



# Veterans Assistance Commission Of Winnebago County

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

## Commission Meeting Minutes

09 August 2023

### I. OPENING - 1736 hours

- A. Hybrid Meeting held in Person at the VFW located at 922 – 7<sup>th</sup> 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 3 Delegates 10 Alternates 2 Cert. Org. 10

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

***\*Motion to allow Zoom Attendees to join and participate in the Meeting  
by: Terrell Lewis 2<sup>nd</sup> John Guler.***

***\*R/C Vote: Y 10 N 0 AB 0 - Result of Vote: Unanimous.***

Roll Call of Commission Officers, Certified Organizations Delegates & Alternates on **Zoom.**  
Officers 0 Delegates 0 Alternates 1 John Kline of VFW 342

- E. Recognition of Guests and or Visitors: Julie Weis, VAC-A Secretary; Eric Willard, Interim Superintendent; Francesca Montanez, hourly Employee of the VAC; Clara Meissen, Commissioners Wife.
- F. Accept the AGENDA: Are there any additions or changes to be made? The following changes were made: Superintendent Reports will come before the VAC-A reports. Eric has to leave early as he is being recognized at the Rockford Rivet's Game tonight.

**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. 2<sup>nd</sup> John Guler.***

***\*Voice Vote: Y 10 N 0 AB 0 - Result of Vote: Unanimous.***

### G. PUBLIC COMMENTS – None

- H. Reading and Disposition of 2023 **July's** minutes.

***\*Motion to accept July's minutes by Terrell Lewis. 2<sup>nd</sup> Lana McCants.***

***\*Voice Vote: Y 10 N 0 AB 0 - Result of Vote: Unanimous.***

### II. REPORTS

#### A. Superintendent Operations Report

- 1. Updates.
  - a. Goal to get Meeting packet out earlier to give commissioners time to review before the meeting.
  - b. Commit to starting meetings on time – 1730 hours aka 5:30 pm.



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- c. Looking to increase work week from 30 hours to 40 hours.
  - d. We are changing office hours from 8:30 to 4:30.
  - e. Getting line items in QuickBooks to match up with County Budget line items.
  - f. Looking to spend down money by upgrading computers, replacing vehicles, replenishing Vehicle recapitalization funds.
2. General Assistance.
    - a. Talking with County to change how we pay the bills for our Veterans.
    - b. Looking for ways for bills to be paid in a timelier fashion.
  3. Emergency Assistance.
  4. Outreach.
  5. Veterans Service Officers.
  6. Transportation.
    - a. Need a copy of invoice to pay the lease payment.
    - b. Julie will request a copy from Jim Barnett.
  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.  
\*Curly Thompson joined at 1806 hours.  
***\*Motion presented by Superintendent reports as given. 2<sup>nd</sup> Nancy Clark***  
***\*Voice Vote: Y 11 N 0 AB 0 - Result of Vote: Unanimous.***  
\* Eric Willard left at 1816 hours.

### B. VAC-Administration Reports

1. **President** - Welcome Commissioners.

\* Lana McCants left at 1820 hours. Alternate, John Kline will now vote for VFW post 342.

2. **Administrative Coordinator**

- a. 08/10 Advisory Workshop – Discuss issues from last Commission meeting.
- b. 08/17 Advisory Workshop – Personnel Manual / Services Handbook.
- c. 08/24 Advisory Workshop – Personnel Manual / Services Handbook.
- d. 08/31 Advisory Workshop – Personnel Manual / Services Handbook.
- e. 09/07 Advisory Workshop – Month End Wrap up and agenda prep.
- f. 09/13 Commission Meeting at 1730 hours
- 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 to discuss increasing percentages for Income Qualification.



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c. Discussion and possible motions:

- 1) Increase from 200% to 300% of poverty level for emergency assistance.
- 2) Increase dollar amount from \$1000.00 to \$1500.00 for emergency assistance.
- 3) Increase the percentage from 150% to 175% for financial assistance.

***\*Motion to Increase from 200% to 300% of poverty level for emergency assistance by: Terrell Lewis 2<sup>nd</sup> John Guler.***

***\*R/C Vote: Y 11 N 0 AB 0 - Result of Vote: Unanimous.***

***\*Motion to Increase dollar amount from \$1,000.00 to \$1,500.00 for emergency assistance by Terrell Lewis.***

***\*John Hood made the motion to amend the dollar amount from \$1,500.00 to \$2,000.00. 2<sup>nd</sup> John Guler***

***\*R/C Vote: Y 11 N 0 AB 0 - Result of Vote: Unanimous.***

***\*Motion to Increase the percentage from 150% to 175% of poverty level for Financial Assistance by Terrell Lewis 2<sup>nd</sup> John Hood.***

***\*R/C Vote: Y 11 N 0 AB 0 - Result of Vote: Unanimous.***

d. No Personnel issues.

***\*Motion presented by VAC-A reports as given so far. 2<sup>nd</sup> Nancy Clark.***

***\*Voice Vote: Y 11 N 0 AB 0 - Result of Vote: Unanimous.***

4. Finance Coordinator - See meeting packet for reports

***\*Motion to postpone the Year-to-Date financial report by: Nancy Clark 2<sup>nd</sup> John Guler***

***\*R/C vote: Y 11 N 0 AB 0 - Result of Vote: Unanimous.***

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS – NONE

V. NEW BUSINESS

- A. Increase work week from 30 hours to 40 hours at their current hourly rate as of the first pay period after this meeting.



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***\*Motion to Increase work week from 30 hours to 40 hours by Nancy Clark 2<sup>nd</sup> John Hood.***

***\*R/C Vote: Y 11 N 0 AB 0 - Result of Vote: Unanimous.***

- B. Discuss increase in salaries per the MVAA requirements.
- C. Authorize the Interim Superintendent to hire employees as needed.
- D. Discussed Crystal DesRoberts taking the Vacant Financial Assistance Coordinator and hiring Francesca Montanez as a permanent employee as Administrative Assistant.

***\*Motion to authorize the Interim Superintendent to hire employees by Nancy Clark 2<sup>nd</sup> John Guler.***

***\*R/C Vote: Y 11 N 0 AB 0 - Result of Vote: Unanimous.***

### VI. VETERAN COMMUNITY EVENTS

- A. Enclosed Minutes from Advisory Committee Meetings for previous months.
- B. 22<sup>nd</sup> 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 **13 SEPTEMBER 2023 at 1730 hours aka 5:30 pm**

***\*Motion to Adjourn by: Nancy Clark 2<sup>nd</sup> John Guler.***

***\*Voice Vote: Ayes 11 Nays 0***

- C. Meeting Adjourned at: 1907 Hours