Veterans Assistance Commission
Of Winnebago County

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

AGENDA

08 FEBRUARY 2023

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. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates that are **Present In-Person.**

Officers____ Delegates____ Alternates____ Cert. Org._____ In-Person Quorum_____

D. 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: _____

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

F. Recognition of Guests and or Visitors on Zoom: Guests__ Visitors__

G. 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 are 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: _____

H. PUBLIC COMMENTS – NONE – There is a 3-minute time limit. *Comments only NO questions*.

I. Reading and Disposition of 2022 **October's** minutes. Informal Meetings Dec. and Jan.

Everyone has a copy of the October's minutes, *Motion to wave the reading and acceptance of October's minutes by _____ 2nd _____ (any additions or corrections)
R/C vote: Y__N__ AB__ Result of Vote: _____

J. Reading and Disposition of 2022 **December's** and 2023 **January's** Informal Meeting minutes.

Everyone has a copy of the December's and January's minutes, *Motion to wave the reading and acceptance of* December's and January's *minutes by _____ 2nd _____ (any additions or corrections)
R/C vote: Y__N__ AB__ Result of Vote: _____

II. REPORTS

A. VAC-Administration Reports

1. President

- **a.** We are subject OMA and must follow the Agenda and some things need to be read verbatim for the recording.
- **b.** All commissioners are required to take OMA training **with-in 90 days** through the IL Secretary of State FOIA and OMA Training Portal found at https://foiapac.ilag.gov/
- **c.** **Please attend In-person** since we need to have a **Quorum Present In-person** to have a formal meeting and to vote in the Zoom attendees.
- **d.** Please check with your organization to make sure they received the Validation form.
- **e.** Please make sure the Commander of your unit fills out and returns the form before 28 FEBRUARY 2023. We need more in-person participation.

2. Administrative Coordinator

- **a.** We strongly encourage your organization appoint both a delegate and alternate that are available to attend meetings.
- **b.** Since the pandemic is officially over, OMA requires Commissioners to attend in person and may attend on Zoom only one of these criteria is met: Personal Illness/disability, Employment issues or for doing the business of the commission, and finally a Family or other emergency. We need **an In-person Quorum** to vote to let in Zoom attendees. You are required to notify Julie Weis, our secretary, or Nancy Clark, our Administrative Coordinator, if you need to attend on Zoom as soon as possible before the meeting.
- **c.** 02/09 Advisory meeting – Discuss issues from last Commission meeting.
- **d.** 02/16 Advisory Meeting – Personnel Handbook.
- **e.** 02/23 Advisory meeting – Personnel Handbook.
- **f.** 03/02 Advisory meeting – Month End Wrap up and agenda prep.
- **g.** 03/08 Commission Meeting at 1730 hours
- **h.** Everyone is invited to join all of these meetings.

3. Services Coordinator

- **a.** Worked on list of things to bring to first intake meeting for Financial Assistance to go on the Website.
- **b.** Continued working on the Personnel Handbook for the VAC-O.
- **c.** We are making good progress so far.
- **d.** Been working on incorporating the new 2023 Poverty Guidelines to existing forms.
- **e.** Discussed Eliminating Retirement accounts as Assets and Adding a $2,000.00 asset disregard.

Motion** ***to make the changes to Asset Considerations as presented by _____ 2nd_____ (further discussion as needed)

R/C vote: Y__N__ AB__ Result of Vote: _____

f. We need to have better attendance at our commission meetings so we can continue Fiduciary Responsibility to our Veterans and their families.

g. Encourage your commander to have delegates and alternates that will attend meetings.

h. No Personnel issues.

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

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

5. **Finance Coordinator**
   a. Presentation of Year-To-Date Financial Reports.
   b. 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. Sent Annual Letter to the Governor.
3. Our website is under construction please take a look https://vacwc.org/
4. Client Assistance.
5. Veterans Service Officers.
6. Recent Training.
7. Outreach.
8. Transportation.
9. Looking for Volunteer Drivers.
10. Email address changes reminder: VAC@vac.wincoil.gov, SThomas@vac.wincoil.gov, JWeis@vac.wincoil.gov
11. DO NOT use VAC@wincoil.us
12. If your phone number or email has changed, please let Julie know via email message with NEW EMAIL Address /NEW PHONE Number as the Subject.

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

III. CORRESPONDENCE – 3 new validation forms for a total of 10zz Validation Forms received.

IV. UNFINISHED BUSINESS

A. We are seeking larger office space for the VAC.
B. Validation Letters were Emailed and Snail Mailed to All Organizations.
C. Please select Delegates and Alternates who will attend meetings.

D. Encourage younger members to become alternates to maintain continuity.
E. We are a government entity in Winnebago County and we need the support of Veteran Member Organizations to continue receiving money to support our local veterans and their families in need of Financial Assistance.
F. Commanders need to return signed and completed forms by 28 FEB 2023.
G. We need as many Organizations in the County to keep our progress moving.

V. NEW BUSINESS

A. It is the public policy of the State of Illinois that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business.
B. Commissioners are acting as county government body officials.
C. All commissioners need a one-time Open Meetings Act training certificate
D. Must complete within 90 days of appointment.
1. Open Meetings Act for Commissioners Training Portal
2. https://foiapac.ilag.gov/
3. Give a copy of the OMA completion certificate to Julie, VAC-A Secretary.

VI. VETERAN COMMUNITY EVENTS

A. Enclosed Minutes from Advisory Committee Meetings for previous months.
B. 22nd of every month – remembering those who have committed suicide.
C. Remember Red Friday for our Deployed Service members.
D. Looking for Volunteer Drivers and Coordinators.
E. Send or bring in Flyers for your up-coming events – soon they will be going up on our website.
F. See attached information about upcoming community events.

VII. CLOSING

A. Closing Ceremonies
B. Next Meeting is on **08 MAR 2023 @ 1730 hours aka 5:30 pm**

***Motion to Adjourn.** _____ **2nd**_____
Voice Vote:** __ **Ayes** __ **Nays

C. Meeting Adjourned at: _____