



**Veteran's Assistance Commission
Cheryl Walker, Superintendent**

**Champaign County Veteran Assistance Commission
Meeting Minutes**

Date: Wednesday, September 17, 2025, 6:00 PM

**Location: Bennett Administrative Building, Jennifer Putnam Room
102 E. Main Street, Urbana, Illinois 61802**

1. Call to Order

Board President Timothy T. Tyler called the meeting to order at 6:00 PM.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

The following members were present:

- David Murphy, Board Vice President
- Leonard Gray, Board Member
- Mattie Gray, Board Secretary
- Adam Yay, Board Member
- Jeff Wilson, Champaign County Board–CCVAC Liaison
- Cheryl Walker, Superintendent
- Timothy T. Tyler, Board President

4. Introduction of Guests/First Attendees

No first-time guests or attendees were present.

5. Approval of July 2025 Board Meeting Minutes

- Motion to approve: David Murphy
- Second: Leonard Gray
- Motion passed unanimously.



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6. Public Comments

- Jeff Wilson offered birthday wishes to the United States Air Force, recognizing its anniversary.
- David Murphy raised concerns regarding emergency funding for eviction cases involving families with small children. Superintendent Walker noted a rise in eviction requests and detailed a September case involving a \$2,665 eviction notice where the family included small children. Emergency funding was used to keep families housed.

7. Superintendent Report

Superintendent Cheryl Walker presented the monthly report:

- Calls/Emails: 121 phone calls, 122 emails, 35 office visits.
- Funding Assistance: \$9,636 distributed, including rent (\$1,900), mortgage (\$851), utilities (\$4,135), and emergency funds (\$2,750). A total of 32 veterans were assisted.
- Claims/Records: 3 VA claims, 1 VA application, 1 burial, 2 DD-214s, and medical record requests.
- Events/Training: Attended two veteran organization meetings, supported the Homeless Veteran Stand Down on September 6, and completed trip training.
- Memorial Wall: A county employee's lawn care equipment damaged the Veterans Memorial Wall. Superintendent Walker documented the damage and will follow guidance from Jeff Wilson to write a formal letter to the Acting Facilities Director requesting repair. Additional maintenance issues (railings, power washing, poison ivy, rust) were also noted.

8. Treasurer's Report

Superintendent Walker provided an overview of the Treasurer's Report:

- Line-item spending was reviewed; major client assistance funds included rent (\$23,413.34 remaining), utilities (\$23,025.90 remaining), and software/licensing (61% spent).
- Office supplies, equipment under \$5,000, and postage were also reported.
- Recommendation was made to include repair of flags and memorial upkeep in upcoming expenditures.
- Motion to approve Treasurer's Report: David Murphy
- Second: Mattie Gray
- Motion passed unanimously



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9. Unfinished Business

- Bylaws: David Murphy proposed additions to bylaw language regarding Treasurer's duties. Language was included in board packets for review. Motion passed to adopt the revisions into CCVAC bylaws

10. Fiscal Year 2026 Budget

- Discussion noted county-level hesitation on approving budget items and a potential across-the-board cut (3–6%).
- The FY26 budget was deferred until September 30, 2025, when county finance decisions would be finalized.
- Action: Fiscal Year 2026 budget vote postponed until November 19, 2025, meeting

11. New Business

a. Hiring of New Administrative Assistant

- Superintendent Walker explained delays due to county-level approval processes. A candidate has been identified, but the position has not yet been posted due to concerns about funding availability. The board reiterated support for hiring, with emphasis on completing required paperwork and resubmitting it to Finance.
- Motion made to proceed with the hiring process pending county approval. Motion passed

12. Good of the Commission

- Discussion on creating a community calendar to track veteran-related events.
- Upcoming dates/events noted:
 - September 19, 2025: National POW/MIA Recognition Day – Memorial Service at Post 5520, Champaign, 8:00 AM.
 - October 13, 2025: U.S. Navy Birthday (250th).
 - November 10, 2025: U.S. Marine Corps Birthday (250th).
 - November 11, 2025: Veterans Day events at local posts and memorials.
 - December 7, 2025: Pearl Harbor Day Ceremony at Lincoln Square Mall.
- Proposal for CCVAC to take leadership of the Homeless Veterans Stand Down beginning in September 2026.
- Suggestion for board members to purchase uniform polo shirts with CCVAC insignia to promote unity and recognition at community events



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13. Next Meeting

- Date: Wednesday, November 19, 2025
- Time: 6:00 PM
- Location: Bennett Administrative Building, Jennifer Putnam Room, Urbana, Illinois.

14. Salute the Flag

The meeting closed with a salute to the flag.

15. Adjournment

- Meeting adjourned at 6:59 PM.
- Motion to adjourn: David Murphy
- Second: Adam Yay
- Motion passed unanimously.

Prepared by: _____ Mattie Gray, Board Secretary

Review by: _____ David Murphy, Board Vice President

Approved by: _____ Timothy T. Tyler, Board President