VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

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

AGENDA For 2022 ANNUAL COMMISSION MEETING

14 SEPTEMBER 2022

I. OPENING

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. The Quorum for tonight's **Annual Meeting** will consist of those **present IN-PERSON**.

D. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates that are **Present In-Person.**
Officers____ Delegates____ Alternates____ Cert. Org._____ Quorum_____

E. 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: _____

F. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates on **Zoom**. Officers____ Delegates____ Alternates____

G. Recognition of Guests and or Visitors: Guests__ Visitors__

H. 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 the reading of the agenda. 2nd _____
R/C vote: Y__N__ AB__ Result of Vote: _____

I. PUBLIC COMMENTS – NONE

J. Reading and Disposition of 2022 August's minutes.

Motion presented by the reading of August's minutes. 2nd _____
R/C vote: Y__N__ AB__ Result of Vote: _____

II. REPORTS

A. VAC-Administration Reports

1. President

a. Elections Tonight

b. Final Nominations followed by Elections

2. **Administrative Coordinator**
   - **a.** 09/15 Advisory meeting – Discuss issues from last Commission meeting.
   - **b.** 09/22 Advisory Meeting – Personnel Handbook.
   - **c.** 09/29 Advisory meeting – Personnel Handbook. **IN-PERSON at 7th ST VFW**
   - **d.** 10/06 Advisory meeting – Month End Wrap up and Agenda Prep.
   - **e.** 10/12 Commission meeting at 1730 hours
   - **f.** Everyone is invited to join all of these meetings.

3. **Services Coordinator**
   - **a.** New Service Handbook being finalized
   - **b.** We have started working on the Personnel Handbook for the VAC-O.
   - **c.** No personnel issues.

4. **Appeals Committee** – No Appeals – No Report

   Motion presented by VAC-A reports as given. 2nd_____
   R/C vote: Y__N__ AB__ Result of Vote: _____

5. **Finance Coordinator**
   - **a.** Presentation of Year-To-Date Financial Reports.
   - **b.** Give a 2023 Budget update.
   - **c.** See meeting packet for reports.

   Motion presented by Year-to-Date financial report as given. 2nd_____
   R/C vote: Y__N__ AB__ Result of Vote: _____

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

1. Superintendent Letter
2. Budget Information/QuickBooks
3. Seeking larger office space
4. Client Assistance
5. Veterans Service Officers
6. Outreach
7. Transportation
8. Looking for Volunteer Drivers
9. Email address changes reminder: VAC@vac.wincoil.gov, SThomas@vac.wincoil.gov, JWeis@vac.wincoil.gov
10. NO LONGER VAC@wincoil.us

11. If your email has changed, please let Julie know via email message with NEW EMAIL Address as the Subject.

Motion presented by May's VAC-O reports as given. 2nd_____
R/C vote: Y__N__ AB__ Result of Vote: _____

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS

A. Open Meetings Act for commissioners
  1. https://foiapac.ilag.gov/
  2. For the OMA Training Portal

B. Final Nominations and elections tonight.
  1. Appoint Julie Weis to be Election Facilitator.
  Motion to have Julie Weis act as Election Facilitator_____
  2nd _____
  R/C vote: Y__N__ AB__ Result of Vote: _____

  2. A roll call vote will be performed for each position.
  3. Let the Elections Begin!!!

C. Nominations / Elections
  1. President: (1) Dave Davis (2)_____ (3)_____
  R/C vote: 1__***2__ 3 ___AB__ Result of Vote: _____***

  2. Administrative Coordinator: (1) Nancy Clark (2)_____ (3)_____
  R/C vote: 1__***2__ 3 ___AB__ Result of Vote: _____***

  3. Finance Coordinator: (1) Todd Burton (2)_____ (3)_____
  R/C vote: 1__***2__ 3 ___AB__ Result of Vote: _____***

  4. Services Coordinator: (1) Terrell Lewis (2)_____ (3)_____
  R/C vote: 1__***2__ 3 ___AB__ Result of Vote: _____***

V. NEW BUSINESS

A. Swearing in of Newly Elected Officers.
B. Newly Elected Officers take over 01 OCT 2022.
C. Discussion about the need for Social Media Coordinator.
D. **NO MEETING IN NOVEMBER** in honor of Veterans Day.

VI. GOOD OF THE ORDER

- **A.** Enclosed Minutes from Advisory Committee Meetings for previous month.
- **B.** Stand Down 28 OCT 2022 from 0900 to 1200.
- **C.** Veterans Dinner 05 NOV 2022 Cocktails at 1700 Sit down to Dinner 1815
- **D.** 22nd of every month – remembering those who have committed suicide.
- **E.** Remember Red Friday for our Deployed Service members.
- **F.** Looking for Volunteer Drivers and Coordinators.
- **G.** Send or bring in Flyers for your up-coming events.
- **H.** Does anyone have anything else to add to the Good of the Order?

VII. CLOSING

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

***Motion to Adjourn.** _____ **2nd** _____*

Voice Vote: __ Ayes __ Nays

- **C.** Meeting Adjourned at: _____