VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

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

Commission Meeting Minutes

Date: 09 FEBRUARY 2022 @ 1730 hours

I. OPENED – 1740 hours

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
Officers_4_ Delegates_11_ Alternates_3_ Cert. Org._12_ Quorum_YES_

D. Recognition of Guests and or Visitors: 1-Guest, Candice White of the Gold Star Mission, and 2-Visitors, Steve Thomas-Superintendent and Julie Weis-Secretary

E. 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 taken by Roll Call (R/C). Adjournment vote will be by Voice vote.

Motion presented by reading agenda. 2nd_John_Guler_
R/C vote: Y_12_N_0_AB_0_ Result of Vote:_UNANIMOUS_

F. PUBLIC COMMENTS

1. Gold Star Mission – Candice White, CAPT in NG, Run Coordinator.
2. Their purpose is to recognize fallen soldiers and their families.
3. They provide several $1,000.00 scholarships – applications are closed for 2022.
4. Run For The Fallen Event takes place in Rockford on 21 MAY 2022 from 8am to 12pm.
5. 13.1 mile, 5K, 3K runs available. Sign up at: https://runsignup.com/race/IL/rockford/goldstarmissionrunforthefallen
6. She is looking for Volunteers and Sponsors.

G. Reading and Disposition of January's minutes.

Motion presented by reading of minutes. 2nd_Jean Henning_
R/C vote: Y_12_N_0_AB_0_ Result of Vote:_UNANIMOUS_

II. REPORTS

A. VAC-Administration Reports

1. President

a. Please remind your unit commanders/presidents to fill out the required 2022 VMO certification form. They are due by 28 FEBRUARY 2022. Thanks!

b. We are still revising By-Laws regarding blended Zoom and in-person meetings. We asked Mike Phillips, our attorney, opinion for the wording to go into the By-Laws.
c. We will have the first read of amended By-laws ready for March meeting and have the second read and vote in April.
d. Working on the Services Handbook.
e. The Open Meetings Act training site is still down. A link will be sent out once it is back online.

2. **Administrative Coordinator**
   a. 02/10 Advisory meeting – Discuss any issues from last Commission meeting.
   b. 02/17 Advisory meeting – Services Handbook AT VFW.
   c. 02/24 Advisory meeting – Finance and Services Handbook.
   d. 03/03 Advisory meeting – End of Month wrap-up and Agenda Prep.
   e. 03/09 Commission Meeting at 1730 hours (Zoom and In-person)
   f. Everyone is invited to attend all meetings.

3. **Services Coordinator**
   a. Still working on Services Handbook.
   b. No Special Meeting held 20 JAN 2022 due to illness and other commitments.
   c. We need to set up a new special in-person meeting.
   d. Still working on parameters for Emergency assistance
   e. Personnel Issues – None at this time.

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

   Motion presented by VAC-A reports as given. 2nd Nancy Clark
   **** R/C vote: Y 12 N 0 AB 0 Result of Vote: UNANIMOUS***

5. **Finance Coordinator**
   a. Financial Reports became available for current fiscal year Tuesday afternoon before the meeting.
   b. Financial Report issues were resolved by our accountant and Todd.

   Todd Burton made a Motion to Accept 1st third of FY 2022 financial reports as provided in the meeting packet. 2nd Jim Nelson
   **** R/C vote: Y 12 N 0 AB 0 Result of Vote: UNANIMOUS***

B. VAC-Operations – See Meeting Packet for reports.

1. Superintendent
- **a.** Received a Check from County for the entire year of the operation's budget.
- **b.** Since it was a mistake on the County's end, Steve wrote check to the County to reimburse them for the over payment.
- **c.** New Hire, Crystal Roberts, has taken over the front desk position. Abigail is now working as a Financial Assistance Coordinator doing In-takes and processing applications, Kristine Spivey, our part-timer, is doing the vouchers in MUNIS.
- **d.** Discussed the 2023 budget briefly.
  - **i.** Need to increase line item for professional services to include our lawyer and our accountant.
  - **ii.** The lawyer sends us an itemized bill so we can see exactly what he is charging us for.
  - **iii.** ONLY Steve Thomas, Dave Davis, and Todd Burton are authorized to contact the accountant for billing purposes.

2. Client Assistance
- **a.** Resolving problems found.
  - **i.** County is paying some of the old vouchers found from October and November.
  - **ii.** They are caught up on the back log of unpaid vouchers.
- **b.** Some of our veterans no longer qualify for Financial Assistance.

3. Veterans Service Officers
- **a.** Phones for VSO's.
- **b.** New Jet packs (Wi-Fi hot spots) for VSO's.

4. Outreach
- **a.** Providing our clients with materials to get their Veteran Ride for Free Bus Passes.
- **b.** We are paying the $5.00 ID card fee for them. RMTD sending us invoices.
- **c.** Steve went to S. Beloit American Legion to give a presentation about the importance of the VAC of WC

5. Transportation
- **a.** Parking Problems finally resolved with the city.
- **b.** Vans were moved. Still need a Key Lock Box.
- **c.** Phones for each Vehicle.
- **d.** Looking for Volunteer Drivers!!!

Motion presented by VAC-O reports as given. 2nd John Guler
**** R/C vote: Y 12 N 0 AB 0 Result of Vote: UNANIMOUS***

III. CORRESPONDENCE

A. 3 more VMO forms

B. We have 11 units with forms turned in

IV. UNFINISHED BUSINESS – NONE

V. NEW BUSINESS – NONE

VI. GOOD OF THE ORDER

A. Enclosed Minutes from Advisory Committee Meetings for previous month.

B. Bring in Flyers or email to jweis@wincoil.us for your upcoming events!!!

VII. CLOSING

A. Closing Ceremonies

B. Next Meeting is on **09 MARCH 2022 @ 1730 hours**

Motion to Adjourn. _John Guler_ 2nd _Jim Nelson_
Voice Vote: _12_ Ayes _0_ Nays

C. Meeting Adjourned at: **1840 hours**