

VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

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

Commission Meeting Minutes

Date: 08 DECEMBER 2021

I. OPENING – 1745 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_____ Delegates_____ Alternates_____ Cert. Org._____ Quorum_____
- D. Recognition of Guests and or Visitors Guests_____ Visitors_____
- 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.
- F. After going through the agenda, discussing the meeting packet, and since Steve was unable to attend the meeting.

***Jim Nelson motioned to strike the Finance Reports. 2nd John Guler.**

***R/C vote: Y 9 N 0 AB 0 Result of Vote: Unanimous.**

*** Todd Burton made a motion to strike the Superintendent Reports. 2nd Stanley Thompson. *R/C vote: Y 9 N 0 AB 0 Result of Vote: Unanimous.**

G. PUBLIC COMMENTS – NONE

- 1. Limited to 3 minutes
- 2. Sign up by calling office 815-516-2850 before Noon on Tuesday, **07 December 2021.**

- H. The reading and disposition of October's minutes was by-passed since they were accidentally not included in the meeting packet.

II. REPORTS

A. VAC-Administration Reports

1. President

- a. It's time again to recertify Veteran Member Organizations for the VAC to continue our mission assisting veterans in Winnebago County.
- b. We have forms available to complete here or to take with you.
- c. Letters to all the units from our county will be sent out soon.

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- d. New Budget Approved by County was reported at \$658,000.00 last meeting it is actually \$697,400.00.
- e. We will be revising By-Laws regarding blended Zoom and in-person meetings before Services Handbook is finished.
- f. We will have the first read of amended By-laws ready for January meeting and have the second read and vote in February.
- g. The Open Meetings Act training site is still down. A link will be sent out once it is back online.

2. Administrative Coordinator

- a. 12/09 Advisory meeting – Discuss any issues from last Commission meeting.
- b. 12/16 Advisory meeting – Finance and services Handbook.
- c. 12/23 Advisory meeting – Work on the Services Handbook.
- d. 12/30 Advisory meeting – End of Month wrap-up.
- e. 01/06 Advisory meeting – Agenda Prep
- f. 01/12 Commission Meeting at 1730 hours (Zoom and In-person)
- g. Todd wants to discuss how many meetings are needed in the future.
- h. Discussed need for more Services Handbook Workshops.

3. Services Coordinator

- a. It's a big responsibility to finish the Services Handbook.
- b. We need your input to help get the job done. ZERO feedback was received about current progress on Services Handbook.
- c. Jean Henning brought up creating a committee to get the Handbook done and began to make motion to form one and after discussion withdrew the motion.
- d. Finishing the Emergency Assistance section of the Handbook was discussed.
- e. Personnel Issues
 - i. Discussed need to form a Personnel Committee to convene over an employee issue. Dave was prepared to appoint John Guler as chairman for the committee.
 - ii. Todd brought up discussing that with our lawyer before creating a Personnel Committee. No Committee was formed.

4. Appeals Committee – No Appeals – No Report

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

****R/C vote: Y__9__ N__0__ AB__0__ Result of Vote: Unanimous.***

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5. Finance Coordinator

- a. See meeting packet for reports.
- b. Finance reports for October and November were stricken from the Agenda.
- c. Todd explained that the financial reports were incorrect and would need to be revised.
- d. Todd discussed that we have about 80% of our annual budget in the Bank.
- e. Our need for assistance didn't go up with CoVid as originally thought since there were so many other CoVid relief programs available with some giving quite a bit more than we could give.
- f. Vacancies in staff also means that we are not using all of the VAC-O budget.
- g. Todd thinks we need to add more to the Reserve Fund Equity and the County CFO agrees.
- h. Todd explained the Fund is there to help with cash flow when the County is in the process collecting its annual funding and it also covers any budget overages for our Financial Assistance program.
- i. No vote on the finance reports was held.

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

1. Superintendent Reports were stricken from Agenda.
2. Client Assistance
3. Veterans Service Officers
4. Outreach
5. Transportation
 - a. Parking Problems still not resolved with the city.
 - b. Todd has requested a meeting to occur in January 2022.
 - c. Dec 7th both vans were driven by our volunteer drivers to take 6 riders.
6. No vote was taken as the Superintendent was out sick.

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS

- A. Michael Phillips was not able to attend our meeting tonight.
- B. He was going to provide an update on the Don Hall legal matters.

V. NEW BUSINESS – NONE

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VI. GOOD OF THE ORDER

- A. Enclosed Minutes from Advisory Committee Meetings for previous month.
- B. Veterans Dinner at Embassy Suites feedback. The Winnebago County Veterans Association decided to hold the dinner at the Embassy Suites Hotel again.
- C. Bring in Flyers (send email to jweis@wincoil.us) for your upcoming events!!!

VII. CLOSING

- A. Closing Ceremonies
- B. Next Meeting is on **12 January 2022 @ 1730 hours**

****Motion to Adjourn. Nancy Clark 2nd Jim Nelson***

Voice Vote: 9 Ayes 0 Nays

- C. Meeting Adjourned at: **1846 hours.**