



# **Carroll County Veterans Assistance Commission**

**301 North Main Street – Mount Carroll, Illinois 61053**

**CCVAC Quarterly Meeting  
Wednesday, September 19, 2018 @ 7:00 pm  
Minutes**

Meeting called to order By Board President at 7:00 PM in the Carroll County Courthouse Small Courtroom with the Pledge of Allegiance, followed by invocation by Ellis Boughton, and Roll Call.

## **Roll Call**

Present were Ellis Boughton, Lee Gibbs, Wayne Leonard, Paul Mayer, Mike Raleigh, Terry Lattin, Lamoille Poffenberger, Joseph Drozd, Richard Ottens, Ernie Johnson, Steve Behrens, Marion Zemke, Paul Hartman, Bill Hanna, and Shannon Grove.

## **Posts Present**

Savanna VFW, Savanna American Legion, Thomson American Legion, Milledgeville American Legion, Shannon American Legion, Lanark / Mount Carroll VFW, Lanark American Legion, Mount Carroll American Legion

Going forward Vic Hartman may not be present and will not be renewing his Delegate(s) for 2019, as the Chadwick American Legion post is in the process of closing.

## **Minutes Approval (Prior)**

Motion to approve June 2018 meeting minutes was made by Joe Drozd, seconded by Paul Mayer, motion carried.

## **Agenda Approval**

Two items needed to be added to the Agenda to Old Business, Tax Levy Update section: Adding another signature authority, the VAC President to the VAC Bank Account and for the addition of an Assistant for Ellis. Motion to add the items to the meeting's agenda was made by Ellis Boughton, seconded by Paul Mayer, motion carried.

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The motion to approve the amended agenda was made by Ellis Boughton, seconded by Joe Drozd, motion carried.

## **Old Business**

- Lawsuit Update
  - Received a letter from the lawyer with an update of where the case stands presently.
    - Copy of Letter from Lawyer will be sent out by Superintendent with the Meeting Minutes.
    - Lawsuit to remain in pending while the County Board works through its budget cycle.
- Tax Levy Transition
  - VSO requested that the monthly budget report layout be as follows:
    - Allocated Budget by line item.
    - Year to Date Balance by line item.
    - Monthly Account Transactions (Amount spent or credited monthly) by line item.
    - Remaining Balance (Amount remaining to utilize) by line item.
  - The Superintendent requested that all Funds Request go through the office for review prior to paying for bookkeeping purposes. This will enable the VAC staff to properly track current funding balances and prevent over spending in specific line items.
  - Request was made for the board to approve all bills at the quarterly meetings to keep the board aware of expenditures.
    - Motion to do so was made by Joe Drozd, seconded by Terry Lattin, motion carried.
    - The VAC Staff informed the Board they will bring all submitted funds request for the appropriate quarter to the Board meetings.
  - Request was made to allow the treasurer to move up to \$300 out of the Reserve Fund into other line items as needed without board approval.

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- Motion to do so was made by Mike Raleigh, seconded by Paul Mayer, motion carried.
- An account has been set up with Staples for office supply purchases.
  - Due to recent storefront closures, orders need to be placed on-line for products, but shipments should arrive within 48 hours.
  - Payment options are using VAC credit cards to pay for each order at time of purchase or a monthly direct debit to the VAC account.
  - After discussion, it was decided to start by using the monthly direct debit process.
- The VAC President (Lee Gibbs) needs to have his name added to the Bank account signature authority.
  - Motion to do so was made by Ellis Boughton, and seconded by Joe Drozd, motion carried.
- Lee Gibbs requested an assistant be appointed for Ellis Boughton, to assist with Treasurer duties should Ellis be unavailable (i.e. vacation). This would be a non-board, volunteer position.
  - Ellis Boughton made the motion to do so, seconded by Joe Drozd, motion carried.
  - Posts were asked to help find a volunteer to fill this role.
- New Senior Center Update
  - Harold Andreasen's current intention is to break ground in the fall, have the building up by winter, and projects completion by spring.
- Financial Assistance: Wheel Chair Ramps Update.
  - Wayne Leonard presented information he has collected regarding resources for Veterans in need of a wheelchair ramp. The Superintendent proposed adding Wheel Chair Ramps to Financial Assistance.
    - Home Depot offers a program through the VFW or American Legion which awards grants for the building supplies.
    - USDA also offers a grant and home loan modification program for low income household to include Veterans. Amy Johnson - Direct Loan Program / Home Repair Program (U.S.D.A.) --- 815-732-6127.
    - The Post shared any resources and suggestions they had at the meeting.

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- Mike Raleigh recommended advertising in the newspaper for contactors willing to donate their time to build the ramps.
- Motion was made by Ellis Boughton to add Wheel Chair Ramps to the Financial Assistance with a \$2,000 cap. Seconded by Mike Raleigh, motion carried.
- Open Meeting Act Training Status.
  - All required Public Bodies (Executive Board) and Designees (Staff) have completed the required training as of this Board meeting date.
    - All completion certificates will be maintained at the VAC office for record.
    - All current Board Members are only required to complete the training once in their term of office.
    - Designee's are required to retake the training annually.

## **New Business**

- Post Delegate and Alternate Renewal for 2019
  - Forms were passed out to Post Commanders.
    - Additional forms can be found on the CCVAC website:  
<http://www.cc-vac.org>.
    - The Superintendent requested that all the Posts return the completed forms by the December 2018 VAC Board meeting.
- Financial Assistance: Discussion on adding Water Pumps to Financial Assistance.
  - Motion was made by Ellis Boughton to table this discussion for a year to see how funding holds out with the recent changes (wheelchair ramp, maintenance, transportation, etc.). Seconded by Joe Drozd, motion carried.
- IACVAC Delegate Changes
  - Request was made to add Wayne Leonard as an Alternate Delegate for the IACVAC.
    - Motion to do so was made by Ellis Boughton, seconded by Paul Mayer, motion carried.
    - The Superintendent will turn in the signed and completed Delegate/Alternate form to the IACVAC for their upcoming annual

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Board meeting on September 28, 2018 at the VSO certification conference.

## **Report from Superintendent**

- 3<sup>rd</sup> Quarter 2018 Quarterly report presented.
- Transportation Update (Carroll County to Madison VA) was presented.
  - \$4,286.00 currently remaining in transportation fund.
  - The VAC Board requested that the Superintendent monitor the transportation program to see if the Madison Van is making more than three (3) trips a week on average. The Board will revisit the subject at the next Board meeting.
- The VAC Staff proposed creating Gift Baskets for the Holidays for Veterans in the local Nursing Homes.
  - Post Representatives informed the Board and Staff that the VFW and American Legions currently provide Gift Baskets to the Nursing home in the County during the Holidays.
    - The VAC Staff withdrew their proposal because it is already being done.
- The Superintendent made the VAC Board aware of an issue with a Veteran that became agitated in the office during an appointment and created a borderline hostile environment. He may claim we didn't do everything to assist him. Veteran is attempting to get the benefits he desires by whatever means possible. Bill Hanna assured the Board that the VAC Staff did everything in accordance with policies, laws, and overall customer service to assist the Veteran before and after he became agitated.

## **Report from Treasurer**

- Budget Presentation update from County Board Meeting was presented by Ellis Boughton
  - The Carroll County Board had no question or demonstrated any resistance to the VAC Treasure's proposal to continue with the current budget structure for the upcoming budget year ending Novemebr30, 2019.
- VAC Quarterly Financial Report presented

## **Public Comments**

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- Bill Hanna asked the people in attendance at the meeting if there was any feedback from the Veterans community about the service being provided by the VAC Staff. Specifically, any negative feedback and ways to improve the services being provided to the Veterans.
  - There were no comments made that indicated any specific improvements were needed at this time.

### **Adjournment**

Motion to adjourn made by Paul Mayer seconded by Joe Drozd, motion carried.

Adjourned at 8:55 pm

Minutes submitted by Shannon Grove

Administrative Assistant

CCVAC