

Jasper County Commission of Veterans Affairs
Administrator Alyssa Wilson & CVSO Keith N. Thorpe
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

8 November 2023

Minutes

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, Jerry Nelson, Ed Spangenburg, and Susan Springer. Commissioner Marta Ford entered the meeting at 1534 hours. Administrator Alyssa Wilson and CVSO Keith N. Thorpe also attended the meeting.

Approve Minutes:

Susan Springer made a motion and Ed Spangenburg seconded to approve the minutes of the regularly scheduled meeting of the Jasper County Commission of Veterans Affairs held on 18 October 2023. The motion passed unanimously.

Unfinished Business:

1. By-Laws for the Commission:

The review, discussion, and revision of the draft by-laws for the Commission will take place at a special work session on Wednesday, 3 January 2024, at 1500 hrs., in the small conference room of the County Office Building.

2. Green Light Program:

The green lights at the Jasper County Courthouse look very good. Administrator Alyssa Wilson has received the digital version of the Board of Supervisors resolution supporting this program.

3. Veterans Traumatic Brain Injury (TBI) Testing:

Administrator Wilson is waiting for Dr. Paul Essen, TBI Coordinator, Central Iowa Healthcare System, to inspect the small conference room in the Jasper County Office Building for suitability.

4. Korean War Veterans Dinner:

U.S. Army veteran Marvin Morris and his daughter, Jackie Morris, planned the 30 October 2023 dinner which had approximately 40 attendees. \$1,040.00 was spent on the meal furnished by the Veterans Affairs Commission.

New Business:

1. October 2023 Administrator's Activity Report:

Commissioners reviewed the September, 2023 Administrator's Activity Report. It was noted that 27 Jasper County veterans passed away in the July through September quarter.

2. October, 2023 Expenses, Allocation, Donation, ESFP Reports:

The reports were presented to the commission. Susan Springer made a motion and Ed Spangenburg seconded to use the Donation Account in lieu of the County Transportation Account for the purchase of up to ten “Christmas Appreciation” \$50 gift cards for Jasper County veteran transporter volunteers. The motion passed unanimously.

3. Purchase Knit or Fleece Caps and Allocation Fund Discussion:

It was the consensus of the Commission members to postpone a decision regarding purchase of knit or fleece caps for veterans. Marta Ford made a motion and Susan Springer seconded to purchase 250 Commission trifold brochures from Riggs Printing. The motion passed unanimously. The cost will be charged to the Allocation Fund.

4. Scanner:

There was discussion of the need for a high quality scanner in the for document submittals to the Veterans Administration. Sue Springer made a motion and Marta Ford seconded for Administrator Wilson to coordinate with the county IT specialist for the purchase of a stand-alone scanner, cost not to exceed \$1,000.00. The motion passed unanimously. The cost is to be charged to the allocation fund.

5. Part-Time Hours Cut:

The part-time position of County Veterans Services Officer work hours have been cut to 26 hours per week or 52 hours per pay period. This action was taken in compliance with the Affordable Care Act as implemented by the U.S. Bureau of Labor.

6. Outreach Initiatives:

It was the consensus of Commission members for Administrator Wilson and CVSO Thorpe to begin planning and scheduling for an outreach coffee in Baxter, a Commissioners trip to the Iowa Veterans Home in Marshalltown, and a Veterans Resource Fair in Newton.

Announcements: None

Public Input: None

Confirm next meeting: Wed., 13 Dec. 2023, 1500 hrs., at the Jasper County Office Building.

At 1614 hours, Susan Springer made a motion and Ed Spangenburg seconded to adjourn. The motion passed unanimously.

/s/Ferdinand J. Chabot, Secretary