



# Veterans Assistance Commission Of Winnebago County

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

## AGENDA

10 January 2024

### I. OPENING

- 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\_\_\_\_ Delegates\_\_\_\_ Alternates\_\_\_\_ Cert. Org.\_\_\_\_

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

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

by: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_.

**\*R/C Vote: Y\_\_N\_\_ AB\_\_ Result of Vote: \_\_\_\_\_**

Roll Call of Commission Officers, Certified Organizations Delegates & Alternates on **Zoom.**

Officers\_\_\_\_ Delegates\_\_\_\_ Alternates\_\_\_\_ Cert. Org.\_\_\_\_

- E. Recognition of Guests and Visitors:
- 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 reading of the agenda. 2<sup>nd</sup> \_\_\_\_\_**

**\*Voice Vote: Y\_\_N\_\_ AB\_\_ Result of Vote: \_\_\_\_\_**

- G. **PUBLIC COMMENTS – There is a 3-minute time limit. Comments only NO questions.**

- H. Reading and Disposition of **October's** minutes and December's Informal Meeting Minutes.

**\*Motion presented by the reading of October's minutes. 2<sup>nd</sup> \_\_\_\_\_**

**\*Voice Vote: Y\_\_N\_\_ AB\_\_ Result of Vote: \_\_\_\_\_**

**\*Motion presented by the reading of December's minutes. 2<sup>nd</sup> \_\_\_\_\_**

**\*Voice Vote: Y\_\_N\_\_ AB\_\_ Result of Vote: \_\_\_\_\_**

### II. REPORTS

#### A. VAC-Administration Reports

##### 1. President

- a. Welcome commissioners and guests.
- b. We have started the revalidation process.
- c. Please have your organization's leadership complete the form ASAP.



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## 2. Administrative Coordinator

- a. 01/11 **Advisory Workshop** – Discuss issues from last Commission meeting.
- b. 01/18 **Personnel Committee** – Discuss a new Personnel Issue and Review Updated Personnel Manual that aligns with Winnebago County per MVAA.
- c. 01/25 **Services Committee** – Work on Emergency Assistance Policies and Procedures.
- d. 02/01 **Advisory Workshop** – Wrap up Emergency Assistance Policies and Procedures and New Personnel Manual
- e. 02/08 **Advisory Workshop** - Agenda prep.
- f. 02/14 **Commission meeting**.
- g. Mike is preparing a new draft of an IGA to be voted on and presented to the County.
- h. No Appeals this month.
- i. *Everyone is encouraged to join all of these workshops and meetings!*

## 3. Services Coordinator

- a. Come to the Personnel Committee Meeting on 18 JAN 2024.
- b. We plan to vote on the new personnel Manual on 14 FEB Commission Meeting.
- c. Come to Services Committee meeting on 01/25 to give input on Emergency assistance policies and procedures.
- d. A Personnel issue will be discussed on 18 JAN 2024.

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

*\*Voice Vote: Y\_\_N\_\_ AB\_\_ Result of Vote: \_\_\_\_\_*

## 4. Finance Coordinator

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

*\*Motion to approve the reimbursement for the Superintendent Relocation expenditures \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_*

*\*R/C vote: Y\_\_N\_\_ AB\_\_ Result of Vote: \_\_\_\_\_*

*\*Motion presented by Year-to-Date financial report as given. 2<sup>nd</sup> \_\_\_\_\_*

*\*R/C vote: Y\_\_N\_\_ AB\_\_ Result of Vote: \_\_\_\_\_*



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## B. Superintendent Operations Report

1. Office Updates.
  - a. Introduce Margaret Downing at the new VAC-A Secretary.
  - b. Discuss Office Space.
  - c. Discuss Debit Card Breech.
  - d. Office going back to VetraSpec for the reporting features.
  - e. Explain the WorkForce App for employee attendance.
2. General Assistance.
  - a. DollarTree Cards will NO LONGER be used.
  - b. Going to 3-month Budget Verification for Veterans on a fixed income.
3. Emergency Assistance.
  - a. Going to an invoicing procedure for Emergency Assistance instead of using debit card.
  - b. Continuity of Care Collaboration Plan.
  - c. Discuss discrepancies with Pathway to Hope.
4. Outreach.
5. Veterans Service Officers.
6. Transportation.
  - a. Transitioning function over the VetraSpec.
  - b. Looking into getting a Vehicle Location App.
7. If your phone number or email has changed, please let VAC-A Secretary know via email message with NEW EMAIL Address /NEW PHONE Number as the Subject.

**\*Motion presented by Superintendent reports as given. 2<sup>nd</sup> \_\_\_\_\_**

**\*Voice Vote: Y\_\_N\_\_ AB\_\_ Result of Vote: \_\_\_\_\_**

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS – NONE

V. NEW BUSINESS – First Read of Amended by-laws for the VACWC



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## 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 **14 FEB 2024 at 1730 hours aka 5:30 pm**
  - \*Motion to Adjourn.* \_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_
  - \*Voice Vote:*    *Ayes*       *Nays*
- C. Meeting Adjourned at: \_\_\_\_\_