



Veterans Assistance Commission Of Winnebago County

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

Commission Minutes

for

12 July 2023

I. OPENING – 1746 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 7 Alternates 2 Cert. Org. 7
- D. Allow Zoom Attendees to join and participate in the Meeting.

****Motion to allow Zoom Attendees to join and participate in the Meeting***

by: George Meissen 2nd John Guler

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

Roll Call of Commission Officers, Certified Organizations, Delegates, and Alternates on **Zoom**. Officers 0 Delegates 2 Alternates 1 Cert. Org. 2

Total Commission Officers, Certified Organizations, Delegates, and Alternates on Zoom and In-Person. Officers 4 Delegates 9 Alternates 3 Cert. Org. 9

- E. Recognition of Guests and or Visitors: Julie Weis, VAC-A Secretary; Eric Willard, Interim Superintendent; Ray Richmond, VAC employee; Francesca Montanez; and Robert Bisconti from Bisconti Computers.
- F. Accept the AGENDA: Are there any additions or changes to be made?
NOTE: Additions can be made. NO MOTIONS or VOTES TAKEN until the following meeting. Votes are taken by Roll Call (R/C) or Voice Votes.

****Motion presented by the reading of the agenda. 2nd Terrell Lewis***

****Voice Vote: Y 9 N 0 AB 0 Result of Vote: Unanimous***

- G. **PUBLIC COMMENTS – There is a 3-minute time limit. Call 815-516-2850 to get on the list. Comments only NO questions.**
- H. Reading and Disposition of 2023 **June's** minutes.

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

****Voice Vote: Y 9 N 0 AB 0 Result of Vote: Unanimous***

II. REPORTS

A. VAC-Administration Reports

- 1. **President** - Welcome Eric Willard as Interim Superintendent.



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2. Administrative Coordinator

- a. 07/13 Advisory Workshop – Discuss issues from last Commission meeting.
- b. 07/20 Advisory Workshop – Personnel Manual / Services Handbook.
- c. 07/27 Advisory Workshop – Personnel Manual / Services Handbook.
- d. 08/02 Advisory Workshop – Month End Wrap up and agenda prep.
- e. 08/09 Commission Meeting at 1730 hours
- f. 08/16 Special Meeting to Appoint a Superintendent
- g. Everyone is invited to join all of these workshops and meetings.
- h. No Appeals this month.

3. Services Coordinator

- a. Need to revisit Emergency Assistance protocols for Services Handbook.
- b. Need Commissioners willing to participate on an Emergency Assistance Committee.
- c. No Personnel issues.

****Motion presented by VAC-A reports as given so far. 2nd John Guler***

**** Voice Vote: Y 9 N 0 AB 0 Result of Vote: Unanimous***

4. Finance Coordinator

- a. The VAC Office needs some updates.

****Motion to allow the Superintendent to spend up to \$10,000 to update the office furniture and equipment. By: Todd Burton 2nd Nancy Clark***

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

- b. Presentation of Year-To-Date Financial Reports.
- c. IMRF update.
- d. QuickBooks / 2022 W2 Issues.
 - 1) Lawyer is working on it.
 - 2) Eric talked to QB and it is a QB problem and they are working on resolving the issues.
- e. See meeting packet for reports.

****Motion presented by Year-to-Date financial report as given. 2nd Terrell Lewis***

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

B. Superintendent Report

1. Updates.
2. General Assistance.
3. Emergency Assistance.



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4. Outreach.
5. Veterans Service Officers.
6. Transportation.
7. 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.
8. Eric is working with the County to let us pay our own vendors for shelter and utilizes so they are not always 6 – 8 weeks late. We will possibly set up a separate account to pay them. Then we would send 1 voucher a month to the County listing all the payments we made for them to reimburse us.
9. Todd sent a draft of the budget to Eric to be finalized. It will be made available at the August meeting for approval.
10. Emergency Assistance will be moved from Operations Budget to the Financial Assistance Line item.
11. Discussed Local Property Values are increasing and the Veteran population is decreasing.
12. Eric talked to Bill Crowley about doing an audit for the VAC.
13. Hopefully future audits will be done by a CPA firm that does work for the County.

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS – NONE

V. NEW BUSINESS

A. Approve Salary for Superintendent.

****Motion to set the salary of the Superintendent at \$90,000.00 based on a full-time salaried position by John Guler 2nd Nancy Clark***

**** During the discussion the motion was amended to a salary range of \$85,000.00 - \$95,000 By: Terrell Lewis 2nd Nancy Clark***

****R/C Vote: Y_8_N_0_AB_1 - Todd Burton Result of Vote: Passed***

B. Approve the Job Announcement for a new superintendent to be posted from 15 July 2023 to 18 August 2023.

****Motion to approve the Job Announcement by Terrell Lewis 2nd Nancy Clark***

****Voice Vote: Y_8_N_0_AB_1 - Todd Burton Result of Vote: Passed***



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- C. Establish a Selection Committee for new Superintendent.
 - 1. Al Hoglund, Lana McCants, Terrell Lewis, Rueben Hernandez, and David Draeger said they would participate.
 - 2. An email about selection committee dates and times will be sent out.
- D. Eric let the Commission know that he would be able to work up to 6 months as the Interim Superintendent if necessary.

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 **09 AUGUST 2023 at 1730 hours aka 5:30 pm**
- C. Plan for a ***Special Meeting on 16 AUGUST at 1730 hours*** to select a Superintendent.
 - *Motion to Adjourn. Terrell Lewis 2nd John Guler***
 - *Voice Vote: 9 Ayes 0 Nays***
- D. Meeting Adjourned at: 2014 hours