



VETERANS ASSISTANCE COMMISSION Of WINNEBAGO COUNTY

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

Commission Meeting Minutes

12 OCTOBER 2022

I. OPENING – 1735 hours

- 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. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates that are **Present In-Person**.

Officers 4 Delegates 6 Alternates 1

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

****Motion to allow Zoom Attendees to join and participate in the Meeting by: Todd Burton 2nd Terrell Lewis.***

****R/C vote: Y 7 N 0 AB 0 Result of Vote: Unanimous***

- E. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates on **Zoom**. Officers 0 Delegates 2 Alternates 0
Cert. Org. 6 present + 2 on Zoom Quorum YES
- F. Recognition of Guests and or Visitors: Guests 1 Julie Weis, Secretary Visitors 0
- G. 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 Hood***

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

H. PUBLIC COMMENTS – NONE

- I. Reading and Disposition of 2022 September's minutes.

****Motion presented by the reading of September's minutes. 2nd Terrell Lewis***

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

II. REPORTS

A. VAC-Administration Reports

1. President

- a. 01 OCT 2022 began the new fiscal year for the VAC and the County.
- b. No Commission Meeting in NOV in honor of Veterans Day and the activities that week.
- c. No Advisory meetings 10 NOV 24 NOV

2. Administrative Coordinator

- a. 10/13 Advisory meeting – Discuss issues from last Commission meeting.



VETERANS ASSISTANCE COMMISSION Of WINNEBAGO COUNTY

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

- b. 10/20 Advisory Meeting – Personnel Handbook.
 - c. 10/27 Advisory meeting – Personnel Handbook.
 - d. 11/03 Advisory meeting – Personnel Handbook / Budget Update.
 - e. 11/09 **NO** Commission Meeting
 - f. 11/10 **NO** Advisory Committee Meeting
 - g. 11/17 Advisory meeting – Personnel Handbook. **ZOOM and In-person.**
 - h. 11/24 **NO** Advisory Committee Meeting for Thanksgiving.
 - i. 12/01 Advisory meeting – Work on Validation packet for VMO's.
 - j. 12/08 Advisory meeting – Month End Wrap up and agenda prep.
 - k. 12/14 Commission Meeting at 1730 hours
 - l. Everyone is invited to join all of these meetings.
3. **Services Coordinator**
- a. New Service Handbook being finalized pending the Audit of forms.
 - b. We are working on the Personnel Handbook for the VAC-O.
 - c. Worked on the Work Place Drug policy.
 - 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_8_N_0_AB_0 Result of Vote: UNANIMOUS*
5. **Finance Coordinator**
- a. QuickBooks Issues need to be resolved.
 - b. Currently No Year End report is available.
 - c. The last 3 months the financial reports have been different.
 - d. Might need to hire a full-time bookkeeper.
 - e. Might want to get a new accountant.
 - f. There is a high priority for having accurate financial reports.
 - g. The Commission has Fiduciary Responsibility to our Veterans and the Tax Payers.
 - h. Our first Priority is to Financial Assistance to our Veterans in need.
 - i. Todd burton is going to schedule a meeting with the County CFO, Dave Rickert, Steve Thomas and himself.
- *No Vote was taken due to technical issues with QuickBooks*
- B. **VAC-Operations – See Meeting Packet for reports.**
- 1. Superintendent Letter
 - 2. Transportation Report given by Julie Weis
 - 3. Looking for Volunteer Drivers



VETERANS ASSISTANCE COMMISSION Of WINNEBAGO COUNTY

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

4. Email address changes reminder: VAC@vac.wincoil.gov,
SThomas@vac.wincoil.gov, JWeis@vac.wincoil.gov
5. NO LONGER VAC@vac.wincoil.us
6. If your email has changed, please let Julie know via email message with NEW EMAIL Address as the Subject.

****No vote was taken on VAC-O Reports since the Superintendent was not available to answer any questions.***

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS

- A. Open Meetings Act for commissioners.
 1. <https://foiapac.ilag.gov/>
 2. For the OMA Training Portal

V. NEW BUSINESS

- A. Newly Elected Officers took over 01 OCT 2022.
- B. **NO MEETING IN NOVEMBER** in honor of Veterans Day Activities that week.

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 at the Nordlof Center, 118 N. Main St.
- C. Veterans Dinner 05 NOV 2022 Cocktails at 1700 Sit down to Diner 1815.
- D. Looking for Donations for Silent Auctions/ Bucket Raffles.
- E. 22nd of every month – remembering those who have committed suicide.
- F. Remember Red Friday for our Deployed Service members.
- G. Looking for Volunteer Drivers and Coordinators.
- H. Send or bring in Flyers for your up-coming events.
- I. Does anyone have anything else to add to the Good of the Order?

VII. CLOSING

- A. Closing Ceremonies
- B. Next Meeting is on **14 DEC 2022 @ 1730 hours**
****Motion to Adjourn. Nancy Clark 2nd Terrell Lewis***
****Voice Vote: 9 Ayes 0 Nays***
- C. Meeting Adjourned at: 1831 hours