

**MINUTES from SPECIAL MEETING OF
EXECUTIVE BOARD
OF THE
VETERANS ASSISTANCE COMMISSION
Called by Chairman John Fulton
FOR
January 31, 2018
TIME: 4:30 P.M.**

1. Call to Order
2. Opening Ceremony – Pledge of Allegiance
3. Roll call of Officers
Present: John Fulton, Stan Olenjack, Rich Kuyper, Don Anderson, John Surprenant, Mike Pitts, Ed Peters, Bruce Wood, Mike Peeken
4. Motion to Enter Executive Closed Session As Per 5ILCS120/2(CH. 102, par. 42)
A motion was made to go into Closed Executive Session by Don Anderson, 2nd by Ed Peters.
Motion carried.
5. Executive Closed Session:
 - a. ((Policy and Procedures))
The VACKC was formed in 1987, with guidelines set forth to follow county policy and procedures...following the Employee Policy and Procedures handbook since its inception. A motion was made by John Surprenant, 2nd by Rich Kuyper to reaffirm the County Employee Policy and Procedures for office personnel. There was no further discussion, motion carried. (See Attached)
 - b. ((Hiring))
The need to fill the Superintendent position was discussed. The Applicants from last time will all be called and invited to reapply. Applications will only be available in the office (as we cannot use the County apps). The job description will be reviewed and approved by Chair and Vice Chair. The job posting will be put out by Friday. It will be put in the Daily Journal and online. The County will put it out for posting also. The posting will be put up until the following Friday. The Executive Board will review as a whole, interview everyone, and have handwritten vote for the Superintendent. Interviews will be set for Thursday and Friday of the following week. An Executive Closed session will be set for the next have the voting and offer for new Superintendent. Motion of above proposed by Mike Peeken, 2nd by Rich Kuyper, motion carried.
 - c. ((Budget Line Item))
It was suggested that an amendment be made to our budget for the current year to add legal fees. If there is a need for an attorney – outside the County’s States Attorney - a motion was made by Mike Pitts, 2nd by John Surprenant to have an amendment for legal fees to be added in the amount of \$10,000 if there becomes a need to have legal counsel available. There was no further discussion, motion carried.
Bruce Wood made a motion, 2nd by Mike Pitts to give Karen temporary duty pay – retro to December 1 for \$51000 for the Superintendent’s absence. To be revisited after hiring and training of the new Superintendent. There was no further discussion, motion carried.
6. Motion to Exit Executive Closed Session
Don Anderson made a motion to come out of Executive session, 2nd by Stan Olenjack. There was no further discussion, motion carried.

7. Go into Executive session to review claims and hear appeals as per 5

ILCS 120/2 ©(4)

Rich Kuyper made a motion to go into Executive Session, 2nd by Mike Pitts. There was no further discussion, motion carried.

- a. ((review financial assistance claims for November and December))

8. Motion to Exit Executive session

Mike Pitts made a motion to come out of Executive session, 2nd by Rich Kuyper. There was no further discussion, motion carried.

9. Approval of November and December Veterans Financial Assistance Claims

A motion to approve November and December Financial assistance claims was made by Mike Pitts, 2nd by Ed Peters. Motion carried.

10. The new bus is here. Karen asked permission to get it lettered and for a budget. Three bids will be obtained. Mike Peeken made a motion to allow Karen to select the best bid and design and get it taken care of, 2nd by Rich Kuyper. There was no further discussion, motion carried.

11. NABVETS is celebrating 6 years. Karen would like to place a full page ad \$100 in their program book for the evening. Mike Pitts made a motion, 2nd by Don Anderson to go ahead and place the ad. Motion carried.

12. Motion to adjourn

A motion to adjourn was made by Stan Olenjack, 2nd by Ed Peters. There was no further discussion, motion carried.