



VETERANS ASSISTANCE COMMISSION Of WINNEBAGO COUNTY

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

Commission Meeting Minutes

14 DECEMBER 2022

I. OPENING – 1742 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 2 Delegates 5 Alternates 0
Cert. Org. 5 Quorum NO
- D. Allow Zoom Attendees to join and participate in the Meeting. No Quorum No Votes
***Motion to allow Zoom Attendees to join and participate in the Meeting by:** _____
2nd _____.
***R/C vote: Y__N__ AB__ Result of Vote:** _____
- E. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates on **Zoom.**
Officers 1 Delegates 3 Alternates 1
- F. Recognition of Guests and or Visitors: Guests 2 Steve Thomas, Superintendent and Julie Weis, VAC-A 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** _____
***R/C vote: Y__N__ AB__ Result of Vote:** _____
- H. **PUBLIC COMMENTS – NONE – There is a 3-minute time limit, must sign up by Noon the day before (Tue. December 13th). Call 815-516-2850 to get on the list. Comments only NO questions.**
- I. Reading and Disposition of 2022 **October's** minutes.
***Motion presented by the reading of October's minutes. 2nd** _____
***R/C vote: Y__N__ AB__ Result of Vote:** _____

II. REPORTS

A. VAC-Administration Reports

1. President

- a. Depositions have started.
- b. Need to Recertify Military Organizations to keep VAC going.



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- c. Julie has forms available tonight.
 - d. She will email to all commissioners as well as snail mail them to all the organizations in the county.
- 2. Administrative Coordinator**
- a. 12/15 Advisory meeting – Discuss issues from last Commission meeting.
 - b. 12/22 Advisory Meeting – Personnel Handbook.
 - c. 12/29 Advisory meeting – Personnel Handbook.
 - d. 01/05 Advisory meeting – Month End Wrap up and agenda prep.
 - e. 01/11 Commission Meeting at 1730 hours
 - f. Everyone is invited to join all of these meetings.
- 3. Services Coordinator**
- a. Worked on list of things to bring to first intake meeting for Financial Assistance to go on the Website.
 - b. Continued working on the Personnel Handbook for the VAC-O.
 - c. We are making good progress so far.
 - d. We need to have better attendance at our commission meetings so we can continue Fiduciary Responsibility to our Veterans and their families.
 - e. No Personnel issues.
- 4. Appeals Committee – No Appeals – No Report**
- *Motion presented by VAC-A reports as given. 2nd _____*
- *R/C vote: Y__N__ AB__ Result of Vote: _____*
- 5. Finance Coordinator**
- a. Presentation of Year-To-Date Financial Reports.
 - b. See meeting packet for reports.
- *Motion presented by Year-to-Date financial report as given. 2nd _____*
- *R/C vote: Y__N__ AB__ Result of Vote: _____*
- B. VAC-Operations – See Meeting Packet for reports.**
1. Superintendent Letter
 2. Working on Letter to the Governor
 3. Our website is under construction please take a look <https://vacwc.org/>
 4. Client Assistance
 5. Veterans Service Officers
 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



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10. DO NOT use VAC@wincoil.us – This email address will no longer work as of 31 DEC 2022.
11. If your phone number or email has changed, please let Julie know via email message with NEW EMAIL Address /NEW PHONE Number as the Subject.

**Motion presented by VAC-O reports as given. 2nd _____*

**R/C vote: Y__N__ AB__ Result of Vote: _____*

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS

- A. Suite 200 is now occupied in the WCHD building.
- B. Seeking larger office space
- C. Open Meetings Act for commissioners.
 1. <https://foiapac.ilag.gov/>
 2. For the OMA Training Portal

V. NEW BUSINESS

- A. Validation Letters are being Emailed and Snail Mailed to All Organizations.
- B. Please select Delegates and Alternates who will attend meetings.
- C. Encourage younger members to become alternates to maintain continuity.
- D. We are a government entity in Winnebago County and we need the support of Veteran Member Organizations to continue receiving money to support our local veterans and their families in need of Financial Assistance.
- E. They need to be returned by 28 FEB.
- F. We need as many Organizations in the County to keep our progress moving.

VI. VETERAN COMMUNITY EVENTS

- A. Enclosed Minutes from Advisory Committee Meetings for previous months.
- B. 22nd of every month – remembering those who have committed suicide.
- C. Remember Red Friday for our Deployed Service members.
- D. Looking for Volunteer Drivers and Coordinators.
- E. Send or bring in Flyers for your up-coming events – soon they will be going up on our website.
- F. See attached information about upcoming community events.

VII. CLOSING

- A. Closing Ceremonies
- B. Next Meeting is on **11 JAN 2023 @ 1730 hours aka 5:30 pm**

**Motion to Adjourn. _____ 2nd _____*

**Voice Vote: __ Ayes __ Nays*

- C. Meeting Adjourned at: **1747 hours**