

Meeting Minutes
Jackson County Veterans Affairs

2:30 p.m.

Tuesday, November 18, 2025

Community Room, Jackson County Courthouse

201 W Platt Street, Maquoketa, Iowa

Commissioners Present: Laura Eggers, Greg Stalker, Dorothy Wisted

Commissioners Absent: Chair John Pitlo, Secretary Stephen Norpel

Staff Member Present: Administrator Ruth Eltrich

Guests: Becki Chapin, Don Schwenker

The Zoom meeting was launched.

Roll Call: Roll call was taken, commissioners present at roll call were Laura Eggers and Greg Stalker.

Mileage claim was signed.

Becki Chapin, Director of Human Resources, presented information on the currently vacant secretary position. Chapin provided background information on the shared secretary position for the Jackson County Veterans Affairs Office and General Assistance.

Commissioner Wisted arrived. Chapin recapped the information shared earlier in the meeting.

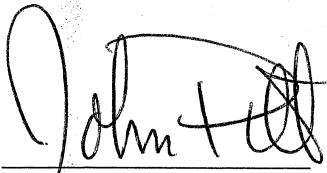
Discussion followed regarding the budget for the position, hours for the position, the responsibilities for the position, and the pay range. The Jackson County Veterans Affairs Department will pay 75% of the position and General Assistance will pay 25%. Chapin will present to the Board of Supervisors for approval to advertise the position as a 19-hour flex position with a pay range of \$15.00 - \$17.00 per hour, with the hours and pay modified as needed.

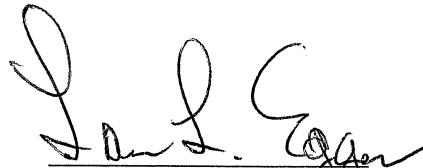
Administrator Eltrich provided information regarding the number of days in the last fiscal year the office was closed with the secretary position filled and the number of days the office would have been closed without the secretary position filled. Commissioner Eggers asked for information on how the department alerts the public to changes in office hours.

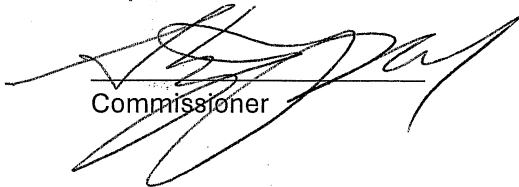
Eltrich stated that changes in hours and office closings are posted on the Jackson County Veterans Affairs Facebook page and that signs are posted on the doors of the office building. Eggers suggested the department should consider updating the Jackson County website to reflect changes in office hours. Eltrich will contact the county IT department to see if that is possible.

Discussion followed by Schwenker asking for more details to be included in the minutes as this would be beneficial to the Board of Supervisors and their historical value. Schwenker also questioned when the election of officers takes place as this should be on an annual basis. Chapin added potentially including a Vice Chair position who could run a meeting in the absence of the Chairperson. Also, it may be beneficial if the confidential secretary were designated as the secretary, and minutes were taken by the confidential secretary opposed to electing a secretary for the Commission.

The meeting was adjourned at 3:11 p.m.



Commissioner


Commissioner


Commissioner


Commissioner


Commissioner


Administrator

Submitted to Auditor. 12/17/2025