VETERANS ASSISTANCE COMMISSION OF WINNEBAGO COUNTY

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

COMMISSION MINUTES For 2022 ANNUAL COMMISSION MEETING

14 SEPTEMBER 2022

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. The Quorum for tonight's **Annual Meeting** will consist of those **present IN-PERSON**.

D. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates that are **Present In-Person.**
Officers_4_ Delegates_8_ Alternates_1_ Cert. Org._8_ Quorum_YES_

E. Allow Zoom Attendees to join and participate in the Meeting.

Motion to allow Zoom Attendees to join and participate in the Meeting by: _John Guler_ 2nd _Jim Nelson_ .
R/C vote: Y_8_N_0_ AB_0_ Result of Vote: _UNANIMOUS_

F. Roll Call of Commission Officers, Certified Organizations Delegates & Alternates on **Zoom**. Officers_0_ Delegates_2_ (John Kline Entered late at 1751hours.) Alternates_0_

G. Recognition of Guests and or Visitors: Guests_2_ Steve Thomas, Superintendent and Julie Weis, Secretary. Visitors_1_ Stanley Thompson, Commander Am Leg 340.

H. 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 _John Guler_
R/C vote: Y_9_N_0_ AB_0_ Result of Vote: _UNANIMOUS_

I. PUBLIC COMMENTS – NONE

J. Reading and Disposition of 2022 August's minutes.

Motion presented by the reading of August's minutes. 2nd _Celestine Anderson_
R/C vote: Y_9_N_0_ AB_0_ Result of Vote: _UNANIMOUS_

II. REPORTS

A. VAC-Administration Reports

1. President

a. Elections Tonight

b. Final Nominations followed by Elections

2. **Administrative Coordinator**
   - **a.** 09/15 Advisory meeting – Discuss issues from last Commission meeting.
   - **b.** 09/22 Advisory Meeting – Personnel Handbook.
   - **c.** 09/29 Advisory meeting – Personnel Handbook. **IN-PERSON at 7th ST VFW**
   - **d.** 10/06 Advisory meeting – Month End Wrap up and Agenda Prep.
   - **e.** 10/12 Commission meeting at 1730 hours
   - **f.** Everyone is invited to join all of these meetings.
3. **Services Coordinator**
   - **a.** New Service Handbook being finalized
   - **b.** We have started working on the Personnel Handbook for the VAC-O.
   - **c.** Please come to the in-person workshop on 29 SEP 2022.
   - **d.** No personnel issues.
4. **Appeals Committee** – No Appeals – No Report

Motion presented by VAC-A reports as given. 2nd Nancy Clark
**** R/C vote: Y 9 N 0 AB 0 Result of Vote: UNANIMOUS***

5. **Finance Coordinator**
   - **a.** Presentation of Year-To-Date Financial Reports.
     1) Questioned income of $783.00 under Financial Assistance.
     2) Steve will look into that with the accountant.
   - **b.** Give a 2023 Budget update.
     1) Potential increase from new Military Veterans Assistance Act.
     2) Addressed raises for all staff.
   - **c.** See meeting packet for reports.

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

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

1. Superintendent Letter
   - **a.** Financial Audit started on Monday 12 SEP 2022 by the County.
   - **b.** Dave Rickert, CFO, approves of the new Financial Assistance Intake System put in place and likes that we are recertifying clients monthly.
2. Budget Information/QuickBooks
   - **a.** QuickBooks has been re-installed
   - **b.** It took Steve and Debbie over 50 hours to re-install everything.
3. Seeking larger office space
4. Client Assistance
5. Veterans Service Officers
6. Outreach
7. Transportation

8. Looking for Volunteer Drivers
9. Email address changes reminder: VAC@vac.wincoil.gov, SThomas@vac.wincoil.gov, JWeis@vac.wincoil.gov
10. NO LONGER VAC@wincoil.us
11. 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 Todd Burton
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. Final Nominations and elections tonight.
1. Appoint Julie Weis to be Election Facilitator.
Motion to have Julie Weis act as Election Facilitator Nancy Clark . 2nd Jim Nelson .
R/C vote: Y 10 N 0 AB 0 Result of Vote: UNANIMOUS
2. A roll call vote will be performed for each position.
3. Let the Elections Begin!!!

C. Nominations / Elections
1. President: (1) Dave Davis (2) N/A (3) N/A
R/C vote: (1) ***10 (2) 0 (3) 0 AB 0 Result of Vote: UNANIMOUS***

2. Administrative Coordinator: (1) Nancy Clark (2) N/A (3) N/A
R/C vote: (1) ***10 (2) 0 (3) 0 AB 0 Result of Vote: UNANIMOUS***

3. Finance Coordinator: (1) Todd Burton (2) N/A (3) N/A
R/C vote: (1) ***10 (2) 0 (3) 0 AB 0 Result of Vote: UNANIMOUS***

4. Services Coordinator: (1) Terrell Lewis (2) N/A (3) N/A
R/C vote: (1) ***9 (2) 0 (3) 0 AB 1 Terrell Lewis, Result of Vote: PASSED***

V. NEW BUSINESS

A. Swearing in of Newly Elected Officers was performed by John Guler.
B. Newly Elected Officers take over 01 OCT 2022.

C. Discussion about the need for Social Media Coordinator.
  1. Terrell Lewis thinks there is a need for someone to be paid as the Social Media Coordinator.
  2. Steve Thomas believes it can be handled with-in the office.
  3. Todd Burton stated it is a VAO-Operations matter.

D. **NO MEETING IN NOVEMBER** in honor of Veterans Day.

VI. GOOD OF THE ORDER

A. Enclosed Minutes from Advisory Committee Meetings for previous month.
B. Stand Down 28 OCT 2022 from 0900 to 1200.
C. Veterans Dinner 05 NOV 2022 Cocktails at 1700 Sit down to Dinner 1815
D. 22nd of every month – remembering those who have committed suicide.
E. Remember Red Friday for our Deployed Service members.
F. Looking for Volunteer Drivers and Coordinators.
G. See enclosed flyers in the meeting packet.
H. Does anyone have anything else to add to the Good of the Order?

VII. CLOSING

A. Closing Ceremonies
B. Next Meeting is on **12 OCT 2022 @ 1730 hours**

Motion to Adjourn.** ***Nancy Clark ***2nd*** ***Jim Nelson*** .*
Voice Vote:** ***10+ ***Ayes*** ***0*** ***Nays***

C. Meeting Adjourned at: 1854 hours