



## STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR  
BOONE COUNTY OFFICE  
JOHN GRUSH, AREA ADMINISTRATOR

December 28, 2001

This is to serve as a Letter of Recommendation for James M. Van Dorn. He was under my direct supervision for over 1 1/2 years. Recently the Dept. of Human Services reorganized. Our region had to eliminate two ITS positions. Since Jim was low on our seniority list, his position was eliminated.

Jim successfully balanced his time between three county offices, serving nearly 80 individuals. Jim was responsible for setting up and maintaining PCs in a LAN/WAN environment, troubleshooting software and hardware issues, and assisting staff with their computer needs. Jim provided one-on-one training to staff and participated in teaching courses on the Microsoft Office Suite and Internet. Jim worked with other ITS on a state-wide Network Committee responsible for examining network issues affecting Field ITS. He also worked closely with regional ITS as a member of the Des Moines Regional Technology Team looking at technology issues affecting the regional area.

Jim was responsible for maintaining hardware and software inventories for computer equipment in his offices. He was also responsible for creating and maintaining network shares and assisting the network team with server maintenance as needed.

Jim works well with others, including the staff he supports, other ITS and the LAN Team. He actively sought training, and demonstrated an eagerness to develop his skills and abilities.

In conclusion, Jim has strong technical knowledge of hardware, software and networking issues, has the ability to work well with others, and over all did a good job for us. As an integral member of our staff, I am confident that Jim will be a welcome addition to any organization.

Sincerely,

A handwritten signature in black ink, appearing to read "John W. Grush".

John W. Grush,  
Area Administrator



# IOWA VETERANS HOME

1301 Summit Street  
Marshalltown, Iowa 50158-5485  
Ph: (641) 752-1501  
Fax: (641) 753-4278

Thomas J. Vilsack, Governor  
Sally J. Pederson, Lt. Governor  
State of Iowa  
Byron Coghlan, Commandant

c=US;a= ;p=Iowa Veterans Ho;l=IVHEXCHNG-030404185441Z-7985

-----Original Message-----

**From:** Hellstern, Robert  
**Sent:** Friday, April 04, 2003 12:55 PM  
**To:** VanDorn, James  
**Cc:** Wright, Greg  
**Subject:** FW: Jim

Thought I would share these comments with you. Great Job!!!!

RJ

-----Original Message-----

**From:** Weir, Penny  
**Sent:** Friday, April 04, 2003 12:40 PM  
**To:** Woodworth, Carolyn M.  
**Cc:** Hellstern, Robert  
**Subject:** RE: Jim

I will forward these comments to our supervisor RJ Hellstern. Thanks, Penny.

-----Original Message-----

**From:** Woodworth, Carolyn M.  
**Sent:** Friday, April 04, 2003 12:39 PM  
**To:** Weir, Penny  
**Subject:** Jim

I don't know who supervises Jim Van Dorn but if it isn't you could you forward this to the correct person?

Jim came to Heinz Hall this morning to change the toner in the printer, he ended up helping with several other things.

I am attempting to orient a new employee to the things she will be responsible for on the computer, Jim was so much help to me, he explained things that I could only say 'just because'. He is very kind, patient and knowledgeable. I'm sure he had more challenging tasks elsewhere. I can't thank him enough.

Carolyn Woodworth, RTS  
Heinz Hall Office  
641-753-4462



## IOWA VETERANS HOME

1301 Summit Street  
Marshalltown, Iowa 50158-5485  
Ph: (641) 752-1501  
Fax: (641) 753-4278

Thomas J. Vilsack, Governor  
Sally J. Pederson, Lt. Governor  
State of Iowa

Daniel L. Gammon, Acting Commandant

-----Original Message-----

From: Joel C LeWarne

[mailto:Joel.C.LeWarne@hub.dhs.state.ia.us]

Sent: Thursday, December 05, 2002 10:56 AM

To: James VanDorn

Subject: talk

Jim - I don't think I've told you this, but I want you to know that I think you're doing a fine job here. You've proven to have been a good addition to our team. I know our group is goofed-up, and we all have our quirks and squabbles with each other and things could be a lot better, but we also have a lot of talent. I wasn't on the selection committee when you were chosen, but I think they did a good job.

Just wanted to tell you that.

Have a successful day.

Joel