

Carroll County Veterans Assistance Commission

17612 E. Benton St., P.O. Box 126, Mount Carroll, Illinois 61053

Carroll County Veterans Assistance Commission

Quarterly Meeting [REDACTED] *minutes*

Wednesday, January 28, 2026 @ 7 pm at Senior Citizens Center Meeting Room

Call to Order: 7:01 pm by Ellis Boughton

Invocation: Lead by Ellis Boughton

Pledge of Allegiance: Recited by all

Roll Call: Wayne Leonard, Doug Bergren, Waldon Lee Gibbs, Ernie Johnson, Ellis Boughton, Joe Drozd, Lamoille Poffenberger, Susan Jacobs, Kevin Hovorka, Ronda Rathje, Rod Clemens, Kevin Melancon, and Anthony Barker.

Approval of Quarterly Meeting Minutes from October 29, 2025: Motioned by Kevin Hovorka, Seconded by Susan Jacobs. Motion carried.

Agenda Approval: Motioned by Kevin Hovorka, seconded by Susan Jacobs to approve the agenda with the changes. Motion carried.

Treasurer's Report:

- Ellis gave an explanation why he still had "Printing, postage, etc." in case anyone wanted to know. He said that at the end of December, we had \$53,377.19. The state sent \$1600.00 as it was overpayment of state employment taxes. He said that we are consistently running less than \$7000 a month. He figures that we should have \$4000 left over at the end of the year. Motion to approve by Ernie Johnson, seconded by Kevin Hovorka. Motion carried.

Old Business:

- **Has the office credit card limit been raised to \$3000.00?** Ellis advised that he did not know how to do that. He was advised to call the bank.
- **Ideas to raise money** – decided to not discuss this at this time as there may be an alternative that cannot be discussed at this time.

New Business:

- **Approval of the 2026 holiday schedule** – Motion to accept holiday schedule made by Rob Clemens. Seconded by Lamoille Poffenberger. Motion carried.
- **Nominations for new officers** – Nominations were as follows: President: Danielle Eberle & Lee Gibbs; Vice President: Lee Gibbs; Treasurer: Ellis Boughton; Sgt at Arms: Ernie Johnson & Joe Drozd; FOIA officer: Ernie Johnson. Motion to accept nominations was made by Susan Jacobs. Seconded by Rod Clemens. Motion carried.

- **FOIA – Ernie Johnson** – We had a FOIA request a couple of weeks ago and Ernie handled it perfectly. He went to the state’s attorney and everything. So he has our backs covered when it comes to any requests.
- **Bylaw updates per county rules – Overtime is needed.** We need to update our bylaws so that they are close to the county’s. This will require us to go thru the county rules and regs to incorporate some of the same standards and requirements. IACVAC requires our bylaws to be in comparison and updated each year. We will pick the rules that apply to use and eliminate the ones that do not. This will require overtime for us in the office to complete this as we do not have time to do this during our regular business hours Monday, Wednesday, and Fridays from noon to 4 pm.
- **Report from Garman & Meade (Guest: Trevor Miller)** Trevor explained how he received a sampling of our financials and went through them. He explained that our financials are not in compliance as a result, we can not send in an audit. Trevor proposed two options to assist us: **Option 1** would be a full accounting, payroll & tax services. Under this option, everything would be done by Garman & Meade at a cost of \$625 per quarter (\$2500 a year). With this option, we could discontinue our monthly fee for Intuit Quickbooks. **Option 2** would be in house accounting with quarterly oversight. Under this option, we would continue to ass we have been with Garman & Meade reviewing the records and bank reconciliation. The cost for this option would be \$225 per quarter (\$900 a year). Option 2 would also require us to maintain and pay for Intuit Quickbooks. After much discussion and questions, a motion was made to accept Option 1 by Anthony Barker and seconded by Kevin Hovorka. Motion carried.
 - Trevor Miller will get with Ellis to begin the process of getting things transferred to Garman & Meade. Payroll will continue to be done by Ellis until April 1, 2026 to allow time to get the other set up. Ellis stated that he would be bringing the files to the VAC office but he only has one key and will maintain control of said key.

Superintendent’s Report:

- We received a \$50 donation from the family of Gail Noonan, a big supporter of our veterans.
- Wayne explained the IACVAC rules and how we need to follow them.
- Doug explained our annual stats sheet. We had a total of 413 office visits, with 79 being new clients, and filed 202 claims for veterans. It was brought up that the county does not like that we help veterans from other counties. It was explained that there are veterans in our county that go to other counties also. Lee Gibbs explained that by law we cannot turn any veterans away from our office.

Report from the Board President: None

Discussion: Thanks were given to Trevor Miller for coming in.

Public Comments: None

Executive Session if any: None

Adjournment: Motion to adjourn by Kevin Melancon; Seconded by Susan Jacobs. Motion carried.

Meeting Adjourned at: 8:25 pm