



**VETERANS ASSISTANCE COMMISSION  
OF  
WINNEBAGO COUNTY**

VACWC Commission Meeting Minutes  
555 N. Court Street, Room 115, Rockford, IL 61103  
November 12, 2025  
5:30 PM CST  
Eric Willard, President

**Meeting Called to Order** at 5:34 PM CST

**Pledge of Allegiance** lead by Ken VanLandegham

**Moment of Silence** lead by President Eric Willard

**Roll Call** Secretary Dana Verfuert

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	Not in attendance
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	Present (via Zoom)
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 (via Zoom)
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	Not in attendance
Keith McDonald	Winnebago County Board	Representative	Not in attendance

**Additional Attendees:** Superintendent Time Hotchkiss, Assistant Superintendent Debi Hoover, VSO Willie Borden, VAC Admin Francesca Montanez, VAC Admin Mayra Torel, VAC Secretary Dana Verfueth, Attorney Michael Phillips.

**Quorum Established:** 11 attendees, representing 8 posts

**Motion to allow Zoom attendees to join the meeting electronically:** Davis, 2<sup>nd</sup>: Egilske, no discussion, no amendments. **Roll Call Vote Yes Unanimous. Motion approved. Yes 6, No 0, Abstain 2**

**Motion to Approve Agenda for November 12, 2025:** Egilske, 2<sup>nd</sup>: Holmes, no discussion, no amendments, **Voice Vote Yes Unanimous. November 12, 2025, Agenda approved. Yes 8, No 0, Abstain 0**

**Motion to approve September 10, 2025 Commission Meeting Minutes:** Clark, 2<sup>nd</sup>: Egilske, no discussion, no amendments, **Voice Vote Yes Unanimous. September 10, 2025 Commission Meeting Minutes. Yes 8, No 0, Abstain 0**

**Motion to approve October 8, 2025 Commission Meeting Minutes:** Clark, 2<sup>nd</sup>: Holmes, no discussion, no amendments, **Voice Vote Yes Unanimous. October 8, 2025 Commission Meeting Minutes. Yes 8, No 0, Abstain 0**

**Public Comments:** Ms. Tarun Butcher addressed the Commission regarding Public Access Counselor findings regarding the Illinois Open Meetings Act.

**President's Report: Eric Willard**

OMA Update – While citing 4 violations, the Public Access Counselor determined that no penalty or sanction was to be imposed.

**Motion to review, amend and approve February 18, 2025 Commission Meeting Minutes:** Egilske, 2<sup>nd</sup>: Clark, discussion, amendments, **Roll Call Vote Yes Unanimous. February 18, 2025 Commission Meeting Minutes Approved as Amended. Yes 8, No 0, Abstain 0**

**Amendments include:** Date changed from February 19, 2025 to February 18, 2025. Added the location of the meeting as 555 N. Court Street, Room 115, Rockford, IL 61103. Added list of all Commission members and whether they were “Present” or “Absent”.

**Motion to review, amend and approve March 12, 2025 Commission Meeting Minutes:** Egilske, 2<sup>nd</sup>: Clark, discussion, amendments, **Roll Call Vote Yes Unanimous. March 12, 2025 Commission Meeting Minutes Approved as Amended. Yes 8, No 0, Abstain 0**

**Amendments include:** Added list of all Commission members and whether they were “Present” or “Absent”.

**Motion to approve Resolution 2025-06 Veterans Assistance Commission of Winnebago County, IL FY 2025-2026 Meeting Schedule.** Egilske, 2<sup>nd</sup>: Clark, discussion, no amendments, **Roll Call Vote Yes Unanimous. Resolution 2025-06 Approved. Yes 8, No 0, Abstain 0**

**Vice President's Report: Nancy Clark**

- Bylaw Committee – Next Meeting will be November 14, 2025 at 1:00 PM CST, Veterans Memorial Hall, First Floor Conference Room.

**Finance Officer's Report: Jerome Egilske and Eric Willard**

- Fiscal year to date budget review: Jerome Egilske
- Finance Committee – Next Meeting will be January 27, 2026 at 2:00 PM CST, Veterans Memorial Hall, First Floor Conference Room.

**Services Chairperson's Report: Dave Davis**

- Services Committee – Next Meeting will be February 24, 2026 at 1:00 PM CST, Veterans Memorial Hall, First Floor Conference Room.

**Personnel Chairperson's Report: Rueben Hernandez**

- Personnel Committee – Next Meeting will be February 24, 2026 at 2:00 PM CST, Veterans Memorial Hall, First Floor Conference Room.

**Superintendent's Report: Tim Hotchkiss**

- Superintendent Tim Hotchkiss reported on the state of the Veteran's Assistance Commission.

**Correspondence: Secretary Dana Verfuert**

- Dana Verfuert read a letter from a client of VSO Willie Borden.

**Unfinished Business**

- None.

**New Business: President Eric Willard**

- Professional development will be added into the Commission Agenda sometime in the future.
- Notified Commission of upcoming 90-day Superintendent Evaluation.
- Debi Hoover sent the Commission a link for Veteran's Assistance Commission Training.

**Announcements: Secretary Dana Verfuert**

- Nancy Clark reported that the VFW #5149 at 922 7<sup>th</sup> Street will have a free Thanksgiving Dinner on November 29, 2025.

Next VACWC Meeting will be on December 10, 2025 at 5:30 PM CST. 555 N. Court Street, Room 115, Rockford, IL 61103

**Motion to Adjourn:** Clark, 2<sup>nd</sup> Holmes, no discussion, no amendments, **Voice Vote Yes Unanimous, Motion Approved at 6:36 PM CST. Yes 8, No 0, Abstain 0**

Minutes Approved:

By:



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

Attest:



Dana Verfuert, Secretary  
Veterans Assistance Commission of Winnebago County, IL

APPROVED  
VAC of Winn Co, IL  
DEC 10 2025  
APPROVED  
VAC of Winn Co, IL