

**Jasper County Commission of Veterans Affairs**  
County Annex Bldg., 115 N 2<sup>nd</sup> Ave E. Newton, Ia. 50208  
Administrator Alyssa Flood & CVSO Keith N. Thorpe  
Phone (641) 792-7993 FAX (641) 787-1302  
Commissioners: Marta Ford, Susan Springer, Jerry Nelson, Michael Naber, Matthew Smith

6 April 2022

**Minutes**

At 1501 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 Jerry Nelson and Matthew Smith. Also, in attendance was Administrator, Alyssa Flood. Dennis Simon, Jasper County Director of Human Resources joined the meeting at 1545. VSO/Secretary Keith Thorpe was excused from the meeting due to traveling home from Washington D.C.

Approve Minutes 9 March 2022 Regular Meeting: Marta Ford made a motion and Mike Naber seconded to approve the minutes as presented. The motion passed unanimously.

Unfinished Business:

1. **Spring Outreach 2022: Jasper County Vietnam Veterans 25 March 2022;** commissioners in attendance with the event were happy with the turn out and presentation given by Alyssa Flood.

New Business:

1. **March 2022 Administrator's Activity Report:**
2. **March 2022 Budget Report:**
3. **Allocation Fund / Donation Fund (FY 2021 – 2022):**
  - a. **(2) Hawkeye Stages Buses to Des Moines May 6, 2022 “Vietnam Vets Day”**  
Mike Naber made a motion to, and Matt Smith seconded to approve the expense. The motion passed unanimously.
  - b. **Storage cabinets for grave markers, flag cases, etc.**  
The commission agreed to discuss further at the May meeting following the 3<sup>rd</sup> Qtr. Report to the Board of Supervisors on April 26<sup>th</sup> . The motion passed unanimously.
4. **3<sup>rd</sup> Quarter FY 2021 – 2022 Report to the Jasper County Board of Supervisors:** Mike Naber made a motion to, and Matt Smith seconded. The motion passed unanimously.
5. **Colfax – Mingo Coffee w/ Veterans May 14, 2022:** Commissioners were optimistic about this

opportunity and agreed to allow Alyssa to proceed on planning.

6. **Clothing for outreach:** Chairwoman Susan Springer collected shirt type and sizes from all present. Commission decided on light gray with the new logo designed by Alyssa. Alyssa emailed logo to A Team Apparel.
  
7. **Commissioner vacancy – June 2022**
  - a. Chairwoman Susan Springer will email Brandon Talsma. Once direction on how the BOS would like to proceed is clarified, the vacancy will be posted on the County’s website. Projected closing date for applications is May 15.
  
8. **Administrators Hours beginning 1 July 2022:** Office hours were agreed upon to be 8:00 a.m. to 4:30 p.m. with a half hour floating lunch. Mike Naber made a motion and Marta Ford seconded to approve. The motion passed unanimously.
  
9. **Human Resources: Proposed salary / wage increase of four percent (4%) effective 1 July 2022**
  - a. **for the Administrator.** Marta Ford made a motion and Matt Smith seconded to approve this increase. Mike Naber made a motion to, and Marta Ford seconded to approve. The motion passed unanimously.
  
10. **Movie Outreach: *No Greater Love* at Capitol Movie Theatre.**
  - a. Open to Veterans and their families. \$3.50 per participant. \$150.00 to rent theatre, funds will come out of the Allocation account. Matt Smith made a motion to, and Mike Naber seconded to approve. The motion passed unanimously.

Announcements:

None

Public Input

None

Confirm next meeting: Wednesday May 11, 2022, at 1500 in the Annex Building.

At 1637 Matt Smith made a motion and Marta Ford seconded to adjourn.  
The motion passed unanimously.

/s/ Alyssa A. Wilson