

# MARSHALL COUNTY COMMISSION OF VETERANS AFFAIRS

101 E Main Street, Marshalltown, IA 50158

## Chair

Dave Streets

## Commissioner

Bob Grimes

## Commissioner

Herschel Edwards

## Term Ends

12/31/2028

12/31/2027

12/31/2029

## AGENDA

**2:00 PM July 7, 2026**

The Marshall County Commission of Veterans Affairs will meet in the Veterans Affairs office conference room, 101 E. Main St, Marshalltown, Iowa. The Commission will consider such necessary business as may come before it. Proposed agenda items must be submitted in writing to the Marshall County Veterans Affairs office, 101 E Main Street, Marshalltown, Iowa 50158.

Commissioners: Chair Dave Streets, Bob Grimes, Herschel Edwards.

Ex-Officio member Board of Supervisor Representative: J Heil.

### PROPOSED AGENDA:

1. Call to Order by Commission Chair Streets. Time: \_\_\_\_
2. Pledge of Allegiance.
3. Roll Call.
4. Approval of Minutes: Motion by \_\_\_, second by \_\_\_ to approve minutes as presented.  
Roll call vote: \_\_\_. *Documents: Regular Meeting of 6/2/2026.*
5. Presentation of claims and approval. Motion by \_\_\_, second by \_\_\_ to approve claims as presented.  
Roll call vote: \_\_\_. *Document: Year to Date Expenditures.*
6. Approve Home Base Iowa Relocation Application Antonio J Cruz Hernandez, from Black Hawk Co.  
Motion by \_\_\_, second by \_\_\_. Roll call vote: \_\_\_ (payment electronically approved)
7. Veterans Helped Report. *Document: Stats for prior month, State Stakeholder Report summary.*
8. Discussion and provide staff direction: Job Description, Executive Director. Compare the County's 2021 copy with recent copies from Jasper and Dallas Counties.
9. RAGBRAI planning (continued)
10. Director's Report.
  - a. Coffee & Camaraderie
  - b. Outreach Activities
  - c. Home Base Iowa update
  - d. Legislative update
11. Commissioner's Report.
12. Public comments.
13. Adjourn. Time: \_\_\_\_

Kevin Huseboe

Executive Director, Veterans Affairs



# OFFICE OF VETERANS AFFAIRS

MARSHALL COUNTY, IOWA

101 E. Main St  
Marshalltown, IA 50158  
Phone (641) 754-6335  
va@marshallcountya.gov

**Commissioners:**  
David Streets, Chairman  
Bob Grimes  
Herschel Edwards

## MARSHALL COUNTY COMMISSION OF VETERANS AFFAIRS MEETING Regular Meeting – June 2, 2026

The meeting was called to order at 2:00 pm by Chairman Streets. Also in attendance were Commissioners David Streets, Bob Grimes, Herschel Edwards, County Veterans Service Officer Shari Coughenour, Ex Officio Supervisor Jarret Heil. Director Huseboe was absent. Streets led the assembled in the Pledge of Allegiance.

Roll Call: Present: Streets, Grimes, Edwards, Heil.

Streets moved to approve regular minutes dated May 5, 2026, second by Grimes. Motion carried 3-0.

Edwards moved to approve the claims as presented, second by Grimes. Motion carried 3-0.

The Commission reviewed the following reports

- a. Budget / expenses through last month's financial report.
- b. Number of Veterans helped, by county and what type of reports were filed to the Veterans Affairs on behalf of the Veterans.
- c. State IDVA Stakeholder Report, lists by county number of veterans/survivors receiving VA monies. Discussion of the Stakeholder Report, showing 743 veterans receiving "Live Compensation" with an average of \$1905/month. Total monthly Federal VA Compensation to veterans in Marshall County is \$1,728,780 for the month of April 2026.

The Commission discussed Memorial Day Celebration planning, including Quilts of Valor recipients. The ceremony will begin at 2:30. Street closure has been handled.

RAGBRAI – Commissioner Edwards oversees the planning for the Veteran Memorial area at the County Courthouse to provide outreach for veterans. Setup is planned for 0730, with volunteers scheduled to arrive about 0800. The outreach will shut down at 1600. The group is planning to acquire a canopy, tables (4) and chairs (20). 250 water bottles have been delivered to Commissioner Grimes. "VA Lori" will provide a popup tent. Edwards will contact Sign Creations inquiring about a vinyl sign/banner. Available QR codes will eliminate paper handouts for veteran service connections.

Director Report: absent

Commissioner Report: none

There were no public comments.

The meeting adjourned at 2:31 pm, Motion by Edwards, second by Grimes. Motion carried 3-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin Huseboe".

Kevin Huseboe, Executive Director

*The Mission of the Marshall County Veteran Affairs  
Commission is to assist all Veterans of Marshall County  
and other veterans with their VA Disability Claims*

## MARSHALL COUNTY - VETERANS SERVED REPORTS FILED

| <u>New Veterans Added</u> | <u>2026 TOTALS</u> | <u>JAN</u> | <u>FEB</u> | <u>MAR</u> | <u>APR</u> | <u>MAY</u> | <u>JUNE</u> | <u>JULY</u> | <u>AUG</u> | <u>SEP</u> | <u>OCT</u> | <u>NOV</u> | <u>DEC</u> |
|---------------------------|--------------------|------------|------------|------------|------------|------------|-------------|-------------|------------|------------|------------|------------|------------|
| MARSHALL                  | 39                 | 7          | 6          | 6          | 6          | 4          | 10          |             |            |            |            |            |            |
| BLACK HAWK                | 1                  | 1          |            |            |            |            |             |             |            |            |            |            |            |
| BUTLER                    | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| CERRO GORDO               | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| GRUNDY                    | 1                  |            |            |            |            |            | 1           |             |            |            |            |            |            |
| HAMILTON                  | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| HARDIN                    | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| IOWA                      | 1                  |            |            |            | 1          |            |             |             |            |            |            |            |            |
| JASPER                    | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| JOHNSON                   | 1                  |            |            |            |            |            | 1           |             |            |            |            |            |            |
| KOSSUTH                   | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| LINN                      | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| MAHASKA                   | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| MARION                    | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| MUSCATINE                 | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| POLK                      | 6                  |            | 1          | 1          | 1          | 1          | 2           |             |            |            |            |            |            |
| POTTAWATTAMIE             | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| POWESHIEK                 | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| STORY                     | 3                  |            |            |            | 1          | 1          | 1           |             |            |            |            |            |            |
| TAMA                      | 1                  | 1          |            |            |            |            |             |             |            |            |            |            |            |
| OTHER STATES              | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| Month Total               |                    | 9          | 7          | 7          | 9          | 6          | 15          | 0           | 0          | 0          | 0          | 0          | 0          |

| <u>New Vets Other States</u> | <u>2026 Totals</u> | <u>JAN</u> | <u>FEB</u> | <u>MAR</u> | <u>APR</u> | <u>MAY</u> | <u>JUNE</u> | <u>JULY</u> | <u>AUG</u> | <u>SEP</u> | <u>OCT</u> | <u>NOV</u> | <u>DEC</u> |
|------------------------------|--------------------|------------|------------|------------|------------|------------|-------------|-------------|------------|------------|------------|------------|------------|
| IOWA                         | 53                 | 9          | 7          | 7          | 9          | 6          | 15          |             |            |            |            |            |            |
| COLORADO                     | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| IDAHO                        | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| FLORIDA                      | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
|                              | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
|                              | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
|                              | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
|                              | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
|                              | 0                  |            |            |            |            |            |             |             |            |            |            |            |            |
| Month Total                  |                    | 9          | 7          | 7          | 9          | 6          | 15          | 0           | 0          | 0          | 0          | 0          | 0          |

## MARSHALL COUNTY - VETERANS SERVED REPORTS FILED

| Reports Filed  | 2026<br>Totals | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEP | OCT | NOV | DEC |
|----------------|----------------|-----|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-----|
| 10-0103        | 0              |     |     |     |     |     |      |      |     |     |     |     |     |
| 10-10 D        | 4              |     |     |     | 2   | 2   |      |      |     |     |     |     |     |
| 10-10 EZ       | 15             | 1   | 3   | 2   | 5   | 2   | 2    |      |     |     |     |     |     |
| *107959c       | 7              | 1   |     | 3   | 2   | 1   |      |      |     |     |     |     |     |
| 20-0995        | 71             | 15  | 12  | 18  | 12  | 2   | 12   |      |     |     |     |     |     |
| 20-0996        | 4              |     | 2   | 1   |     |     | 1    |      |     |     |     |     |     |
| 20-10207       | 11             | 2   | 2   | 2   | 1   | 2   | 2    |      |     |     |     |     |     |
| 21-0779        | 1              |     |     |     |     |     | 1    |      |     |     |     |     |     |
| 21-0781        | 20             | 1   | 4   | 4   | 6   | 3   | 2    |      |     |     |     |     |     |
| 21-0845        | 15             | 1   | 4   | 2   | 2   | 3   | 3    |      |     |     |     |     |     |
| 21-0966        | 100            | 11  | 17  | 16  | 15  | 11  | 30   |      |     |     |     |     |     |
| 21-0972        | 5              |     | 2   |     |     | 2   | 1    |      |     |     |     |     |     |
| 21-10210       | 0              |     |     |     |     |     |      |      |     |     |     |     |     |
| 21-22          | 144            | 17  | 22  | 20  | 25  | 18  | 42   |      |     |     |     |     |     |
| 21-2680        | 4              | 1   | 1   | 1   |     |     | 1    |      |     |     |     |     |     |
| 21-4138        | 140            | 30  | 17  | 21  | 20  | 22  | 30   |      |     |     |     |     |     |
| 21-4142        | 111            | 27  | 16  | 22  | 16  | 12  | 18   |      |     |     |     |     |     |
| 21-4142a       | 110            | 26  | 16  | 23  | 14  | 12  | 19   |      |     |     |     |     |     |
| 21-526EZ       | 96             | 22  | 17  | 14  | 10  | 15  | 18   |      |     |     |     |     |     |
| 21-601         | 0              |     |     |     |     |     |      |      |     |     |     |     |     |
| 21-674/21-674b | 0              |     |     |     |     |     |      |      |     |     |     |     |     |
| 21-686c        | 9              |     |     | 2   | 2   | 2   | 3    |      |     |     |     |     |     |
| 21-8416        | 1              |     |     |     |     | 1   |      |      |     |     |     |     |     |
| 21-8940        | 1              |     |     |     |     |     | 1    |      |     |     |     |     |     |
| 21P-0847       | 4              |     | 1   | 1   | 1   | 1   |      |      |     |     |     |     |     |
| 21P-0969       | 8              | 1   | 1   | 2   |     | 1   | 3    |      |     |     |     |     |     |
| 21P-527EZ      | 8              | 3   | 2   | 3   |     |     |      |      |     |     |     |     |     |
| 21P-530EZ      | 3              |     | 1   | 1   |     |     | 1    |      |     |     |     |     |     |
| 21P-534EZ      | 10             | 1   |     | 3   | 1   | 2   | 3    |      |     |     |     |     |     |
| 26-1880        | 0              |     |     |     |     |     |      |      |     |     |     |     |     |
| 26-4555        | 0              |     |     |     |     |     |      |      |     |     |     |     |     |
| 5655           | 0              |     |     |     |     |     |      |      |     |     |     |     |     |
| 9 Appeal Form  | 0              |     |     |     |     |     |      |      |     |     |     |     |     |
| SF-180         | 0              |     |     |     |     |     |      |      |     |     |     |     |     |
|                | TOTAL          | 160 | 140 | 161 | 134 | 114 | 193  | 0    | 0   | 0   | 0   | 0   | 0   |

## KEY

|                                                                                                       |                                                                                                                           |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 10-0103 VETERANS APPLICATION FOR ASSISTANCE In Acquiring Home Improvements and Structural Alterations | 21-674 - Request for Approval School Attendance (High School 18+) or 21-674b (College)                                    |
| 10-10 EZ Application for Health Benefits                                                              | 21-686c Dependents, Add or Remove                                                                                         |
| 10-10 EZR Health Benefits Renewal                                                                     | 21-8416 Medical Expense Report - Nursing Home, Home Care                                                                  |
| 10-10HS Request for Hardship Determination                                                            | 21-8940 Application for Increased Compensation Unemployability                                                            |
| 20-0995 Decision Review Request: Supplemental Claim                                                   | 21P-0847 Request for Substitution of Claimant Upon Death of Claimant                                                      |
| 20-0996 Decision Review Request: Higher-Level Review                                                  | 21P-0969 Income & Asset Statement In Support Of Claim For Pension Or Parents' Dependency And Indemnity C                  |
| 20-10207 Priority Processing due to qualifying circumstances or status                                | 21P-527 Income-Net Worth and Employment Statement                                                                         |
| 21-0779 Nursing Home Information Aid & Attendance                                                     | 21P-527EZ Application for Pension                                                                                         |
| 21-0781 Statement in Support of Claim for PTSD                                                        | 21P-530EZ Application for Burial Benefits                                                                                 |
| 21-0845 Third Party disclosure PII                                                                    | 21P-534a Application For Dependency And Indemnity Compensation By A Surviving Spouse Or Child - In-Service Death Only     |
| 21-0966 Intent to File a Claim                                                                        | 21P-534EZ Application for DIC, Death Pension, and/or Accrued Benefits                                                     |
| 21-0972 File for VA to accept Durable Power of Attorney                                               | 26-1880 Request for A Certificate of Eligibility - Home Loan Guaranty                                                     |
| 21-10210 Lay/Witness Statement                                                                        | 26-4555 Veteran's Application for Acquiring Specially Adapted Housing or Special Home Adaptation Grant                    |
| 21-22 Appointment of Veterans Service Organization                                                    | 5655 Financial Status Report                                                                                              |
| 21-4138 Statement in Support of Claim                                                                 | VA FORM 9 - Appeal To Board of Veterans' Appeals                                                                          |
| 21-4142, 4142a Private Medical Request                                                                | SF180 NARA Records Request                                                                                                |
| 21-526EZ Application for Disability Compensation and Related Compensation Benefits                    | *107959c - CHAMP VA other health insurance - timeline for approval delayed, requires online submit with applicant account |
| 21-601 Application for Accrued Amounts Due A Deceased Beneficiary                                     |                                                                                                                           |

STAKEHOLDER REPORT  
MARSHALL COUNTY

| YEAR    | Live Compensation |            | Live Pension |            | Survivor Pension |           | DIC   |           | Grand Total |              | Month +/-   | Average per Live Compensation |
|---------|-------------------|------------|--------------|------------|------------------|-----------|-------|-----------|-------------|--------------|-------------|-------------------------------|
| Month   | Count             | Gross      | Count        | Gross      | Count            | Gross     | Count | Gross     | Count       | Gross        |             |                               |
| 2021-01 | 522               | \$ 595,125 | 174          | \$ 293,650 | 56               | \$ 61,403 | 30    | \$ 44,170 | 782         | \$ 994,349   | \$ -        | \$ 1,140.09                   |
| 2021-02 | 523               | \$ 595,398 | 174          | \$ 297,296 | 53               | \$ 59,244 | 30    | \$ 44,170 | 780         | \$ 996,108   | 1,759       | \$ 1,138.43                   |
| 2021-03 | 521               | \$ 593,987 | 173          | \$ 295,084 | 54               | \$ 61,062 | 31    | \$ 45,816 | 779         | \$ 995,949   | \$ (159)    | \$ 1,140.09                   |
| 2021-04 | 517               | \$ 583,258 | 169          | \$ 286,053 | 52               | \$ 58,753 | 31    | \$ 45,864 | 769         | \$ 973,928   | \$ (22,021) | \$ 1,128.16                   |
| 2021-05 | 523               | \$ 597,982 | 169          | \$ 283,783 | 49               | \$ 55,734 | 30    | \$ 44,555 | 771         | \$ 982,054   | \$ 8,126    | \$ 1,143.37                   |
| 2021-06 | 521               | \$ 597,654 | 168          | \$ 282,231 | 45               | \$ 50,944 | 30    | \$ 44,555 | 764         | \$ 975,384   | \$ (6,670)  | \$ 1,147.13                   |
| 2021-07 | 524               | \$ 597,617 | 166          | \$ 279,720 | 45               | \$ 51,302 | 30    | \$ 44,891 | 765         | \$ 973,530   | \$ (1,854)  | \$ 1,140.49                   |
| 2021-08 | 528               | \$ 609,621 | 166          | \$ 283,505 | 44               | \$ 50,058 | 30    | \$ 44,891 | 768         | \$ 988,075   | \$ 14,545   | \$ 1,154.59                   |
| 2021-09 | 530               | \$ 610,693 | 162          | \$ 274,083 | 43               | \$ 47,660 | 31    | \$ 46,249 | 766         | \$ 978,684   | \$ (9,391)  | \$ 1,152.25                   |
| 2021-10 | 529               | \$ 615,566 | 161          | \$ 270,606 | 43               | \$ 47,460 | 33    | \$ 48,964 | 766         | \$ 982,596   | \$ 3,912    | \$ 1,163.64                   |
| 2021-11 | 532               | \$ 622,301 | 157          | \$ 265,949 | 44               | \$ 48,494 | 33    | \$ 48,964 | 766         | \$ 985,708   | \$ 3,112    | \$ 1,169.74                   |
| 2021-12 | 520               | \$ 652,943 | 156          | \$ 277,063 | 44               | \$ 51,036 | 34    | \$ 53,290 | 754         | \$ 1,034,332 | \$ 48,624   | \$ 1,255.66                   |
| 2022-01 | 523               | \$ 654,192 | 154          | \$ 270,707 | 44               | \$ 51,036 | 34    | \$ 53,290 | 755         | \$ 1,029,226 | \$ (5,106)  | \$ 1,250.85                   |
| 2022-02 | 524               | \$ 660,671 | 149          | \$ 260,837 | 43               | \$ 49,284 | 34    | \$ 53,815 | 750         | \$ 1,024,607 | \$ (4,619)  | \$ 1,260.82                   |
| 2022-03 | 525               | \$ 673,022 | 146          | \$ 256,838 | 40               | \$ 45,319 | 34    | \$ 53,815 | 745         | \$ 1,028,994 | \$ 4,387    | \$ 1,281.95                   |
| 2022-04 | 524               | \$ 672,867 | 145          | \$ 252,907 | 41               | \$ 45,409 | 35    | \$ 55,608 | 745         | \$ 1,026,792 | \$ (2,202)  | \$ 1,284.10                   |
| 2022-05 | 531               | \$ 685,342 | 141          | \$ 245,479 | 41               | \$ 42,953 | 35    | \$ 55,252 | 748         | \$ 1,029,026 | \$ 2,234    | \$ 1,290.66                   |
| 2022-06 | 537               | \$ 692,914 | 139          | \$ 241,273 | 42               | \$ 44,248 | 35    | \$ 55,252 | 753         | \$ 1,033,687 | \$ 4,661    | \$ 1,290.34                   |
| 2022-07 | 537               | \$ 681,985 | 143          | \$ 245,731 | 41               | \$ 41,702 | 34    | \$ 53,153 | 755         | \$ 1,022,571 | \$ (11,116) | \$ 1,269.99                   |
| 2022-08 | 540               | \$ 683,652 | 143          | \$ 241,154 | 42               | \$ 42,940 | 34    | \$ 53,153 | 759         | \$ 1,020,899 | \$ (1,672)  | \$ 1,266.02                   |
| 2022-09 | 540               | \$ 681,665 | 142          | \$ 239,469 | 44               | \$ 46,070 | 34    | \$ 53,153 | 760         | \$ 1,020,357 | \$ (542)    | \$ 1,262.34                   |
| 2022-10 | 543               | \$ 684,911 | 141          | \$ 236,980 | 45               | \$ 48,181 | 34    | \$ 53,153 | 763         | \$ 1,023,225 | \$ 2,868    | \$ 1,261.35                   |
| 2022-11 | 549               | \$ 692,035 | 146          | \$ 244,622 | 47               | \$ 48,785 | 33    | \$ 51,716 | 775         | \$ 1,037,157 | \$ 13,932   | \$ 1,260.54                   |
| 2022-12 | 553               | \$ 751,603 | 141          | \$ 254,029 | 48               | \$ 53,345 | 34    | \$ 57,778 | 776         | \$ 1,116,754 | \$ 79,597   | \$ 1,359.14                   |
| 2023-01 | 551               | \$ 757,703 | 139          | \$ 249,090 | 49               | \$ 53,209 | 34    | \$ 57,778 | 773         | \$ 1,117,779 | \$ 1,025    | \$ 1,375.14                   |
| 2023-02 | 558               | \$ 766,316 | 140          | \$ 251,544 | 47               | \$ 50,828 | 32    | \$ 53,933 | 777         | \$ 1,122,621 | \$ 4,842    | \$ 1,373.33                   |
| 2023-03 | 566               | \$ 771,305 | 139          | \$ 249,840 | 45               | \$ 47,964 | 32    | \$ 53,933 | 782         | \$ 1,123,042 | \$ 421      | \$ 1,362.73                   |
| 2023-04 | 571               | \$ 777,981 | 138          | \$ 247,682 | 43               | \$ 46,970 | 32    | \$ 53,546 | 784         | \$ 1,126,179 | \$ 3,137    | \$ 1,362.49                   |

STAKEHOLDER REPORT  
MARSHALL COUNTY

| YEAR    | Live Compensation |              | Live Pension |            | Survivor Pension |           | DIC |           | Grand Total |              | Month +/-   | Average per Live Compensation |
|---------|-------------------|--------------|--------------|------------|------------------|-----------|-----|-----------|-------------|--------------|-------------|-------------------------------|
| 2023-05 | 568               | \$ 777,588   | 136          | \$ 241,548 | 43               | \$ 47,337 | 32  | \$ 53,546 | 779         | \$ 1,120,019 | \$ (6,160)  | \$ 1,368.99                   |
| 2023-06 | 574               | \$ 787,951   | 134          | \$ 236,920 | 41               | \$ 45,160 | 32  | \$ 53,546 | 781         | \$ 1,123,577 | \$ 3,558    | \$ 1,372.74                   |
| 2023-07 | 573               | \$ 781,123   | 135          | \$ 240,725 | 41               | \$ 45,626 | 32  | \$ 53,546 | 781         | \$ 1,121,021 | \$ (2,556)  | \$ 1,363.22                   |
| 2023-08 | 578               | \$ 791,986   | 135          | \$ 240,950 | 40               | \$ 44,730 | 33  | \$ 55,109 | 786         | \$ 1,132,775 | \$ 11,754   | \$ 1,370.22                   |
| 2023-09 | 584               | \$ 792,326   | 135          | \$ 239,172 | 40               | \$ 45,680 | 32  | \$ 53,546 | 791         | \$ 1,130,724 | \$ (2,051)  | \$ 1,356.72                   |
| 2023-10 | 585               | \$ 800,171   | 130          | \$ 232,907 | 38               | \$ 44,331 | 32  | \$ 53,546 | 785         | \$ 1,130,955 | \$ 231      | \$ 1,367.81                   |
| 2023-11 | 589               | \$ 809,072   | 129          | \$ 230,385 | 39               | \$ 44,856 | 32  | \$ 53,546 | 789         | \$ 1,137,859 | \$ 6,904    | \$ 1,373.64                   |
| 2023-12 | 596               | \$ 860,271   | 127          | \$ 234,214 | 38               | \$ 44,710 | 32  | \$ 55,260 | 793         | \$ 1,194,455 | \$ 56,596   | \$ 1,443.41                   |
| 2024-01 | 601               | \$ 881,565   | 127          | \$ 227,237 | 38               | \$ 44,710 | 34  | \$ 58,485 | 800         | \$ 1,211,997 | \$ 17,542   | \$ 1,466.83                   |
| 2024-02 | 607               | \$ 900,355   | 125          | \$ 228,466 | 39               | \$ 40,720 | 35  | \$ 60,098 | 806         | \$ 1,229,638 | \$ 17,641   | \$ 1,483.29                   |
| 2024-03 | 610               | \$ 913,628   | 127          | \$ 221,668 | 35               | \$ 41,290 | 35  | \$ 60,098 | 807         | \$ 1,236,684 | \$ 7,046    | \$ 1,497.75                   |
| 2024-04 | 628               | \$ 945,650   | 118          | \$ 215,439 | 34               | \$ 39,812 | 35  | \$ 60,098 | 815         | \$ 1,260,999 | \$ 24,315   | \$ 1,505.81                   |
| 2024-05 | 637               | \$ 961,180   | 117          | \$ 213,493 | 33               | \$ 38,334 | 36  | \$ 61,521 | 823         | \$ 1,274,528 | \$ 13,529   | \$ 1,508.92                   |
| 2024-06 | 650               | \$ 996,401   | 117          | \$ 215,698 | 33               | \$ 37,624 | 36  | \$ 61,521 | 836         | \$ 1,311,244 | \$ 36,716   | \$ 1,532.92                   |
| 2024-07 | 658               | \$ 1,022,134 | 112          | \$ 205,011 | 31               | \$ 34,668 | 36  | \$ 61,863 | 837         | \$ 1,323,676 | \$ 12,432   | \$ 1,553.40                   |
| 2024-08 | 663               | \$ 1,036,224 | 113          | \$ 204,870 | 30               | \$ 34,187 | 37  | \$ 63,476 | 843         | \$ 1,338,757 | \$ 15,081   | \$ 1,562.93                   |
| 2024-09 | 674               | \$ 1,067,413 | 112          | \$ 198,342 | 30               | \$ 32,799 | 36  | \$ 61,521 | 852         | \$ 1,360,074 | \$ 21,317   | \$ 1,583.70                   |
| 2024-10 | 678               | \$ 1,076,835 | 113          | \$ 199,974 | 29               | \$ 31,321 | 36  | \$ 61,521 | 856         | \$ 1,369,651 | \$ 9,577    | \$ 1,588.25                   |
| 2024-11 | 687               | \$ 1,113,792 | 112          | \$ 205,372 | 28               | \$ 29,149 | 36  | \$ 61,521 | 863         | \$ 1,409,834 | \$ 40,183   | \$ 1,621.24                   |
| 2024-12 | 685               | \$ 1,145,285 | 113          | \$ 213,937 | 28               | \$ 29,741 | 36  | \$ 63,059 | 862         | \$ 1,452,022 | \$ 42,188   | \$ 1,671.95                   |
| 2025-01 | 690               | \$ 1,144,351 | 107          | \$ 202,822 | 28               | \$ 29,292 | 35  | \$ 61,406 | 860         | \$ 1,437,871 | \$ (14,151) | \$ 1,658.48                   |
| 2025-02 | 693               | \$ 1,158,491 | 105          | \$ 199,551 | 28               | \$ 28,404 | 35  | \$ 61,406 | 861         | \$ 1,447,852 | \$ 9,981    | \$ 1,671.70                   |
| 2025-03 | 703               | \$ 1,176,000 | 104          | \$ 198,882 | 28               | \$ 28,177 | 37  | \$ 64,712 | 872         | \$ 1,467,771 | \$ 19,919   | \$ 1,672.83                   |
| 2025-04 | 714               | \$ 1,202,650 | 103          | \$ 196,287 | 30               | \$ 32,112 | 37  | \$ 64,302 | 884         | \$ 1,495,351 | \$ 27,580   | \$ 1,684.38                   |
| 2025-05 | 713               | \$ 1,203,786 | 101          | \$ 193,346 | 32               | \$ 33,418 | 37  | \$ 64,302 | 883         | \$ 1,494,852 | \$ (499)    | \$ 1,688.34                   |
| 2025-06 | 715               | \$ 1,232,468 | 101          | \$ 194,874 | 32               | \$ 33,418 | 37  | \$ 64,302 | 885         | \$ 1,525,062 | \$ 30,210   | \$ 1,723.73                   |
| 2025-07 | 717               | \$ 1,253,351 | 106          | \$ 204,496 | 30               | \$ 30,388 | 37  | \$ 64,302 | 890         | \$ 1,552,537 | \$ 27,475   | \$ 1,748.05                   |
| 2025-08 | 720               | \$ 1,259,174 | 107          | \$ 205,123 | 29               | \$ 28,864 | 38  | \$ 66,365 | 894         | \$ 1,559,525 | \$ 6,988    | \$ 1,748.85                   |
| 2025-09 | 721               | \$ 1,267,047 | 107          | \$ 203,312 | 31               | \$ 30,883 | 41  | \$ 71,734 | 900         | \$ 1,572,975 | \$ 13,450   | \$ 1,757.35                   |

STAKEHOLDER REPORT  
MARSHALL COUNTY

| YEAR    | Live Compensation |              | Live Pension |            | Survivor Pension |           | DIC |           | Grand Total |              | Month +/- | Average per Live Compensation |
|---------|-------------------|--------------|--------------|------------|------------------|-----------|-----|-----------|-------------|--------------|-----------|-------------------------------|
| 2025-10 | 720               | \$ 1,260,461 | 110          | \$ 208,628 | 30               | \$ 30,829 | 43  | \$ 75,040 | 903         | \$ 1,574,957 | \$ 1,982  | \$ 1,750.64                   |
| 2025-11 | 725               | \$ 1,287,922 | 108          | \$ 204,387 | 30               | \$ 30,829 | 43  | \$ 74,279 | 906         | \$ 1,597,417 | \$ 22,460 | \$ 1,776.44                   |
| 2025-12 | 738               | \$ 1,375,814 | 102          | \$ 197,521 | 31               | \$ 32,023 | 41  | \$ 72,961 | 912         | \$ 1,678,319 | \$ 80,902 | \$ 1,864.25                   |
| 2026-01 | 736               | \$ 1,390,557 | 103          | \$ 198,112 | 33               | \$ 34,100 | 42  | \$ 74,660 | 914         | \$ 1,697,429 | \$ 19,110 | \$ 1,889.34                   |
| 2026-02 | 743               | \$ 1,412,349 | 102          | \$ 199,925 | 29               | \$ 30,736 | 42  | \$ 74,660 | 916         | \$ 1,717,670 | \$ 20,241 | \$ 1,900.87                   |
| 2026-03 | 746               | \$ 1,423,073 | 100          | \$ 199,147 | 28               | \$ 30,475 | 43  | \$ 76,359 | 917         | \$ 1,729,055 | \$ 11,385 | \$ 1,907.60                   |
| 2026-04 | 747               | \$ 1,423,250 | 99           | \$ 196,473 | 27               | \$ 28,938 | 45  | \$ 80,119 | 918         | \$ 1,728,780 | \$ (275)  | \$ 1,905.29                   |
| 2026-05 | 753               | \$ 1,436,432 | 96           | \$ 193,299 | 28               | \$ 30,068 | 46  | \$ 81,457 | 923         | \$ 1,741,256 | \$ 12,476 | \$ 1,907.61                   |



## MARSHALL COUNTY 2021

### Marshall County Job Description

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**Incumbent:** Employee Name

**Job Title:** Director of Veterans Affairs

**Department:** Veterans Affairs

**Start Date:** First Day of above position

**Job Grade:** N/A

**Reports to:** County Commission of Veterans Affairs

**Approved by:** County Commission of Veterans Affairs

**Approved:** Date approved

**FLSA Status:** ☐ Exempt ☒ Nonexempt

#### Primary Purpose

To manage the Veterans Affairs Department in an effective and efficient manner. To ascertain eligibility for veteran's assistance. To provide for equitable application of County, State, and Federal laws and guidelines regulating veterans' affairs and benefits, and ensure amounts of assistance rendered conform to guidelines. To serve as an advocate for veterans and their families seeking benefits. To serve as liaison with outside agencies and legislators. Reports to Marshall County Commission of Veterans Affairs.

#### Essential Job Duties

*The following duties are not to be construed as exclusive or all inclusive. Other duties are as assigned.*

#### Director's Principal Accountabilities

- Plans, organizes, directs, and controls veterans' affairs functions, consistent with state and federal laws and regulations, Commission guidelines, and county policies and procedures, contributing to the overall effectiveness of the department.
- Interprets laws and regulations as well as implements and administers department goals and objectives.
- Interviews applicants for assistance in person or by telephone to obtain documentation and information required to process an application; assists in completion of application and submission of application.
- Distributes funds to eligible veterans and/or their families for necessities, such as shelter, food or utilities; may obtain emergency funds with Commission approval.
- Provides consultation to clients on VA benefits and eligibility, financial budgeting, job search skills, etc.
- Prepares and manages annual budget.
- Maintains database and files of veterans utilizing services; prepares summaries of county cases on a monthly basis to the Commission, and quarterly to the Board of Supervisors; updates Board of Supervisors on veterans' legislation.
- Networks with other agencies and programs to aid veterans in obtaining assistance which is not provided by Veterans Affairs.
- Works with media to publicize information about benefits to veterans and the general public. Provides information to veterans, local veterans organizations and community service organizations.

#### Job Requirements

##### Education/ Experience

- Able to obtain accreditation from the National Association of County Veterans Service Officers within one year of date of hire by attending an accredited course, either in person or online. Must maintain accreditation and attend continue education as required. Keep memberships (both the administrator/director and commissioners) to the Iowa Association of County Veterans Service Officers and the National Association of County Veterans Service Officers current.
- Thorough understanding and broad background in administration ascertained through three to five years' experience or related degree.

##### Certifications/ Licenses

- Must have an Iowa driver's license, provide proof of insurance and operate a motor vehicle.



## Marshall County Job Description

### Knowledge, Skills, & Abilities

- Excellent human relations, verbal and written communication skills, including the ability to make presentations, managerial skills such as planning, directing, organizing, controlling, and coordinating. Excellent mathematical skills, analytical and problem-solving skills. Skilled in the use of various computer and networking programs which are key to the administration and management of data between various departments, agencies, and the general public. Ability to operate office machines in performing described functions. Ability to demonstrate leadership skills and a desire to lead.
- Continuous mental and visual concentration requiring attention to detail and accuracy. Must plan and lay out complex work. Tasks require constant alertness and considerable mental concentration due to degree of difficulty, irregularity, and variety. Stress associated with working with a great number of personalities, work pace, and pressure.

### Working Conditions

Work is generally performed indoors in an office setting. Travel required and exposure to hazards of the road relating to driving. Exposure to illnesses, undesirable living conditions, and nursing home visits are expected. Administrator/ Director may work from home with the commission's approval and at their discretion due to a variety of circumstances including illness, pandemic or natural disaster. Operational hours determined by needs of veterans and their family's availability. Flex time is permitted when working outside normal operational hours.

| Physical Demands: "X" indicates the amount of time performing tasks or exposed to conditions daily |                                   |                                           |                                      |                                        |   |   |   |   |   |                                     |  |   |   |   |   |   |   |   |   |
|----------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------|--------------------------------------|----------------------------------------|---|---|---|---|---|-------------------------------------|--|---|---|---|---|---|---|---|---|
| None<br>0%                                                                                         | Seldom<br>1%–6%<br>(up to ½ hour) | Occasionally<br>7%–33%<br>(up to 3 hours) | Frequently<br>34%–66%<br>(3–6 hours) | Constantly<br>67%–100%<br>(6–8+ hours) |   |   |   |   |   |                                     |  |   |   |   |   |   |   |   |   |
| BODY POSITIONS                                                                                     |                                   |                                           |                                      |                                        | N | S | O | F | C | USE OF HANDS                        |  |   |   |   | N | S | O | F | C |
| Standing                                                                                           |                                   |                                           | X                                    |                                        |   |   |   |   |   | Grasping/ Handling                  |  | X |   |   |   |   |   |   |   |
| Sitting                                                                                            |                                   |                                           |                                      |                                        |   |   |   | X |   | Powerful Grasp                      |  | X |   |   |   |   |   |   |   |
| Walking                                                                                            |                                   |                                           | X                                    |                                        |   |   |   |   |   | Fine Manipulation                   |  |   |   | X |   |   |   |   |   |
| Kneeling                                                                                           |                                   | X                                         |                                      |                                        |   |   |   |   |   | Keyboarding - 6 Hours per day       |  |   |   |   |   |   |   | X |   |
| MOVEMENTS                                                                                          |                                   |                                           |                                      |                                        |   |   |   |   |   | LIFT/ CARRY                         |  |   |   |   |   |   |   |   |   |
| Bending/ Stooping                                                                                  |                                   |                                           | X                                    |                                        |   |   |   |   |   | 0 - 10 lbs. Carry 25 ft.            |  |   |   |   |   |   | X |   |   |
| Twisting/ Turning                                                                                  |                                   |                                           | X                                    |                                        |   |   |   |   |   | 11 - 25 lbs. Carry 25 ft.           |  |   |   |   |   |   | X |   |   |
| Crawling                                                                                           | X                                 |                                           |                                      |                                        |   |   |   |   |   | 26 - 40 lbs. Carry 10 ft.           |  |   |   | X |   |   |   |   |   |
| Squatting                                                                                          |                                   | X                                         |                                      |                                        |   |   |   |   |   | 40+ lbs. Lift                       |  |   |   | X |   |   |   |   |   |
| Balancing                                                                                          | X                                 |                                           |                                      |                                        |   |   |   |   |   | PUSH/ PULL                          |  |   |   |   |   |   |   |   |   |
| Reaching Overhead                                                                                  |                                   | X                                         |                                      |                                        |   |   |   |   |   | 0–10 lbs. – Opening doors/ drawers  |  |   |   |   |   |   |   | X |   |
| Reaching Forward                                                                                   |                                   | X                                         |                                      |                                        |   |   |   |   |   | 11–25 lbs. – Opening doors/ drawers |  |   |   |   |   |   |   | X |   |
| Climbing - Stairs, Stepstool                                                                       |                                   | X                                         |                                      |                                        |   |   |   |   |   | 26–50 lbs. -                        |  |   | X |   |   |   |   |   |   |
| Neck Flexion/ Extension                                                                            |                                   |                                           | X                                    |                                        |   |   |   |   |   | 51–75 lbs. -                        |  |   |   | X |   |   |   |   |   |
| ENVIRONMENTAL                                                                                      |                                   |                                           |                                      |                                        |   |   |   |   |   |                                     |  |   |   |   |   |   |   |   |   |
| Dust                                                                                               |                                   | X                                         |                                      |                                        |   |   |   |   |   | 76–100 lbs. -                       |  | X |   |   |   |   |   |   |   |
| Noise                                                                                              |                                   | X                                         |                                      |                                        |   |   |   |   |   | JOB SPECIFIC                        |  |   |   |   |   |   |   |   |   |
| Chemical Agents                                                                                    | X                                 |                                           |                                      |                                        |   |   |   |   |   | Indoors 100%                        |  |   |   |   |   |   |   | X |   |
| Chemical Agents                                                                                    | X                                 |                                           |                                      |                                        |   |   |   |   |   | Outdoors 0%                         |  | X |   |   |   |   |   |   |   |
| Biological Hazards                                                                                 | X                                 |                                           |                                      |                                        |   |   |   |   |   | Driving – Vehicle/Equipment         |  |   |   |   |   | X |   |   |   |
| Excessive Heat                                                                                     | X                                 |                                           |                                      |                                        |   |   |   |   |   | Office Equipment                    |  |   |   |   |   |   |   | X |   |
| Excessive Cold                                                                                     | X                                 |                                           |                                      |                                        |   |   |   |   |   | Sight                               |  |   |   |   |   |   |   | X |   |
| Other: Illness, undesirable living conditions                                                      |                                   |                                           |                                      |                                        | X |   |   |   |   | Hearing                             |  |   |   |   |   |   |   | X |   |
| Other:                                                                                             |                                   |                                           |                                      |                                        |   |   |   |   |   | Talking                             |  |   |   |   |   |   |   | X |   |
| Other:                                                                                             |                                   |                                           |                                      |                                        |   |   |   |   |   | Other:                              |  |   |   |   |   |   |   |   |   |
| Required Personal Protective Equipment                                                             |                                   |                                           |                                      |                                        |   |   |   |   |   |                                     |  |   |   |   |   |   |   |   |   |
| None                                                                                               |                                   |                                           |                                      |                                        |   |   |   |   |   |                                     |  |   |   |   |   |   |   |   |   |

The above statements are intended to describe the general nature and level of work performed by people assigned to this job classification. They are not intended to be an exhaustive list of all skills, effort, responsibilities, and working conditions required of people assigned to this job classification.

## **JASPER COUNTY**

### **JOB DESCRIPTION**

**Title:** Director / Administrator of County  
Veterans Affairs Office

**Dept:** Veterans Affairs

**FLSA:** Exempt

**Date:** January 13, 2022

**Reports To:** Veterans Affairs Commission

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#### **PURPOSE OF POSITION:**

The Jasper County Director/Administrator of Veterans Affairs oversees and administers office operations including implementation of the Policies and Procedures of the Jasper County Veterans Affairs. Directs and coordinates Veteran assistance programs throughout Jasper County in accordance with Chapter 35B of the Code of Iowa. Assist Veterans and/or their eligible dependents in securing local, state, and federal benefits resulting from eligible service in the United States Armed Forces. Provides outreach services to Veterans and serves as a Veteran advocate in the community.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

#### **Veterans Affairs knowledge of:**

1. Basic philosophy and principles underlying Veteran benefits and related legislation.
2. Federal, State and County statutes pertaining to Veteran benefits.
3. Various resources available in the local community, state, and federally to assist Veterans.
4. Techniques of interviewing, including accurately collecting, evaluating, verifying and recording information.
5. English language to include grammar, spelling, sentence structure, vocabulary, and proofreading skills.

#### **Ability to:**

1. Work independently under limited supervision.
2. Make autonomous decisions regarding qualifying and disqualifying applicants for assistance, budget, and day-to-day operations.
3. Learn, apply, and articulate Veterans Affairs Commission Policies and Procedures.
4. Maintain confidentiality and security of information as appropriate.
5. Represent Jasper County and perform duties in a professional, responsible, and trustworthy manner.
6. Follow Code of Ethics of the National Association of County Veterans Service Officers.
7. Establish and maintain effective working relationships with co-workers, clients, and other social service agencies, and members of the general public.

8. Interview and assist eligible veterans, spouses, and dependents in completing the United States Department of Veterans Affairs (VA) applications, requests, and forms to obtain health benefits, disability pensions, dependents and survivor's benefits, and compensation available through the VA, assists veterans in applying for Social Security Supplemental Security Income (SSI).
9. Interview and assist eligible veterans, spouses, and dependents in completing applications for emergency financial assistance for food, utilities (electric, gas, water, and sewer), and rent/mortgage, and submits these requests to the Commission for approval.
10. Fulfill transportation requests of eligible veterans to travel to and from VA Medical facilities for scheduled VA appointments in accordance with the Jasper County Veterans Affairs Commission policies and procedures publication and the VA Volunteer Transportation Network (VTN) Passenger Agreement Form.
11. Make logical and accurate decisions based on interpretations of program rules, regulations, policies, and procedures.
12. Assess basic problems and make referrals to appropriate services.
13. Provide customer service that is courteous, professional, and responsive.
14. Communicate effectively with person representing widely divergent backgrounds, interests, and points of view.
15. Organize and prioritize multiple responsibilities to meet deadlines and adjust workloads to meet fluctuating priorities.
16. Collect data, keep accurate records, and prepare reports for the Jasper County Commission of Veterans Affairs, federal requirements, and County budgets.
17. Organize and present factual information and ideas or opinions clearly and concisely, in oral or written form.
18. Be detail-oriented when working with documents and information.
19. Understand oral and written instructions.
20. Communicate effectively, orally, and in writing, to individuals and groups, in formal and nonformal situations.
21. Use a computer for the purposes of data entry, word processing, spreadsheets, presentations, internet, and e-mail.
22. Operate office equipment to include an all-in-one printer (printing, copying, faxing, and scanning), and a calculator.
23. Have a working knowledge of Microsoft Word, Microsoft Office, Microsoft Outlook, and Microsoft Excel as well as Adobe Reader/Writer software.
24. Handle low to moderate levels of stress, meet deadlines and solve problems appropriate to the position.
25. Have clarity of speech and hearing which permits effective communication.
26. Have sufficient vision which permits moderate production and review of a wide variety of materials in both electronic and hardcopy forms.
27. Have sufficient manual dexterity to make handwritten notations and which permits moderate use of a keyboard and mouse.
28. Have sufficient personal mobility to complete work and attend meetings at various county facilities and other locations.
29. Maintain case files for all veterans served including copies of all forms completed, DD-214 Discharge/Separation forms, and necessary vital statistics depending upon the benefits applied.
30. Assist and process application for admittance to the Iowa Veterans' Home in Marshalltown, IA.
31. Assist eligible veterans and their families prepare Pre-Registration for Burial Determination Applications for internment in the Iowa Veterans' Cemetery in Van Meter, IA.
32. In accordance with Section 35B, Code of Iowa, maintain Iowa Department of Veterans Affairs (IDVA) Military Graves Records and forward copies to the IDVA at Camp Dodge, Johnston, IA.

33. Meet monthly with the five-person Jasper County Veterans Affairs Commission keeping them apprised of current activities, budget concerns and future plans, and both Federal and State initiatives regarding veterans.
34. Prepare annual budgets for approval by the Veterans Affairs Commission and the County Board of Supervisors.

### **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE:**

Bachelor's degree and/or three (3) years of experience in social work or Veteran counseling OR any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.

Special requirements include having a valid Iowa driver's license and insurability under county liability coverage. Shall require use of your private vehicle for official business. For the Director/Administrator position, it is highly desirable to be a Veteran per Chapter 35B.6 of the Code of Iowa. Must be a Jasper County resident within 1 year of employment.

### **PHYSICAL/MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

#### **Physical Requirements**

Have manual and finger dexterity sufficient to use computer, keyboard, calculator, and other office equipment. Sensory requirements regarding numerical/clerical and forms perception, vision requirements (see numbers, figures etc.) at a distance of 20" or less are controlling, movement, or strength. However, there are times when visits to nursing homes and residences in the county are necessary.

#### **Accreditation**

Within one year of selection, the new Director/Administrator/CVSO must attend the National Association of County Veteran Services Officers (NACVO) training and pass the NACVO end-of-course examination to become accredited. Thereafter, the accredited CVSO must meet the annual Continuing Education Units (CEU) provisions of Chapter 35B of the Code of Iowa as conducted by IDVA.

#### **Cognitive Demands**

Understand the philosophy and principles associated with Veterans Assistance and Benefit Act and controlling federal, state, and county statutes and ordinances relating to benefits. In addition, the CVSO candidates should have a thorough knowledge of veterans' benefits, rights, privileges, and services over which the VA has jurisdiction.

Ability to compare, copy, compile and compute data using clerical, numerical and form perception. Requires the ability to read, interpret and apply controlling rules, policies, and ordinances and related sources of information to determine client eligibility for various benefits and services.

Requires the ability to solve practical problems which have standardized solutions. Requires basic math skills (addition/subtraction, multiplication/division).

Overnight travel is required for some training, must be willing to travel out of state by the best mode of transportation depending on where training is offered. Must be willing to attend the NACVSO training once a year if at all possible unless a conflict is apparent and approved by the Commission for nonattendance.

### **Language Ability and Interpersonal Communication**

Possess speaking and listening abilities to effectively deal with a broad spectrum of veteran clients. This is primarily a customer service position so the Director/Administrator/CVSO must have the ability to interview clients, understand Department of Defense, VA, State, and County forms and documents to obtain background information and write appropriate documentation to present to the Veterans Affairs. Approximately, once each quarter, the Director/Administrator/CVSO will brief the County Board of Supervisors of their actions and future plans.

### **Environmental Adaptability**

Work is performed in an office environment and occupational hazards as such would not be significant. Visits to nursing homes and residences are sometimes required to interview veteran clients that are homebound.

### **SUPPLEMENTAL INFORMATION:**

Supervises: Part-time office staff or occasional volunteers.

Works with: Various County departments, outside agencies, veteran service organizations, and Commission of Veterans Affairs.

Physical/Environmental Conditions: Stand, sit, squat, kneel, bend, twist, and reach as needed. Odor from body, alcohol or tobacco may be present. The office door is to remain closed when meeting with clients to protect privacy, therefore, must feel comfortable enough with clients to follow these guidelines.

There are times when clients can be irrational. The position requires the ability to evaluate situations and be able to control or minimize possible confrontations. The clients may suffer from mental or physical conditions due to service time.

Provides outreach and attends numerous meetings and training which exposes the Director/Administrator/CVSO to weather conditions and driving hazards. There's also potential risk when visiting Veterans in their homes by their living conditions or mental state.

Work flexible schedule to include nights, weekends, or holidays for speaking engagements or appointments.

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## **Acknowledgement:**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work flexible hours, extended hours, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an “at-will” employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Jasper County is an Equal Opportunity Employer. In compliance with the Americans with Disability Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employers.

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Applicant/Employee Signature

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Date

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Jasper County Representative Signature

---

Date



## Director of Veterans Affairs

Veterans Affairs

VA/1

Exempt

Salary Grade: 22

### JOB SUMMARY

This position is responsible for directing the county's veterans' affairs operations.

### MAJOR DUTIES

- Completes Veterans Administration forms and submits to VA intake center in a timely manner; tracks claims in the VA system to ensure receipt and that proper protocols are followed; gathers information from veterans' files and interviews veterans to obtain pertinent information; identifies special issues that may require additional evidence; reviews records to identify any additional issues or errors and reviews exams to ensure accuracy and completeness; reviews VA decisions for accuracy and approve or corrects errors before claim is completed.
- Notifies veterans of updates, needed information, and VA decisions; completes appeals paperwork as needed.
- Assists veterans and dependents with state and local benefits; reviews eligibility based on state and local law; provides guidance and proper forms to veterans; assists in completing forms.
- Provides emergency assistance to veterans in need; provides veterans with proper applications; reviews applications for eligibility and need; provides assistance with other benefits as needed; contacts landlords, utility providers, and other on behalf of the veteran.
- Develops and balances department budget; reviews previous years budgets in regard to usage and trends; ensures grant funds are properly disbursed.
- Submits pay claims and tracks monies spent.
- Coordinates services for veterans in jail, mental health services, Veteran Center, or VA hospital.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the Veterans Affairs policies, procedures, and regulations.
- Knowledge of State of Iowa veterans' benefits policies and procedures.
- Knowledge of military training and medical records.
- Knowledge of medical terminology.
- Knowledge of computers and job-related software programs.

- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of budget management principles.
- Skill in providing services to veterans and their families.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in operating computers and job-related software programs.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Dallas County Veterans Affairs Commission assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

### **GUIDELINES**

Guidelines include the Iowa Code, federal regulations, and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative, supervisory, and management duties. The unique need of each client contributes to the complexity of the position.
- The purpose of this position is to direct the county's veterans' affairs operations. Successful performance helps ensure the efficient delivery of resources to county veterans and their families.

### **CONTACTS**

- Contacts are typically with coworkers, elected and appointed officials, military personnel, representatives of state and federal agencies, social workers, members of the news media, health care providers, veterans, family members, social service providers, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

- The work is typically performed in an office.
- Eligible to telecommute.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Assistant Director of Veterans Affairs and the PT Nurse Practitioner.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Iowa for the type of vehicle or equipment operated.

#### EMPLOYEE ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

By signing below, I acknowledge that I have received a copy, read and understand the above listed job description. I also understand that this job description is not intended to be all-inclusive and that Dallas County may make modifications, additions, or deletions to this job description at any time to meet the needs of the organization.

**Nick Praska**

Employee Name

**8/9/2024**

Date



Employee Signature