

# Jasper County Commission of Veteran Affairs

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

VSO/Secretary Keith N. Thorpe & Alyssa Flood

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

21 January 2022

At 1500 Chairwomen Susan Springer called the Workshop Meeting to order: The other Commissioners which attend were Marta Ford; Jerry Nelson and Mike Naber. Matthew Smith was absent. Also attending were Keith Thorpe, Alyssa Flood and Jasper County Human Resource Director Dennis Simon.

## Workshop Minutes

### **1. Jasper County Veterans Affairs Director / Administrator Job Description:**

Dennis Simon presented the commission with a job description for a Director / Administrator. The job description was modified for Jasper County using a Poweshiek County job description.

Mike Naber made a motion to approve the job description with the below listed changes. Marta Ford seconded. Motion passed unanimously.

Page 3, Under Minimum Education, Training and Experience:

1. First paragraph, first sentence: change "*Bachelor's degree and three (3) years*" to read as "*Bachelor's degree and/or three (3) years*"
2. Second paragraph, second sentence: change "*May also require use of your private vehicle*" to read as "*Shall require use of your private vehicle*"

Page 4, Under Supplemental Information:

Second paragraph, first sentence: add "*Veteran Service Organizations*" following "*outside agencies*"

### **2. FY 2022 – 2023 Budget:**

Jerry Nelson made a motion and Marta Ford seconded that the FY 2022 -2023 Budget be approved as amended. Motion passed unanimously.

The meeting was adjourned at 1622.

/s/ Keith N. Thorpe