



**VETERANS ASSISTANCE COMMISSION
OF
WINNEBAGO COUNTY**

VACWC Commission Meeting Minutes
555 N. Court Street, Room 115, Rockford, IL 61103
September 10, 2025
5:30 PM CST
Nancy Clark, Acting President

Meeting Called to Order at 5:30 PM CST

Pledge of Allegiance lead by George Meissen

Moment of Silence lead by Acting President Nancy Clark

Roll Call lead by Secretary Pro Tem Debi Hoover

Roll Call Attendance			
Ken VanLandeghem	American Legion Post #288	Delegate	Present
Raymond Dhom	American Legion Post #288	Alternate	Not in attendance
Gary Holmes	American Legion Post #332	Delegate	Present
Jeff Greer	American Legion Post #332	Alternate	Present
Dave Davis	American Legion Post #1207	Delegate	Present
George Meissen	American Legion Post #1207	Alternate	Present
Todd Burton	Blackhawk DAV Chapter #29	Delegate	Not in attendance
John Kline	Blackhawk DAV Chapter #29	Alternate	Not in attendance, joined via Zoom at 5:44PM
Robert Lamay	Navy Club Ship #1	Delegate	Not in attendance
Stephanie Gilberto	Navy Club Ship #1	Alternate	Not in attendance
Terrell Lewis	Rock Valley AmVets Post #922	Delegate	Not in attendance
Jean Henning	Rock Valley AmVets Post #922	Alternate	Present
Eric Willard	Vietnam Veterans of America #984	Delegate	Present
Jerome Egilske	Vietnam Veterans of America #984	Alternate	Present
Lana McCants	VFW Post #342	Delegate	Not in attendance
Sean West	VFW Post #342	Alternate	Not in attendance
Ruben Hernandez	VFW Post #2955	Delegate	Present
Bill Graves	VFW Post #2955	Alternate	Not in attendance
Nancy Clark	VFW Post #5149	Delegate	Present
F.S. Tate	VFW Post #5149	Alternate	Present
Gene Schaefer	VFW Post #9759	Delegate	Present
Keith McDonald	Winnebago County Board	Representative	Not in attendance

Additional Attendees: Acting Superintendent Maryna Misiewicz, Assistant Superintendent Debi Hoover, VSO Tim Hotchkiss, VSO Willie Borden, VAC Admin Francesca Montanez, VAC Admin Mayra Torel, VAC Admin Dana Verfuert, Attorney Michael Phillips.

Quorum Established: 11 attendees, representing 8 posts

Motion to Approve Agenda for September 10, 2025: Henning, 2nd: Holmes; discussion; Amendment: Strike 8.(a.) Motion to go into Executive Session for discussion on pending litigation pursuant to Section 2 (c) (11) of the Open Meetings Act and to allow Maryna Misiewicz, Interim Superintendent; Michael Phillips, Attorney; and Debi Hoover, Secretary pro tem to remain in Executive Session. **Voice Vote Yes Unanimous; September 10, 2025, Agenda approved as amended. Yes 8, No 0, Abstain 0.**

Motion to approve Minutes of June 11, 2025: Hernandez, 2nd: Henning; discussion; no amendments, **Voice Vote Yes Unanimous; June 11, 2025, Minutes approved. Yes 8, No 0, Abstain 0.**

Motion to approve Minutes of August 13, 2025: Henning, 2nd: Egilske; discussion; Amendment: Old business should be changed to Unfinished Business. **Voice Vote Yes Unanimous; August 13, 2025, Minutes approved as amended. Yes 8, No 0, Abstain 0.**

Public Comments: None.

President's Report: Acting President Nancy Clark

- Nominations and Elections for Appointees and Commission Officers, respectively, will be held tonight during New Business; Appointees and Commission Officers will be installed at the October 8, 2025, Commission Meeting.
- OMA (Open Meeting Act) training needs to be completed by all Commission Members before the October Commission Meeting.

Vice President's Report

Role vacant at this time, no report.

Finance Officer's Report: Eric Willard

- Fiscal year to date budget review: 11 months into FY2024-2025, have expended about 80% of the budget. Anticipating funds will remain at the end of the year, citing examples such as Veterans receiving General Assistance to now receiving VA funds. Will report next month on final FY numbers. **(stop)**

Motion to allow John Kline to join the meeting at 5:44 PM CST via Zoom: Henning, 2nd: Davis, no discussion, no amendments, **Roll Call Vote Yes Unanimous. Motion approved. Yes 8, No 0, Abstain 0.**

Quorum Updated: 12 attendees, representing 9 posts

(resume) Money was set aside last year to put towards a new location for the VACWC Main Office, may look to do the same with funds that remain this year. Discussion for next month.

- Illinois Bank and Trust have been bought out by United Bank of Missouri; the Finance Committee should be reviewing this at their next committee meeting.

Services Chairperson’s Report

Role vacant at this time, no report.

Personnel Chairperson’s Report

Role vacant at this time, no report.

Interim Superintendent’s Report: Maryna Misiewicz

- Claims filed in August 2025: 60; 38 of the Claims filed were for compensation.
- Claims closed with retroactive awards August 2025: 8 claims totaling \$116,175.35.
- YTD VA Benefits awards (Jan-Aug 2025): \$2,628,533.30 secured for Winnebago County Veterans.
- August 2025: 185 office visits, 2 home visits, 26 veterans transported to VA Madison.
- Intercounty collaboration: Cook County requested assistance from the VACWC when they had no VSO’s available during a staffing issue. 50 clients assisted, 2 at 100%.
- Upon personal invitation by Senator Tammy Duckworth, Assistant Superintendent Debi Hoover and Interim President Nancy Clark attended a town hall meeting with the Senator and was able to discuss the needs of Veterans in Winnebago County.
- The VACWC hosted a booth at the Winnebago County Fair in August of 2025 to share information about our services.
- Fraudulent claims update: 63 claims were never completed by a former employee and have been discovered over the past year. The VACWC staff has rectified this by processing 59 of these claims by completing the cases with the VA. The additional 4 passed away before it was rectified.
- Maryna Misiewicz appointed Secretary Pro Tem Debi Hoover.

Correspondence: Secretary Pro Tem Debi Hoover

None.

Unfinished Business: Acting President Nancy Clark

None.

New Business: Acting President Nancy Clark

- **Motion to allow Jean Henning to lead the meeting during the Election and Appointment process:** Hernandez, 2nd Greer, no discussion, no amendments, **Voice Vote Yes Unanimous, Motion Approved. Yes 9, No 0, Abstain 0.**

- Jerome Egilske nominated Eric Willard for the position of President of the Veterans Assistance Commission of Winnebago County. Eric Willard accepts nomination. No other nominations.
- **Motion to close nominations and Elect Eric Willard as the President of the Veterans Assistance Commission of Winnebago County:** Egilske, 2nd: Davis, no discussion, no amendments, **Voice Vote Yes Unanimous, Motion Approved. Yes 9, No 0, Abstain 0.**
- Eric Willard nominated Nancy Clark for the position of Vice President of the Veterans Assistance Commission of Winnebago County. Nancy Clark accepts nomination. No other nominations.
- **Motion to close nominations and Elect Nancy Clark as the Vice President of the Veterans Assistance Commission of Winnebago County:** Davis, 2nd: Egilske, no discussion, no amendments, **Voice Vote Yes Unanimous, Motion Approved. Yes 9, No 0, Abstain 0.**
- Nancy Clark nominated Jerome Egilske for the position of Finance Committee Chairperson of the Veterans Assistance Commission of Winnebago County. Jerome Egilske accepts nomination. No other nominations.
- **Motion to close nominations and Elect Jerome Egilske as the Finance Committee Chairperson of the Veterans Assistance Commission of Winnebago County:** Greer, 2nd: Hernandez, no discussion, no amendments, **Voice Vote Yes Unanimous, Motion Approved. Yes 9, No 0, Abstain 0.**
- Jerome Egilske nominated Dave Davis for the position of Services Committee Chairperson of the Veterans Assistance Commission of Winnebago County. Dave Davis accepts nomination. No other nominations.
- **Motion to close nominations and Elect Dave Davis as the Services Committee Chairperson of the Veterans Assistance Commission of Winnebago County:** Greer, 2nd: Hernandez, no discussion, no amendments, **Voice Vote Yes Unanimous, Motion Approved. Yes 9, No 0, Abstain 0.**
- Nancy Clark nominated Reuben Hernandez for the position of Personnel Committee Chairperson of the Veterans Assistance Commission of Winnebago County. Reuben Hernandez accepts nomination. No other nominations.
- **Motion to close nominations and Elect Reuben Hernandez as the Personnel Committee Chairperson of the Veterans Assistance Commission of Winnebago County:** Davis, 2nd Clark, no discussion, no amendments, **Voice Vote Yes Unanimous, Motion Approved. Yes 9, No 0, Abstain 0.**
- The Hiring Special Committee recommends that the Veterans Assistance Committee of Winnebago County appoint Timothy Hotchkiss as the Superintendent.
- **Motion to Accept the Recommendation of the Hiring Special Committee and Appoint Timothy Hotchkiss as the Superintendent of the Veterans Assistance Commission of Winnebago County effective October 8, 2025:** Davis, 2nd Willard, discussion, no amendments, **Roll Call Vote Yes Unanimous, Motion Approved. Yes 9, No 0, Abstain 0.**

Announcements: Secretary Pro Tem Debi Hoover

- Dana Verfuert was welcomed at the VACWC Secretary and Administrative Assistant.

Next VACWC Meeting will be on October 8th, 2025 at 5:30 PM CST. 555 N. Court Street, Room 115, Rockford, IL 61103

Motion to Adjourn: Henning, 2nd Davis, no discussion, no amendments, **Voice Vote Yes Unanimous, Motion Approved at 6:26 PM CST. Yes 9, No 0, Abstain 0.**

Minutes Approved: November 12, 2025

By: *Eric Willard*

Eric Willard, President
Veterans Assistance Commission of Winnebago County, IL

Attest: *Debi Hoover*

Debi Hoover, Secretary Pro Tem
Veterans Assistance Commission of Winnebago County, IL