Veterans Assistance Commission
Of Winnebago County

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

AGENDA

12 July 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._____

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:_____

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

E. Recognition of Guests and or Visitors: Julie Weis, VAC-A Secretary; Eric Willard, Interim Superintendent

F. Accept the AGENDA: Are there any additions or changes to be made?

NOTE: Additions can be made. NO MOTIONS or VOTES TAKEN until the following meeting. Votes are taken by Roll Call (R/C) or Voice Votes.

Motion presented by the reading of the agenda. 2nd_____
Voice Vote: Y__N__ AB__ Result of Vote: _____

G. PUBLIC COMMENTS – There is a 3-minute time limit. Call 815-516-2850 to get on the list. ***Comments only NO questions*.**

H. Reading and Disposition of 2023 **June's** minutes.

Motion presented by the reading of June's minutes. 2nd_____
Voice Vote: Y__N__ AB__ Result of Vote: _____

II. REPORTS

A. VAC-Administration Reports

1. **President -** Welcome Eric Willard as Interim Superintendent.

2. **Administrative Coordinator**
   - **a.** 07/13 Advisory Workshop – Discuss issues from last Commission meeting.
   - **b.** 07/20 Advisory Workshop – Personnel Manual / Services Handbook.
   - **c.** 07/27 Advisory Workshop – Personnel Manual / Services Handbook.

d. 08/02 Advisory Workshop – Month End Wrap up and agenda prep.
e. 08/09 Commission Meeting at 1730 hours
f. 08/16 Special Meeting to Appoint a Superintendent
g. Everyone is invited to join all of these workshops and meetings.
h. No Appeals this month.

3. **Services Coordinator**
   a. Need to revisit Emergency Assistance protocols for Services Handbook.
   b. Need Commissioners willing to participate on an Emergency Assistance Committee.
   c. No Personnel issues.

Motion presented by VAC-A reports as given so far. 2nd_____
Voice Vote: Y__N__ AB__ Result of Vote: _____

4. **Finance Coordinator**
   a. The VAC Office needs some updates.

Motion to allow the Superintendent to spend up to $10,000 to update the office furniture and equipment. By: _____ 2nd_____
R/C vote: Y__N__ AB__ Result of Vote: _____

   b. Presentation of Year-To-Date Financial Reports.
   c. IMRF update.
   d. QuickBooks / 2022 W2 Issues.
   e. 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. Superintendent Report
1. Updates.
2. General Assistance.
3. Emergency Assistance.
4. Outreach.
5. Veterans Service Officers.
6. Transportation.
7. 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.

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS – NONE

V. NEW BUSINESS

A. Approve Salary for Superintendent.

***Motion to set the salary of the Superintendent at $90,000.00 based on a full-time salaried position by_____ 2nd_____**

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

B. Approve the Job Announcement for a new superintendent to be posted from 15 July 2023 to 28 July 2023.

***Motion to approve the Job Announcement by_____ 2nd_____**

***Voice Vote: Y__N__ AB__ Result of Vote: _____**

C. Establish a Selection Committee for new Superintendent.

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 **09 AUGUST 2023 at 1730 hours aka 5:30 pm**
C. Plan for a ***Special Meeting on 16 AUGUST at 1730 hours*** to select a Superintendent.

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

D. Meeting Adjourned at: _____