Phone 1-641-792-7993 Fax 1-641-787-1302 Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Fred Chabot, Ed Spangenburg 8 March 2023 3:00PM Agenda

Jasper County Commission of Veteran Affairs Administrator Alyssa Wilson & CVSO Keith N. Thorpe 315 West 3rd Street North, Suite 250, Newton, IA 50208

Call the Meeting to Order:

Approve Minutes: 8 February 2023 Regular Meeting

- 1. Sully Area Outreach 2023:
- 2. DIC: Iowa Homestead Tax Exemption:
- 3. Trifolds:

1. February 2023 Administrator's Activity Report: 2. February 2023 Expenses, Allocation, Donation & ESFP:

Unfinished Business:

4.

6.

New Business:

- (a) Purchase Mobile Printer for house call and outreach events...
- 3. Staffing Office Part Time:
- 4. VA S.A.V.E and Vet in Crisis training: March 22, 2023
- Work Schedule: "Hours of Operation"

Public Input

&Announcements:

Confirm next meeting: April 12, 2023, 1500 at the Jasper County Office Building

Jasper County Commission of Veterans Affairs

315 West 3rd Street North, Suite 250, Newton, Iowa 50208 Administrator Alyssa Wilson & CVSO Keith N. Thorpe

Phone (641) 792-7993 FAX (641) 787-1302

Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Fred Chabot, Ed Spangenburg

8 February 2023

Minutes

At 1500 Chairman Jerry Nelson called the Regular Scheduled Meeting of the Jasper County Veterans Affairs to order. The other commissioners in attendance were Susan Springer and newly appointed commissioners Fred Chabot and Ed Spangenburg. Marta Ford was absent. Also, in attendance were Administrator Alyssa Wilson and CVSO Keith Thorpe.

Approve Minutes: Susan Spring made a motion and Ed Spangenburg seconded to approve the minutes. of the regular meeting on 11 January 2023 and the minutes of the workshop meeting on 18 January 2023. The motion passed unanimously.

Unfinished Business:

- 1. <u>Sully Area Outreach 2023:</u> The outreach event will occur in either March or April 2023. A venue for the event has not been determined.
- 2. Folders: Fred Chabot made a motion and Ed Spangenburg seconded to purchase 250 folders from Riggs Printing for \$790.00. Line item 0001-21-3200-000-42200 will be used for the purchase. "Chabot aye, Nelson aye, Spangenburg aye, Springer abstained" The motion passed.

New Business:

- 1. The January 2023 Administrator Report was presented to the commission.
- 2. The January 2023 Expenses, Allocation. Donation & ESFP Reports were presented to the commission.

 3. Staffing Part Time: Once all departments' had at all the last the last
- 3. <u>Staffing Part Time:</u> Once all departments' budgets have been established, the Auditor's office will reach out to set up a time to meet and discuss further.
- 4. <u>Attendance:</u> Commission attendance policy is at the discretion of the Board of Supervisors unless otherwise decided by the Legislature. More information forth coming.

Announcements:

March 10, 2023; Open house at the office to show our appreciation to the Veterans and Community of Jasper County.

Public Input

None

Confirm next meeting: 8 March 2023 at 1500 at the Jasper County Office Buildings.

At 1553 Susan Springer made a motion and Ed Spangenburg seconded to adjourn. The motion passed unanimously.

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 -

February 2023

- I. Ongoing Projects
 - Disabled Veteran Homestead Property Tax Credit for DIC recipients
- II. Veterans Assisted
 - a. Scheduled Appointments –33
 - b. Walk-ins 32
 - c. Home Visits 2
 - d. Phone calls (Incoming and Outgoing) 173
 - e. Food Bank Boxes 5
 - a. +2 from donor
 - f. Military Grave Records processed 1
 - g. Veteran Deaths for Memorial Day Reading 1
 - h. Grave Markers 3 / Flag Cases 2
 - i. Financial Assistance requests 8

Description	WHO	Code	Total \$	Miles	Date of	DATE of	What for?	Miles	Who Paid
Description					Request	Check			
Wages-Elected/Dept Head			\$4,424.14						
Alyssa Wilson			\$2,212.07			2/1/2023	Salary		Alyssa Wilson
Alyssa Wilson			\$2,212.07			2/15/2023	Salary		Alyssa Wilson
Wages - Part Time Assistant			\$2,329.60						
Keith Thorpe			\$1,206.40			2/1/2023	Wages		Keith Thorpe
Keith Thorpe			\$1,123.20			2/15/2023	Wages		Keith Thorpe
Wages-Vet Affairs Commission	<u>n</u>		\$100.00				Monthly Meeting / February 8		
Fred Chabot			\$50.00		2/8/2023	2/15/2023	Attended		Fred Chabot
Marta Ford			\$0.00				Absent		
Jerry Nelson			\$0.00		2/8/2023	2/15/2023	Attended		
Ed Spangenburg			\$0.00		2/8/2023	2/15/2023	Attended		
Sue Springer			\$50.00		2/8/2023	2/15/2023	Attended		Sue Springer
Advertisement			\$191.00						
Hometown Press			\$111.00		1/31/2023	2/27/2023	Advertising / Commissioner Ad		Hometown Press
Newton Daily News			\$80.00		1/31/2023	2/27/2023	Advertising		News Printing Company
							•		
Educational/Training Serv		3	\$120.00						
IACCVSO			\$120.00		2/28/2023	3/14/2023	Spring School 2023 "Alyssa A. Wilson & Keith N. Thorpe		IACCVSO
					, ,				
Maint-Office/Computer Equip			\$324.64						
The Shredder			\$48.00		2/27/2023	3/14/2023	Shredding Service		The Shredder
Premier Copier			\$28.17			3/14/2023	Copier Contract		Premier Copier
Forbes Office Solutions			\$248.47			2/27/2023	(2) Black Ink Cartridges		Forbes Office Solutions
					7.0,	, ,	(-,		
Food/Provisions			1,000.00	st.			Food / Provisions		
Fareway Stores Inc.			1,000.00		2/9/2023	2/27/2023	(10) \$100.00 Grocery Cards		Fareway Stores Inc.
			,	.79	4-1	, ,	(, ,		
Rent Payments			\$1,190.00	i.					
Super 8 Newton		TB 1596	\$520.00	ľ	2/21/2023	2/27/2023	Shelter (8 Nights) "Homeless Veteran Family"		Super 8 Newton
dge View Aparatments		HZ0967	\$670.00			3/14/2023	Shelter (Rent)		Ridge View Aparatments, Kello
Mortgage Payments			\$388.35						
Chase		MR8662	\$388.35	Ť.	2/24/2023	3/14/2023	Shelter (Mortgage)		Chase
Other Transportation (RIDE)			\$844.83					1289.8	
Tom Bringmann			\$72.05		2/6/2023	2/28/2023	Transport Veterans to Medical Appt January 2023	110.0	Jasper County Rides
Bruce Coyle			\$157.72		2/6/2023	2/28/2023	Transport Veterans to Medical Appt January 2023	240.8	Jasper County Rides
Bud Langmaid			\$113,32			2/28/2023	Transport Veterans to Medical Appt January 2023	173.0	Jasper County Rides
Larry Pauley			\$70.09			2/28/2023	Transport Veterans to Medical Appt January 2023	107.0	Jasper County Rides
Larry Rossow			\$102.18			2/28/2023	Transport Veterans to Medical Appt January 2023	156.0	Jasper County Rides
Becky Ruehl			\$46.51			2/28/2023	Transport Veterans to Medical Appt January 2023	71.0	Jasper County Rides
Sherman Swank			\$65.50			2/28/2023	Transport Veterans to Medical Appt January 2023	100.0	Jasper County Rides
Carol Twedt			\$31.44			2/28/2023	Transport Veterans to Medical Appt January 2023	48.0	Jasper County Rides
Bill Umbarger			\$186.02			2/28/2023	Transport Veterans to Medical Appt January 2023	284.0	Jasper County Rides
Fica-County Portion			\$517.80						
IPERS-County Portion			\$637.55						
nployee Group Insurance			\$1,807.97						
						9	-		\$7,489.38
Administrative Expenses					\$7,489.38	- 4	Veteran Assistance		\$7,489
Transport Assistance		\$844.83	1289.8	Miles			Food / Provisions CC0033 - Card 2994 - Fuel 6979	\$125.00	and the second
Shelter Assistance		\$1,578.35				- 5	Food / Provisions GR 9355 - Card 2995 - Fuel 6967	\$125.00	
Food Assistance		\$1,000.00					Food / Provisions MB 7874 - Cards 2996 & 2997	\$200.00	
Utility Assistance		\$0.00					Food / Provisions TP1871 - Card 2998, 3000 - Fuel 6943	\$225.00	
cal & Other Assistance		\$0.00					Food / Provisions SJ0405 - Card 2999 - Fuel 6955	\$125.00	_
Funeral Assistance		\$0.00					Food / Provisions & Fuel Total	\$800.00	-
Assistance Expenses					\$3,423.18				
Outreach Expenses					\$0.00				-

Admin 2 Expenses				\$2,963.32
Assistance Expenses Outreach Expenses				\$3,423.18
Funeral Assistance	\$0.00			
cal & Other Assistance	\$0.00			
Utility Assistance	\$0.00			
Food Assistance	\$1,000.00			
Shelter Assistance	\$1,578.35			
Transport Assistance	\$844.83	1289.8	Miles	

State Allocation Fund Balance	\$5,153.18
Public Donation Fund Balance	\$2,052.54

			\$1,403.30	
	Veteran Assistance			\$7,489.38
	Food / Provisions CC0033 - Card 2994 - Fuel 6979	\$125.00		
	Food / Provisions GR 9355 - Card 2995 - Fuel 6967	\$125.00		
	Food / Provisions MB 7874 - Cards 2996 & 2997	\$200.00		
	Food / Provisions TP1871 - Card 2998, 3000 - Fuel 6943	\$225.00		
	Food / Provisions SJ0405 - Card 2999 - Fuel 6955	\$125.00		
	Food / Provisions & Fuel Total	\$800.00		
	Shelter (Rent)	HZ0967	\$670.00	
į	Shelter (Mortgage)	MR8662	\$388.35	1
	Shelter (8 Nights) "Homeless Veteran Family"	TB1596	\$520.00	1
	(10) \$100.00 Grocery Cards	Fareway	\$1,000.00	
	Transport Veterans to Medical Appt January 2023	asper County Rid	\$844.83	
į,			\$3,423.18	28

Jasper County Veterans Affairs lowa State Allocation

	Beginning All	ocation Amount (Received) 8/4/2022		\$10,000.00
Date	Who to:	What For:		
9/11/2022	Capitol II Theatre	Movie "No Greater Love" - a war documentary & its aftermath	Amount	
	Staybridge Suites	Commissioners Fall School (Ford, Springer & Nelson)	\$400.00	
	Staybridge Suites	CVSO Fall School (Thorpe)	\$549.03	
10/6/2022	Keith N. Thorpe	"per diem" CVSO Fall School 3 days @ \$64.00	\$563.02	
	Staybridge Suites	Commissioners Fall School (Susan Springer & Jerry Nelson) Parking	\$192.00	
10/10/2022	Jerry Nelson	Mileage Fall School 99.6 Miles Round Trip	\$40.00	
10/10/2022	Susan Springer	Mileage Fall School 107.2 Miles Round Trip	\$62.25	
	Keith Thorpe	Mileage Fall School 76.8 Miles Round Trip	\$67.00	
1/3/2023	Amazon	VCI ProDesk 400 G6 Mini Desktop Computer	\$48.00	
	Hawkeye Stages Bus (1)	Vietnam Votorane Day of the Carifolia as	\$729.00	
	Domino's Pizza	Vietnam Veterans Day at the Capitol in May 8, 2023 The Dental Practice Outreach November 11, 2023	\$2,071.52 \$125.00	
			,	
			\$4,846.82	
-		Allocation Funds Remaining		\$5,153.18
				70,200.20

Jasper County Veterans Affairs Donation Fund Report FY 2022 - 2023

Date	Contributor/Useage	Donation	Expense	
	Beginning Balance			\$3,274.08
7/13/2022	American Legion Reimbursement for Deck Materials		813.10	73,274.00
8/3/2022	Mr. & Mrs. Glen Sherratt	\$1,000.00		
8/16/2022	American Legion (6) Gold Star Mother Gravemarkers & Flags		271.70	-
8/22/2022	Iowa Interstate Railroad, LTD	\$300.00		
8/31/2022	Nehring Auto "Repair Veterans Truck Transmission"		811.74	
9/2/2022	Kwik Star (10) \$25.00 Fuel Only Card		250.00	
9/23/2022	Willard W. Sally Jr. Memorial (THX for Flag Case)	\$100.00		
11/9/2022	Our Savior Lutheran Church "Bringolf, Tisdale & Ervin"	\$325.00		
11/14/2022	Kwik Star (6) \$25.00 Fuel Only Card (Donated by Our Savior Lutheran)		150.00	
11/14/2022	Fareway (6) \$25.00 Grocery Cards (Donated by Our Savior Lutheran)		150.00	
12/9/2022	Kwik Star (10) \$25.00 Fuel Only Card		250.00	
2/9/2023	Kwik Star (10) \$25.00 Fuel Only Card		250.00	
			250.00	

							1787 B
	Original	1				Allocation	%
DESCRIPTION	Allocation	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Remaining	Remaining
Wages-Elected/Dept Head	\$60,000.00	\$14,929.34	\$13,272.42	\$11,060.35	\$0.00	_	34.56%
Wages - Part Time Assistant	\$30,285.00	\$8,033.60	\$7,030.40	\$5,751.20	\$0.00	N. C.	31.27%
Vet Affairs Comm-Expenses	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	A CONTRACTOR OF THE PARTY OF TH	100.00%
Wages-Vet Affairs Commission	\$2,400.00	\$450.00	\$200.00	\$300.00	\$0.00	10	60.42%
Office Supplies	\$1,000.00	\$466.24	\$589.27	\$0.00	\$0.00	5 5 15 173	-5.55%
Magazines/Periodicals/Books	\$100.00	4	\$0.00	\$0.00	\$0.00	1. N. H. T. S. C. S. T. S.	100.00%
Publications/Notices/Advertisement	\$2,500.00	\$519.00	\$683.00	\$1,208.35	\$0.00	\$) N. 1931 E. 5.	3.59%
Postage/Mailing	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00		100.00%
Employee Mileage/Meals	\$800.00	\$182.52	\$166.51	\$27.25	\$0.00	\$423.72	52.97%
Educational/Training Serv	\$4,000.00	\$240.00	\$60.00	\$120.00	\$0.00	\$3,580.00	89.50%
Maint-Office/Computer Equip	\$2,000.00	\$1,357.18	\$276.51	\$400.81	\$0.00	-\$34.50	-1.72%
Dues/Memberships	\$500.00	The state of the s	\$0.00	\$0.00	\$0.00	\$500.00	100.00%
Total Admin Expenses	\$104,285.00	\$26,177.88	\$22,278.11	\$18,867.96	\$0.00	\$300.00	100.00%
					-		
Prescriptions/Med Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Inpatient/Outpatient	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Personal Items/Clothing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Food/Provisions	\$8,000.00	\$3,000.00	\$1,960.00	\$1,000.00	\$0.00	\$2,040.00	25.50%
Taxable Items	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	23.30%
Rent Payments	\$7,500.00	\$2,349.82	\$376.00	\$1,645.00	\$0.00	\$3,129.18	41.72%
Mortgage Payments	\$5,000.00	\$985.25	\$0.00	\$388.35	\$0.00	\$3,626.40	72.53%
Utilities (Elec & Gas)	\$3,000.00	\$677.78	\$1,207.12	\$0.00	\$0.00	\$1,115.10	37.17%
Utilities (Electric)	\$6,000.00	\$2,453.48	\$173.12	\$79.97	\$0.00	\$3,293.43	54.89%
Water Payments	\$2,000.00	\$471.53	\$125.63	\$46.45	\$0.00	\$1,356.39	67.82%
Natural Gas Payments	\$2,000.00	\$258.54	\$924.00	\$725.72	\$0.00	\$91.74	4.59%
Fuel Oil/Propane Payments	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	100.00%
Other Transportation (RIDE)	\$10,000.00	\$2,736.08	\$2,315.43	\$1,871.71	\$0.00	\$3,076.78	
Funeral Services	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	30.77%
Care-Graves/Markers	\$2,500.00	\$924.24	\$924.24	\$0.00	\$0.00	77 78	100.00%
Medical/Health Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$651.52	26.06%
		40.00	φ0.00	Ş0.00	\$0.00	\$0.00	
	\$51,000.00	\$13,856.72	\$8,005.54	\$5,757.20	\$0.00		
Fica-County Portion	\$6,700.00	\$1,725.90	\$1,503.14	\$1,007.06	\$0.00	\$2,463.90	36.77%
IPERS-County Portion	\$8,300.00	\$2,167.70	\$1,943.68	\$1,268.23	\$0.00	\$2,920.39	35.19%
Employee Group Insurance	\$24,494.00	\$5,396.43	\$5,427.26	\$3,615.94	\$0.00	\$10,054.37	41.05%
	\$39,494.00					87	

Phase Number: AR	ARPAR
LRO Name: Jas	Jasper County Veterans Affairs

Spreadsheets alone are not sufficient. Documentation must be obtained, maintained, retained and submitted to EFSP (if required) to support all expenditures made with EFSP funds.

RENT/MORTGAGE EXPENDITURES

1,917.00	Total	75			eme and lists	heite under Eo	lahle on FESD we	Sample Spreadsheets and Guidance are available on FESD website under Forms and listed	ple Spreadsheets a	Sam	
150.00	150.00	02/27/23	02/01/23	559206	1/1/2023,	01/05/23	150.00	Brian Roush	Newton, Iowa 50208		TB1598
					77/77/77				1101 E. 10th St. N		
1,767.00	1,767.00	02/16/23	02/14/23	559346	10/2022,	10/01/19	1,767.00	Wells Fargo	Newton, Iowa 50208		SJ7781
Amount	Amount	(MM/DD/YY)	(MM/DD/YY)	Number	(MM/YYYY)		Amount		DOA)		
EFSP Portion of Check	~	Payment/ Check Clear	Payment/ Check Date	Payment/ Check	Month Covered w/Payment	Due Date*	Monthly Rent/Mortgage	Landlord/Mortgage Company Name	Client Street Address (No PO	Client First Name	(In Alphabetic Order)
	The state of the s	STREET, SQUARE, SALES	STREET, SQUARE, SQUARE				The second secon	The state of the s			

*Reminder - Payments must be made no more than 90 days after the rent due date or intake date. When providing rental assistance to clients who owed several months of rent, Sample Spreadsheets and Guidance are available on EFSP website under Forms and listed on the dashboard under Final Report.

spreadsheet. Please refer to the EFSP Manual for other compliance requirements. enter either the due date (original or the date printed on the eviction notice), or the intake date, whichever falls within the 90-day window under the due date column on the

256.00	256.00		02/28/23	559371	1/4/2023 2/2/2023	02/23/23	Natural Gas	Black Hills Energy			CM2868
of Check Amount	Amount	Date (MM/DD/YY)	Check Date (MM/DD/YY)	Check	w/Payment (MM/DD/YY- MM/DD/YY)	(MM/DD/YY)		venuor Name	Box)	Name	Order)
EFSP Portion		Payment /	Payment /	Payment/	Billing Period Covered	Due Date/	Type of		Client Street	Client First	Client Last Name
1000000			TANK THE		UTILITY EXPENDITURES	YEXPEN	MINISTREE	De Affic Annual	A P. Sept. Lesson		Name of Street
	funds.	ade with EFSP	support all expenditures made with EFSP funds.	support all e						294800-006	LRO ID (9 digits):
nust be	cumentation r	t sufficient. Do ined and subm	Spreadsheets alone are not sufficient. Documentation must be obtained, maintained, retained and submitted to EFSP (if required) to	Spreadsheet obtained, m.					Jasper County Veterans Affairs	Jasper County	LRO Name:
										ARPAR	Phase Number:

Sample Spreadsheets and Guidance are available on EFSP website under Forms and listed on the dashboard under Final Report.

Total

256.00

Payments must be made no more than 90 days after the due date or intake date.

- For non-metered utilities (propane, firewood, coal, kerosene), provide the date of delivery to client.
- refer to the EFSP Manual for other compliance requirements. • For metered utilities, if paying from disconnect/shutoff notice, enter either the due date (original or the date from the notice), or the intake date, whichever falls within the 90-day window. Please

spreadsheet. Enter "N/A" in the column labeled "billing period covered". Reminder - If an LRO pays \$100 or less for a client from a past due balance of disconnect/cutoff/shutoff notice from the utility company, the "billing period covered" information is not required on the