VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

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

Commission Meeting Minutes

Date: February 12, 2020 @ 1730 hours

I. OPENING

A. Census Presentation from Mayors Office

B. Salute the Flag, Pledge, Moment of Silence for POW/MIA

C. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates
Officers: _4__ Delegates: _13_ Alternates: _6__ Cert. Org.: _13_ Quorum: YES_

D. Recognition of Guests and or Visitors -- Guests: _4__ Visitors: _1__
Guests: Andy Murry, VFW Post 2955; Terrell Lewis, Amer. Leg. Post 1207; Steve Thomas, VAC Superintendent; Julie Weis, VAC Appointed Secretary.
Visitor: Aaron Lewis, Census Bureau.

E. Accept the AGENDA: Any additions or changes to be made?
NOTE: Additions may be made. NO MOTIONS or VOTES TAKEN until next meeting. First Vote by Roll Call (R/C). Subsequent votes will be by Show of Hands (S/H) with R/C votes as needed.
***Motion presented by reading agenda.** 2nd _Willie Evans__*
***R/C vote:** Y_13_N_0_ AB_0_ Result of Vote: _UNANIMOUS_*

F. Reading and Disposition of January 2020 minutes.
***Motion presented by reading of minutes**. 2nd__Celestine Anderson__*
***S/H vote:** Y_12_N_0__ AB_1__ Result of Vote: _PASSED_*

II. REPORTS

A. VAC-Administration Reports

1. President

a. Dave stressed the need to get Member forms turned in for Delegates and Alternates by 28 FEB

b. Dave let us know Policies and Procedures for Appointed Secretary and Elected Secretary were created and finalized.

2. Administrative Committee

a. It was clear that we needed Policies and Procedures for the Appointed Secretary and the Elected Secretary. They are available for viewing if you wish.

b. 2/13 meeting – Services and any issues from 2/12 Commission meeting.

c. 2/20 meeting – Finance

d. 2/27 meeting – Policies

e. 3/05 meeting – Month-end and Agenda Preparation for March Commission meeting.

f. All Advisory Committee meetings are open to anyone. They are held at the American Legion Post on South Alpine from 1:00 – 3:00 pm. Join us early for lunch and share your thoughts and ideas at the meeting.

3. Service Committee – No Report

4. Personnel Committee – No Report

5. Appeals Committee – No Report

***Motion presented by reports given.** 2nd __Dick Martin__*
***S/H vote:** _13__ **Result of Vote:** _UNANIMOUS__*

6. Finance Committee

a. See Handouts.

b. Todd discussed new Financial Reports – Balance Sheet & Profit and Loss Statement.

c. $152K in Checking. $85K in Savings.

d. The new finance reports will help for the upcoming budgeting process beginning in April.

e. Please join us at the finance committee meetings for the budget process.

f. Todd updated us on the upcoming Audit.

g. Todd has 4 firms on his list to Audit the books and is looking for any Veteran owned CPA firms that do audits on organizations of our size.

h. Todd is working on the request letter to send out to potential auditors.

***Motion presented by finance report given.** 2nd _Celestine Anderson___*
***R/C vote:** Y_13_ N_0__ AB_0__ **Result of Vote:** UNANIMOUS*

B. VAC-Operations Reports

1. Superintendent

a. Polo Shirts can be purchased by Commissioners (approx. $15.00 each) to avoid any conflict of interest with the Corrupt Practices Act.

b. Will cost less than $500.00 to outfit the office staff with 5 shirts each.

c. See Handouts

2. Client Assistance

a. We are going over budget each month.

b. Seeing more and more clients each month needing assistance

3. Veterans Service Officers

a. Still need another VSO or two for our office

4. Outreach

a. Being out at the Rockford CBOC has been good for us as we are seeing more Veterans.

b. Steve will soon stop going to Rochelle once a month since the VSO there will be accredited.

5. Transportation
   - **a.** Ridership is staying fairly consistent for Madison van and going up for the local runs with VAC vehicles.
   - **b.** Got 2 new tires and brakes repaired on the VTS van.
   - **c.** The VTS van is due to be exchanged this upcoming May.
   - **d.** It's debatable now about getting current van's windows wrapped since it will get replaced shortly.
   - **e.** Madison has made it more stream-lined to get Drivers on board.
   - **f.** Julie designed brochures and business cards for VTS Van and we are getting them printed up.
   - **g.** Going to make posters up for volunteer drivers and for riders.
   - **h.** We are getting more local riders and will be solicitating for local volunteer drivers to use our VAC vehicles to transport veterans.

   ***Motion presented by operations reports given.** 2nd John Kline*
   ***S/H vote:** 13 **Result of Vote:** UNANIMOUS*

III. CORRESPONDENCE - NONE

IV. OLD BUSINESS

- **A.** Return Delegate forms to VAC office (if returning by Mail)
- **B.** Shirts, Hats, Jackets for Drivers as incentives – no change

V. NEW BUSINESS - None

VI. GOOD OF THE ORDER

- **A.** Need Volunteer Drivers for Madison Van
- **B.** Ray Hughes presented Scholarships for WCVA
- **C.** Dave Johnson talked about RoRo March 7 and 8
- **D.** Certificates of Appreciation ready to be given out for Veterans Christmas Dinner

VII. CLOSING

- **A.** Next Meeting March 11, 2020 @ 1730 hours

  ***Motion to Adjourn:** Dick Martin 2nd Todd Burton*

  ***Voice Vote:** Ayes 13 Nays 0 AB 0 **Result of Vote**: UNANIMOUS*
- **B.** Stand and Salute Flag
- **C.** Meeting Adjourned at: 1855 hours

J. Weis / Secretary for the VAC-A **Meeting to be Recorded and Filed**