VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

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

Commission Meeting Minutes from

10 AUGUST 2022

I. OPENING – 1732 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 that are **Present In-Person.**
Officers_2_ Delegates_7_ Alternates_1_ Cert. Org._7 in person & 3 on Zoom_
Quorum_YES_

D. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates on **Zoom**.
Officers_1_ Delegates_3_ Alternates_0_

E. Recognition of Guests and or Visitors: Guests_2_ Steve Thomas, Superintendent and Julie Weis, Secretary Visitors_2_ Cameron Linder, VFW Post 5149 Commander and Susan Robertson, Reserve Component Transition Advisor

F. 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 the reading of the agenda. 2nd_Celestine Anderson_
R/C vote: Y_10_N_0_ AB_0_ Result of Vote: _UNANIMOUS_

G. PUBLIC COMMENTS – NONE

H. Reading and Disposition of 2022 July's minutes.

Motion presented by the reading of July's minutes. 2nd_John Hood_
R/C vote: Y_10_N_0_ AB_0_ Result of Vote: _UNANIMOUS_

II. REPORTS

A. VAC-Administration Reports

1. **President**
   - **a.** By-Law Changes – To be voted on in Unfinished Business.
   - **b.** Elections coming up – We will start nominations tonight.
2. **Administrative Coordinator**
   - **a.** 08/11 Advisory meeting – Discuss issues from last Commission meeting.
   - **b.** 08/18 Advisory Meeting – Personnel Handbook.

c. 08/25 Advisory meeting – Finance and work on Personnel Handbook.
d. 09/1 Advisory meeting – Personnel Handbook
e. 09/08 Advisory meeting – Month End Wrap up and Agenda Prep.
f. 09/14 Commission meeting – Nominations and Elections Night.
g. Everyone is invited to join all of these meetings.

3. **Services Coordinator**
   a. New Service Handbook is ready to be accepted and approved for use.
   b. The vote will be held in unfinished business.
   c. Personnel Issues – We have started working on the Personnel Handbook for the VAC-O.
4. **Appeals Committee** – No Appeals – No Report

Motion presented by VAC-A reports as given. 2nd Nancy Clark
R/C vote: Y 10 N 0 AB 0 Result of Vote: UNANIMOUS

5. **Finance Coordinator**
   a. Presentation of Year-To-Date Financial Reports by Steve Thomas.
   b. Steve has been having issues with his computer and QuickBooks (we are using the latest addition of QuickBooks).
   c. Might switch to online version of QuickBooks.
   d. Give a 2023 Budget update.
   e. See meeting packet for reports.

Motion presented by Year-to-Date financial report as given by Steve Thomas. 2nd John Scott
R/C vote: Y 10 N 0 AB 0 Result of Vote: UNANIMOUS

B. VAC-Operations – See Meeting Packet for reports.
1. Superintendent Letter
2. Budget Information
3. Seeking larger office space
4. Client Assistance
5. Veterans Service Officers
6. Outreach
7. Jimmy Walker retired from the Rockford CBOC – We will still be going out to the clinic on Mondays and Wednesdays
8. Transportation Reports
9. We discussed adding number of trips by individual driver.
10. Looking for Volunteer Drivers

11. Reminder about Email address changes: VAC@vac.wincoil.gov, SThomas@vac.wincoil.gov, JWeis@vac.wincoil.gov
12. NO LONGER VAC@wincoil.us - though this will work through Spring of 2023.
13. If your email has changed, please let Julie know via email message with NEW EMAIL Address as the Subject.

Motion presented by May's VAC-O reports as given. 2nd _Celestine Anderson_
**** R/C vote: Y_10_N_0_ AB_0_ Result of Vote: _UNANIMOUS_***

III. CORRESPONDENCE – NONE

IV. UNFINISHED BUSINESS

A. Open Meetings Act for commissioners
1. https://foiapac.ilag.gov/
2. For the OMA Training Portal

B. Services Handbook Completed – Financial Assistance forms will be added to the Appendix

Motion to accept new Services Handbook with the minor changes that were discussed and without appendixes attached (some forms need updating).
By: Nancy Clark 2nd Terrell Lewis
**** R/C vote: Y_10_N_0_ AB_0_ Result of Vote: _UNANIMOUS_***

C. Second Reading of By-Law changes with Vote.

Motion to accept by-laws changes. _John Guler 2nd Jim Nelson
**** R/C vote: Y_10_N_0_ AB_0_ Result of Vote: _UNANIMOUS***

V. NEW BUSINESS

A. Begin Nominations for the Elections next month.
B. ***Suspend Meeting _1905 Hours_***
C. Nominations
1. President: Nancy Clark Nominated Dave Davis and he accepted.
2. Administrative Coordinator: Dave Davis Nominated Nancy Clark and she accepted.
3. Finance Coordinator: John Guler Nominated Todd Burton who told Nancy he would accept if nominated.
4. Services Coordinator: John Guler Nominated Terrell Lewis and he accepted.

D. ***Re-Opened Meeting _1912 hours_***
E. Final Nominations and Elections will be held during September's meeting.

VI. GOOD OF THE ORDER

A. See enclosed flyers in meeting packet.
B. Enclosed Minutes from Advisory Committee Meetings for previous month.
C. Pres. Biden signed the PACT Act Today that goes into effect immediately.
D. PACT Act Link: https://www.congress.gov/bill/117th-congress/house-bill/3967/text
E. Rockford Women's Club CNA Education Assistance with Job Placement.
F. 22nd of every month – remembering those who have committed suicide.
G. Remember RED Friday for our Deployed Service members.
H. Remember Everyone Deployed.
I. Increase in Travel Pay Mileage.
J. VA going to an electronic system for requesting travel pay.
K. Problems with Community care taking over 14 days to get back to veterans to make their appointments for them. They are saying it is because they are short-staffed.
L. Looking for Volunteer Drivers and Coordinators.
M. E-mail Julie or bring in Flyers for your up-coming events. They will be included in the next meeting packet.

VII. CLOSING

A. Closing Ceremonies
B. Next Meeting is on **14 SEPTEMBER 2022 @ 1730 hours**
Motion to Adjourn. _John Guler_ 2nd _John Scott_
Voice Vote: _10_ Ayes _0_ Nays
C. Meeting Adjourned at: _1920 Hours_