



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

Commissioners: Marta Ford, Jerry Nelson, Fred Chabot, Ed Spangenburg, Katherine Thompson.  
Alyssa Wilson, Administrator & Josh Price, Shared Benefits Coordinator

**Meeting Open to Public**

11 December 2024  
1500 hours

**Agenda**

**Call the Meeting to Order:** Chairperson, Jerry Nelson

**Approve Minutes:** 13 November 2024, Regular Meeting

**Unfinished Business:**

1. Dr. Paul Essen arrangement for TBI testing
2. Progress on Joshua Price Certification
3. Budget Meeting Backup date 13 December 2024
4. December Walk-ins only test

**New Business:**

1. November 2024 Administrator's Activity Report  
*Data unavailable at this time*
2. November 2024 Expenses and Allocation
3. Ad for letters to Santa section in area papers  
*See attached sample*
4. Alyssa Wilson - Employee Evaluation:  
Potential Closed Session: To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

**Public Input & Announcements:**

**Confirm next meeting: 11 December 2024, 1500, at the Jasper County Office Building in the Large Conference Room**

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, and Ed Spangenburg

13 November 2024

### **Minutes**

On 13 November 2024, at 1500 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, and Kat Thompson. Also in attendance were JCVA Administrator Alyssa Wilson, Shared Benefits Coordinator Josh Price, Newton News reporter Chris Braunschweig, and two guests.

#### **Approve Minutes:**

Fred Chabot made a motion and Kat Thompson seconded to approve the minutes of the regularly scheduled Commission meeting held on 9 October 2024. The motion passed unanimously.

#### **Unfinished Business:**

##### **1. Stars and Stripes Veterans Breakfast - November 14th:**

Administrator Wilson commented that breakfast is served from 0900 to 1000 hours and that she and Josh Price will be present to answer veterans' questions from 0830 hours until all veterans have departed the meeting space.

##### **2. Dr. Paul Essen Arrangement for TBI Testing:**

Dr. Essen visited the Jasper County office building on 22 October 2024 and looked over the small conference room. He believes the room will be adequate for his Traumatic Brain Injury (TBI) testing protocol. He will offer this testing every Thursday morning beginning 5 December 2024 and continuing through the winter months. Ryan Eaton will handle the conference room reservations. Dr. Essen lives in Newton and is offering this testing to save Jasper County veterans a drive to the VA Medical Center. Administrator Wilson will send an informational email message to the county supervisors and ask if they want a review of this county office building use by the county attorney.

#### **New Business:**

##### **1. October, 2024 Administrator's Activity Report:**

Commissioners reviewed the October, 2024 Administrator's Activity Report. Administrator Wilson will not use the spreadsheet provided to her by the retired NACVSO president; it has become overly cumbersome and redundant in use. She will continue to use a spreadsheet she created to track veterans' application and appeal status.

##### **2. October, 2024 Expenses, and Allocation Report:**

Commissioners reviewed the October, 2024 set of reports. Discussion ensued regarding an alternate supplier for flag cases. The current local supplier is having difficulty meeting Commission needs for flag cases due to other entities asking for his unique cases. Chairperson Nelson will search for alternate suppliers. The Commission's FY 2025 county budget will be on the agenda for the 11 December 2024 regular meeting. Chairperson Nelson said that there may be a need for a special meeting on 13 December 2024.

**3. Greater Des Moines Habitat for Humanity Partnership:**

Administrator Wilson shared with the commissioners a letter of support with Greater Des Moines Habitat for Humanity (GDHFH). The letter, once signed by the parties, will express the intent of the parties to inform veterans about benefits available from the other entity. GDHFH is applying for a grant to fund the home preservation program. Benefits available from GDHFH include its home ownership program for first time homebuyers and its home preservation program. The latter involves an agreement between the veteran and GDHFH to share any increase in home value with the latter upon sale of the home. There are household income and home value requirements. Fred Chabot made a motion and Kat Thompson seconded to approve Administrator Wilson signing the subject letter. The motion passed unanimously.

**4. Coffee Chat - In Office:**

Administrator Wilson and Josh Price would like to try out an arrangement for a walk-in coffee chat for veterans for one hour on the third or fourth Friday of the month in January, 2025. This may have the potential to reduce frequent walk-in visits by veterans simply looking for conversation. Approved by consensus of the Commission.

**5. Alyssa Vacation Thanksgiving Week:**

Approved by consensus of the Commission.

**6. Susan Young, Jasper County IT; Commissioner Email Set-Up:**

Susan Young was present to make arrangements for Jasper County email addresses for any other commissioner who desires to have this email assignment.

**7. Trial Period for Walk-In JCVA Service Only:**

Administrator Wilson asked for concurrence from the Commission to serve veterans only by walk-in during the month of December. The reason for this are the conflicts between walk-in visits and scheduled appointments. The former cannot be prevented. Fred Chabot made a motion and Kat Thompson seconded for this trial period in December. The motion passed unanimously.

Kat Thompson made a motion and Marta Ford seconded to adjourn the meeting at 1610 hours. The motion passed unanimously.

Public Input: None

Confirm next meeting: Wednesday, 11 December 2024, 1500 hrs., at the Jasper County Office Building.

/s/ Ferdinand J. Chabot, Secretary





### Accredited Attorneys, Agents and Representatives Detail Search Results

Price, Joshua Michael  
315 West 3rd Street  
North Suite 250

Newton, IA 50208  
641-792-7993  
jprice@jasperia.org

Accreditation Number: 57986

Organization	City	State	Zip	Phone	POA
National Association of County Veterans Service Officers	Washington	DC	20001		064

Use the browser's Back button to return to search results

**Detail vs Budget Report**

Date Range: 11/01/2024 - 11/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>Depart: 21 - VETERANS AFFAIRS</b>							
<b>Revenue</b>							
<u>0001-1-21-3200-849000</u>	MISCELLANEOUS	0.00	-1,000.00	0.00	-1,000.00	1,000.00	0.00 %
<u>0001-2-21-3200-262600</u>	VETERANS GRANTS	-10,000.00	0.00	0.00	0.00	-10,000.00	-100.00 %
<u>0001-2-21-3200-810000</u>	DONATIONS	0.00	-75.00	0.00	-75.00	75.00	0.00 %
<u>0227-2-21-3210-262700</u>	VA STATE ALLOCATION	-10,000.00	-10,300.00	0.00	-10,300.00	300.00	3.00 %
<b>Revenue Totals:</b>		<b>-20,000.00</b>	<b>-11,375.00</b>	<b>0.00</b>	<b>-11,375.00</b>	<b>-8,625.00</b>	<b>-43.13 %</b>
<b>21 - VETERANS AFFAIRS Totals:</b>		<b>-20,000.00</b>	<b>-11,375.00</b>	<b>0.00</b>	<b>-11,375.00</b>	<b>-8,625.00</b>	<b>-43.13 %</b>

**Detail vs Budget Report**

Date Range: 11/01/2024 - 11/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>Depart: 21 - VETERANS AFFAIRS</b>							
<b>Expense</b>							
<u>0001-21-3200-000-10004</u>	WAGES-ELECTED/DEPT HEAD	66,377.00	22,830.02	5,086.37	27,916.39	38,460.61	57.94 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/06/2024	PYPKT01318	PYPKT01318 - 20241106		PYPKT01318 - 20241106 Payroll - Pay 11/			2,543.18
11/20/2024	PYPKT01327	PYPKT01327 - 20241120		PYPKT01327 - 20241120 Payroll - Pay 11/			2,543.19
<u>0001-21-3200-000-10005</u>	WAGES-DEPUTY/ASSISTANT	5,125.00	5,056.81	1,444.81	6,501.62	-1,376.62	-26.86 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/06/2024	PYPKT01318	PYPKT01318 - 20241106		PYPKT01318 - 20241106 Payroll - Pay 11/			722.40
11/20/2024	PYPKT01327	PYPKT01327 - 20241120		PYPKT01327 - 20241120 Payroll - Pay 11/			722.41
<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	400.00	100.00	500.00	1,900.00	79.17 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/20/2024	PYPKT01327	PYPKT01327 - 20241120		PYPKT01327 - 20241120 Payroll - Pay 11/			100.00
<u>0001-21-3200-000-26000</u>	OFFICE SUPPLIES	1,500.00	282.96	0.00	282.96	1,217.04	81.14 %
<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	506.00	0.00	506.00	1,994.00	79.76 %
<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	115.91	248.98	364.89	435.11	54.39 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/05/2024	APPKT01749	20241105-AW	566588	CAMP DODGE MHFA & IDVA FALL SCHOO	04690 - ALYSSA WILSON		99.03
11/05/2024	APPKT01749	20241105-JP	566644	CAMP DODGE MHFA & IDVA FALL SCHOO	05034 - JOSHUA PRICE		149.95
<u>0001-21-3200-000-41400</u>	TELEPHONE SERVICES	0.00	14.23	7.95	22.18	-22.18	0.00 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/03/2024	APPKT01747	October2024	20241103	Faxage - fax line	03584 - BANK OF MONTREAL		7.95
<u>0001-21-3200-000-42200</u>	EDUCATIONAL/TRAINING SERV	6,000.00	400.00	0.00	400.00	5,600.00	93.33 %

**Détail vs Budget Report**

Date Range: 11/01/2024 - 11/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>0001-21-3200-000-44400</u>	MAINT-OFFICE/COMPUTER EQUIP	2,500.00	602.33	162.26	764.59	1,735.41	69.42 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/03/2024	APPKT01747	October2024	20241103	US Cellular - VA cell phone	03584 - BANK OF MONTREAL		46.91
11/05/2024	APPKT01749	7716ADD4A	566652	COMMISSION EMAILS	04340 - LIFTOFF, LLC		80.00
11/19/2024	APPKT01757	IN5512186	566867	SERVICE CONTRACT VA 10/24-11/23 ACCT	01527 - PREMIER OFFICE EQUIPMENT INC		35.35
<u>0001-21-3200-000-48000</u>	DUES/MEMBERSHIPS	500.00	241.53	0.00	241.53	258.47	51.69 %
<u>0001-21-3210-000-33200</u>	FOOD/PROVISIONS	8,500.00	2,000.00	1,000.00	3,000.00	5,500.00	64.71 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/03/2024	APPKT01747	October2024	20241103	Forbes - (40) \$50 gift cards	03584 - BANK OF MONTREAL		1,000.00
<u>0001-21-3210-000-34000</u>	RENT PAYMENTS	8,000.00	6,735.33	1,126.41	7,861.74	138.26	1.73 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/19/2024	APPKT01757	20241101-SS	566810	RENTAL ASSISTANCE	03169 - JERRY WYLIE		450.00
11/19/2024	APPKT01757	20241101-SW	566787	RENTAL ASSISTANCE	05153 - HOMETOWN APARTMENTS		676.41
11/21/2024	APPKT01767	20241101-SW-R	566787	HOMETOWN APARTMENTS Reversal	05153 - HOMETOWN APARTMENTS		-676.41
11/21/2024	APPKT01768	20241101-SW	566933	RENTAL ASSISTANCE	04689 - SPIRE PROPERTY MANAGEMENT LLC		676.41
<u>0001-21-3210-000-34010</u>	MORTGAGE PAYMENTS	5,000.00	1,764.01	0.00	1,764.01	3,235.99	64.72 %
<u>0001-21-3210-000-34100</u>	UTILITIES-GAS & ELE	3,000.00	415.75	0.00	415.75	2,584.25	86.14 %
<u>0001-21-3210-000-34110</u>	ELECTRICITY PAYMENTS	6,000.00	2,210.67	1,193.98	3,404.65	2,595.35	43.26 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/19/2024	APPKT01757	SEP16 TO NOV01	566735	UTILITIES - JW ACCT# 7944080743	00049 - ALLIANT ENERGY-IP&L		1,000.00
11/19/2024	APPKT01757	SEP16 TO NOV01	566735	UTILITIES - SW ACCT# 1118101000	00049 - ALLIANT ENERGY-IP&L		193.98
<u>0001-21-3210-000-34120</u>	WATER PAYMENTS	2,000.00	115.53	0.00	115.53	1,884.47	94.22 %
<u>0001-21-3210-000-34130</u>	NATURAL GAS PAYMENTS	2,000.00	0.00	0.00	0.00	2,000.00	100.00 %
<u>0001-21-3210-000-34140</u>	FUEL OIL/PROPANE PAYMENTS	2,000.00	86.14	0.00	86.14	1,913.86	95.69 %
<u>0001-21-3210-000-35400</u>	OTHER TRANSPORTATION	12,500.00	3,518.53	0.00	3,518.53	8,981.47	71.85 %

**Detail vs Budget Report**

Date Range: 11/01/2024 - 11/30/2024

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>0001-21-3210-000-39000</u>	FUNERAL SERVICES	3,000.00	0.00	0.00	0.00	3,000.00	100.00 %
<u>0001-21-3210-000-39100</u>	CARE-GRAVES/MARKERS	3,000.00	2,824.40	0.00	2,824.40	175.60	5.85 %
<u>0002-21-3200-000-11000</u>	FICA-COUNTY PORTION	5,492.00	2,075.24	484.90	2,560.14	2,931.86	53.38 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/06/2024	PYPKT01318	PYPKT01318 - 20241106		PYPKT01318 - 20241106 Payroll - Pay 11/			238.62
11/20/2024	PYPKT01327	PYPKT01327 - 20241120		PYPKT01327 - 20241120 Payroll - Pay 11/			246.28
<u>0002-21-3200-000-11100</u>	IPERS-COUNTY PORTION	6,784.00	2,632.58	616.56	3,249.14	3,534.86	52.11 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/06/2024	PYPKT01318	PYPKT01318 - 20241106		PYPKT01318 - 20241106 Payroll - Pay 11/			308.28
11/20/2024	PYPKT01327	PYPKT01327 - 20241120		PYPKT01327 - 20241120 Payroll - Pay 11/			308.28
<u>0002-21-3200-000-11300</u>	EMPLOYEE GROUP INSURANCE	24,054.00	9,729.13	2,652.20	12,381.33	11,672.67	48.53 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>
11/06/2024	PYPKT01318	PYPKT01318 - 20241106		PYPKT01318 - 20241106 Payroll - Pay 11/			1,299.18
11/20/2024	PYPKT01327	PYPKT01327 - 20241120		PYPKT01327 - 20241120 Payroll - Pay 11/			1,353.02
<u>0227-21-3210-000-42140</u>	ALLOCATION EXPENSES	10,000.00	27.00	0.00	27.00	9,973.00	99.73 %
<u>0227-21-3210-000-49999</u>	DONATION FUND EXPENSES	2,000.00	0.00	0.00	0.00	2,000.00	100.00 %
<b>Expense Totals:</b>		<b>191,832.00</b>	<b>64,584.10</b>	<b>14,124.42</b>	<b>78,708.52</b>	<b>113,123.48</b>	<b>58.97 %</b>
<b>21 - VETERANS AFFAIRS Totals:</b>		<b>191,832.00</b>	<b>64,584.10</b>	<b>14,124.42</b>	<b>78,708.52</b>	<b>113,123.48</b>	<b>58.97 %</b>





*Happy Holidays  
to all Veterans & their families!*

 *Jasper County*  
VETERANS AFFAIRS  
315 W 3RD ST. N. SUITE 250 NEWTON, IA 50208  
**(641) 792-7993**

S&M 67 409-1221

## Holiday ads

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From Pam DeBruyn <pdebruyn@shawmedia.com>

Date Fri 12/6/2024 8:12 AM

To Alyssa Wilson <awilson@jasperia.org>

 1 attachment (353 KB)

SM-NE574409-1221.pdf;

[**NOTICE:** This message originated outside of Jasper County -- **DO NOT CLICK** on links or open attachments unless you are sure the content is safe.]

Good morning Alyssa!

Attached is the ad you ran last year in the Letters to Santa section. This section will run in the Newton News 12/20, and the Jasper County Tribune & Prairie City Explorer 12/19. The Christmas ad will also run in the Jasper County Advertiser 12/18. The cost for this ad is \$72.

Please let me know if you would like to run the ads or you have any questions.

Thank you!

**Pam DeBruyn**

**Advertising Account Executive**

Newton News

Jasper County Advertiser

Jasper County Tribune

PCM Explorer

107 First Avenue East, Newton, Iowa 50208

C: 641-521-8529

O: 641-792-3121 Ext. 544

pdebruyn@shawmedia.com