

Meeting Minutes
Jackson County Veterans Affairs Commissioner Meeting

4:00 p.m.

Wednesday, December 10, 2025
Community Room, Jackson County Courthouse
201 W Platt Street, Maquoketa, Iowa

Commissioners Present: Chair John Pitlo, Secretary Stephen Norpel, Greg Stalker

Commissioners Present Via Zoom: Laura Eggers

Commissioners Absent: Dorothy Wisted

Staff Member Present: Administrator Ruth Eltrich

Guests: Human Resources Director Becki Chapin

The Zoom meeting was launched. The recording was paused. Chair Pitlo called the meeting to order.

Roll call was taken, commissioners present at roll call were Chair John Pitlo, Secretary Stephen Norpel, Greg Stalker and Laura Eggers

Discussion and action on recording the Veterans Affairs Commissioner meeting was conducted while the recording was paused. Discussion followed regarding recording meetings for preparing meeting minutes and historical reference.

Motion to approve recording the Veterans Affairs Commissioner meetings:

Motion by Laura Eggers

Second by John Pitlo.

All yea: Pitlo, Eggers, Stalker, and Norpel.

The recording was started.

Becki Chapin, Director of Human Resources, presented information on Open Meetings, Electronic Meetings and Open Records. Chapin provided a brief overview of those topics as required by State Law. This overview included information on posting the meeting agenda, posting the virtual link to the meeting. The recorded meetings are not required to be posted publicly, if required they can be posted on the County website. Electronic meetings are required of all governmental bodies per legislative change. Electronic means for attending the meeting must be provided. Electronic meetings do not change the status of a quorum.

Chapin also provided a brief recap of the secretary position discussed during the November 12, 2025, meeting to include changes made to the position as well as the pay scale. Chapin left the meeting.

Motion to approve the Meeting Minutes from November 12, 2025, and November 18, 2025:

Motion by John Pitlo

Second by Greg Stalker

All yea: Pitlo, Eggers, Stalker and Norpel

Discussion of November 2025 Budget Report:

Administrator Eltrich provided the update for the November 2025 budget. 41.92% of the year is gone. 34.67% of the budget is gone. Discussion followed regarding expenses and what items were purchased. The state allocation purchases vs the county budget purchases were explained. Purchases made with the state allocation money will be discussed in January, i.e.: shirts, outreach events.

Eltrich discussed the November Activity Log. The interactions are down in November, 169 interactions. October was 234 interactions. 6 disability claims were completed in the first week of December, so it is hopeful that the interactions will increase next month. A breakdown of the claim status and claims submitted to the VA was also discussed. The formulas in the activity log will be updated to provide accurate totals.

September and October County Award Report:

Both months were provided due to the federal government shutdown. 421 veterans and/or their eligible dependents received \$815,283.00 in September. 421 veterans and/or their eligible dependents received \$827,321.00 in October. Our office filed 75% of the claims open in Jackson County in November.

FY27 Budget Worksheet Discussion:

The state allocation money will be put into its own line item, rather than the \$10,000 being broken up into different categories. This will simplify the budget, as well as the allocation report that is submitted to the state every year. The budget was discussed line by line, to include what the line items are currently budgeted for and what the increases will be in FY27.

Discussion on increasing Assistant Administrator Elliot's salary to 85% of Administrator Eltrich's salary is to follow the pattern of other county offices of the pay of the administrator and their assistant. Eltrich will find out what the exact percentage is and bring it to the Board of Supervisors.

Motion to increase the Assistant Administrator's salary in keeping with Jackson County policy for Department Heads and their assistants:

Motion by Greg Stalker

Second by Laura Eggers

All yea: Pitlo, Eggers, Stalker and Norpel

General discussion of the adjustments to the FY27 Budget, Eltrich discussed what line items were lowered and what changed.

General discussion on what would need to happen if a Jackson County Policy did not exist for non-elected officials and the pay that their assistants receive.

Motion to approve increasing the Assistant Administrator Salary to 85% of Administrator salary in lieu of no existing Jackson County Policy:

Motion by John Pitlo

Second by Laura Eggers

All yea: Pitlo, Eggers, Stalker and Norpel

Motion to present the FY27 Veterans Affairs budget with changes to the Board of Supervisors:

Motion by Greg Stalker

Second by Laura Eggers

All yea: Pitlo, Eggers, Stalker and Norpel

Office updates:

Administrator Eltrich shared the December Newspaper Article. It was about general FAQ about the Veterans Affairs Office

Motion to adjourn:

Motion by John Pitlo

Second by Greg Stalker

All yea: Pitlo, Eggers, Stalker and Norpel

The meeting was adjourned at 5:24 p.m.

Commissioner

Commissioner

Ruth Eltrich
Administrator

[Signature]
Commissioner
[Signature]
Commissioner

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Commissioner

Submitted to Auditor 1/16/2026