

**Jasper County Commission of Veterans Affairs**

County Annex Bldg., 115 N 2<sup>nd</sup> Ave E. Newton, Ia. 50208

CVSO Keith N. Thorpe & Alyssa Flood

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

Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Michael Naber, Matthew Smith

9 February 2022

**Minutes**

At 1503 Chairwoman Susan Springer called the Regular Scheduled Meeting of the Jasper County Veterans Affairs to order. The other commissioners in attendance were Marta Ford, Michael Naber and Jerry Nelson. Matthew Smith attempted to call in, however due to technical problems he could not participate. Also, in attendance were VSO/Secretary Keith Thorpe, Alyssa Flood, Human Resource Director Dennis Simon and Abby Knipfel a reporter for the Newton Daily News.

Approve Minutes 12 January 2022 Regular Meeting: Marta Ford made a motion and Mike Naber seconded to approve the minutes as presented. The motion passed unanimously.

Approve Minutes 21 January 2022 Workshop Meeting: Mike Naber made a motion and Marta Ford seconded to approve the minutes as presented. The motion passed unanimously.

Unfinished Business:

1. **Veterans Outreach Tasks:** On 21 January 2022 the commission had a workshop meeting which addressed the need for updating the job description for the position of Director / Administrator. The modified job description included the necessary “outreach tasks” required for the office staff to professionally serve our Jasper County Veterans and their families.
2. **Veterans Outreach:** Susan, Marta, Alyssa, and Keith attended attend the Quarterly Meeting of the Korean War/Era Veterans Association on 31 January 2022. The meeting was well attended. The food was great. After the Veterans Affairs presentation, three appointments were scheduled.
3. **Spring Outreach 2022:** Mike Naber made a motion and seconded by Marta Ford to provide supper for the Jasper County Vietnam Veterans meeting 25 March 2022 at the Newton Legion Post 111. The motion passed unanimously.

New Business:

1. **January 2022 Director’s Activity Report** was presented to the commission.
2. **January 2022 Budget** was presented to the commission.
3. **Allocation Fund / Donation Fund (FY2021 – 2022)** was presented to the commission.
  - a. **Fuel cards** will be purchased using funds from the “Donation Account”.
  - b. **Storage cabinets** for the new office will be discussed at the March meeting.
  - c. Marta Ford made a motion and Mike Naber seconded to purchase a **second printer** for the office using G/L Account 0001-21-3200-000-44400. The motion passed unanimously.
4. **Iowa Code 35.1:** The “eligibility” for assisting veterans will be discussed at the March meeting. Alyssa will canvass other Iowa counties for their eligibility requirements and report her findings to the Commission. Packets with findings will be mailed out February 11, 2022 to each commissioner.

**(OVER)**

5. **Spring School:** IACCVSO Spring School will be Monday April 11, 2022, thru Friday April 15, 2022.  
Spring School will be for CVSO's only. Commissioners will have their schooling at a later dated.

6. **Interviews for Director/Administrator:**

The commission will meet on February 17, 2022, to interview applicants.

Announcements:

None

Public Input

None

Confirm next meeting: Wednesday March 9, 2022, at 1500 in the Annex Building.

At 1559 Mike Naber made a motion and Marta Ford seconded to adjourn.  
The motion passed unanimously.

/s/ Keith N. Thorpe