VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

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

Commission Meeting Minutes

Date: 08 AUGUST 2020 @ 1730 hours

I. OPENING – 1732 hours

A. Meeting held via Zoom Meetings (internet-based meeting platform).

B. Roll Call of Commission Officers, Certified Organizations, Delegates & Alternates
Officers__3_ Delegates__6_ Alternates_6__ Cert. Org._10__ Quorum_Yes_

C. Recognition of Guests and or Visitors Guests_3__ Visitors_____
Julie Weis-Appointed Secretary; Steve Thomas-Superintendent; David Draeger-Deputy Superintendent

D. Accept the AGENDA: Any additions or changes to be made?
NOTE: Additions can be made. NO MOTIONS or VOTES TAKEN until a following meeting. First Vote taken 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 Celestine Anderson
R/C vote: Y_10_N_0_ Result of Vote: Unanimous

E. Reading and Disposition of July's minutes.

Motion presented by reading of minutes. 2nd Celestine Anderson
S/H vote: Y_10_N__0__ Result of Vote: Unanimous

II. REPORTS

A. VAC-Administration Reports

1. **President**
   - **a.** We are having a second reading and a vote on New By-Laws tonight.
   - **b.** Elections are coming up. Nominations begin tonight.
2. **Administrative Committee**
   - **a.** 8/13 Advisory meeting – Discuss Services and any issues from last Commission meeting
   - **b.** 8/20 Advisory meeting – Finance
   - **c.** 8/27 Advisory meeting – Policies
   - **d.** 9/3 Advisory meeting – Month-end wrap-up and Agenda Preparation
   - **e.** Nancy encouraged everyone to attend. We need your input.
3. **Services Committee** – No Report – No Services Coordinator
4. **Personnel Committee** – No Report – No Services Coordinator

5. **Appeals Committee** – No Report

   Motion presented by reports as given. 2nd John Kline
   S/H vote: 10 Result of Vote: Unanimous

6. **Finance Committee**
   - **a.** Financial Reports as of the end of July 2020 – see meeting packet.
   - **b.** Balance Sheet Checking Account Balance $77,101.60
   - **c.** Savings account Balance $157,774.83
   - **d.** Total assets $475,391.12 including Vehicle recapitalization, savings and checking.
   - **e.** We have received 87.66% of our money from county we have a shortfall of $36,000. We held back $36,000 from Operations Budget and moved to Assistance Budget.
   - **f.** We are right on track for most line items. Emergency Assistance is very low which is surprising with the CoVid Pandemic.
   - **g.** Audit Update – In Feb 2020, we sent out letters for bids. Most likely because of world events, no one submitted a bid. We will have to send out new letters requesting for bids. Todd thinks we should wait until the new Fiscal Year before sending those requests so that it is 2020 books being audited instead of the 2019 books. Previous Audits have been done by the County Auditor, Bill Crowley, who feels it is not his responsibility. So, we will have to go to the private sector. The approximate cost of the Audit should be around $4,000 or higher. Todd wants this audit done. Steve Thomas, superintendent, wants this audit done also.
   - **h.** Old Bank accounts with Old FEIN are closed. The New FEIN required us create a new QuickBooks account which increased our spending with the accountant.
   - **i.** IGA is in Negotiations with our Lawyer and the County's Lawyer and the County Administrator.
   - **j.** We would like to thank Steve Thomas and the accountant, Debbie, for all their hard work and dedication to get everything switched over.

   Motion presented by finance report as given. 2nd Jean Henning, AmVets
   R/C vote: Y 10 N 0 AB 0 Result of Vote: Unanimous

   Nancy Clark made a point of order regarding the July Minutes. On page 3 Section 4 subsection b, Jackie Hull made a motion for the Commission to have

an Elected Secretary and it was seconded by John Guler. There needs to be a change to the vote result in the minutes to 1-YES and 6-NO's. It did not pass.

B. VAC-Operations – See Meeting Packet
- **1.** Superintendent
- **2.** Client Assistance
  - **a.** 78 to 80 clients
  - **b.** Still very busy
- **3.** Veterans Service Officers
  - **a.** Our VSO numbers are down a bit.
  - **b.** Steve is the only VSO in the office.
  - **c.** VetPro is working out well during the CoVid pandemic. It allows us to sign documents electronically.
  - **d.** Our office will be closed for 5 days, 21 SEP – 25 SEP, for VSO training and Continuing Education credits.
  - **e.** Everyone in our office is going to be a VSO.
  - **f.** Everyone will be cross trained for all the positions in our office.
  - **g.** It has already been budgeted for and we are still under budget.
  - **h.** Everyone will have to go yearly to keep up their accreditation as a VSO.
  - **i.** VetPro will be used to track all interactions with our office to make it easier to track numbers and create reports.
  - **j.** VetPro is writing a financial assistance module for the Illinois counties.
- **4.** Outreach
  - **a.** Col. Dave Draeger is working for our office as the Deputy Superintendent and will be running our Outreach programs.
  - **b.** He is working at creating a presentation about our office and what we do for Veterans.
- **5.** Transportation
  - **a.** No New Driver Orientation so we cannot add any drivers.
  - **b.** Our numbers are still low. The Clinics are only open to 25% capacity and will not be increased as Madison VAMC anticipated on doing.
  - **c.** We now have thermometers for both vans.
  - **d.** Nancy is reaching out to Al Reynold of DAV to get an update on the new van that we are supposed to get. We do have the VIN for that van, so it should be getting to Madison soon.
  - **e.** After the van arrives in Madison it will take 4 – 6 weeks to get it issued back to us for use.
  - **f.** John Clark from the VAC has had to drive our VAC van up to Madison a few times because of lack of drivers.

g. We currently only have 6 VTS drivers eligible to drive the VTS van.

Motion presented by reports presented. 2nd John Scott
S/H vote: 10 Result of Vote: Unanimous

III. CORRESPONDENCE - None

IV. UNFINISHED BUSINESS

A. 2nd Reading of By-Laws

1. Todd went over the changes.

2. Most of the changes are in Section 6 because we have moved away from acting like a traditional Veterans Organization to being more like a Government Organization that we are.

3. The job titles: President, Vice President, Treasurer, Secretary, Sergeant of Arms are being changed to functional roles. We are maintaining the President title to oversee the commission and to conduct the meetings. We will have an Administrative Coordinator, a Financial Coordinator and a Services Coordinator as the other officers. Part of the change is due to the OMA - Open Meetings Act (that we are required to follow). If we keep committees, there are rules regarding quorums and minutes in OMA that would be very difficult to adhere to. We are proposing to have only one committee – the group that meets every Thursday afternoon where everyone is invited to attend – and the different coordinators will chair the meeting for their scheduled week. The Appeals committee had been changed so it will be appointed group on an as needed basis for each appeal. That way it is not always the same people listening to the appeals.

B. By-Laws will go into effect 01 September 2020

Motion to accept new By-Laws: Todd Burton 2nd Celestine Anderson
R/C vote: Y 10 N 0 AB 0 Result of Vote: Unanimous

Jackie Hull Entered the meeting at 1833 – she was having difficulties with sound.

V. NEW BUSINESS

A. Since the By-Laws passed there will be 4 officers President, Administrative Coordinator, Financial Coordinator and Services Coordinator.

B. Nominations of New Officers for upcoming Election.

1. John Kline will be leading the nominations.

a. Todd Burton Nominated Dave Davis for President

b. Theresa Criss-Amos Nominated Nancy Clark for Administrative Coordinator

c. Nancy Clark Nominated Theresa Criss-Amos for Services Coordinator
d. Nancy Clark Nominated Todd Burton as Financial Coordinator

VI. GOOD OF THE ORDER

A. 2-Go Feed-a-Vet meal program
1. 13 meals so far
2. 290 most served
3. Thanked Dave and Sue Johnson for all their efforts
4. The Rockton American Legion and Auxiliary donated $2,400.00 to the 2-Go-Feed-A-Vet meal program

B. Madcow Disease can give Blood now.

C. The architect Richard L. Johnson will be in the office Monday 17 August 2020 at 10:00am to discuss a buildout for 3 new offices in our current

VII. CLOSING

A. Next Meeting is early next month on **09 SEPTEMBER 2020 @ 1730 hours**
Motion to Adjourn. Nancy Clark 2nd John Kline
Voice Vote: 9 Ayes 1 Nays

B. Meeting Adjourned at: 1843 hours

J. Weis / Secretary for the VAC **Meeting Recorded and Filed**