

MINUTES

Veterans Assistance Commission of Kendall County, Illinois

Meeting Date: January 4, 2017

➤ Preliminaries

- ❖ Called to Order: 6:04 PM
- ❖ Prayer: Recited by Frank Kurtz
- ❖ Pledge of Allegiance: Lead by Jeff Cox
- ❖ Meeting dedication: To all lives lost during Pearl Harbor attack
- ❖ Roll Call:

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- President Jeff Cox – American Legion Post 489
 - Vice President Bob Leonard – VFW Post 8234
 - Treasurer Ed Kurz – VFW Post 8234
 - Secretary Norm Meier – American Legion Post 459
 - Delegate Don Dahm – American Legion Post 675
 - Delegate Frank Kurtz – American Legion Post 395
 - Alternate Brian Clason – American Legion Post 395 *Absent
 - Alternate Herb Allen – American Legion Post 675 *Absent
 - Alternate Bernie Boeger – American Legion Post 459
 - Alternate Tom Wagner – American Legion Post 489
 - VACKC County Board Liaison Scott Gryder

VACKC Staff:

- Superintendent: Chad Lockman
- Asst. Superintendent: Olivia Laschober
- CVS0 Coordinator: Donovan Torres

• Correspondence

VAC received several Christmas cards from veterans and widows we have served.

➤ Commission Officer's Reports

- ❖ President – Introduced Scott Gryder, new County Board VAC liaison.
- ❖ Secretary - Motion passed to accept the 11/2/2016 minutes as read.
- ❖ Treasurer
 - Motion passed to accept the balance of \$22,720.68 which includes a \$5000 donation from Kendall County Salute to Veterans NFP, a \$600 donation from Marilyn Langhart, and a \$100 donation from UAW Local 145.
 - Motion passed to reimburse Chad for submitted Christmas dinner expenses of \$58.98.

➤ Superintendent's Report

- ❖ Chad submitted current VACKC fund balances, Veterans Assistance Expenditures and totals, and transportation totals.

- ❖ VACKC brought \$7.4 million into Kendall County during 2016.
- ❖ The Home Depot Foundation began work on Sandwich veteran's home modification.
- ❖ VACKC is in pursuit of additional THDF grants for other veteran's homes.
- ❖ Veteran's Assistance re-validations were made for 9 veterans and 1 widow.
- ❖ Two veterans are receiving ongoing MH care through VACKC/KCHD.
- ❖ Olivia continues to hold monthly meetings in various community organizations as well as holding outreach events to attract and provide assistance to additional veterans.
- ❖ Donovan Torres has begun work as full time CVS0.
- ❖ Chad submitted VACKC annual report to the Governor of Illinois.
- ❖ Maurice Leyland has been hired as an additional driver, as needed.

➤ **Commission Committee Reports**

- ❖ Bylaws Committee –
- ❖ Budget Committee –
- ❖ Election Committee –
- ❖ Scholarship Committee – Motion passed to add Lynn Barrett and Bev Bitterman to the scholarship committee along with Ed, Jeff, Brian, and Lynn White.

➤ **Unfinished Business**

- ❖ OMA training needs to be completed by February 1st.

➤ **New Business**

- ❖ Motion passed to approve Donovan Torres, new CVS0 Coordinator, for county credit card (\$2500.00 limit.)
- ❖ Motion passed to authorize Chad to apply for 501 (c) (19) wartime veteran status for the VACKC.
- ❖ Motion passed to approve VACKC Bylaws with amendments.
- ❖ Chad presented the following three options for moving the VACKC to another location.
 1. Historic Courthouse
 2. Trailer/Modular Building
 3. Purchase Commercial Office space
 - Discussion was held as to the need to move the VACKC and the advantages and disadvantages of each move. Chad will schedule a tour with the realtor for the board to view the commercial space.

➤ **Good of the Commission –**

- ❖ Plano American Legion Post 395 –
- ❖ Newark American Legion Post 459 –
- ❖ Yorkville American Legion Post 489 –
- ❖ Oswego American Legion Post 675 –
- ❖ Yorkville VFW Post 8234 –
- ❖ Olivia passed out fliers to be posted and mentioned at each post: Redshirt Friday T-Shirts; Benefits and Brunch Presentation; Women Vets monthly gathering; VACKC Veteran Benefit Newsletter.

➤ **Closing Prayer** Recited by Frank Kurtz.

➤ **Salute the Flag**

➤ **Adjournment** 7:20 PM.

MINUTES

Veterans Assistance Commission of Kendall County, Illinois

Meeting Date: April 5, 2017

➤ Preliminaries

- ❖ Called to Order: 6:05 PM
- ❖ Prayer: Recited by Frank Kurtz
- ❖ Pledge of Allegiance: Lead by Jeff Cox
- ❖ Meeting dedication: All the names on the Vietnam Wall.
- ❖ Roll Call:

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- President Jeff Cox – American Legion Post 489
 - Vice President Bob Leonard – VFW Post 8234
 - Treasurer Ed Kurz – VFW Post 8234
 - Secretary Norm Meier – American Legion Post 459
 - Delegate Don Dahm – American Legion Post 675
 - Delegate Frank Kurtz – American Legion Post 395
 - Alternate Brian Clason – American Legion Post 395
 - Alternate Herb Allen – American Legion Post 675
 - Alternate Bernie Boeger – American Legion Post 459 *Absent
 - Alternate Tom Wagner – American Legion Post 489
 - VACKC Liaison Scott Gryder *Absent
 - VACKC Staff:
 - Superintendent: Chad Lockman
 - Asst. Superintendent: Olivia Laschober
 - CVSO Coordinator: Donovan Torres

• Correspondence

VACKC has received IRS Tax exempt status under section 501(c)(19) of the Internal Revenue Code retroactively effective April 15, 2011.

➤ Commission Officer's Reports

- ❖ President – Distributed new VAC hats and shirts. Noted that the new office door has been added after executive board decision. The executive board also voted to raise VAC food assistance amounts from \$50.00, \$75.00, \$100.00 to \$100.00, \$200.00, \$300.00.
- ❖ Secretary -- Motion passed to accept the 1/4/2017 minutes as read.
- ❖ Treasurer -- Motion passed to accept the balance of \$22,151.70

➤ **Superintendent's Report**

- ❖ Chad submitted current VACKC fund balances, Veterans Assistance Expenditures and totals, and transportation totals. 95% of the food assistance budget for FY-17 has been expended.
- ❖ A resolution was read at the February County Board meeting commemorating the life and career of former VAC Superintendent Steve Barrett.
- ❖ Q1 Veterans Assistance audits completed with 7 suspensions, all of which have been rectified.
- ❖ A homeless, unemployed veteran has obtained a steady job with help from the VACKC. Housing for this veteran is being worked on.
- ❖ Veteran face-to-face appointments have increased over 90% since this time last year.
- ❖ VACKC is currently holding a food drive to culminate with an appearance at the Plano Walmart on April 29th.
- ❖ Olivia continues to hold monthly meetings at various community organizations as well as holding outreach events. The staff averages five trips per week to make presentations to attract additional veterans.
- ❖ Olivia formed a women's veteran's committee within the IACVAC.
- ❖ VACKC Red Shirt promotion - over 250 orders; surplus funds donated to USO; MSHV; RED FOUNDATION.
- ❖ Chad formed the Kendall County Interagency Council (KCIC) through work with Kendall-Grundy Community Action - VACKC is an active participant.
- ❖ Donovan obtained official accreditation with the VA Office of General Counsel - manages social media pages, including Facebook and Instagram, where reach as increased exponentially; initiation of Operation Green Light.
- ❖ VACKC IRS 501(c)(19) status granted effective 4/15/2011.
- ❖ A volunteer office phone watcher is needed while the staff is attending the national conference 6/8 - 6/19.
- ❖ Finishing touches are being put on the new office door.

➤ **Commission Committee Reports**

- ❖ Bylaws Committee - No Report
- ❖ Budget Committee - No Report
- ❖ Election Committee - No Report
- ❖ Scholarship Committee - Scholarship winners were Matthew Pitstick, Brook Jensen, and Nichole Doles all from Yorkville High School.

➤ **Unfinished Business**

- ❖ OMA training has been completed by all board members.

➤ **New Business**

- ❖ Motion passed to send an email to the board containing minutes of previous meetings before each board meeting.
- ❖ Motion passed to donate \$2500 to the Vietnam Moving Wall coming to Oswego.
- ❖ Motion passed for Norm to purchase a new recorder for meetings.
- ❖ Motion passed to purchase an additional vehicle.

➤ **Good of the Commission** –

- ❖ Plano American Legion Post 395 –
- ❖ Newark American Legion Post 459 –
- ❖ Yorkville American Legion Post 489 –
- ❖ Oswego American Legion Post 675 –
- ❖ Yorkville VFW Post 8234 –
- ❖ Redshirt Friday T-Shirts; Village of Oswego may be designated a “Purple Heart Village”; The May 16th County Board meeting will include discussions to make Kendall County a Purple Heart County.

➤ **Closing Prayer** Recited by Frank Kurtz.

➤ **Salute the Flag**

➤ **Adjournment** 6:45 PM.

Meeting Minutes

Veterans Assistance Commission of Kendall County, Illinois

Meeting Date: June 7, 2017

➤ Preliminaries

- ❖ Called to Order: 6:02 PM
- ❖ Prayer: Recited by Frank Kurtz
- ❖ Pledge of Allegiance: Lead by Jeff Cox
- ❖ Meeting dedication: All the names on Oswego's Moving Vietnam Wall.
- ❖ Roll Call:

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- President Jeff Cox – American Legion Post 489
 - Vice President Bob Leonard – VFW Post 8234
 - Treasurer Ed Kurz – VFW Post 8234
 - Secretary Norm Meier – American Legion Post 459
 - Delegate Don Dahm – American Legion Post 675
 - Delegate Frank Kurtz – American Legion Post 395
 - Alternate Brian Clason – American Legion Post 395
 - Alternate Herb Allen – American Legion Post 675
 - Alternate Bernie Boeger – American Legion Post 459
 - Alternate Tom Wagner – American Legion Post 489
 - VACKC Liaison Scott Gryder *Absent
 - VACKC Staff:
 - Superintendent: Chad Lockman
 - Asst. Superintendent: Olivia Laschober *Absent
 - CVS0 Coordinator: Donovan Torres *Absent

• Guests and concerned citizens:

Louis Smith, Aurora University Senior and Army veteran majoring in social work and working with a veteran's community newsletter.

• Correspondence

Commission Officer's Reports

- ❖ President – Mentioned the new law which states that alternates to VAC boards do not have to be veterans, but they still must be selected to their position by each Post.
- ❖ Secretary -- Motion passed to accept the 4/5/2017 minutes as presented.

- ❖ Treasurer -- Motion passed to accept the balance of \$16,576.70. Motion passed to reimburse Norm Meier for his purchase of a recorder to be used at VACKC meetings.

Superintendent's Report

- Chad submitted current VACKC fund balances, Veterans Assistance Expenditures and totals, and transportation totals.
- Updated assistance policy regarding employment of able-bodied recipients.
- Veteran face-to-face appointments have increased 68% since this time last year and 170% since 2015.
- Veteran face to face appointments have increased over 90% since this time last year.
- Fill-the Bus Food Drive at the Plano Walmart on April 29th collected \$120 and two vehicles full of non-perishable food items to be donated to MSHV.
- A 2015 Jeep Patriot was purchased on 4/7/17 for \$17000 from Ron Westphal Chevrolet.
- Upcoming national conference in San Diego 6/8 to 6/19. Part time drivers will be manning the KCVAC phones.
- Chad and Donavon attended IACO Conference in Springfield; significant veteran's legislation was discussed.
- The County Board voted to proclaim Kendall County as a *Purple Heart County* on 5/16/17.
- VACKC staff attended the Walter & Connie Payton Foundation Sweetness Run on 6/3/17; meaningful contact was made with members of the community, including several Vets who were not aware of the VACKC.
- Chad went on WSPY TV/Radio on 5/25/17 to discuss the meaning of Memorial Day and the purpose of the VACKC.
- VACKC sponsored a veteran's breakfast at the Beecher Center on 5/8/17.

➤ **Commission Committee Reports**

- ❖ Budget Committee – The executive board is also the budget committee.

➤ **Unfinished Business**

➤ **New Business**

- ❖ Olivia is working on a VAC Sponsorship Program for business to donate to the VACKC. Application forms are available.
- ❖ Discussion was held concerning preliminary FY-17 VACKC budget review. Chad passed out a comparison chart of Chicago Area VAC Budgets, 2017 Superintendent Salaries, and a rough draft of the FY-18 budget proposal to be voted on at the September VACKC Board meeting.
- ❖ Motion passed to hold a special board meeting at 5:00pm on September 6th to discuss the FY-18 budget.
- ❖ Discussion was held concerning a local veteran whose family is requesting a burial plot and financial assistance for burial or cremation and funeral when he passes away. He is not qualified for financial assistance. Motion passed to provide him with one of the burial plots that the KCVAC has at the Lincoln Cemetery.

- **Good of the Commission** –
 - ❖ Plano American Legion Post 395 –
 - ❖ Newark American Legion Post 459 –
 - ❖ Yorkville American Legion Post 489 –
 - ❖ Oswego American Legion Post 675 –
 - ❖ Yorkville VFW Post 8234 –

The Moving Wall coming to Oswego end of June needs volunteers and escorts to help.

- **Closing Prayer** Recited by Frank Kurtz.
- **Salute the Flag**
- **Adjournment** 7:10 PM.

Submitted by Norm Meier, VACKC Secretary, 6/12/17.



VETERANS ASSISTANCE COMMISSION OF KENDALL COUNTY

"Serving America's Finest"

811 West John Street, Yorkville, IL 60560

Phone: (630) 553-8357 Fax: (630) 553-0003

Email: clockman@co.kendall.il.us Website: www.co.kendall.il.us/veteransassistance

Special Meeting Minutes: August 18, 2017

➤ **Preliminaries**

- ❖ Called to Order: 5:00 PM
- ❖ Prayer: Recited by Frank Kurtz
- ❖ Pledge of Allegiance: Led by Jeff Cox
- ❖ Roll Call:

-
- President Jeff Cox – American Legion Post 489 *Present
 - Vice President Bob Leonard – VFW Post 8234 *Present
 - Treasurer Ed Kurz – VFW Post 8234 *Present
 - Secretary Norm Meier – American Legion Post 459 *Present
 - Delegate Don Dahm – American Legion Post 675 *Present
 - Delegate Frank Kurtz – American Legion Post 395 *Present
 - Alternate Brian Clason – American Legion Post 395 *Present
 - Alternate Herb Allen – American Legion Post 675 *Present
 - Alternate Bernie Boeger – American Legion Post 459 *Present
 - Alternate Tom Wagner – American Legion Post 489 *Absent
 - VACKC Liaison Scott Gryder *Absent

VACKC Staff

- Superintendent: Chad Lockman *Present
- Asst. Superintendent: Olivia Laschober *Absent
- CVS0 Coordinator: Donovan Torres *Absent

• **Superintendent's Report**

- Chad presented the FY-18 Budget Proposal, including revised employee salaries for FY-18, FY-19, and FY-20. Chad also presented a chart showing Chicago Area VAC budgets and Superintendents' salaries. Also presented a chart showing the personnel expenses of several other departments in the county for comparison to the VAC.

➤ **New Business**

- ❖ 5:35pm: Motion passed to go into closed session to discuss employee salaries. Motion Passed to approve budget figures as presented for FY-18 only.
- ❖ 6:10pm: Motion passed to go out of closed session.
- ❖ Discussion held regarding budget decisions and request for agenda and expense details of future staff attendance at conferences.

- **Closing Prayer** Recited by Frank Kurtz.

- **Salute the Flag**

- **Adjournment** 6:28 PM.

MINUTES

Veterans Assistance Commission of Kendall County, Illinois

Meeting Date: September 6, 2017

➤ Preliminaries

- ❖ Called to Order: 6:00 PM
- ❖ Prayer: Recited by Frank Kurtz
- ❖ Pledge of Allegiance: Lead by Jeff Cox
- ❖ Meeting dedication: To the first female Commander of the American Legion.
- ❖ Roll Call:

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- President Jeff Cox – American Legion Post 489
 - Vice President Bob Leonard – VFW Post 8234
 - Treasurer Ed Kurz – VFW Post 8234
 - Secretary Norm Meier – American Legion Post 459
 - Delegate Ed Dixon – American Legion Post 675
 - Delegate Frank Kurtz – American Legion Post 395
 - Alternate Brian Clason – American Legion Post 395 *Absent
 - Alternate Herb Allen – American Legion Post 675
 - Alternate Bernie Boeger – American Legion Post 459
 - Alternate Tom Wagner – American Legion Post 489
 - VACKC Liaison Scott Gryder
 - VACKC Staff:
 - Superintendent: Chad Lockman
 - Asst. Superintendent: Olivia Laschober
 - CVSO Coordinator: Donovan Torres

➤ Guests and concerned citizens:

Eighteen Kendall County veterans or families of veterans that VACKC serves were present and each spoke about how the VACKC staff has helped them obtain benefits, services, or compensation from the VA. One veteran presented Olivia with a plaque for her efforts in working with him.

➤ Correspondence

A thank you card from Nancy and Bill Flowers was read.

➤ **Commission Officer's Reports**

- ❖ President – Jeff thanked Don Dahm for all the years he has served on the VACKC Board as he is being replaced by Ed Dixon. Jeff reported on the three VACKC scholarships that were presented to the high schools.
- ❖ Secretary -- Motions passed to accept the 6/7/2017 and 8/18/17 minutes as presented.
- ❖ Treasurer -- Motion passed to accept the balance of \$16,577.21. Jeff Wehrli presented the VACKC with a \$500 check from the Dana Open Golf Tournament.

➤ **Superintendent's Report**

- Chad has held three more Kendall County Interagency Council meetings as the Vice-chairmen since the last VACKC board meeting.
- Tax distributions received in June, July, and August for a total of \$226,714.51 YDT.
- Olivia has coordinated over 12 veteran benefit presentations on both local and national levels since the last board meeting.
- Donovan continues to build *Veterans Outreach for Kendall County* through events and volunteer work in the community in addition to his regular duties as a CVSO.
- VACKC staff attended NACVSO Conference in San Diego, CA; Earned CEUs.
- VACKC participated in third *VAC Summit* in July at the Kane County VAC.
- VACKC Services recognized and highlighted as essential in the senior care model at KCSP Legislative Forum with Senators Jim Oberweiss and Linda Holmes as well as US Congressman Randy Hultgren.
- VACKC attended first Aurora Veterans Resource Fair in August.
- \$2900.00 was paid for a Yorkville veteran's medical post-surgery stay and \$600.00 in Aldi food certificates.
- VACKC – sponsored veterans breakfast held at Beecher Center on 8/31/17 with approximately 30 attendees.
- Chad passed out updated fund balances and statistics for VACKC expenditures and travel.

➤ **Commission Committee Reports**

- ❖ Bylaws Committee –
- ❖ Budget Committee – The executive board is also the budget committee.
- ❖ Election Committee – The following nominations were accepted for 2018 KCVAC Officers: President, Jeff Cox; VP, Bob Leonard; Secretary, Norm Meier; Treasurer, Ed Kurz.
- ❖ Scholarship Committee –

➤ **Unfinished Business**

Motion passed to go in to Executive Session at 7:15pm.

- Chad gave an overview and passed out a list of sessions attended and expenditures made for travel, lodging and meals at the SanDiego Conference. Discussion was held regarding the need for the ten-day trip and the need for all three staff members to attend this conference. Discussion was held regarding the differences between the state and national VA accreditation conferences and CEU's earned at each.
- Motion was passed to go out of Executive Session at 7:35pm.
- The letter of resignation from Don Dahm was presented on 8/18/17 and accepted on 9/6/17.

➤ **New Business**

- ❖ Scott Gryder gave a report of County Board activities.

➤ **Good of the Commission -**

- ❖ Medicare Forum
- ❖ Sons of the American Revolution
- ❖ Portillo's Fundraiser
- ❖ VACKC Newsletter
- ❖ Kendall County VSO Post News -

➤ **Closing Prayer** Recited by Frank Kurtz.

➤ **Salute the Flag**

➤ **Adjournment** 7:47 PM.

Submitted by Norm Meier, VACKC Secretary, 9/27/17.

Minutes

Veterans Assistance Commission of Kendall County, Illinois

Meeting Date: November 1, 2017

➤ Preliminaries

- ❖ Called to Order: 6:05 PM
 - ❖ Prayer: Recited by Frank Kurtz
 - ❖ Pledge of Allegiance: Lead by Jeff Cox
 - ❖ Meeting dedication:
 - ❖ Roll Call: Quorum present
-

- President Jeff Cox – American Legion Post 489
- Vice President Bob Leonard – VFW Post 8234
- Treasurer Ed Kurz – VFW Post 8234
- Secretary Norm Meier – American Legion Post 459 *Absent
- Delegate Ed Dixon – American Legion Post 675
- Delegate Frank Kurtz – American Legion Post 395
- Alternate Brian Clason – American Legion Post 395
- Alternate Herb Allen – American Legion Post 675
- Alternate Bernie Boeger – American Legion Post 459
- Alternate Tom Wagner – American Legion Post 489
- VACKC Liaison Scott Gryder
- VACKC Staff:
 - Superintendent: Chad Lockman
 - Asst. Superintendent: Olivia Laschober
 - CVS0 Coordinator: Donovan Torres *Absent
- Guests and concerned citizens:
- Correspondence
Post 489 submitted a resignation from VACKC Board alternate Tom Wagner effective 11/30/2017.

Commission Officer's Reports

- ❖ President -- President Cox thanked Ed Kurz for all the work he has done as an employee at the VACKC and as VACKC board treasurer.
- ❖ Secretary -- Motion passed to accept September 6th minutes as read.
- ❖ Treasurer -- Motion passed to accept the balance of \$16,690.48. Expenditures were for flowers for Chad's family; veteran pins; and superintendent bonding insurance.

➤ **Superintendent's Report**

- Face to face appointments are up 69% since this time last year; up 162% since outreach efforts began in 2015.
- Yorkville Area Chamber of Commerce golf outing hole sponsorship 9/21/2017.
- Kendall Area Transit is looking to transfer a handicap- accessible van to the VAC. The vehicle is already titled to Kendall county. Insurance would be the only expense.
- The VAC Portillos fundraiser was an overwhelming success. We are still waiting on final numbers.
- VACKC toured the "Green House" in Morris to be informed of benefits regarding medical cannabis.
- Olivia and Donovan attended the IDES & IACVAC conferences 9/27 & 9/29.
- Week of Veterans Day included presentations and pinning ceremonies at Bickfords, Heritage Woods, and OSC Retirement homes and a Veterans breakfast at Beecher Center.
- Chad passed out updated fund balances and statistics for VACKC expenditures and travel.

➤ **Commission Committee Reports**

- ❖ Bylaws Committee -
- ❖ Budget Committee -
- ❖ Election Committee -
- ❖ Scholarship Committee -

➤ **Old Business**

➤ **New Business**

- ❖ FY-18 meeting dates were amended, then accepted with the fourth meeting of the year taking place on the first Wednesday in August instead of September. Meeting dates are January 3, April 4, June 13, August 1, November 7.
- ❖ Delegate / Alternate board certifications.
- ❖ OMA/FOIA/Confidentiality
- ❖ 2018 VAC Scholarship
- ❖ Spring 2018 VACKC golf outing tabled until January board meeting

➤ **Good of the Commission -**

- ❖ County Board recognition of VACKC 15th year anniversary.
- ❖ VACKC Christmas gathering: December 8th, 1pm, Whitetail Ridge Golf Club
- ❖ Weeklong Veteran's Day events.
- ❖ VACKC Newsletter
- ❖ Kendall County VSO Post News -

➤ **Closing Prayer** Recited by Frank Kurtz.

➤ **Salute the Flag**

➤ **Adjournment** 6:52 PM.