



VETERANS ASSISTANCE COMMISSION Of WINNEBAGO COUNTY

555 Court Street, Rockford, IL 61103 – 815-516-2850 – VAC@vac.wincoil.gov

COMMISSION MINUTES For 2022 ANNUAL COMMISSION MEETING

14 SEPTEMBER 2022

I. OPENING

- A. Hybrid Meeting held in Person at the VFW located at 922 – 7th Street, Rockford, IL 61104 and via Zoom Meetings (internet-based meeting platform).
- B. Opening Ceremonies: Salute Flag, Pledge of Allegiance, Moment of Silence.
- C. The Quorum for tonight's Annual Meeting will consist of those present IN-PERSON.
- D. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates that are **Present In-Person.**

Officers 4 Delegates 8 Alternates 1 Cert. Org. 8 Quorum YES

- E. Allow Zoom Attendees to join and participate in the Meeting.

**Motion to allow Zoom Attendees to join and participate in the Meeting by: John Guler 2nd Jim Nelson.*

**R/C vote: Y 8 N 0 AB 0 Result of Vote: UNANIMOUS*

- F. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates on **Zoom.** Officers 0 Delegates 2 (John Kline Entered late at 1751hours.) Alternates 0

- G. Recognition of Guests and or Visitors: Guests 2 Steve Thomas, Superintendent and Julie Weis, Secretary. Visitors 1 Stanley Thompson, Commander Am Leg 340.

- H. Accept the AGENDA: Any additions or changes to be made?

NOTE: Additions can be made. NO MOTIONS or VOTES TAKEN until the following meeting. All Votes taken by Roll Call (R/C). Adjournment vote will be by Voice vote.

**Motion presented by the reading of the agenda. 2nd John Guler*

**R/C vote: Y 9 N 0 AB 0 Result of Vote: UNANIMOUS*

- I. PUBLIC COMMENTS – NONE

- J. Reading and Disposition of 2022 August's minutes.

**Motion presented by the reading of August's minutes. 2nd Celestine Anderson*

**R/C vote: Y 9 N 0 AB 0 Result of Vote: UNANIMOUS*

II. REPORTS

A. VAC-Administration Reports

1. President

- a. Elections Tonight
- b. Final Nominations followed by Elections



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2. **Administrative Coordinator**
 - a. 09/15 Advisory meeting – Discuss issues from last Commission meeting.
 - b. 09/22 Advisory Meeting – Personnel Handbook.
 - c. 09/29 Advisory meeting – Personnel Handbook. **IN-PERSON at 7th ST VFW**
 - d. 10/06 Advisory meeting – Month End Wrap up and Agenda Prep.
 - e. 10/12 Commission meeting at 1730 hours
 - f. Everyone is invited to join all of these meetings.
 3. **Services Coordinator**
 - a. New Service Handbook being finalized
 - b. We have started working on the Personnel Handbook for the VAC-O.
 - c. Please come to the in-person workshop on 29 SEP 2022.
 - d. No personnel issues.
 4. **Appeals Committee** – No Appeals – No Report

**Motion presented by VAC-A reports as given. 2nd Nancy Clark*
**R/C vote: Y_9_N_0_AB_0 Result of Vote: UNANIMOUS*
 5. **Finance Coordinator**
 - a. Presentation of Year-To-Date Financial Reports.
 - 1) Questioned income of \$783.00 under Financial Assistance.
 - 2) Steve will look into that with the accountant.
 - b. Give a 2023 Budget update.
 - 1) Potential increase from new Military Veterans Assistance Act.
 - 2) Addressed raises for all staff.
 - c. See meeting packet for reports.

**Motion presented by Year-to-Date financial report as given. 2nd Nancy Clark*
**R/C vote: Y_10_N_0_AB_0 Result of Vote: UNANIMOUS*
- B. VAC-Operations** – See Meeting Packet for reports.
1. Superintendent Letter
 - a. Financial Audit started on Monday 12 SEP 2022 by the County.
 - b. Dave Rickert, CFO, approves of the new Financial Assistance Intake System put in place and likes that we are recertifying clients monthly.
 2. Budget Information/QuickBooks
 - a. QuickBooks has been re-installed
 - b. It took Steve and Debbie over 50 hours to re-install everything.
 3. Seeking larger office space
 4. Client Assistance
 5. Veterans Service Officers



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6. Outreach
7. Transportation
8. Looking for Volunteer Drivers
9. Email address changes reminder: VAC@vac.wincoil.gov,
SThomas@vac.wincoil.gov, JWeis@vac.wincoil.gov
10. NO LONGER VAC@wincoil.us
11. If your email has changed, please let Julie know via email message with NEW EMAIL Address as the Subject.

****Motion presented by May's VAC-O reports as given. 2nd Todd Burton***

**** R/C vote: Y 10 N 0 AB 0 Result of Vote: UNANIMOUS***

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS

A. Open Meetings Act for commissioners

1. <https://foiापac.ilag.gov/>
2. For the OMA Training Portal

B. Final Nominations and elections tonight.

1. Appoint Julie Weis to be Election Facilitator.

****Motion to have Julie Weis act as Election Facilitator Nancy Clark . 2nd Jim Nelson .***

**** R/C vote: Y 10 N 0 AB 0 Result of Vote: UNANIMOUS***

2. A roll call vote will be performed for each position.
3. Let the Elections Begin!!!

C. Nominations / Elections

1. President: (1) Dave Davis (2) N/A (3) N/A

****R/C vote: (1) 10 (2) 0 (3) 0 AB 0 Result of Vote: UNANIMOUS***

2. Administrative Coordinator: (1) Nancy Clark (2) N/A (3) N/A

**** R/C vote: (1) 10 (2) 0 (3) 0 AB 0 Result of Vote: UNANIMOUS***

3. Finance Coordinator: (1) Todd Burton (2) N/A (3) N/A

**** R/C vote: (1) 10 (2) 0 (3) 0 AB 0 Result of Vote: UNANIMOUS***

4. Services Coordinator: (1) Terrell Lewis (2) N/A (3) N/A

****R/C vote: (1) 9 (2) 0 (3) 0 AB 1 Terrell Lewis, Result of Vote: PASSED***



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V. NEW BUSINESS

- A. Swearing in of Newly Elected Officers was performed by John Guler.
- B. Newly Elected Officers take over 01 OCT 2022.
- C. Discussion about the need for Social Media Coordinator.
 - 1. Terrell Lewis thinks there is a need for someone to be paid as the Social Media Coordinator.
 - 2. Steve Thomas believes it can be handled with-in the office.
 - 3. Todd Burton stated it is a VAO-Operations matter.
- D. **NO MEETING IN NOVEMBER** in honor of Veterans Day.

VI. GOOD OF THE ORDER

- A. Enclosed Minutes from Advisory Committee Meetings for previous month.
- B. Stand Down 28 OCT 2022 from 0900 to 1200.
- C. Veterans Dinner 05 NOV 2022 Cocktails at 1700 Sit down to Dinner 1815
- D. 22nd of every month – remembering those who have committed suicide.
- E. Remember Red Friday for our Deployed Service members.
- F. Looking for Volunteer Drivers and Coordinators.
- G. See enclosed flyers in the meeting packet.
- H. Does anyone have anything else to add to the Good of the Order?

VII. CLOSING

- A. Closing Ceremonies
- B. Next Meeting is on **12 OCT 2022 @ 1730 hours**

****Motion to Adjourn. Nancy Clark 2nd Jim Nelson .***

****Voice Vote: 10+ Ayes 0 Nays***

- C. Meeting Adjourned at: 1854 hours