



# Carroll County Veterans Assistance Commission

301 North Main Street – Mount Carroll, Illinois 61053

## **CCVAC Quarterly Meeting September 16, 2016 Minutes**

### **Introduction**

- 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, and Wayne Leonard. Paul Hartman and Gary Imel of the Carroll County Board were also in attendance.

### **Posts Present**

- Savanna VFW, Savanna American Legion, Thomson American Legion, Mt. Carroll American Legion, Chadwick American Legion, Milledgeville American Legion, Shannon American Legion, Lanark / Mt. Carroll VFW, Lanark American Legion

### **Minutes Approval (Prior)**

- Motion to approve June 2016 meeting minutes was made by Lyle Musselman, seconded by Richard Groharing, motion carried.

### **Minutes Updates**

- Ellis Boughton requested that items on the Agenda listed for Executive Session be moved to the public portion of the Board Meeting, and will be listed under New Business. Richard Groharing made a motion to approve the agenda with changes, motion was seconded by Paul Mayer, motion carried.

### **Old Business**

- Office Space – As of 9/13/2016 the VAC no longer shares an office with BEST.

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- Lawsuit Update – No change on the Lawsuit.
  - Voting/Delegates for VFW and American Legion Posts.
    - Bill Hanna presented SB2532 – The IL statue change outlining the voting requirements for Carroll County VFW and American Legion Posts during VAC meetings.
      - Bill presented a form for the Appointment of Delegate and Alternate Representatives to the CCVAC Board Meetings to be completed by each post.
      - Paul Mayer asked that a copy of this form be e-mailed to him to post on the VAC website.
    - Bill Hanna asked that posts return the completed form no later than the Fourth Quarter VAC Board Meeting annually.
    - The statue did not address whether Delegates can or cannot represent multiple posts (i.e. John Doe can be the delegate for both Savanna VFW and Savanna American Legion Post at a VAC Board meeting) and votes are counted separately for each.
    - The board will continue to allow Delegates to have the authority to vote for multiple post as long as they have an appointment of Delegate and Alternate on file with the VAC for each post they are representing.

## **New Business**

- Transportation of Veterans to Madison and Iowa City VA facilities.
  - Bill Hanna discussed meeting earlier in the day (9/15/2016) with Carroll County Transportation Advisory Committee (Also attended by Ellis Boughton).
    - A second meeting with Carroll County Transportation Advisory Committee, along with VAC/Transportation groups from Boone and Stephenson counties is scheduled for 9/22/2016 to discuss how they do things and possible partnership.



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- Paul Mayer provided a letter from the Savanna VFW indicating that they are not the sponsor of the Veteran's Transport Van (run by Allen Clarkson, Sr., of Savanna). This letter will be forwarded to the Carroll County Board.
  - The Veteran's Transport Van is run by Al Clarkson. He utilizes volunteers as drivers. Bus is leased from DAV. Gas/repairs are paid through a WEX card issued by the DAV.
- Bill Hanna requested that posts consider what if any amount they could possibly commit to for funding transit options.
- Donation Management
  - Paul Mayer made a motion for VAC donations to be handled by the Carroll County Memorial Fund (Lee Gibbs), the motion was seconded by Richard Groharing, motion carried.
- VAC Budget for County Board
  - Bill Hanna presented the budget that he will be presenting to the County Board on October 6, 2016 at 9:30 a.m.
    - Line items were presented and broken down, with potential increases under Wages, Training & Mileage, and Veterans Assistance
    - Assistance increase was based on anticipated needs projected off of spending in the first two quarters of the year.
    - Training & Mileage increase based on actual training costs (\$2400) with \$800 as a fund for mileage to cover home visits, travel to training/certifications, etc.
    - Wages increase to primarily cover additional office hours (bringing Superintendent up to 80 hours per month and Assistant up to 50 hours per month).
    - A motion was made by Richard Groharing to approve the recommended budget and include an additional 5% increase on wages annually to bring compensation up to the rate of comparable county positions. Lee Gibbs seconded the motion, motion carried.
- Election for VAC Board Positions.



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- Ellis reminded the VAC Board that the annual election for the board will be conducted at the next meeting in December 2016.
  - He proposed an alternate approach for electing the Board members per term. Electing half the Board positions for one-year term and the other half for a two-year term.
  - The discussion was tabled until the December 2016 Board meeting.

## **VSO Report** - Bill Hanna presented the 3<sup>rd</sup> Quarter Superintendent report

- Quarterly report distributed and reviewed.
- Office hours
  - Due to increased volume of appointments, walk-in traffic, calls, and VAC business the VAC Superintendent would like to change the office hours effective October 01, 2016. New hours will be Monday – Friday, 1 p.m. – 5 p.m.
  - Lee Gibbs made the motion to approve, it was seconded by Richard Groharing, motion carried.
  - Copy of new office hours to be e-mailed to Paul Mayer and the County to update the webpages.
- Updated on VA Accreditation status.
  - Bill Hanna has completed the required background check to get a PIV card. This will enable him to take the final step to get access to the needed VA databases.
- Travel Policy (VAC)
  - Bill Hanna recommended the VAC adopt Carroll County's policy on employee travel since the funding comes from the County.
    - Paul Mayer made a motion to approve. Richard Groharing seconded the motion, motion carried.
    - Bill Hanna will work with the County Superintendent to draft the required letter for record.

## **Public Comments**

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- Wayne Leonard wanted to make sure that all American Legion members were aware of the free life insurance offered through the Legion Insurance Trust.
  - People can sign up by calling AGIA Insurance at 800-235-6943 and completing some simple information. He indicated it took him less than 10 minutes to complete.
- Bill Discussed a WWI memorial fund and Veteran Home Mortgage program that is available for all Counties.
  - He reminded the meeting participants that he previously emailed the detailed information to the participants prior to the meeting.

## **Executive Session**

- **None**

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

Adjourned at 8:42 pm

Minutes submitted by Shannon Grove

Administrative Assistant

CCVAC