



VETERANS ASSISTANCE COMMISSION OF COOK COUNTY

Executive Board Meeting Minutes

22 August 2024

Location:

American Legion Post 36

1291 Oakwood Ave, Des Plaines, IL 60016

(Executive Board Members): Frank Gutierrez (*President*), William Browne (*1st Vice President*), Dutch DeGroot (*2nd Vice President*), Robert Arciola (*Treasurer*).

At Large Board Members: Greg Jacobs, Wayne Kern, John Steciw. Non voting **Appointees** Jim Parker (*Secretary*), Kevin Ake (*Chaplain*), Gina A. LoGalbo (*Judge Advocate*), Lorenzo Fiorentino (*Sargent at Arms*). Elizabeth Soto (*Superintendent*)

I. Welcome – President Frank Gutierrez.

a. Call to order at 1802 hrs.

b. Roll Call/Quorum – 2nd VP DeGroot called the roll of Board

Members and announced that six elected members present in person (Frank, Dutch, Robert, Wayne, Greg and John) (quorum met) and one elected member attended via Zoom (William). Also, appointed members Parker, Kevin (tardy arrival), Lorenzo and Elizabeth attended in person and Gina attended via Zoom.

c. President Gutierrez announced there were two guests in attendance: Josh Herman, our attorney, and Pat Flannigan Commander of American Legion Post 36

II. Opening

a. Prayer/ Reflection – Chaplain Kevin Ake.

b. Pledge of Allegiance.

III. Consent Agenda –President Gutierrez.

a. Approval of Minutes of July 15, 2024 E B meeting was tabled until the next meeting..

IV. Public Comment for Items Not on the Agenda.

a. None

V. Concerns about hiring new employees.

a. There was some discussion but it was decided that we would any serious discussion to a future meeting where we should have more time.

VI. Approval of revised Budget – Superintendent Elizabeth Soto.

a. Frank made a motion, duly seconded, to approve the revised budget proposed by Superintendent Soto for 2025 in the amount of \$2,918,141.00 After some discussions regarding the allocations of certain budget items and the total budget amount, the motion was approved by unanimous voice vote. That budget is attached hereto as Exhibit A and is a part of these minutes.

VII. New Business – President Gutierrez. None.

VIII. Good of the Order – President Gutierrez.

a. Joshua Herman requested the floor to discuss certain matters appropriate for discussion in Executive Session.

b. Upon a proper Motion by 2nd VP DeGroot, duly seconded, and approved by unanimous voice vote, the meeting went into Executive Session.

IX. Adjournment

a. Next VACCC Membership Meeting – Tuesday, September 24, 2024 at Post 1941, 900 La Grange Road, La Grange, IL.

b. Upon a proper Motion by 2nd VP DeGroot duly seconded, and approved by unanimous vote, the meeting was adjourned at 1950hrs.

Submitted by *Jim Parker, Secretary*

Sal/Wag of Reg Employees	\$ 1,200,030.00	<p>Superintendent \$135,000.00 Deputy Superintendent \$115,000 Manager, Finance & Bus. Ops. \$105,162 Manager, VSO \$ 105,162, Manager, Comms & Outreach \$105,000 Executive Assistant Restructured to Administrative Assistant IV \$77,928 Communications & Outreach Coordinator \$65,302 Business Operations Specialist \$84,048 Veteran Service Caseworker \$65,900 (1 of 2) Veteran Service Caseworker \$65,900 (2 of 2) VSO current X3 \$65,900 Administrative Assistant IV \$77,928 VSO \$65,900 additional-14 HR Consultant \$70,000 Files Manager \$60,000 Outreach Coord. \$60,000</p>	<p>Original Request: \$2,322,630.00 31 positons reduced to 14 Only 3 additional add ons for FY25 (55% Decrease in staff requests)</p>	48% Funding Request Decrease
Turnover Adjustment	Pending	Loaded By DBMS		
Furlough Day Adjustment-Budget Entry	Pending	Loaded By DBMS		
Sal/Wag of Regular Employees	Pending	Loaded By DBMS		
Salaries and Wages Employees With Benefits	Pending	Loaded By DBMS		
Planned Overtime Compensation -Busdget Entry	Pending	Loaded By DBMS		
Planned Overtime Compensation	Pending	Loaded By DBMS		
Mandatory Medicare Cost - Budget Entry	Pending	Loaded By DBMS		
Mandatory Medicare Cost	Pending	Loaded By DBMS		
Group Life Insurance - Budget Entry	Pending	Loaded By DBMS		
Group Health Insurance-Budget Entry	Pending	Loaded By DBMS		
Group Dental Insurance-Budget Entry	Pending	Loaded By DBMS		
Unemployment Compensation- Budget Entry	Pending	Loaded By DBMS		
Vision Care Budget Entry	Pending	Loaded By DBMS		
Group Pharmacy Insurance- Budget Entry	Pending	Loaded By DBMS		
Insurance Benefits	Pending	Loaded By DBMS		
Transportation and Travel Expenses-Budget Entry	\$ 20,000.00	<p>The transportation reduced for 7 staff: 1-Superintendent 1- Manager Veteran Services 3-Veteran Service Officer 1-Manager, Communications and Outreach 1-Communications and Outreach NACVSO for 5 (not including 2x Outreach) Training for 6 days Springfield mileage: \$308.00 Hotel: \$110.00 Food: \$68 =\$6,880 Louisville, KY: Flight Roundtrip: \$500 Hotel: \$155.00 Food: \$80 = \$7,050 Total VSO Needed: \$13,930 Outreach x2 Budget Current Outreach for 6 months fo 1 staff has been \$922.89 Year= \$1,845.78 x 3 (Superintendent + 2 Outreach)= \$5,537.34 \$532.66 Unforseen Travel Exepenses Total needed: \$13,930+ \$5,537.34+\$532.66= \$20,000.00 minimum needed</p>	<p>Original Reques: \$136,000.00 Transportation & Travel for 25 positions (\$2,800 per employee /annual) + Hotel Stay/VSO Training \$60,000, Hotel Stay/ IACVAC Annual \$3,000, Hotel Stay/ IACO Annual \$3,000 VSO</p>	85% Funding Request Decrease
Personnel Services (Training Program Staff)	\$ 12,500.00	VSO's x4: \$2,000+ Admin x2 \$2,000+ Financex2: \$2,500 Outreach x2: \$2,000 Super& Dep Super \$4,000 Total: \$21,500	Original Reques: \$21,500.00	42% Funding Request Decrease
Communications Services	\$ 4,063.00	DBMS Auto Input / Will Remain the Same		
Postage	\$ 2,000.00	Will Remain the Same		
External Graphics nad Reproduction Services - Budget Entry	\$ 12,600.00	Purchase of marketing materials reduced Business Cards for 12 Staff: \$600 Reproduction Services: Marketing Materials: \$12,000.00	Original Request: \$150,000.00	92% Funding Request Decrease
Special or Coop Programs- Budget Entry	\$ 959,728.00	Direct Disbursements to Veterans will remain the same as FY24		
Office Supplies - Budget Entry	\$ 19,320.00	VAC currently expends \$1,200 bi-monthly for 3 staff X Triple 1/2 added staff: \$15,000 + Water:\$4,320	Original Request: \$60,000.00	75% Funding Request Decrease
Maintenance and Subscriptions Services	\$ 1,500.00	Water \$4,320 (Moved to Office Supplies) Website \$500, IACVAE Memberships (Moved to Pro Tech Fees) \$500, NACVSO (Moved to Pro Tech Fees) \$500, Legal Fees \$25,000 (Moved to Legal Line Item) Annual Memberships \$ 1,000	Original Request: \$31,820.00	95% Funding Request Decrease
Operations and Maintenance	\$ 100,000.00	Transportation Service \$500,400 (Moved to Professional Services) Digitizing Service \$100,000 , VAG Economic and Development Center- \$2,800,000 (Moved to Professional Services), Project management- \$60,000 (Moved to Professional Services)	Original Request: \$3,460,400	97% Funding Request Decrease
PROFESSIONAL TECH MEMBERSHIP FEES (NEW LINE ITEM)	\$ 1,000.00	IACVAC: \$500, NACVSO: \$500		
PROFESSIONAL SERVICES - BUDGET ENTRY (NEW LINE ITEM)	\$ 560,400.00	Transportation Service \$500,400 (Pending Procurement Approval), Digitizing Service \$100,000 (VAC will pursue County wide digitized Initiative), VAC Economic and Development Center- \$2,800,000.00 (VAC will seek other grants for VAC-EDC) Project management \$60,000		
LEGAL	\$ 25,000.00	Legal Fees		
TOTAL REQUEST	\$ 2,918,141.00		Original Request: \$7,148,141.00	59% Funding Request Decrease