



# Carroll County Veterans Assistance Commission

301 North Main Street – Mount Carroll, Illinois 61053

## CCVAC Quarterly Meeting Minutes December 15, 2016

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, Bill Hanna, and Shannon Grove. Paul Hartman of the Carroll County Board was also in attendance.

### **Posts Present**

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

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

Motion to approve September 2016 meeting minutes was made by Paul Mayer, seconded by Lyle Musselman, motion carried.

### **Agenda Approval**

Paul Mayer made a motion to approve the agenda, motion was seconded by Lyle Musselman, motion carried.

### **Old Business**

#### ➤ Lawsuit Update

- Ellis has been in contact with the Attorney 3 times since the previous meeting either by phone or email.
  - 12/15/2016 last contact was to decline attending the VAC Quarterly meeting.
  - Attorney would also be unavailable 12/23/2016 – 1/5/2017 because of vacation over the holidays.



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- Ellis and Richard to meet with Attorney if it can be arranged prior to Attorney going on vacation for the holidays.
- Ellis would like Bill Hanna to attend meeting. As an ex-officio board member, his attendance would not make the meeting a quorum.
- Lyle Musselman would like to attend as well, depending on the date.
- Legionnaire Insurance update:
  - Bill Hanna reminded everyone that Interested individuals can visit [www.thelit.com/no-cost-legioncare](http://www.thelit.com/no-cost-legioncare) for more information and that you must sign up to be covered.
- Appointment of Post Delegate and Alternate Representatives
  - Information has only been received by four posts (Lanark VFW, Thomson American Legion, Savanna American Legion, and Milledgeville American Legion).
    - Paul Mayer posted a link to the form available for posts on the VAC Website.
    - Blank forms were provided at the meeting for any post in attendance that still needed them.
    - Bill informed the Posts Representatives, the Delegate Forms must be returned by March 1, 2017 at the latest. Posts that have not submitted their forms will not be allowed to vote at the March Quarterly Meeting.
- VA Transportation
  - Iowa City transportation is up and running through a DAV van coordinated by Al Clarkson from Savanna.
    - Costs for this van are covered by donations (unclear from where) and WEX card issued by Iowa City VA.
    - Drivers are volunteers.
    - Al Clarkson made a donation to the VA in the Savanna VFW's name using county funds.
    - Receipt sent to Savanna VFW and turned over to VAC at meeting.
    - Bill Hanna stated "there are no vans available through DAV to set up the same program with Madison, Per the VA. Also, that Vans can only be used for the VA hospital they are sponsored by (cannot be used for trips to Madison)".
  - Madison VA will cost approximately \$4800 annually if run through Carroll County Transit (2 trips monthly).
    - Funding from County (if approved) would not be available until 2018 budget year.

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- Presentation would have to be made to the County Board to add a transportation line item to the budget.
  - Lyle Musselman expressed that he felt the County should transfer the existing Veteran's Transportation budget line to the VAC.
  - Ellis suggested separate Veteran's Transportation budget lines for both Madison and Iowa City, but did not feel it needed to be routed thru or administered by the VAC.
  - Paul Hartman indicated he was under the impression that the Senior Center had decided they did not want to pursue Madison transportation.
  - Bill Hanna thought the Senior Center was hesitant to make the initial funding proposal to the county, and wants the VAC to make the funding proposal. Bill will bring up the matter with Jo Lynn Cruz at the Senior Center.
  - VAC is considering grants for start-up/next year (depending on application deadlines).
  - It was suggested to do a county wide steer raffle to help with startup costs to get up and running now until budget/grants can be put in place.
  - Lee will look into costs to get a steer and processing, recommends selling tickets at \$10 each for a chance to win 1/4 of processed steer (random cuts). Would be a limited number of tickets.
  - Ellis Boughton brought up question of any fees charged to Veterans reducing funding we would need to provide (i.e. if \$5 per trip charge would be applied against \$200 trip costs).
  - Dave Lawton recommended waiting on voting on any actions until all members were present to vote.
- Donation Management Update
- Lee Gibbs stated that the original \$500 donation for homeless vets from Lanark Church appears as a line item for VAC under Memorial Fund.
  - \$1500 in additional funds have been donated to help assist homeless vets or with Christmas expenses for Veteran Families in need.
    - Need clarification for what to consider for homeless vets – i.e. prior to eviction or on already on the streets.
    - Bill Hanna suggested going back to original donors for their guidelines.



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- Ellis recommended one guidelines are established, that VAC direct them to the Memorial Fund and have the VAC step back and not assist with that any deeper.
- VAC Budget Decisions and County Actions
  - Budget presented by Bill Hanna at the October 6<sup>th</sup> County Board Meeting was mostly rejected.
    - The County Board was willing to reduce the Equipment Budget per VAC recommendation. However, they were not willing except the proposed increase in the Salary or Training Budget Line items. The County Board only approved a 3% increase in salaries.
    - Secondary Budget proposed by Gary Imel of the County Board was also rejected. He requested an increase in Mileage & Training and Wages.
- VAC Travel Policy
  - The motion to adopt the County's Travel Policy instead of creating one independently for the VAC was approved at the September 15, 2016 Quarterly Board Meeting.
    - Upon closer review, County Policy does not appear adequate for any out of state travel.
    - Ellis requested to rescind the previous motion.
    - Motion to rescind made by Lee Gibbs, seconded by Dave Lawton. Motion carried.
    - Bill Hanna will present new Travel Policy to be presented at the next board meeting.
- Election of New VAC Board
  - Lee Gibbs made a motion to suspend the Election of a new Board of Officers until the Lawsuit is completed in order to maintain a clear point of contact for the lawyer, Dave Lawton seconded the motion. Motion carried.

## **New Business**

- Wounded Warrior Project Involvement
  - Bill Hanna proposed that the VAC take the opportunity to work with Wounded Warrior Project on local events, but not donate funds.
- Veterans Treatment Court (VTC)
  - Bill Hanna advised the Board that the VAC has an important part in the VTC and should be prepared to provided benefit resources if requested, per Illinois statues.



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- Carroll County is part of the Fifteenth Judicial Circuit Court of Illinois, and, per States Attorney, Veteran Treatment Court would be administered through Stephenson County.
  - Ellis Requested Bill to keep VAC Board up to date with information regarding this.
- Facebook Page Options
- Free option to promote VAC and any upcoming Veteran related events through social media.
    - Would help to spread awareness of VAC to younger area veterans.
    - Motion was made by Paul Mayer for the creation of a VAC Facebook page and seconded by Dave Lawton, motion carried.
- Annual Election of VAC Board Members
- Election suspended until resolution of lawsuit, as noted in Old Business.
- VAC Employees Pay Issue
- Bill hanna informed the Board that at the end of October there was \$58.09 remaining in the wages line of VAC budget (Budget line can be verified in October's Monthly Report). Previous inquiry had given the impression that if the bottom line of the budget was not exceeded, funds could reasonably be taken from one line item to cover another. Paul Hartman will discuss using other line item funds with Kevin Reibel.
    - On November 8<sup>th</sup>, Bill Hanna was notified that only \$58.09 would be available for payment of wages to be issued on 11/9 (for hours worked October 16-29), and it would be divided between the two VAC employees. No further funds would be available until the new budget year.
    - After research by both County and Bill Hanna it was determined that Steve and Caroline Phillips may have been over paid at the end of their time with the VAC and that the initial wages set up for Bill Hanna and Wayne Leonard was determined incorrectly (payroll figured 24 pay periods in a year instead of 26).
    - Ellis arranged compensation through a hardship donation for the Assistant for the 11/23 payday. Superintendent took no compensation.
    - 
    - During the week after Thanksgiving, Mike Doty spoke with Bill Hanna, saying that there had been an error with payroll, and the \$58.09 split had been issued again during the previous pay period.
    - Additionally, \$424 in “accrued funds” had been found and was being made available for the next pay period (last pay period of 2016 fiscal year) – but the mistakenly paid \$58.09 would be deducted from it.
    - Bill Hanna and Diane Powers have gone over and agreed upon the payment schedule for 2017 to keep this mistake from happening again.

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- Attorney General (AG) Complaint
  - Bill Hanna presented the proposed AG complaint. Requesting assistance from the Illinois Attorney General in regards to the Salary and Training funds allocated to the VAC by the County Board of Carroll County for the 2017 fiscal year.
    - Also, requesting the implementation of a previously agreed upon tax levy (2004) to support funding of VAC services.
    - Motion to file Attorney General Claim adding the payroll issues was made by Paul Mayer, seconded by Lyle Musselman. Motion carried

## **Report from Superintendent / VSO:**

- Superintendent presented the Quarterly and Annual report.
  - FY2016 annual report included a comparison with FY2015 annual report activity.
- Office
  - Office Hours changed to 1-5 M/W/F. T/Th hours are available for appointments, Home visits, or and Facility visits, as needed.
    - Neither phone nor foot traffic showed any increase during the three months the office was open and staffed on T/Th.
    - W/F traffic in office did show higher volume, making better use of two people in the office.
    - T/Th/Weekends/After Hour appointments remain available on an as needed basis by appointment.
  - Purchased a ceramic floor heater for the office due to inconsistent heating issues in the office.

**Public Comments:** None

**Executive Session:** None

## **Adjournment:**

Motion to adjourn made by Paul Mayer, seconded by Lyle Musselman, motion carried.  
Adjourned at 9:42 pm

Minutes submitted by Shannon Grove  
Administrative Assistant

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Minutes Reviewed by Willian Hanna  
Superintendent  
CCVAC