



# Carroll County Veterans Assistance Commission

301 North Main Street – Mount Carroll, Illinois 61053

## **CCVAC Quarterly Meeting**

**June 16, 2016**

### **Minutes**

Meeting called to order at 7:00 PM at the conference room with invocation by Ellis Boughton, followed by Pledge of Allegiance, and Roll Call.

#### **Roll Call**

Present were Ellis Boughton, Paul Mayer, Lee Gibbs, Lyle Musselman, Dave Lawton, Vic Hartman, Richard Groharing, Bill Hanna, Shannon Grove, Mike Raleigh, Jim Hartman, Joseph Drozd, and Lamoille Poffenberger

#### **Posts Present**

Savanna VFW, Savanna American Legion, Thomson American Legion, MT Carroll American Legion, Chadwick American Legion, Milledgeville American Legion, MT Carroll VFW, Lanark American Legion.

Motion to approve March 2016 meeting minutes was made by Richard Groharing, seconded by Paul Mayer, motion carried.

Ellis Boughton requested that an executive session be added to the presented agenda to officially approve the hiring of a new VAC employee. With that inclusion, a motion to approve agenda was made by Richard Groharing, seconded by Mike Raleigh, motion carried.



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## **Old Business**

- Progress report on lawsuit was given by Ellis Boughton. Lawyer recommendation was to prepare a proposal using wage information specific to Carroll County, with a plan to submit for the 2017 Budget.
- In review of the communication process, it was requested that a hard copy of the meeting agenda be sent out to board members that currently do not have e-mail. Motion was made by Lyle Musselman, seconded by Vic Hartman, motion carried.

## **New Business**

- Quarterly report distributed and reviewed.
- Mike Raleigh said the telephone survey for hiring new employee felt rushed. Vic Hartman felt like a response was needed right away.
- Discussion of making the new VAC staff the Secretary (Ex-Officio) was tabled until after the Executive session, but was not returned to.
- Discussed modification of financial assistance rules for homeless veterans in immediate need.
  - Township Road Commissioners have a fund for emergency services, but need to verify if it is for residents of the county or for those travelling through.
  - Need to check county bylaws in regards to their provisions for dealing with indigent veterans.
  - American Legion Poppy money can be used by local chapters to assist homeless veterans in immediate need.
  - Bill Hanna recommended funding for two weeks of housing at a motel (to be paid directly to the motel) for a homeless veteran (to allow time for Tri-County to find housing)

Phone: (815) 244-0226 – Fax: (815) 244-6295 – Email: [office@cc-vac.org](mailto:office@cc-vac.org)  
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- Bill Hanna informed the board that Tri-County provides everything needed to get into a location (first/last/deposit & start-up utilities) as well as assisting in finding a place to live.
- Richard Groharing made a motion to provide financial assistance for homeless veterans with a limit of \$1,000.00 for temporary housing per instance (one time only). Mike Raleigh seconded the motion, motion carried.

## **VSO Report**

- Bill Hanna presented the 2<sup>nd</sup> Quarter Superintendent report
  - Business meeting needs were reviewed.
  - Formalization of the resignation of Wayne Leonard, for personal reasons.
  - Discussed the process for future hiring of replacement staff
    - Telephone survey for potential hire will be used if it is more than two weeks to the next quarterly board meeting. If so, an e-mailed/mailed notification to board members with the new hire's resume will be sent out. Board members will be given 48 hours from receipt of notification before responding to the telephonic survey, with official voting to take place at the next board meeting.
    - Creation of a resume file of interested candidates so that there is a pool of qualified applicant ready to choose from
    - Motion to change bylaws to reflect these processes made by Bill Hanna, motion seconded by Richard Groharing, motion carried.
  - Discussed the need for additional office hours and independent office space to provide the hours, or the use of a non-disclosure with BEST Inc. employees.



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- Legality of the use of a non-disclosure form for workers in shared space was brought into question by Lee Gibbs.
- For privacy concerns best solution is to keep current office and move BEST to a different office if one is available.
- Went over highlights of Myrtle Beach training.

## **Discussion**

- Bill Hanna requested conformation that the VAC provides no funding for Auto Repairs. The board confirmed.
- Since the officers at American Legion and VFW posts may have changed for the new year, recommended that each post provide a list detailing
  - Commander
  - Vice
  - Adjutant
  - VAC Delegate / Alternate
- Question regarding voting with one person representing multiple posts/positions.
  - Draft of voting rules to be presented and voted upon at next meeting
  - Draft a letter of authority for voting as a VAC board member in cases where the post is represented by someone other than the Delegate or Alternate

## **Public comments - None**

## **Executive Session**

- Entered Executive Session at 8:25 p.m.

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- Ellis Boughton made the motion to hire Shannon Grove as the VAC Administrative Assistant, motion seconded by Richard Groharing, motion passed.
- David Lawton made the motion to exit executive session, motion was seconded by Richard Groharing, motion passed.
- Exited Executive Session at 8:27 p.m.

Motion to adjourn made by Richard Groharing, seconded by Vic Hartman, motion carried.

Adjourned at 8:30 pm

Minutes submitted by Shannon Grove

Administrative Assistant

CCVAC