

Approved 5/21/12

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

VAC COMMITTEE

Monday, March 12, 2012

**Brookens Administrative Center, Lyle Shields Meeting Room
1776 E. Washington St., Urbana**

MEMBERS PRESENT: Astrid Berkson, Lloyd Carter, Stephanie Holderfield, Stan James, Ralph Langenheim (Chair)

MEMBERS ABSENT: None

OTHERS PRESENT: Deb Busey (County Administrator), Ron DuFrane, James Ellis (Rantoul VFW Post 6750), Brad Gould (Urbana VFW Post 630), Ron Hubert (Champaign VFW Post 5520), Kay Rhodes (Administrative Assistant), C. Pius Weibel (County Board Chair)

Call to Order

Langenheim called the meeting to order at 4:32 p.m.

Roll Call

Berkson, James, and Langenheim were present, establishing the presence of a quorum.

Approval of the Minutes

MOTION by James to approve the January 23, 2012 meeting minutes; seconded by Berkson. **Motion carried with unanimous support.**

Approval of Agenda/Addendum

MOTION by Berkson to approve the agenda; seconded by James. **Motion carried with unanimous support.**

There was no public participation.

Holderfield entered the meeting at 4:38 p.m.

Berkson felt some veterans who received a general discharge should receive assistance as well. She explained some are given general discharge because they have personality disorders and some of these are caused by brain injuries. Gould stated normally general discharges occur during the first 180 days due to the inability of an individual to conform. James said the Champaign County Veterans' Assistance Bylaws were based on the Illinois Statutes and Article II, Purpose-Section I refers to *honorably discharged veterans of military service and their*

families. James pointed out they changed the verbiage they would be in conflict with the State Statutes. James added that the Commission would need to present an annual report to the State of Illinois. Busey stated the proposed bylaws were created based on the statutory requirements on page 16-section 2 are written as follows:... *for the assistance of military veterans, who served in the Armed Forces of the United States, whose last discharge from the service was honorable to be eligible for assistance,...* She said the committee should list any concerns they had because the next step would be to forward the bylaws to the States Attorney for review to ensure complete compliance with the statutory requirements.

Carter entered the meeting at 4:44 p.m.

James stated he had contacted the Illinois Attorney General's office and made inquiries. He said they would provide some information on benefits and disbursements. James explained the Office of the Attorney General had indicated that once the bylaws are set, the County should provide a copy to their office.

James said page 4-section 7, which states *the superintendent and any employee, may be bonded in the amount recommended by the Commission...* should be reviewed. He also pointed out a typo in the paragraph after section 4 on the same page. James talked about the salaries for secretary and superintendent and recommended a lower salary to begin with because he felt that the recommended salary of \$40,500 was too high. DuFrane explained the salary was based on that of comparable counties. Busey recommended that the verbiage *...and approved by the County Board...* be added to section 8. Busey explained the position would go through the established salary administration process to determine an appropriate recommendation. Langenheim asked for the approximate number veterans who had received assistance in the past year. Hubert estimated 6-8 per week depending on the time of year. **MOTION** by Carter to add *...and approved by the County Board...* to page 4-section 8 of the bylaws; seconded by Berkson. **Motion carried with unanimous support.**

MOTION by Holderfield to add the verbiage *...and approved by the County Board...* to section 2-article 10 of the bylaws; seconded by James. **Motion carried with unanimous support.**

Berkson recommended the purchase of a software program to use in lieu of an administrative assistant. Holderfield wanted a dollar amount for all the extras that would be supplied by County. Busey explained that copiers, phones, and paper are all centralized. She explained the largest impact would be staffing and assistance. Berkson wanted to add the purchase of a software package to the budget. Busey said they could talk to other counties to see what they use. James wanted an estimate on the cost of the office space that the County would provide.

MOTION by James to recommend to the County Board the establishment of the Champaign County Veterans' Assistance Commission based on the amended bylaws; seconded by Carter. **Motion carried with unanimous support.**

Busey has a job questionnaire to fill out and then job content evaluation committee will review. **MOTION** by Holderfield to send request to the Policy Committee to submit proposed positions to the Job Content Evaluation Committee for classification, evaluation, and position description development; seconded by Berkson. Busey explained the County has a job questionnaire that would need to be filled out and then the Job Content Evaluation Committee would review it and make their recommendations to the County Board. **Motion carried with unanimous support.**

The next meeting would be to recommend a budget for the Commission and the meeting date was deferred.

The meeting adjourned at 5:19 p.m.

Respectfully Submitted,

Kay Rhodes
Administrative Assistant