



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.  
Joshua Price, CVSO Acting Director

**Meeting Open to Public**

19 February 2025  
1500 hours

**Agenda**

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

**Approve Minutes:** January 8<sup>th</sup>, 2025, Regular Meeting

**Unfinished Business:**

1. Progress on Joshua Price Certification
  - PIV obtained – Cross accreditation for DAV **approved**
    - American Legion **pending**
2. Pay Raise for Joshua Price

**New Business:**

1. January 2025 Activity Report
2. January 2025 Expenses and Allocation
3. Vietnam Veterans Day The Hill – May 14<sup>th</sup>, 2025
4. Training Opportunities
  - Sigourney, IA VBMS training
  - Commission Training – 3/18/2025
  - Spring School – Stoney Creek Convention Center (**Memo Attached**)
5. Office Furniture & Equipment
6. Financial Assistance Adjustment
7. Director / Administrator Candidate Confirmation
  - Interviews took place Feb. 13<sup>th</sup> & 14<sup>th</sup>

**Public Input & Announcements:**

**Confirm next meeting: March 12<sup>th</sup>, 2025, 1500, at the Jasper County Office Building in the Large Conference Room**



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## Activities Report *January 2025*

### Veterans Assisted

- o Email: Sent/ Received 242
- o Phone/ Voicemail: Estimated 403\*  
*(\*Calculated from Raw Data 806 ÷ 2)*
- o Walk In: 112
- o **Submissions**  
Joshua: 34
- o **Military Grave Records processed:** 8
- o **Burial Benefit Requests:**
  - Grave Markers: 2
- o **Financial Assistance requests:**
  - Rental Assistance – 1
  - Utility Assistance – 1
  - Gas Card – 9 0 Cards on hand
  - Food Card – 11 0 Cards on hand

Detail vs Budget Report

Date Range: 01/01/2025 - 01/31/2025

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	6,340.00	3,171.46	177.32	3,348.78	2,991.22	47.18 %
<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>
01/02/2025	PYPKT01356	PYPKT01356 - 20250102		PYPKT01356 - 20250102 Payroll - Pay 1/2/			61.02
01/15/2025	PYPKT01364	PYPKT01364 - 20250115		PYPKT01364 - 20250115 Payroll - Pay 1/1			53.37
01/29/2025	PYPKT01376	PYPKT01376 - 20250129		PYPKT01376 - 20250129 Payroll - Pay 1/2			62.93
<u>0002-21-3200-000-11100</u>	IPERS-COUNTY PORTION	7,825.00	3,817.68	204.61	4,022.29	3,802.71	48.60 %
<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>
01/02/2025	PYPKT01356	PYPKT01356 - 20250102		PYPKT01356 - 20250102 Payroll - Pay 1/2/			68.20
01/15/2025	PYPKT01364	PYPKT01364 - 20250115		PYPKT01364 - 20250115 Payroll - Pay 1/1			68.20
01/29/2025	PYPKT01376	PYPKT01376 - 20250129		PYPKT01376 - 20250129 Payroll - Pay 1/2			68.21
<u>0002-21-3200-000-11300</u>	EMPLOYEE GROUP INSURANCE	36,607.00	13,285.45	904.18	14,189.63	22,417.37	61.24 %
<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>
01/02/2025	PYPKT01356	PYPKT01356 - 20250102		PYPKT01356 - 20250102 Payroll - Pay 1/2/			445.42
01/15/2025	PYPKT01364	PYPKT01364 - 20250115		PYPKT01364 - 20250115 Payroll - Pay 1/1			458.76
<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>220,659.00</b>	<b>95,857.45</b>	<b>6,763.24</b>	<b>102,620.69</b>	<b>118,038.31</b>	<b>53.49 %</b>
<b>21 - VETERANS AFFAIRS Totals:</b>		<b>220,659.00</b>	<b>95,857.45</b>	<b>6,763.24</b>	<b>102,620.69</b>	<b>118,038.31</b>	<b>53.49 %</b>

**Detail vs Budget Report**

Date Range: 01/01/2025 - 01/31/2025

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	954.88	82.29	1,037.17	1,462.83	58.51 %
<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>
01/03/2025	APPKT01797	December2024	20250103	US Cellular - VA Cell Phone	03584 - BANK OF MONTREAL		46.94
01/28/2025	APPKT01814	INS632853	567668	SERVICE CONTRACT VA 12/24/24-1/23/25	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	8,000.00	4,000.00	0.00	4,000.00	4,000.00	50.00 %
<u>0001-21-3210-000-34000</u>	RENT PAYMENTS	10,000.00	9,817.90	980.00	10,797.90	-797.90	-7.98 %
<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>
01/28/2025	APPKT01814	20250120-JP	567632	RENT ACCT# 1762 W 4TH ST N UNIT #1	01041 - KADING PROPERTIES LLC		980.00
<u>0001-21-3210-000-34010</u>	MORTGAGE PAYMENTS	7,000.00	3,385.19	0.00	3,385.19	3,614.81	51.64 %
<u>0001-21-3210-000-34100</u>	UTILITIES-GAS & ELE	2,500.00	415.75	0.00	415.75	2,084.25	83.37 %
<u>0001-21-3210-000-34110</u>	ELECTRICITY PAYMENTS	7,000.00	3,740.63	813.40	4,554.03	2,445.97	34.94 %
<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>
01/28/2025	APPKT01814	12/6/24 - 1/15/25	567572	ELECTRIC ACCT# 0536171709 INV# 20250	00049 - ALLIANT ENERGY-IP&L		797.32
01/28/2025	APPKT01814	20250125-JA	567626	24 MILES IN DEC 2024	03610 - JACK AYRES		16.08
<u>0001-21-3210-000-34120</u>	WATER PAYMENTS	1,500.00	920.93	0.00	920.93	579.07	38.60 %
<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	1,500.00	161.51	0.00	161.51	1,338.49	89.23 %
<u>0001-21-3210-000-35400</u>	OTHER TRANSPORTATION	12,500.00	4,244.14	594.29	4,838.43	7,661.57	61.29 %
<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>
01/28/2025	APPKT01814	20250120-BU	567581	222 MILES IN DEC 2024	04338 - BILL UMBARGER		148.74
01/28/2025	APPKT01814	20250120-DB	567603	90 MILES IN DEC 2024	04073 - DIANE BIRCHARD		60.30
01/28/2025	APPKT01814	20250120-GM	567610	93 MILES IN DEC 2024	04796 - GRACE MILLER		62.31
01/28/2025	APPKT01814	20250120-RW	567673	355 MILES IN DEC 2024	03779 - RON WICKMAN		237.85
01/28/2025	APPKT01814	20250120-SS	567679	127 MILES IN DEC 2024	04463 - SHERMAN SWANK		85.09

**Detail vs Budget Report**

Date Range: 01/01/2025 - 01/31/2025

Account	Name	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>Depart: 21 - VETERANS AFFAIRS Expense</b>							
<u>0001-21-3200-000-10004</u>	WAGES-ELECTED/DEPT HEAD	66,377.00	34,412.30	0.00	34,412.30	31,964.70	48.16 %
<u>0001-21-3200-000-10005</u>	WAGES-DEPUTY/ASSISTANT	16,510.00	7,946.44	2,167.20	10,113.64	6,396.36	38.74 %
<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>
01/02/2025	PYPKT01356	PYPKT01356 - 20250102		PYPKT01356 - 20250102 Payroll - Pay 1/2/			722.40
01/15/2025	PYPKT01364	PYPKT01364 - 20250115		PYPKT01364 - 20250115 Payroll - Pay 1/1			722.40
01/29/2025	PYPKT01376	PYPKT01376 - 20250129		PYPKT01376 - 20250129 Payroll - Pay 1/2			722.40
<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	600.00	200.00	800.00	1,600.00	66.67 %
<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>
01/02/2025	PYPKT01356	PYPKT01356 - 20250102		PYPKT01356 - 20250102 Payroll - Pay 1/2/			100.00
01/29/2025	PYPKT01376	PYPKT01376 - 20250129		PYPKT01376 - 20250129 Payroll - Pay 1/2			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	622.00	632.00	1,254.00	1,246.00	49.84 %
<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>
01/03/2025	APPKT01797	December2024	20250103	News Printing Company - advertising	03584 - BANK OF MONTREAL		480.00
01/03/2025	APPKT01797	December2024	20250103	Hometown Press - Advertising	03584 - BANK OF MONTREAL		76.00
01/28/2025	APPKT01814	20260	567616	ADVERTISING	02664 - HOMETOWN PRESS		76.00
<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	555.17	0.00	555.17	244.83	30.60 %
<u>0001-21-3200-000-41400</u>	TELEPHONE SERVICES	0.00	30.13	7.95	38.08	-38.08	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>
01/03/2025	APPKT01797	December2024	20250103	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 %



## IOWA ASSOCIATION OF COUNTY VETERAN SERVICES (IACVS)

Date: January 24th, 2025

To: County Veteran Directors/Administrators/Staff

***Subj: Spring School 2025***

Well, we are getting closer now to our next Training opportunity here in the Spring of 2025 – where to the days go? Your Association Leaders have been working hard in order to ensure our learning continues as we have for several years. With that, it's been a long year with many changes, and we are thrilled to officially announce our Spring 2025 CVSO Training schedule.

This Spring School 2025 will be conducted Tuesday, April 15<sup>th</sup>, 2025 through Thursday, April 17<sup>th</sup>, 2025. The School will be held at Stoney Creek Convention Center, at 5291 Stoney Creek Court, Johnston, IA 50131.

The Iowa Law no longer requires us to focus on specific training requirements for our county Veterans Service Officers/Directors, to maintain accreditation; therefore, we have a great, interactive, event planned. The Agenda is currently still in the Draft stages and will be uploaded to the Association Webpage and forwarded to District Presidents as soon as finalized. We are hoping to have it ready by mid-February.

Lunch will be provided on both Tuesday April 15<sup>th</sup> and on Wednesday April 16<sup>th</sup>, menu will be provided with the Agenda when ready. We will have an Association Quarterly Meeting during the working lunch period on Tuesday the 15<sup>th</sup>, with the Association Board meeting



scheduled for 3:00 pm on Monday the 14<sup>th</sup> of April at Stoney Creek - exact location will be noted later. All other meals during the course of the week will be on your own.

***Please note the following:***

**Room Reservations:** You are responsible for making your own reservations for Spring School 2025. You can use this link to make your reservations directly: [Details - Stoney Creek Hotel Des Moines - Johnston](#). Or if you choose to call the hotel to make your reservations, the Room code is: 2504HONOR. The room rate is \$80.00 per night.

**Hotel Name:** Stoney Creek Hotel

**Hotel Address:** 5291 Stoney Creek Court  
Johnston, IA 50131

**Phone Number:** 515-334-9000

Credit Card payments & direct bill payments will be processed as normal. You will be asked for your credit card information upon check in to the hotel. Direct Bill will need to be set up with the hotel directly.

Registration Fees are \$75.00 per attendee must be made no later than Monday March 31st, 2025. After this date registration for school will no longer be available. A Registration Invoice Form will be created by Registering on the Association Webpage. When you register on the Website you will receive an email you can use as the invoice for payment to the Association Treasurer. Her information will be provided on the email invoice you receive.

***All registration fees of \$75.00 per attendee are required to be paid when registering for school. Please be sure to get your registration fee claim done with your Auditors office ASAP for timely payment. We are unable to offer late registrations due to the room deadline with the hotel. If you are unable to get the claim through your Auditors office in time, personal checks or Money Orders are accepted with the invoice to the Association Treasurer.***

**Parking:** There is ample free parking at the Hotel, with overflow parking in the movie theater parking lot next door.

We look forward to seeing each one of you at Spring School 2025. If you have any additional questions, please feel free to contact Jim Jones (Plymouth County) at 712-46-7090 or email [jjones@plymouthcountyiowa.gov](mailto:jjones@plymouthcountyiowa.gov).

Respectfully,

The IACVS Education Committee