



Veterans Assistance Commission Of Winnebago County

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

Commission Meeting Minutes

13 September 2023

I. OPENING – 1734 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 15 Voting Alternates 2 Total Members 20 Cert. Org. 17

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

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

by: Don Reynolds 2nd Dick Martin

****R/C Vote: Y 14 N 0 AB 0 Result of Vote: Unanimous***

Roll Call of Commission Officers, Certified Organizations Delegates & Alternates on **Zoom**.
Officers 0 Delegates 0 Alternate Members 1 Cert. Org. 0

- E. Total members in attendance both in person and on Zoom 21
- F. Recognition of Guests and or Visitors: Julie Weis, VAC-A Secretary; Eric Willard, Interim Superintendent. Francesca Montanez and Ray Richmond, VAC Staff and Clara Meissen.
- G. 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.
- H. Discussion about holding or not holding elections tonight. Todd objected to having elections tonight because of New MVAA and By-Laws not being updated. Terrell stated the Elections are to be held in September according to the current By-Laws Article VII Section II. Micheal Phillips was called and on the phone for the discussion. Elections could be canceled by majority vote.

****Motion to move elections until after By-Laws are updated by Todd Burton***

2nd John Hood

****R/C Vote: Y 13 N 1 Terrell Lewis AB 2 Nancy Clark and Lana McCants Result of Vote: Passed***

****Motion to remove Elections from the agenda by: Todd Burton***

2nd John Hood

****R/C Vote: Y 11 N 1 Terrell Lewis AB 4 Dave Davis, Terrell Lewis, Nancy Clark, and Lana McCants Result of Vote: Passed***



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****Motion to approve agenda as amended with No elections by John Hood
2nd Todd Burton***

****R/C Vote: Y_15_N_1_Terrell Lewis AB_1 Nancy Clark Result of Vote: Passed***

I. PUBLIC COMMENTS – NONE

J. Reading and Disposition of 2023 August's minutes.

****Motion presented by reading August's minutes. 2nd John Guler***

****R/C Vote: Y_17_N_0_AB_0 Result of Vote: Unanimous***

II. REPORTS

A. VAC-Administration Reports

1. President

- a. Welcome Commissioners.
- b. Extended Employee Hours from 30-hour work week to 40-hour work week.
- c. Extended Office hours from 8:30 am to 4:30 pm (They were 9:00 am to 3:00 pm)
- d. We conducted interviews for Superintendent position – to be discussed later.

2. Administrative Coordinator

- a. 09/14 Advisory Workshop – Discuss issues from last Commission meeting.
- b. 09/21 Advisory Workshop – Personnel Manual / Services Handbook.
- c. 09/28 Advisory Workshop – Personnel Manual / Services Handbook.
- d. 10/05 Advisory Workshop – Month End Wrap up and agenda prep.
- e. 10/11 Commission Meeting at 1730 hours
- f. Everyone is invited to join all of these workshops and meetings.
- g. Our Attorney, Mike Phillips, went over the IGA and compared it to new MVAA.
- h. The MVAA has significant changes and the Commission is behind implementing those changes.
- i. Mike is preparing a new draft of an IGA to be voted on and presented to the County.
- j. No Appeals this month.

3. Services Coordinator

- a. We are working Emergency Assistance protocols for Services Handbook.
- b. We updated Service Handbook to reflect last month's votes.
- c. Discuss increasing the Dollar Tree gift card amount (\$35.00 currently).
- d. Will discuss an increase in the future.
- e. No Personnel issues.

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

**** R/C Vote: Y_17_N_0_AB_0 Result of Vote: Unanimous***



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4. Finance Coordinator

- a. Presentation of Year-To-Date Financial Reports.
- b. See meeting packet for reports.
- c. 2024 Budget presentation.

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

** R/C Vote: Y_17 N_0 AB_0 Result of Vote: Unanimous*

** Motion to accept the 2024 budget by: Todd Burton 2nd Nancy Clark*

** R/C Vote: Y_17 N_0 AB_0 Result of Vote: Unanimous*

B. Superintendent Operations Report

1. Updates.
 - a. We have until November to finalize budget with committed funds in place.
 - b. Eric has a meeting with the county regarding following their Human Resources guidelines.
2. General Assistance.
3. Emergency Assistance.
4. The county is going to have a special check run each month for VACWC financial assistance which should cut down on payments for Veterans being late 4 – 6 weeks.
5. Outreach.
 - a. Need come up with additional ways to help Veterans with VACWC monies.
 - b. Potentially buy AED units for our member posts.
 - c. Sponsor Training and Development classes; such as 3-D printing, having Danielle from IDES teach Job Hunting and Computer Skills.
6. Veterans Service Officers – see reports.
7. Transportation.
 - a. See transportation Report
 - b. We want to replace old vehicles before the end of the fiscal year.
8. 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 Superintendent reports as given. 2nd John Guler*

**R/C Vote: Y_15 N_0 AB_2 Terrell Lewis and Stephen Serwatka*

Result of Vote: Passed

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS

- A. Vehicle replacement was discussed.
- B. 3 bids were obtained.
- C. Todd specified an amount of up to \$60,000.00 and Terrell seconded the idea.



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***Motion to spend up to \$60,000.00 to purchase 2 new vehicles to replace our Prius and Sienna. By: Nancy Clark 2nd Lana McCants**

*** R/C Vote: Y 17 N 0 AB 0 Result of Vote: Unanimous**

V. NEW BUSINESS

- A. New Computers for office.
- B. Guest Wi-Fi Network.
- C. Phones for 2 new work stations.

***Motion to allow the Superintendent to spend up to \$25,000.00 for new Computers, Phones and Wi-Fi equipment by: Nancy Clark 2nd Todd Burton**

*** R/C Vote: Y 17 N 0 AB 0 Result of Vote: Unanimous**

Meeting Recessed 1930 hours

Resumed Meeting 1944 hours

***Motion to go into Closed Session to discuss Superintendent Candidates**

by: John Guler 2nd Rueben Hernandez

***R/C Vote: Y 0 N 16 AB 1 – John Guler Result of Vote: Failed**

- D. Discussed the Selection for New Superintendent.
 - 1. Nancy said the Interview Committee was set by default of the commissioners who showed up for the meeting.
 - 2. Three people were selected to be interviewed.
 - a. Phillip Du – Unable to attend due to a family emergency. They attempted to call him and email him to follow up with him and got no response.
 - b. Jesus Pereira – Interviewed in person.
 - c. Nathaniel Johnson – Interviewed via Zoom.
 - d. Jeff Metheny and David Draeger were not interviewed as they were former employees of the VAC in the past and were known by the interviewing committee.
 - 3. Discussed the potential candidates for the position.
 - 4. Discussed Eric Willard staying on to help the newly selected Superintendent transition into the job.
 - 5. Micheal Phillips our lawyer will be vetting the candidate and negotiating the contract to hire the new superintendent.

*** Motion to select Jesus Pereira as the new full-time Superintendent of the VACWC**

By: Robert Lamay 2nd Todd Burton

***R/C Vote: Y 16 N 0 AB 1 – Jeff Greer Result of Vote: Passed**



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****Motion to extend Eric Willard's employment to facilitate transition to new Superintendent by: Nancy Clark 2nd Jim Nelson***
****R/C Vote: Y 17 N 0 AB 0 Result of Vote: Unanimous***

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/flyers about upcoming veteran community events.

VII. CLOSING

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

****Motion to Adjourn. John Guler 2nd Jim Nelson***

****Voice Vote: 17 Ayes 0 Nays***

- C. Meeting Adjourned at: 2016 hours