

VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

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

AGENDA

Date: 11 December 2024 @ 1730 hours

I. OPENING

- A. Hybrid Meeting held in Person at the 555 North Court Street Room 115, Rockford, IL 61103 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: _____
2nd _____, *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: Jesus Pereira, Superintendent, Debi Hoover, VAC Secretary
- 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 is presented by reading of the agenda. 2nd _____
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 last **month's** minutes.

**Motion to waive the reading of last month's minutes because they were sent to the body. 2nd _____
Voice Vote: Y__N__ AB__ Result of Vote: _____

II. REPORTS

- A. VAC-Administration Reports

1. President

- a. Welcome
- b. Refer all budget questions and comments to Superintendent
- c. Validation Letters will be sent after January 1, 2025 – delegate and alternate
- d. OMA – Training
- e. Confidentiality Agreements will need to be signed and are available online

2. Administrative Coordinator

- a. 12/12/2024 1300 Bylaws Committee Meeting, 555 N. Court, Rm. 115, Rockford, IL
- b. 01/02/2025 1300 Commission Meeting AAR & Agenda prep Review 922 7th Street
- c. 01/08/2025 1730 Commission Meeting 555 North Court Street Room 115, Rockford, IL
- d. 02/06/2025 1300 Commission Meeting AAR & Agenda prep Review 922 7th Street
- e. 02/12/2025 1730 Commission Meeting 555 North Court Street Room 115, Rockford, IL
- f. 03/06/2025 1300 Commission Meeting AAR & Agenda prep Review 922 7th Street

VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

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- g. 03/12/2025 1730 Commission Meeting 555 North Court Street Room 115, Rockford, IL
- h. 04/03/2025 1300 Commission Meeting AAR & Agenda prep Review 922 7th Street
- i. 04/06/2025 1730 Commission Meeting 555 North Court Street Room 115, Rockford, IL
- j. 05/08/2025 1300 Commission Meeting AAR & Agenda prep Review 922 7th Street
- k. 05/14/2025 1730 Commission Meeting 555 North Court Street Room 115, Rockford, IL

3. Appeals Committee

- a. Removal from bylaws?
- b. Need input from counsel.

4. Services Coordinator

- a. Services Report: Need to address large families – manual change requiring a service committee meeting may be forthcoming
- b. Personnel Report

5. Finance Coordinator

FY Report

B. Superintendent Operations Report

III. CORRESPONDENCE

IV. UNFINISHED BUSINESS

- A. Banking Institution Search – Veteran Friendly/Financially Challenged
 - a. Woodforest National Bank
- B. Personal devices vs. governmental devices

V. NEW BUSINESS

- A. Financial Assistance Notice & Management Compliance

VI. VETERAN COMMUNITY EVENTS

- A. 3rd Monday of ea. month American Legion Scholarship Dinner Post 1207
- B. SheVets – every Tuesday – 9:00 am – 11:00 am – Breakfast – Johnny Pancakes

VII. CLOSED SESSION

- A. Annual Superintendent Evaluation

VIII. CLOSING

- A. Closing Ceremonies
- B. Next Meeting is on **January 8, 2025 at 1730 hours aka 5:30 pm**

**Motion to Adjourn.* _____ 2nd _____

**Voice Vote:* ___ Ayes ___ Nays

Meeting Adjourned at: _____

Veterans Assistance Commission of Winnebago County Commission Meeting
 October 9, 2024

Meeting Opened: 1730 hours - 5:30 pm

Attendees:

<u>Board Members</u>	<u>Guests</u>
Terrell Lewis – President	Jesus Pereira – Superintendent
Nancy Clark – Administrative Coordinator	Debra Hoover – VACWC Secretary
Eric Willard – Finance Coordinator	Francesca Montanez – VACWC
Lana McCants – Service and Personnel Coordinator	Mayra Toral – VACWC
Gary Holmes	Luz Ortiz-Rivera – VACWC
Dave Davis	Timothy Hotchkiss – VACWC
George Meissen	Willie Borden – VACWC
Todd Burton	Crystal DesRoberts – Guest
Reuben Hernandez	Julie Weis – Guest
Gene Schaefer	Kristine Spivey – Guest
Ken VanLandeghem	Gary Christopher – Guest
Donald Reynolds	Ray Richmond – Guest
Todd Burton	Theresa – Guest – Via Zoom

- Motion to Allow Zoom Attendees: Nancy Clark 2nd – Gary Holmes – Voice Vote Unanimous
- Elected Official Roll Call – 13 attendees from 12 units
- Motion to Waive reading of Agenda: Todd Burton 2nd – Lana McCants – Voice Vote Unanimous
- Motion to Waive reading of Minutes: Rubeen Hernandez 2nd – Stephanie Gilberto – Voice Vote Unanimous
- Public Comments: No public comments
- Motion to accept minutes as presented: Gary Holmes 2nd – Dave Davis – Voice Vote Unanimous

Presidents Report – Terrell Lewis – Welcome

- If you get any questions from the press regarding the current budget issue please refer to Superintendent Jesus Pereira
- Attending County Meetings with Superintendent: Budget, Lobbyists, County Chairman
- Validation Records

Nancy Clark added:

- Delegate and Alternate letter will be sent in December for January submission
- Complete OMA and FOIA training within 90 days
- Confidentiality Agreement
 - Do not speak outside of the commission

Admin Coordinator Report – Nancy Clark

- Presented dates for upcoming meetings

Services and Personnel Coordinator – Lana McCants – No Report

Finance Coordinator – Eric Willard

- We are at 3.2% of our expenditures
- Dave Davis asked how much \$ have we set aside to ensure we are not using it?
 - \$170,000 set aside – Jesus Pereira

Superintendent Report – Jesus Pereira

- Reported on VAC business
 - Office update – new VSO hires Timothy Hotchkiss and Willie Borden Jr.
 - NACVSO Training in January 2025
 - October: 45 veterans served, 26 VA to Madison Transport, \$57K retro pay out , \$35K EA/FA, 864 incoming calls
 - Need for additional volunteers for VA Transportation Program
 - Gene Schaefer explained volunteer drivers parameters for VA Transportation Program

No Correspondence

Unfinished Business

- Continue search for Veteran friendly banking institution
- Continued work on streamlining VetraSpec

New Business

- Use of personal phones and computers for VACWC business – looking into County providing phones/computers and e-mail address for elected officers

Closing: Next Full Commission Meeting 12/11/2024 – 5:30 pm – 555 N. Court St., Room 115, Rockford

Commencement of Meeting - 1803

- Motion to adjourn Lana McCants 2nd by Gary Holmes
- Voice Vote: Yes - unanimous



700 Locust Street, Suite 600 | Dubuque, IA 52001

Statement Ending 11/30/2024

ADDRESS SERVICE REQUESTED

VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY ILLINOIS
555 N COURT ST STE 300
ROCKFORD IL 61103-6804

Managing Your Accounts



Illinois Bank & Trust
a division of HTLF Bank



Customer Care Center: 877.280.1853



Website: IllinoisBank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
SMALL BUSINESS CHECKING	XXXXXX6345	\$173,154.86

Effective December 2, 2024, HTLF Bank will no longer accept check or cash deposits at any non-proprietary ATM (those ATMs not owned or operated by HTLF Bank). Those ATMs HTLF Bank owns and operates will be labeled as such. In addition, we may block the use of your card for transactions made in certain foreign countries we deem high risk for fraud. Before traveling outside the United States, contact your HTLF Bank Division to determine what countries in which you may not use your card.

SMALL BUSINESS CHECKING - XXXXXX6345

Account Summary

Date	Description	Amount
11/01/2024	Beginning Balance	\$173,230.86
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$76.00
11/30/2024	Ending Balance	\$173,154.86

Other Debits

Date	Description	Amount
11/18/2024	INTUIT * TSheets VETERANS ASSISTANCE CO 9000308	\$76.00

1 item(s) totaling \$76.00

Daily Balances

Date	Amount	Date	Amount
10/31/2024	\$173,230.86	11/18/2024	\$173,154.86

YEAR-TO-DATE BUDGET REPORT 2025

FOR 2025 03

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0181 VETERAN'S ASSISTANCE FUND							
48100 VETERAN'S ASSISTANCE							
48100 42110 SUPPLIES	0	0	0	303.97	.00	-303.97	100.0%
48100 42117 EQUIPMENT	0	0	0	.00	.00	.00	.0%
48100 42210 DATA PROCC	0	0	0	.00	.00	.00	.0%
48100 42240 GAS & OIL	0	0	0	.00	.00	.00	.0%
48100 42250 FOOD & BEV	0	0	0	.00	.00	.00	.0%
48100 42290 OTHER SUPP	0	0	0	.00	.00	.00	.0%
48100 43159 EXPENSES	0	0	0	.00	.00	.00	.0%
48100 43167 SW SUBS	0	0	0	839.90	.00	-839.90	100.0%
48100 43183 VAC SALARY	729,303	0	729,303	97,723.26	.00	631,579.75	13.4%
48100 43190 OTHER PRO	0	0	0	3,570.00	.00	-3,570.00	100.0%
48100 43210 TELEPHONE	0	0	0	.00	.00	.00	.0%
48100 43212 WIRELESS	0	0	0	718.95	.00	-718.95	100.0%
48100 43220 POSTAGE	0	0	0	.00	.00	.00	.0%
48100 43230 INTERNET	0	0	0	.00	.00	.00	.0%
48100 43310 TRAVEL	0	0	0	18.00	.00	-18.00	100.0%
48100 43420 ADVERTISIN	0	0	0	.00	.00	.00	.0%
48100 43510 LIAB INSUR	0	0	0	.00	.00	.00	.0%
48100 43540 UNEMP INSU	0	0	0	.00	.00	.00	.0%
48100 43730 E REP & MA	0	0	0	.00	.00	.00	.0%
48100 43731 AUTO REPAI	0	0	0	.00	.00	.00	.0%
48100 43732 OFF EQU RE	0	0	0	.00	.00	.00	.0%
48100 43810 BLDG RENTA	0	0	0	.00	.00	.00	.0%
48100 43941 DUES & MEM	0	0	0	.00	.00	.00	.0%
48100 43942 INS & SCHO	0	0	0	.00	.00	.00	.0%
48100 43991 VET'S ASSI	389,697	0	389,697	53,195.21	.00	336,501.78	13.7%
48100 44110 CENTRAL S	0	0	0	.00	.00	.00	.0%
48100 44120 CENT POSTA	0	0	0	.00	.00	.00	.0%
48100 44130 CENT XEROX	0	0	0	66.98	.00	-66.98	100.0%
48100 44140 CENT PRINT	0	0	0	.00	.00	.00	.0%
48100 44180 PHONE	0	0	0	.00	.00	.00	.0%
48100 44190 INTERNET	0	0	0	.00	.00	.00	.0%
48100 44235 ADM & SUPP	0	0	0	.00	.00	.00	.0%
48100 44440 OTHER EQU	0	0	0	.00	.00	.00	.0%
TOTAL VETERAN'S ASSISTANCE	1,119,000	0	1,119,000	156,436.27	.00	962,563.73	14.0%
TOTAL VETERAN'S ASSISTANCE FUND	1,119,000	0	1,119,000	156,436.27	.00	962,563.73	14.0%
TOTAL EXPENSES	1,119,000	0	1,119,000	156,436.27	.00	962,563.73	
GRAND TOTAL	1,119,000	0	1,119,000	156,436.27	.00	962,563.73	14.0%

YEAR-TO-DATE BUDGET REPORT 2025

FOR 2025 03

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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** END OF REPORT - Generated by Jesus Pereira **

YEAR-TO-DATE BUDGET REPORT 2025

FOR 2025 03

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
P481 VAC PAYROLL							
P4810 VAC PAYROLL							
P4810 41110 REG SAL	523,644	0	523,644	76,500.90	.00	447,143.10	14.6%
P4810 41120 TEMP SAL	0	0	0	.00	.00	.00	.0%
P4810 41221 LIFE-EMPLO	600	0	600	52.50	.00	547.50	8.8%
P4810 41231 IMRF-EMPLO	30,000	0	30,000	3,786.79	.00	26,213.21	12.6%
P4810 41241 FICA-EMPLO	40,059	0	40,059	5,678.17	.00	34,380.84	14.2%
P4810 48211 HLTH-EMP	135,000	0	135,000	9,363.92	.00	125,636.08	6.9%
TOTAL VAC PAYROLL	729,303	0	729,303	95,382.28	.00	633,920.73	13.1%
TOTAL VAC PAYROLL	729,303	0	729,303	95,382.28	.00	633,920.73	13.1%
TOTAL EXPENSES	729,303	0	729,303	95,382.28	.00	633,920.73	
GRAND TOTAL	729,303	0	729,303	95,382.28	.00	633,920.73	13.1%

** END OF REPORT - Generated by Jesus Pereira **



VETERANS ASSISTANCE
COMMISSION

OF WINNEBAGO COUNTY

November Services

thank you!



Office Updates

- 361 Veterans Served
 - 25 Veterans Transported to Madison and Back
- \$ 132,645.44 Retro Payments FYTD
- \$1,111,079.72 Reoccurring
- \$ 17,795.29 Provided in EA & FA
- Phone Calls
 - to transportation
- Financial Aid Notice Compliance & Automation needs attention

Office Updates

- Becoming a LIHEAP location for Veterans (VSO TIM)
- Governors Report Started
- Sangamon County Mediation Letter From MVRB
 - “Section 2 of the MVAA clearly establishes the minimum amount that is mandated for the funding of a VAC. Even prior to Public Act 102-732, a county was required to fund its VAC. However, Public Act 102-732 now specifies what the minimum amount of that funding shall be. This minimum threshold should not be ignored or replaced with the notion that the general standard for determining the correct amount of that funding is what a county finds to be just and necessary.”

Office Updates - Appeals

- Sec. 11-8 ...appeals shall be to a Public Aid Committee consisting of the Chairman of the County Board, and 4 members who are township supervisors of general assistance, appointed by the Chairman, with the advice and consent of the county board.
- As of 12/5/2024 we were waiting on a response from ASA Vaughn
- Changes to the Bylaws Should be initiated
- Changes to the Services Manual should be initiated

Office Updates - VAN

- DAV VAN is BACK
- Unauthorized Repair
- Vendor asked us to run a federal credit card at a friends liquor store
 - Van Damage May 2024
 - Reported July 2024
 - Unauthorized Repair started
 - VA employee paid out of pocket for over 2k of the repairs
 - Not at an autobody shop
 - Scale company

Public Image & Messaging

- Social Media
- Word of Mouth
- Friends Circle
- Professional Networks

The county is hiring a Communication Director

Develops communication plans and writes clear and compelling messages to reach audiences via print, electronic and social media channels. Participates in the development and execution of the county's social media program to engage target audienc....

SALARY RANGE: \$70,000.00-\$75,000.00

VTN vs VTS

Volunteer Transportation Network

- Provides needed transportation for ambulatory Veterans seeking services from a VA medical facility or an authorized non-VA facility.
- designed to provide transportation services to ...VA medical facilities, including VBA offices, and who have no other means of transportation.
- The driver may not lift or medically attend to any patient. Wheelchairs and gaseous oxygen tanks will not be transported.

VTN vs VTS

Veterans Transportation Service

- provides safe and reliable transportation to Veterans who require assistance traveling to and from VA health care facilities and authorized non-VA health care appointments.

<https://www.vetride.va.gov/app/home>

Milwaukee VA Medical Center (695)

5000 W National Ave, Milwaukee, WI 53295

414-384-2000

- Contact:

Robert Wareham

Robert.Wareham@va.gov

414-384-2000 ext. 45174

- Alternate Contact:

Buffy Spivey

Buffy.Spivey@va.gov

414-384-2000 x43432

VTN Drivers & VHA Directives 1620(2) & 1695(1)

- VTN – Volunteers met on 12/04/2024 to discuss VHA Directives and concerns
- Will meet quarterly
- Prohibits the use of personally owned vehicles by volunteers in providing transportation to Veterans and restricts volunteers from operating vehicles requiring a Commercial Driver's License

Unhappy Customer FB Post

- : Considering you had my POA, did nothing for me, refused to represent me, In fact kicked me out of your office leaving me to fight the VA by myself. As a taxpayer, your work ethic sucks!
- History of contact
 - 04/01/2020 - First contact
 - 08/11/2022 – Asked to remove POA
 - 04/09/2024 – Request of county to contact veteran

Public Aid -

The case load and workload of GA requires automation to increase the efficiency of the GA program. Next closest Counties are:

Cook 142K Veterans 488K

DuPage 27K Veterans 213K

Madison 17K Veterans 135K

VisualGA

- is the standard in Illinois for General Assistance Compliance
- Automates caseworkers workflow
- Automates reporting
- Automates Notices
- Assures compliance with the Illinois Public Aid Code

Public Aid -

Rockford Township

- Average recipient utilizes assistance for 9 months
- Average monthly payments between 30k-50K a month
- Do house visits to confirm information and residency

Townships

- 14 Townships in Winnebago County
- Law requires they provide GA
- Township GA always after VAC's for Veterans
- Can be used for HUD/VASH Deposits

Events

VETERANS ASSISTANCE
COMMISSION

OF WINNEBAGO COUNTY

Presents

UNDERSTANDING SERVICE CONNECTIONS FOR VETERANS

Join Superintendent Jesus M Pereira of the
Veterans Assistance Commission of Winnebago County in a
candid presentation and conversation about
VA disability compensation

Intended for Mature Audiences

Veterans Memorial Hall 211 N Main St Rockford, IL 61101

January 15, 2025 6 PM



2024

Questions?

Thank you

Veterans Assistance Commission Officers Advisory Committee Meeting
Superintendent – 90 Day Review – Meeting Minutes
Date: March 20, 2024 – Special Meeting
Closed Session – 1817 hours – 1853 hours
Location: Ross Pearson VFW #5149, 922 7th Street, Rockford, IL 61104

In attendance:

AC Dave Davis - President
Terrell Lewis – Services Coordinator
Nancy Clark – Administrative Coordinator
Ken VanLandeghem – American Legion – Post #288
Eric Willard – Vietnam Veterans of America #984
Lana McCants – VFW Post #342
Gene Schaefer – VFW Post #9759
Gary Holmes – via Zoom – American Legion Post #332
John Kline – Via Zoom – Blackhawk DAV Chapter #29
Debra Hoover – VACAC-A – Secretary

A quorum was present to discuss the 90 day evaluation of Superintendent Jesus E. Pereira.

A discussion and verbal votes were taken to evaluate Superintendent Pereira in ten areas:

Note: U/S-Unsatisfactory, N/1-Needs Improvement, S-Satisfactory, G-Good, E-Excellent

1. Mission Description – None Present
2. Job Description – None Present
3. Job Knowledge
 - a. Has Knowledge to Perform Duties – the consensus of the Commissioners present was - **Excellent**
 - b. Active to Improve – the consensus of the Commissioners present was – **Good**
 - c. Applies Knowledge - the consensus of the Commissioners present was - **Excellent**
4. Leadership Skills
 - a. Sets and Enforces Standards – the consensus of the Commissioners present was - **Excellent**
 - b. Motivates Subordinates - the consensus of the Commissioners present was - **Excellent**
 - c. Works Well With Others - the consensus of the Commissioners present was - **Excellent**
 - d. Fosters Teamwork - the consensus of the Commissioners present was - **Excellent**
 - e. Displays Imitative - the consensus of the Commissioners present was - **Excellent**
5. Professional Qualities
 - a. Exhibits Loyalty, Discipline, Dedication and Integrity - the consensus of the Commissioners present was - **Excellent**
 - b. Adheres to Standards - the consensus of the Commissioners present was - **Excellent**
 - c. Accepts Personal Responsibility - the consensus of the Commissioners present was - **Excellent**
6. Organizational Skills
 - a. Plans, Coordinates, Schedules and Uses Resources Effectively - the consensus of the Commissioners present was - **Excellent**
 - b. Schedules Work for Self and Others Equitability and Effectively - the consensus of the Commissioners present was - **Excellent**
 - c. Anticipates and Solves Problems - the consensus of the Commissioners present was - **Excellent**
 - d. Meets Suspense Dates – **can't evaluate at this time**
7. Judgment & Direction
 - a. Makes Timely and Accurate Decisions - the consensus of the Commissioners present was - **Excellent**

- b. Emphasizes logic in decision making – **can't evaluate at this time**
 - c. Retains Composure in Stressful Situations - the consensus of the Commissioners present was - **Excellent**
 - d. Recognizes Opportunities and Acts to Take Advantage of Them - the consensus of the Commissioners present was - **Excellent**
8. Communication Skills
- a. Listens and Speaks Effectively - the consensus of the Commissioners present was - **Excellent**
 - b. Uses the Chain of Command to Maintain Effective Communications with the VAC/WA President and Board - the consensus of the Commissioners present was - **Excellent**
9. Overall Assessment – Scale of 1 – 10
- a. The consensus of the Commissioners present was a **Score of 9**
10. Additional Assessment
- a. Needs to be reminded that he is an employee of the commission not the chairman.
 - b. Needs to hire a VAC-A Secretary that works only for the VAC/WA
 - c. Jesus hit the road running! Everyone is pleased that the VAC is now getting more compliments than complaints. The VAC is finally getting good reviews



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815-516-2850 - VAC@vac.wincoil.gov

Superintendent Annual Evaluation – Wednesday, December 11, 2024

Name: Jesus Pereira

Title: Superintendent, Veterans Assistance Commission of Winnebago County

Hire Date: November 1, 2023

90 Day Evaluation Completed: March 20, 2024

Scoring: U/S-Unsatisfactory, N/I-Needs Improvement, S-Satisfactory, G-Good, E-Excellent

1. Job Knowledge
 - a. Has Knowledge to Perform Duties
 - b. Active to Improve
 - c. Applies Knowledge

2. Leadership Skills
 - a. Sets and Enforces Standards
 - b. Motivates Subordinates
 - c. Works Well With Others
 - d. Fosters Teamwork
 - e. Displays Initiative

3. Professional Qualities
 - a. Exhibits Loyalty, Discipline, Dedication and Integrity -
 - b. Adheres to Standards
 - c. Accepts Personal Responsibility

4. Organizational Skills
 - a. Plans, Coordinates, Schedules and Uses Resources Effectively
 - b. Schedules Work for Self and Others Equitably and Effectively
 - c. Anticipates and Solves Problems
 - d. Meets Suspense Dates



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5. Judgment & Direction
 - a. Makes Timely and Accurate Decisions
 - b. Emphasizes logic in decision making
 - c. Retains Composure in Stressful Situations
 - d. Recognizes Opportunities and Acts to Take Advantage of Them

6. Communication Skills
 - a. Listens and Speaks Effectively
 - b. Uses the Chain of Command to Maintain Effective Communications with the VAC/WA President and Board

7. Overall Assessment – Scale of 1 – 10
 - a. The consensus of the Commissioners present shall be:

8. Additional Assessment
 - a.
 - b.
 - c.