

Minutes

Veterans Assistance Commission of Kendall County, Illinois

Meeting Date: January 2, 2019

- ❖ Called to Order: 6:02 by Ed Kurz
- ❖ Prayer: Recited by Bob Leonard
- ❖ Pledge of Allegiance: Led by Ed Kurz
- ❖ Dedication: Men & women worldwide protecting our way of life
- ❖ Roll Call: (Present unless noted) Quorum present

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- President Ed Kurz – American Legion Post 489
 - Vice President – VACANT SEAT
 - Treasurer – VACANT SEAT
 - Secretary Norm Meier – American Legion Post 459 *Absent
 - Delegate Rick Gardner – American Legion Post 675
 - Delegate Jeremy Weatherly – American Legion Post 395
 - Alternate Brian Clason – American Legion Post 395 *Absent
 - Alternate Joe West – American Legion Post 675 *Absent
 - Alternate Bernie Boeger – American Legion Post 459 *Absent
 - Alternate Ken Havelka – American Legion Post 489
 - VACKC Liaison Scott Gryder *Absent
 - VACKC Liaison (Alt) Matt Kellogg *Absent

VACKC Staff:

- Superintendent Chad Lockman
- Outreach Coordinator/CVSO Karylin Clevenger

Guests and concerned citizens: Former Board Member Bob Leonard

Commission Officer's Reports

- ❖ President – No Report
- ❖ Secretary – Motion by Ed Kurz, 2nd by Ken Havelka, all in favor to accept November 7th minutes as read
- ❖ Treasurer – Chad provided hard copies of November and December statements. Motion by Rick Gardner, 2nd by Ken Havelka, all in favor to accept balance of \$21,379.58

Committee Reports

Scholarship – No report - Rick Gardner, Ken Havelka, Ed Kurz, Bev Bitterman, Lynne White, Lyn Barrett to compose committee

Bylaws – Jeremy Weatherly, Chair; remainder of committee to be formed

Superintendent's Report

- Donovan Torres resignation effective January 4th – immediate filling of position with current VA Work/Study William Sutton – cost savings
- As of December 31st, Kendall County veterans/widows bringing in over \$10.6 million per year; \$769,552 in new benefits for FY-18
- Initiation of partnership with Yorkville Area Chamber of Commerce – Veteran employment database
- November 8th and 9th – Beecher Center benefits and brunch and Veterans' Day Ceremony
- November 28th – Luncheon w/Stephanie Kifowit
- Karylin building/maintaining community relations – Oswego Senior Center, Rush Copley, Yorkville Area Chamber of Commerce; she remains active in Kendall County Senior Providers as well as the Senior Services Advisory Council
- VACKC Scholarship packets mailed to schools on December 10th
- VACKC Staff attending IACVAC meeting in Peoria January 17-18
- Need *Confidentiality Agreements* from Ken Havelka and Matt Kellogg

Correspondence

Old Business

New Business

- Appointment of interim Vice President and Treasurer by President Ed Kurz – V.P. Rick Gardner, Treasurer Norm Meier, Jerimy Weatherly to replace Norm Meier as Secretary
- Old Kendall County Jail (Yorkville) – Pursue VAC donation proposal – Jerimy Weatherly – Tabled until future meeting
- Bylaws addition – Outlined by Jerimy Weatherly – Passed to Bylaws Committee for further discussion
- Authorization for county credit card for new employee William Sutton - \$2,500.00 limit – Motion by Rick Gardner, 2nd by Ken Havelka, All in favor

Closing

- Salute to Flag
- Adjournment - 7:40 PM



Minutes

Veterans Assistance Commission of Kendall County, Illinois

Meeting Date: April 3, 2019

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|-------------------------------------|-----------------------------|
| ❖ Called to Order: | 6:07 P.M. by Rick Gardner |
| ❖ Prayer: | Recited by Chad Lockman |
| ❖ Pledge of Allegiance: | Led by Rick Gardner |
| ❖ Dedication: | Memory of Beverly Bitterman |
| ❖ Roll Call: (Present unless noted) | Quorum present |

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- President Rick Gardner – American Legion Post 675
 - Vice President – *VACANT SEAT*
 - Treasurer Norm Meier – American Legion Post 459
 - Secretary Jerimy Weatherly – American Legion Post 395
 - Alternate Brian Clason – American Legion Post 395
 - Alternate Joe West – American Legion Post 675
 - Alternate Bernie Boeger – American Legion Post 459
 - Delegate Ken Havelka – American Legion Post 489
 - Alternate – *VACANT SEAT* - American Legion Post 489
 - VACKC Liaison Scott Gryder
 - VACKC Liaison (Alt) Matt Kellogg
 - Delegate (Advisory) Rob Bailey – Montgomery VFW Post 7452
 - Superintendent Chad Lockman

**Excused*

**Excused*

Guests and concerned citizens: None

Commission Officer's Reports

- ❖ President – No Report
- ❖ Secretary – Motion by Bernie Boeger, 2nd by Ken Havelka, all in favor to accept November 7th minutes as read
- ❖ Treasurer – Chad provided hard copies of First National Bank statements. Motion by Rick Gardner, 2nd by Brian Clason, all in favor to accept balance of \$27,563.78.

Committee Reports

- Scholarship – No Report
- Bylaws – No Report

Superintendent's Report

- Scholarship applications received and information redacted; ready for committee review
- Met with Aurora GAR Memorial Hall Museum Curator on January 16th to discuss intent/vision; solicited donation of military items by local veterans
- VAC Staff attended IACVAC conference in Peoria January 17th – 18th; brought up-to-speed on VAC issues statewide that could have potential effect locally in the future
- William and Karylin participated in clean-up of Abraham Lincoln National Cemetery on January 21st
- VAC Staff maintaining regular presence in the community via benefit presentations, social media, and radio; flagship website complete www.kendallvets.org
- Much interest in 2019 Golf Outing (Golf Fore Vets); \$6,900 raised as of March 22nd
- VA Work-Study Jorge Arciniega began internship at the VACKC on January 25th; assisting with marketing/advertising, graphic design; also fulfilling internship requirements for degree completion at Lewis University
- Karylin made VACKC presentation to staff and future residents of the new Cedarhurst Assisted Living and Memory Care facility in Yorkville
- Karylin spoke about VACKC operations at the Yorkville American Legion Post meeting on April 1st
- Ongoing attempts to inform local hospitals of VA billing procedures without much reception

Correspondence - None

Old Business - None

New Business

- Appointment of interim Vice President by President Rick Gardner – V.P. Bernie Boeger
- Scholarship Committee added Brian Clason; scholarship review set for April 10, 2019 at 6:00 P.M. at KCHD
- Bylaws Committee added Norm Meier; committee meeting TBD
- Purchase three (3) 6' x 8' burial flags to keep on hand at VACKC and to be distributed to NOK upon Superintendent approval – motion by Ken Havelka, 2nd by Bernie Boeger, all members in favor

Good of the Commission

- Newark American Legion Post 459 to hold auction of all post property on May 11th

Closing

- Salute to Flag
- Adjournment - 7:11 PM



Minutes

Veterans Assistance Commission of Kendall County, Illinois

Meeting Date: June 12, 2019

- ❖ Called to Order: 6:00 P.M. by Rick Gardner
- ❖ Prayer: Recited by Chad Lockman
- ❖ Pledge of Allegiance: Led by Rick Gardner
- ❖ Dedication: Memory of Frank Kurtz
- ❖ Roll Call: (Present unless noted) Quorum present

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- President Rick Gardner – American Legion Post 675
 - Vice President Bernie Boeger – American Legion Post 459 **Excused*
 - Treasurer Norm Meier – American Legion Post 459
 - Secretary Jerimy Weatherly – American Legion Post 395
 - Alternate Brian Clason – American Legion Post 395 **Absent*
 - Alternate Joe West – American Legion Post 675
 - Delegate Ken Havelka – American Legion Post 489
 - Alternate Paul Hejnar - American Legion Post 489
 - VACKC Liaison Scott Gryder **Excused*
 - VACKC Liaison (Alt) Matt Kellogg **Excused*
 - Superintendent Chad Lockman
 - CVSO William Sutton

Guests and concerned citizens:

- ❖ Rob Bailey – Montgomery VFW Post 7452
- ❖ Mike Iwanski - Montgomery VFW Post 7452

Commission Officer's Reports

- ❖ President – Reviewed correspondence; Thank-you cards from scholarship recipients and Luckinbill Family – Motion to accept by Alternate Hejnar, second by Delegate Havelka, all in favor.
- ❖ Secretary – Motion by Alternate West, 2nd by Delegate Havelka, all in favor to accept April 3rd minutes as read
- ❖ Treasurer – April and May First National Bank statements furnished to body. Motion to accept report by Alternate West, 2nd by Delegate Weatherly, all in favor to accept balance of \$34,301.80.

Committee Reports

Bylaws – Chairman of Bylaws Committee, Delegate Weatherly apologized for not having recently-suggested changes prepared for body. Discussed legalities regarding non-county posts being afforded voting rights on the VACKC.

Superintendent's Report

- William Sutton completed VA accreditation training on April 12th
- VAC Staff attained annual CEUs at NACVSO conference in Cleveland June 2 – 5
- VAC Staff maintaining regular presence in the community via benefit presentations, social media, and radio; flagship website complete www.kendallvets.org
- 2019 Golf Outing (Golf Fore Vets); Net profit of **\$12,176.22; 80 golfers, 49 sponsors**
- VA Work-Study Jorge Arciniega finished undergraduate degree at Lewis University upon completion of VACKC internship
- VACKC participation in Oswego Area Chamber of Commerce Golf Outing on May 30th; made many community contacts
- VACKC Staff attended IACVAC/IACO conference in Springfield April 8 – 9
- VACKC went live with new client management software, VetPro on April 15th; enabled direct upload and is compliant with HIPPA and privacy
 - Data migration - \$5,495 ; 3 users - \$3,000
 - Initial setup – Waived; Existing software discount - \$1,495
 - Total - \$7,000; Ongoing annual cost - \$3,000
- Consulted with attorney/veteran Bill Hotopp at no cost; review of and, suggested revisions to VACKC Bylaws to afford maximum protection under the law

Old Business - None

New Business

- VACKC advised by Superintendent that PT employee will be hired to manage social media and public relations (\$10/hr NTE 20 hrs/wk)
- VACKC Bylaws amendments tabled for further discussion
- Treasurer Meier suggested VACKC donations to Fisher House and Midwest Shelter for Homeless Veterans; No vote at this time
- President Gardner suggested VACKC donation to Community Heroes Appreciation (first responders and families); no vote at this time
- Delegate Weatherly brought-up several ideas for VACKC-funded programs, particularly community medical services; criteria unable to be articulated; no vote at this time

Good of the Commission

- Oswego Senior Center management changing hands

Closing

- Salute to Flag
- Adjournment - 7:45 PM



Minutes

Veterans Assistance Commission of Kendall County, Illinois

Meeting Date: August 19, 2019

- ❖ Called to Order: 3:02 P.M. by Rick Gardner
 - ❖ Prayer: Recited by Chad Lockman
 - ❖ Pledge of Allegiance: Led by Rick Gardner
 - ❖ Dedication: In honor of service-members serving abroad
 - ❖ Roll Call: (Present unless noted) Quorum present
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- President Rick Gardner – American Legion Post 675
- Vice President Bernie Boeger – American Legion Post 459
- Treasurer Norm Meier – American Legion Post 459
- Alternate – American Legion Post 395 **Vacant Seat*
- Delegate Brian Clason – American Legion Post 395
- Alternate Joe West – American Legion Post 675 **Excused*
- Alternate – American Legion Post 489 **Vacant Seat*
- Delegate Paul Hejnar - American Legion Post 489
- VACKC Liaison Scott Gryder **Excused*
- VACKC Liaison (Alt) Matt Kellogg
- Superintendent Chad Lockman

Guests and concerned citizens:

- ❖ Mike Iwanski - Montgomery VFW Post 7452

Commission Officer's Reports

- ❖ Secretary – Motion by Alternate Boeger, 2nd by Delegate Meier, all in favor to accept April 3rd minutes as read
- ❖ Treasurer – June and July First National Bank statements furnished to body in addition to transactions posted since last statement. Motion to accept by Delegate Hejnar, 2nd by Delegate Clason, all in favor to accept balance of \$29,322.74.

Committee Reports

None

Superintendent's Report

See attached

Correspondence – Email from veteran thanking CVSO William Sutton for his help in obtaining employment.

Old Business - None

New Business

- Appointment of Commission Secretary – Motion by Treasurer Meier, 2nd by Delegate Hejnar to appoint Superintendent Lockman as recording secretary (no voting rights afforded) for the time being. All-in-favor.
- FY-20 VACKC Budget Proposal – Motion by Delegate Hejnar, 2nd by Treasurer Meier to accept budget as proposed. County Board Liaison (Alt) Kellogg advised Commission to increase line item for medical/dental by 12% as such an increase is being projected by insurance company. Motion by Delegate Hejnar to accept budget with said modification, 2nd by Treasurer Meier. All-in-favor.
- Amendments/addition to VACKC Bylaws – Motion by Delegate Hejnar, 2nd by Vice President Boeger. Discussion regarding text modification of Section 4.20. Resolved to add the word “*may*” regarding the staggering of officer elections. Motion by Delegate Hejnar to adopt modified amendments/addition, 2nd by Vice President Boeger. All-in-favor.
- Kendall County American Legion Council; reimbursement of \$100 donated to Kendall County Fair Association – Motion by President Gardner to reimburse, 2nd by Vice President Boeger. Resolved to additionally support this cause next year with the objective of having Kendall County Fair admission discounted or waived altogether. All-in-favor.

Good of the Commission

Closing

- Prayer
- Salute to Flag
- Adjournment – 4:10 PM

SUPERINTENDENT'S REPORT – August 19, 2019

- Karylin Clevenger – Official job title change - *Assistant Superintendent*; still performing duties as *Outreach Coordinator*
- Karylin obtained VA Personal Identity Verification (PIV) card enabling her to access VA portals to track veteran claims in real-time
- William Sutton received accreditation through the VA Office of General Counsel on August 2nd; beginning process of PIV card issuance
- VAC Staff maintaining regular presence in the community via benefit presentations, Fox Valley Veterans Breakfast Club, social media, and radio
- 2019 Golf Outing (Golf Fore Vets); Additional \$586.94 received from event helper (credit card transactions)
- VACKC staff has been rotating with Kane County VAC in having a presence at the Aurora CBOC – answering questions, becoming familiar with VA staff, referrals, etc.
- On June 19th, Karylin officially became a YACC Ambassador
- On July 12th, VACKC staff visited Hines VAMC Hospice Ward to deliver care-packages; also observe conditions and patient treatment
- Also on July 12th, Karylin, on behalf of the VACKC as a member of the YACC, volunteered to photograph Yorkville River Festival Cardboard Canoe Race
- On July 18th, VACKC staff attended Kendall County CASA Golf Outing as a sponsor; community connections established
- On July 26th, Karylin attended KCHD Mental Health First Aid training; received formal training/certificate in recognizing mental distress
- VACKC staff manned Kendall County Fair 'Welcome Booth'
- On August 6th, one of our veterans had dentures put-in courtesy of Downtown Dental in Oswego; Chad visited with office staff to thank them for their kind donation; Downtown Dental will be providing cleanings/select other procedures to Kendall County veterans around Veteran's Day 2019; VACKC will be screening veterans as this is a needs-based campaign
- On August 14th, VACKC staff participated as a sponsor for the Fox Valley Marine Corps League Golf Outing
- Month of August – Chad and/or Karylin will be attending training with the Kendall County Treasurer's Office on new accounting software
- Earlier today, Congresswoman Lauren Underwood visited with VACKC staff, as well as staff-members from Kane and Dupage to find out ways that she may be able to help veterans in her district



Minutes

Veterans Assistance Commission of Kendall County, Illinois

Meeting Date: November 6, 2019

- ❖ Called to Order: 6:00 P.M. by Rick Gardner
 - ❖ Prayer: Recited by Chad Lockman
 - ❖ Pledge of Allegiance: Led by Rick Gardner
 - ❖ Dedication: In honor of veterans past, present, and future
 - ❖ Roll Call: (Present unless noted) Quorum present
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- President Rick Gardner – American Legion Post 675
- Vice President Bernie Boeger – American Legion Post 459
- Treasurer Norm Meier – American Legion Post 459
- Alternate – American Legion Post 395 **Vacant Seat*
- Delegate Brian Clason – American Legion Post 395 **Absent*
- Alternate Joe West – American Legion Post 675
- Alternate Paul Hejnar – American Legion Post 489
- Delegate Nancy Judge - American Legion Post 489
- VACKC Liaison Scott Gryder **Absent*
- VACKC Liaison (Alt) Matt Kellogg **Absent*
- Superintendent Chad Lockman

Guests and concerned citizens:

- ❖ Jim Hill – Plano American Legion Post 395
- ❖ Todd Latham – Sandwich VFW Post 1486

Commission Officer's Reports

- ❖ Secretary – Motion by VP Boeger, 2nd by Alternate West, all in favor to accept August 19th minutes as read
- ❖ Treasurer – August, September, and October First National Bank statements furnished to body; Motion to accept by Delegate Judge, 2nd by Alternate Hejnar, all in favor to accept balance of \$29,135.74.

Committee Reports

- ❖ FY-20 Scholarship Committee formed; Delegate Judge, President Gardner, Delegate Clason, Lynn White; Committee to meet prior to year-end to make policy adjustments/clarifications

Superintendent's Report - Motion by Alternate Hejnar, 2nd by Alternate West to accept Superintendent's Report as read, all-in-favor to accept; see attached

Correspondence – None

Old Business

- Review of VA Mission Act

New Business

- Motion by VP Boeger, 2nd by Alternate West to retain current President, VP, Treasurer, and appointment of Delegate Nancy Judge as Secretary, all-in-favor
- Motion by Treasurer Meier, 2nd by Alternate Hejnar to allocate funds for three (3) \$2,000 scholarships and one (1) \$3,000 scholarship for FY-20
- Motion by Alternate Hejnar, 2nd by VP Boeger to approve FY-20 VACKC Meeting Dates; see attached

Good of the Commission

- Oswego Veteran's Serenity Park dedication on November 10th at 2:00 P.M.

Closing

- Prayer
- Salute to Flag
- Adjournment – 7:12 P.M.

SUPERINTENDENT'S REPORT – November 6, 2019

- William Sutton obtained PIV card 10/31/2019
- VAC Staff maintaining regular presence in the community via benefit presentations, Fox Valley Veterans Breakfast Club, social media, and radio
- On September 10th, VACKC staff attended Kendall County Board Proclamation at Cedarhurst
- On September 19th, VACKC staff attended Yorkville Area Chamber of Commerce Golf Event at Blackberry Oaks
- During week of September 23rd, Karylin assisted Kendall/Grundy Community Action with LIHEAP applications at area senior centers
- On September 24-25, Karylin attended IACVAC training in Peoria, and taught a class on Medicare coordination w/VA health benefits to veteran service officers from across the nation
- On September 26th, VACKC FY-20 budget proposal presented to county board
- On October 8th, Karylin conducted a Medicare forum at the Oswego Senior Center; several follow-on appointments were arranged
- On October 24th, VACKC staff attended French Legion of Valor presentation at Plano American Legion Post 395

FY-20 VACKC Meeting Dates

- Wednesday, February 5, 2020
- Wednesday, May 6, 2020
- Wednesday, August 19, 2020
- Wednesday, November 18, 2020