/2023	68	Susan Springer	Mileage for Fall School Altoona 77.2 Miles x \$0.655	\$50.57	0227-21-3210-000-42140
10/27/2023	79	Prairie Meadows	Fall School 2023 Lodging "M. Ford, S. Springer, J. Nelson"	\$542.04	0227-21-3210-000-42140
11/27/2023	83	HyVee	Jasper Co. Korean War/Era Dinner 30 Oct 2023 "Outreach"	\$1,040.00	0227-21-3210-000-42140
12/19/2023	120	Staples	Scanner and Office Supplies	\$959.51	0227-21-3210-000-42140
2/27/2024	174	Adobe	Acrobat Pro "Document Reader" Teams	\$305.15	0227-21-3210-000-42140
3/1/2024	176	Adobe	REFUND FOR PREVIOUS SUBSCRIPTION	13.24	0227-21-3210-000-42140
3/12/2024	186	Simply Homemade by Ellen	Food for 3/2 Baxter Event	\$50.00	0227-21-3210-000-42140
3/26/2024	194	Minuteman	Outreach Promotional Items	\$1,185.00	0227-21-3210-000-42140
3/26/2024	195	CIT Charters	Vietnam Veteran's Day Capitol Charter	\$1,247.40	0227-21-3210-000-42140
3/26/2024	197	Fareway Stores Inc.	2 cases of soda for PCM Appreciation Presentation	\$20.44	0227-21-3210-000-42140
3/26/2024	198	Casey's General Store	5 Pizzas for PCM Appreciation Presentation	\$79.14	0227-21-3210-000-42140
4/23/2024	210	HyVee	1 Veg/ 1 Fruit tray 4/4 RECON event	\$130.00	0227-21-3210-000-42140
4/23/2024	211	HyVee	2 Meat tray 4/4 RECON event	\$123.00	0227-21-3210-000-42140
5/7/2024	227	HyVee	JC Korean Veteran Dinner	\$850.65	0227-21-3210-000-42140

Spent to Date \$6,989.23

REMAINING \$3,010.77

6 May 2024

Keith N. Thorpe
603 E. 16th St. N.
Newton, Iowa 50208

To: Jasper County Veterans Affairs
315 W. 3rd St. N.
Suite 250
Newton, Iowa 50208

Subject: Memorial Day Reading of Fallen Veterans at Newton Union Cemetery

Commissioners,

In June of 2017 our office was advised that the individual who for many years had provided the list of names of deceased Jasper County Veterans for the Annual Memorial Day Ceremony would no longer provide a list of the fallen. As a result, our office began collecting the names...

Our office uses the following sources for finding deceased Jasper County Veterans:

Military Graves Registration: "required by funeral homes to provide to VA Offices" "good luck!"
(Some deaths in Jasper County, in Iowa and out of State are not provided to our VA office...)

KCOB Radio

Hometown Press & Newton Daily News

Websites for the "six counties" and their funeral homes which border Jasper County:

Story, Marshall, Poweshiek, Mahaska, Marion & Polk... approximately 15 Funeral Homes

This endeavor to have an accurate account of Jasper County Veterans deaths is very noble, however very time consuming! Since early 2022 our office work load has increased. To find time to compile a list of veterans deaths takes away from the precious time needed to process Veterans Benefits for the living. Approximately 8 hours a month are required to research and collect names.

Since we began providing the list for Memorial Day, there has been only one year that we did not receive a grievance for missing a name... We would then carry that name over for the next Memorial Day.

Note: Our office will have a list for 2023 -2024.

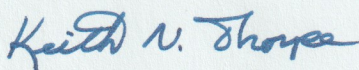
Two Suggestions for the future:

(1) Canvas the community for an individual to compile a list of the fallen.

or

(2) *"Before the clergy has the closing prayer, have a time of silence for the fallen and then close with "Taps" NO NAMES READ!"*

Respectfully,



Keith N. Thorpe