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Office Hours:
Monday- Friday
8:30 a.m.- 4:30 p.m.

4TH QUARTER 2023 ANNUAL COMMISSION MEETING AGENDA

DECEMBER 21, 2023

1. Call to Order / Pledge of Allegiance / Prayer
2. Roll Call for Quorum of Duly Appointed Membership Delegates and Alternates
 - a. Consideration and approval of September 21, 2023, 3rd Quarter membership meeting minutes.
 - b. Consideration and approval of the Annual Commission Report containing the transactions that the Superintendent deemed to be of interest to the organization and the people of the State. The Annual Report is to be submitted on or before the first day of January of each year to the Governor and to the County Board Chairman. It is then to be posted online (330 ILCS 45/8) (from Ch. 23, par. 3088).
 1. Madison County Auditor's check registers - Treasurer Ken Morales as reported to the full Commission membership.
 2. Madison County Auditor's financial reports - Treasurer Ken Morales as reported to the full Commission membership.
3. Information and Activity deemed to be of Interest to the Commission since the last Membership Meeting
 - a. 2024 VACMC Budget of \$979,005.00 passed the County Board on November 15, 2023. This represents an overall decrease of -5.4% from the VACMC 2023 Budget and is much less than the minimum .02% or \$1,361,989.02 of the equalized assessed valuation of all property of the County of Madison as per (305 ILCS 5/12-21.13) (from Ch. 23, par. 12-21.13) and if needed the levy not to exceed .03% or \$2,042,983.53 of the assessed value annually on all taxable property of the county as per (55 ILCS 5/5-2006) (from Ch. 34, par. 5-2006).
 - b. New Hires: The VACMC hired Administrative Assistants Alexis Hoops, Kimberly Hoelsing, and Melissa Biegener.
 - c. President Ronnie Hicks completed his Annual Superintendent Evaluation. He determined that Superintendent Lavite exceeded expectations and is performing his duties in a manner consistent with and toward the accomplishment of the stated goal of the Military Veterans Assistance Act (MVAA) (from VACMC Bylaws ARTICLE IV OFFICERS Section 6. President).
 - d. All VAC Staff will receive a 2.25% annual raise.
 - e. IACVAC Winter Conference will be held in East Peoria, IL, January 10-12, 2024. Superintendent Lavite and Veteran Service Officer Timothy Turner will attend.
 - f. NACVSO Annual Conference will be held in Denver, CO, May 13-17, 2024. Superintendent Lavite will attend with possible veteran service officers to be determined.
 - g. Fiscal Year 2024 IACVAC delegate will be Ronnie Hicks, and alternate will be Earl Watts.
 - h. Bylaws of The Veterans' Assistance Commission of Madison County, Inc., enacted on September 21, 2023, will be distributed to members and posted online.
 - i. The Interim and/or Emergency Veterans' Financial Assistance Software application, being developed by EMK Consulting, LLC, has moved to the next phase. EMK Consulting attended a scheduled visit on November 16, 2023, to discuss refinement and testing.

4. Unfinished or Old Business
 - a. Merit Increases. On April 7, 2021, the Executive Board resolved to correct previous years' merit increases for Superintendent Bradley Lavite, which he did not receive in 2012, 2014, and 2019. The resolution also addressed the issue moving forward to ensure increases would be awarded on an annual basis at the discretion of the VAC Executive Board. With the passage of the new amendments to the MVAA, a membership vote is needed to ratify the 1.5% annual merit increase that was supposed to occur in 2022 (\$1,551.89), to approve the 1.5% annual merit increase for 2023 (\$1,590.58), as well as to approve a 1.5% annual merit increase for FY 2024 (\$1,623.62). Resolution 22-2, unanimously passed on August 3, 2022, approved an increase of the Superintendent's salary to \$153,655.00; however, Superintendent Lavite chose to forgo that salary increase at that time.

5. New Business

- a. Adoption Fiscal Year 2024 Commission Meeting Dates. In accordance with §2.02 and §2.03 of the Open Meetings Act, notice of the date, the time, and the place of regular membership meetings shall be posted to the VACMC's website and posted in the VACMC office at the beginning of the operating year after the same are established at the annual meeting in December of each year (from VACMC Bylaws ARTICLE II MEMBERS Section 9. Notice and Agenda of Meetings).
- b. Nominations and Elections of Board Officers and Directors.

Voting by Roll Call. Voting on any question or in any election may be by voice, unless the presiding officer shall order or any member, acting through its duly selected delegate or alternate (if any) as the case may be, shall demand that voting be by roll call (from VACMC Bylaws ARTICLE II MEMBERS Section 14. Voting by Roll Call).

All directors serve a term of four (4) years, that the directors' terms begin at the time of their election, and that the four (4) at large directors serve staggered terms (from VACMC Bylaws ARTICLE III DIRECTORS Section 2. Number, Tenure, and Qualifications of Directors).

The officers of the Corporation shall be elected at an annual meeting of members. The term of each officer is four (4) years, and the next election of officers will be held at that annual meeting and every four (4) years thereafter (from VACMC Bylaws ARTICLE IV OFFICERS Section 3. Election and Term of Office).

1. President Ronnie Hicks: Expiring 12/31/2027 for a 4-year term.
2. 1st Vice President Earl Watts: Expiring 12/31/2027 for a 4-year term.
3. 2nd Vice President Mark O. Nelson: Expiring 12/31/2027 for a 4-year term.
4. Recording Secretary Kate Broadhurst: Expiring 12/31/2027 for a 4-year term.
5. Correspondent Secretary Larry Meisenheimer: Expiring 12/31/2027 for a 4-year term.
6. Treasurer Ken Morales: Expiring 12/31/2027 for a 4-year term.
7. Corporate Registered Agent Vernon LeClaire: Expiring 12/31/2027 for a 4-year term.
8. Director Donald Scheyer: Expiring 12/31/2027 for a 4-year term.
9. Director Nominee David Cobbel: Expiring 12/31/2025 for a 4-year term, completing the current term of Mike Harbison.
10. Director Nominee Alonzo Skipper: Expiring 12/31/2024 for a 4-year term, completing the current term of Wayne Able.

The chairperson will call to determine whether there are any other nominations. If none, the chairperson will call for a voice vote electing the above nominees/volunteers. If there are other nominations, the chairperson will call for a voice vote on all officers and/or directors where there is no opponent, and then the chairperson will call for a roll call vote on those positions where there are other nominees.

- c. By this agenda, and per the MVAA, every January 1, all Veterans Assistance Commissions shall publish a notice to each veterans service organization (VSO) within their respective county calling on them to select delegates and alternates for that county's Veterans Assistance Commission. The Veterans Assistance Commissions shall allow each veteran

service organization until March 1st to respond, at which time those selected and duly appointed delegates and alternates shall begin their term of office with full voting rights. Once selected, delegates and alternates are bound by the Public Officer Prohibited Activities Act (330 ILCS 45/9) (from Ch. 23, par. 3089).

Members of this Commission are the various VSOs who submit their selection of their representative delegate and alternate (if any) prior to the statutory deadline of March 1st of each year, provided those VSOs submitting their selections constitute a majority of all VSOs within Madison County, Illinois, for the applicable operating year (from VACMC Bylaws ARTICLE II MEMBERS Section 1. Definition).

Notice for and selection of delegates and alternates to represent the members shall be made in accordance with §9(a) of the MVAA. To assure that all such delegates are “duly appointed,” all VSO selections/appointments must be submitted in writing to the correspondent secretary on or before March 1st of each year for incorporation into a record voting list for the March membership meeting. Delivery of the selection to the VACMC office will be considered submission to the correspondent secretary. Such written submission must be signed by a duly authorized officer of the VSO; and, whether expressly incorporated therein or not, by signing, such representative will be deemed to attest to the facts that (i) the VSO has a minimum of 15 paid members, and (ii) the selection/appointment of the delegate and the alternate (if any) was done in accordance with all applicable rules and requirements of that VSO (from VACMC Bylaws ARTICLE II MEMBERS Section 2. Members’ Selection of Representative Delegates and Alternates).

An Annual Delegate/Alternate Certification Form to be provided will be made available online and upon request to facilitate VSO selections/appointments. Use of the form is strongly encouraged, but it is not mandatory.

- d. The chairperson will ask representatives of the members if they wish to be recognized for the purpose of any new matters they want the membership to address. Issues pertaining to personnel matters, religion, or partisan politics will not be tolerated.
- e. Open Meetings Act opportunity for public address.

6. Adjournment

Next Meeting Date and Time:

1st Quarter Commission Meeting - March 14, 2024, at 6:30 p.m. (tentative to adoption of Fiscal Year 2024 Commission Meeting Dates)