Veterans Assistance Commission
Of Winnebago County

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

AGENDA

13 September 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 **August's** minutes.

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

II. REPORTS

A. VAC-Administration Reports

1. President

a. Welcome Commissioners.
b. Nominations and Elections will be held tonight.
c. Extended Employee Hours from 30 to 40-hour work week.
d. Extended Office hours 8:30 to 4:30 from 9:00 to 3:00
e. We conducted interviews for Superintendent position – to be discussed later.

2. **Administrative Coordinator**
   - **a.** 09/14 Advisory Workshop – Discuss issues from last Commission meeting.
   - **b.** 09/21 Advisory Workshop – Personnel Manual / Services Handbook.
   - **c.** 09/28 Advisory Workshop – Personnel Manual / Services Handbook.
   - **d.** 10/05 Advisory Workshop – Month End Wrap up and agenda prep.
   - **e.** 10/11 Commission Meeting at 1730 hours
   - **f.** Everyone is invited to join all of these workshops and meetings.
   - **g.** Our Attorney, Mike Phillips, went over the IGA and compared it to new MVAA.
   - **h.** The MVAA has significant changes and the Commission is behind implementing those changes.
   - **i.** Mike is preparing a new draft of an IGA to be voted on and presented to the County.
   - **j.** No Appeals this month.

3. **Services Coordinator**
   - **a.** We are working Emergency Assistance protocols for Services Handbook.
   - **b.** We updated Service Handbook to reflect last month's votes.
   - **c.** Discuss increasing the Dollar Tree gift card amount.
   - **d.** 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.** Presentation of Year-To-Date Financial Reports.
   - **b.** See meeting packet for reports.
   - **c.** 2024 Budget presentation.

   Motion to accept the 2024 budget by: _____ 2nd_____

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

   Motion presented by Year-to-Date financial report as given. 2nd_____

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

B. Superintendent Operations 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.

Motion presented by Superintendent reports as given. 2nd_____
Voice Vote: Y__N__ AB__ Result of Vote: _____

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS

A. Vehicle replacement
B. 3 bids were obtained.

Motion to purchase 2 new vehicles to replace our Prius and Sienna.
by_____ 2nd_____

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

V. NEW BUSINESS

A. New Computers for office.
B. Guest WiFi Network.
C. Phones for 2 new work stations.

Motion to allow the Superintendent to spend up to $25,000.00 for new Computers, Phones and WiFi equipment by:_____ 2nd_____

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

Suspend Meeting for Nominations and Elections_____

Motion to suspend meeting for Nominations and Elections for the following positions President, Administrative Coordinator, Finance Coordinator, and Services Coordinator by:_____ 2nd_____

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

President Nominations: _____ _____ _____

Admin. Coordinator Nominations: _____ _____
_____

Finance Coordinator: _____ _____ _____

Services Coordinator: _____ _____ _____

Resume Meeting _____

Motion to go into Closed Session to discuss Superintendent Candidates by:_____ 2nd_____

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

Closed Session_____

Resume Meeting _____

**** Motion to select _____ as new full-time Superintendent By:_____ 2nd _____***

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

Possible Motion to extend Eric Willard's employment to facilitate transition to new Superintendent by:_____ 2nd_____

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

Possible Motion to extend Eric Willard's employment as Interim Superintendent by: _____ 2nd_____

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

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 **11 OCT 2023 at 1730 hours aka 5:30 pm**

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

C. Meeting Adjourned at: _____