

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

14 February 2024

## **Minutes**

On 14 February 2024, at 1507 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 by telephone, Marta Ford by telephone, Jerry Nelson, Ed Spangenburg, and Susan Springer. Administrator Alyssa Wilson and Shared Benefits Coordinator Josh Price 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 13 December 2023, the special scheduled meeting (bylaws) of the Commission held on 3 January 2024, and the special scheduled meeting (budget) of the Commission held on 6 February 2024. 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 the regularly scheduled meeting on Wednesday, 10 April 2024, at 1500 hrs., in the small conference room of the County Office Building.

#### **2. RECON at the American Legion:**

The Resources, Education, Contacts, Opportunities, and Navigating the System (RECON) meeting at the American Legion is scheduled for 4 April 2024 with a back-up contingency date of 11 April 2024. Todd Jacobus, Director of the Iowa Department of Veterans Affairs, has confirmed to Jerry Nelson that he will be the lead-off speaker. It is the Commission's intent to schedule staff of the Veterans Administration Regional Office, Iowa Veterans Cemetery, Iowa State University Cooperative Extension Service, and Des Moines Area Community College to be presenters at the evening meeting. It is the Commission's intent to provide snacks and non-alcoholic beverages for the attendees.

#### **3. Baxter Outreach:**

Administrator Wilson commented that this outreach meeting has been scheduled for 10:00 a.m. on 2 March 2024 at the Baxter Community Center. It is the Commission's intent to provide snacks and non-alcoholic beverages for the attendees..

### **New Business:**

#### **1. December, 2023 Administrator's Activity Report:**

Commissioners reviewed the December, 2023 Administrator's Activity Report.

**2. January, 2024 Administrator's Activity Report:**

Commissioners reviewed the January, 2024 Administrator's Activity Report. Administrator Wilson explained that Kristi Catrenich is no longer employed at the VA Regional Office; therefore, the "Awards by Regional Office" report will be dropped from future Administrator's Activity Reports.

**3. January, 2024 Expenses, Allocation, Donation, ESFP Report:** The reports were presented to the commission. Fred Chabot asked for clarification of the meaning of three reports: "Detail Report - Depart: 21 - VETERANS AFFAIRS, Date Range: 01/30/2024 - 01/30/2024," the "Iowa County Ledger 0216 - ESFP GRANT 01/01/2024 - 01/31/2024," and the "Iowa County Ledger 0227 - VET ALLOC & DONATION F 01/01/2024 - 01/31/2024."

**4. Folders: Request to order 250 each:**

Susan Springer made a motion and Ed Spangenburg seconded to purchase 250 folders in our standard format at a cost of approximately \$750. The motion passed unanimously.

**5. NACVSO National School: Virtual Attendance:**

Marta Ford made a motion and Susan Springer seconded for Administrator Wilson to attend the subject 2024 annual training course virtually from her office and to pay from the Commission budget the NACVSO scheduled rate for her virtual attendance. The motion passed unanimously.

**6. Budget Hearing before the Board of Supervisors:**

Administrator Wilson confirmed that the Jasper County Board of Supervisors requested no changes to the FY 2025 Veterans Affairs Commission budget set at the 13 December 2023 Veterans Affairs Commission meeting: Wages-Elected/Dept Head: \$66,377; Wages-Deputy/Assistant: \$0; Vet Affairs Comm-Expenses: \$500; Wages-Vet Affairs Commission: \$2,400; Office Supplies: \$1,500; Magazines/Periodicals/Books: \$100; Publications/Notices/Advertising: \$2,500; Postage/Mailing: \$200; Employee Mileage/Meals: \$800; Educational/Training Services: \$6,000; Maint-Office/Computer Equipment: \$2,500; Dues/Memberships: \$500; Food/Provisions: \$8,500; Taxable Items: \$0; Rent Payments: \$8,000; Mortgage Payments: \$5,000; Utilities-Gas & Electricity: \$3,000; Electricity Payments: \$6,000; Water Payments: \$2,000; Natural Gas Payments: \$2,000; Fuel Oil/Propane Payments: \$2,000; Other Transportation: \$12,500; Funeral Services: \$3,000; and Care-Graves/Markers: \$3,000.

**7. Shared Benefit Coordinator Update and Introduction:**

The new Shared Benefit Coordinator, Josh Price, was introduced to the Commissioners. Josh's office will be the former CVSO office. Administrator Wilson will assist Josh becoming familiar with the types of telephone calls and unscheduled office visits he is likely to encounter.

**8. Bylaws: Final Review and Signing:**

Moved to the regular Commission meeting on 10 April 2024.

**9. Added: Financial Assistance Request for Veteran RW:**

It was the consensus of the Commission that Veteran RW be offered \$1,000.00 in county financial assistance for electricity and housing rental. This is on condition that the veteran is able to produce proof that he is not being evicted from the rental home.

**10. Added: Lawful Custodian:**

Fred Chabot made a motion and Susan Springer seconded that the Commission hereby designates Alyssa Wilson as the lawful custodian for records of the Jasper County Veterans Affairs Commission. The motion passed unanimously.

**11. Added: Advertising Specialties:**

It was the consensus of the Commission that Susan Springer should proceed to confirm the availability and cost of conservative amounts of various advertising specialties from Marshalltown and Newton companies for use at public meetings. The total cost may be in the range of \$2,000 to \$3,000. Examples of specialties cited include but are not limited to: bag clips, lip balm, adhesive-backed Commission name and address labels, drawstring bags, “sticky notes,” and note pads. This purchase will be an action item at the 13 March 2024 Commission meeting. The use of such advertising specialties is instrumental in successfully marketing available services to veterans from the Jasper County Veterans Affairs Commission.

Announcements: None

Public Input: None

Confirm next meeting: Wednesday, 13 March 2024, 1500 hrs., at the Jasper County Office Building.

At 1645 hours, Susan Springer made a motion and Marta Ford seconded to adjourn. The motion passed unanimously.

/s/Ferdinand J. Chabot, Secretary