

VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

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

Commission Meeting Minutes

Date: 13 OCTOBER 2021 @ 1730 hours

I. OPENING – 1735 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
Officers 4 Delegates 7 Alternates 4 Cert. Org. 8 Quorum YES
- D. Recognition of Guests and or Visitors: 2 Guests: Steve Thomas, Superintendent and Julie Weis, Secretary Visitors 0
- E. Accept the AGENDA: Any additions or changes to be made?
NOTE: Additions can be made. NO MOTIONS or VOTES TAKEN until the following meeting. All Votes taken by Roll Call (R/C). Adjournment vote will be by Voice vote.

****Motion presented by reading agenda. 2nd John Guler.***

****R/C vote: Y 8 N 0 AB 0 Result of Vote: UNANIMOUS.***

F. PUBLIC COMMENTS – NONE

- a. Limited to 3 minutes
- b. Sign up by calling office 815-516-2850 before Noon on Tuesday, **12 October**.

G. Reading and Disposition of September's minutes.

****Motion presented by reading of minutes. 2nd Jean Henning.***

****R/C vote: Y 8 N 0 AB 0 Result of Vote: UNANIMOUS.***

II. REPORTS

A. VAC-Administration Reports

1. President

- a. New Fiscal Year Started 01 OCT 2021. Newly elected officers start their terms.
- b. Our 2021 – 2022 Budget of \$697,000 was Approved by County Board at the 30 Sep 2021 County Board Meeting.
- c. The IGA passed after the budget was approved and it contains the 0.02 tax levy we asked for as stated in the code governing VAC's.
- d. We are revising By-Laws regarding blended Zoom and in-person meetings which will be incorporated into the Services Handbook that will be voted on later.

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- e. All commissioners are required to take the Open Meetings Act training as soon as the site is back online. A link will be sent by Julie once it is open again.

f. NO COMMISSON MEETING 11/10/2021

2. Administrative Coordinator

- a. Sending out copies of Current Draft of Services Handbook for your opinions.
- b. 10/14 Advisory meeting – Discuss any issues from last Commission meeting.
- c. 10/21 Advisory meeting – Finance.
- d. 10/28 Advisory meeting – Finance and work on the Services Handbook.
- e. 11/01 Comments due for Services Handbook email to jweis@wincoil.us.
- f. 11/04 Advisory meeting – End of Month wrap-up.
- g. 11/10 Commission Meeting – cancelled in honor of Veterans Day.
- h. 11/11 Advisory meeting – No Meeting.
- i. 11/18 Advisory meeting – Services Handbook.
- j. 11/25 Advisory meeting – No Meeting.
- k. 12/02 Advisory meeting – Month end wrap up, Agenda Prep, Commissioner Validation Letter, Services Handbook.
- l. 12/08 Commission Meeting at 1730 hours.

3. Services Coordinator

- a. Worked on appeals process during workshop.
- b. In process of testing of new Assistance Formula.
- c. Emergency Assistance and Transportation portions being worked on.
- d. Sent out copies of current draft of Services Handbook to be reviewed and comments due back by 01 NOV 2021. Please email comments to Julie at jweis@wincoil.us
- e. No Personnel Issues – No report.

4. Appeals Committee – No Appeals – No Report

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

**** R/C vote: Y__8__ N__0__ AB__0__ Result of Vote: UNANIMOUS.***

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5. Finance Coordinator

- a. Financial Reports as of the end of SEPTEMBER 2021.
- b. See meeting packet for reports.

****Motion presented by financial report as given. 2nd John Kline.***

**** R/C vote: Y__8__ N__0__ AB__0__ Result of Vote: UNANIMOUS.***

B. VAC-Operations – See Meeting Packet for reports.

- 1. Superintendent
 - a. Fourth Quarter check arrived. First Quarter check by end of October.
 - b. Computers finally arrived.
 - c. CVSO training 19 SEP to 25 SEP.
- 2. Client Assistance
- 3. Veterans Service Officers
- 4. Outreach
- 5. Transportation
 - a. Parking Problems still not resolved with the city.
 - b. Surviving spouses are able to use our Transportation Services.

****Motion presented by VAC-O reports presented. 2nd John Guler.***

**** R/C vote: Y__8__ N__0__ AB__0__ Result of Vote: UNANIMOUS.***

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS – NONE

V. NEW BUSINESS

- A. Services Handbook to be reviewed and comments due back by 01 NOV 2021.
- B. The Handbook was emailed out to all commissioners.

Jean Henning Left. Alternate, Roger Beving will now be voting for AmVets.

VI. GOOD OF THE ORDER

- A. Enclosed Minutes from Advisory Committee Meetings for previous month.
- B. STAND DOWN 29 October at Nordlof Center, 118 N Main Street, 9am to 12noon.

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- C. 06 November – Veterans Dinner at Embassy Suites featuring Ryan Curry founder of Beneath the Beard. Dinner choices include Turkey, Salmon, or Vegetarian.
- D. Make checks out to Community Foundations for tables.
- E. The VAC is buying a table for drivers and staff.
- F. John Kline also bought a table for Drivers and Coordinators. Thank you, John!
- G. Bring in Flyers (or email Julie a copy) for your upcoming events!!!

VII. CLOSING

- A. Closing Ceremonies
- B. Next Meeting is on **08 DECEMBER 2021 @ 1730 hours**

****Motion to Adjourn. Todd Burton 2nd Roger Beving.***

Voice Vote: 8 Ayes 0 Nays

- C. Meeting Adjourned at: **1902 hours**