



**CHAMPAIGN COUNTY BOARD
COMMITTEE AGENDA**

VAC COMMITTEE

**Brookens Administrative Center, Jennifer K. Putman Meeting Room
1776 E. Washington, Urbana
Monday, May 21, 2012 – *4:00 p.m.**

***PLEASE NOTE TIME**

CHAIR: Ralph Langenheim

MEMBERS: Astrid Berkson, Lloyd Carter, Stephanie Holderfield, Stan James

<u>ITEM</u>	<u>PAGE NO.</u>
I. <u>Call to Order</u>	
II. <u>Roll Call</u>	
III. <u>Approval of the Minutes</u>	
A. March 21, 2012	1-3
IV. <u>Approval of Agenda/Addenda</u>	
V. <u>Public Participation</u>	
VI. <u>Review of Next Steps:</u>	
a. Proposed Intergovernmental Agreement	4-8
b. Establishment of Rules and Eligibility Standards (<i>Samples provided separately</i>)	
c. Proposed Budget	9
VII. <u>Next Meeting Date</u>	
VIII. <u>Other Business</u>	
IX. <u>Adjourn</u>	

1 CHAMPAIGN COUNTY BOARD
2 COMMITTEE MINUTES
3

4
5 **VAC COMMITTEE**

6 **Monday, March 12, 2012**

7 **Brookens Administrative Center, Lyle Shields Meeting Room**

8 **1776 E. Washington St., Urbana**
9

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

12
13 **MEMBERS ABSENT:** None

14
15 **OTHERS PRESENT:** Deb Busey (County Administrator), Ron DuFrane, James Ellis
16 (Rantoul VFW Post 6750), Brad Gould (Urbana VFW Post 630),
17 Ron Hubert (Champaign VFW Post 5520), Kay Rhodes
18 (Administrative Assistant), C. Pius Weibel (County Board Chair)

19 **Call to Order**
20

21 Langenheim called the meeting to order at 4:32 p.m.
22

23 **Roll Call**
24

25 Berkson, James, and Langenheim were present, establishing the presence of a quorum.
26

27 **Approval of the Minutes**
28

29 **MOTION** by James to approve the January 23, 2012 meeting minutes; seconded by
30 Berkson. **Motion carried with unanimous support.**
31

32 **Approval of Agenda/Addendum**
33

34 **MOTION** by Berkson to approve the agenda; seconded by James. **Motion carried with**
35 **unanimous support.**
36

37 There was no public participation.
38

39 Holderfield entered the meeting at 4:38 p.m.
40

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

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

55

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

57

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

62

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

75

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

79

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

87

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

91

92 Busey has a job questionnaire to fill out and then job content evaluation committee will
93 review. **MOTION** by Holderfield to send request to the Policy Committee to submit proposed
94 positions to the Job Content Evaluation Committee for classification, evaluation, and position
95 description development; seconded by Berkson. Busey explained the County has a job
96 questionnaire that would need to be filled out and then the Job Content Evaluation Committee
97 would review it and make their recommendations to the County Board. **Motion carried with**
98 **unanimous support.**
99

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

102
103 The meeting adjourned at 5:19 p.m.

104
105 Respectfully Submitted,

106
107 Kay Rhodes
108 Administrative Assistant

109
110
111

**INTERGOVERNMENTAL AGREEMENT BETWEEN CHAMPAIGN COUNTY AND
THE CHAMPAIGN COUNTY VETERANS ASSISTANCE COMMISSION**

This Intergovernmental Agreement is made and entered into the _____ day of _____, 2012, by and between the County of Champaign, a body politic and corporate, (Hereinafter "COUNTY") and the Champaign County Veterans Assistance Commission (hereinafter "VAC"), a local governmental unit established under the Military Veterans Assistance Act (330 ILCS 45/0.01 *et seq.*) (the "Act").

RECITALS

WHEREAS, the COUNTY and VAC are public agencies within the meaning of the Illinois Intergovernmental Cooperation Act, as specified in 5 ILCS 220/1, *et seq.*, and are authorized by Article 7, Section 10 of the Constitution of the State of Illinois to cooperate for public purposes; and

WHEREAS, the COUNTY has formally recognized the VAC by County Resolution No. 8076; and

WHEREAS, the VAC provides the valuable service of administering services and benefits to qualified indigent veterans in Champaign county, and/or their families or survivors; and

WHEREAS, the Champaign County Board has established certain rules and regulations for disbursement of benefits to the eligible veterans of Champaign County through the VAC, in accordance with the provision of the aforesaid statutes; and

WHEREAS, the Act provides for the oversight and distribution of benefits to eligible veterans, and provides requirements to support salaries, office space and necessary supplies for the administration of the VAC office; and

WHEREAS, the COUNTY and the VAC are desirous of fulfilling their respective responsibilities as set forth in the aforesaid statutes;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein the COUNTY and the VAC agree as follows:

1.0 VAC RESPONSIBILITIES

The VAC shall provide services and benefits to qualified indigent veterans in Champaign County, and/or their families or survivors in fulfillment of the Act. To fulfill its statutory duties, the VAC shall:

- 1.1 Ensure that information related to the eligible veterans program is distributed and that eligible veterans are contacted.
- 1.2 Assist in completion and review of applications for assistance in a timely manner following rules and procedures outlined in the Veterans Assistance commission Program (VACP).
- 1.3 Utilize forms agreed to by the VAC and COUNTY. The COUNTY and the VAC must review and approve any changes required in the documents.
- 1.4 Maintain a complete set of records on each case that includes all documentation required for a decision on eligibility, and maintained in such a way so as to provide for proper case management and ease of auditing.
 - 1.4.1 Required Documentation: Such eligibility documentation shall include, at a minimum, appropriate evidence of the veteran's military service, proof of residency in Champaign County, and any other such information as the Act may require.
 - 1.4.2 Other Documentation: Further documentation may include, but is not limited to, social security numbers, marriage certificates, birth certificates, driver's license numbers, legal decrees and court orders, verification of income, governmental assistance program documentation, history of prior residency in Champaign county, case notes, and information on referrals to other assistance programs. These records shall be made available to the COUNTY in order that the COUNTY may fulfill its general oversight responsibility over the benefits given and funds distributed through the VAC.
- 1.5 Follow the Payment and Audit procedures as outlined hereinafter:
 - 1.5.1 Payment of Vouchers: Amounts to be paid by the COUNTY for services to veterans in connection with this Agreement shall be processed through the regular Accounts Payable system of the COUNTY> All vouchers submitted for payment by the VAC or outside service providers shall meet the requirements of the COUNTY's accounts payable system. The payment of the vouchers submitted will be predicated upon the presumption that the individual(s) receiving assistance has/have been properly determined to be eligible under the program, and that administrative costs and salaries are properly allocated to the VAC Program. All payment vouchers submitted through the accounts payable system must be accompanied with a signed statement of claim (bill). Comments of such eligibility and cost allocation will be made during periodic audits of the program.
 - 1.5.2 Purchase of Supplies: Purchases of supplies, equipment and similar goods in connection with this Agreement shall be subject to the Champaign County Purchasing Policy and all applicable purchasing laws of the State.
 - 1.5.3 Periodic Audits: All amounts paid under this Agreement shall be subject to periodic audits by the COUNTY Auditor. These audits shall be performed during normal business hours and as often as deemed necessary by the COUNTY Auditor. The Auditor shall examine and evaluate the records and systems of internal control used by the VAC to determine and account for assistance payments for eligible veterans, administrative costs,

and any other costs related to this Agreement. The audit shall be conducted in accordance with generally accepted government auditing standards. The VAC shall maintain adequate documentation to allow for the audit of all records related to this Agreement. Such documentation shall include, but not be limited to, purchase orders, supply requisitions, invoices, travel records, time documents, payroll records, client contact data, and information necessary to determine program eligibility.

- 1.6 All payment vouchers shall be jointly reviewed by the VAC Superintendent and the County Board Chair, or his/her designee, in accordance with the rules and regulations approved by the County Board for the dispensation of benefits and the Act.
- 1.7 An approved set of by-laws that do not conflict with this Agreement or the requirements of the Act.
- 1.8 An approved program description, stating: eligibility requirements; assistance provided; and operating policies and procedures that do not conflict with this Agreement or the requirements of the Act.
- 1.9 Make every effort to ensure that the VAC office is adequately staffed to provide service during the normal business days and hours of the COUNTY administration building the VAC is situated in.
- 1.10 Evidence of appropriate and adequate liability insurance for directors, officers, agents, and employees. Insurance should include Fidelity Bond Coverage for VAC employees and commissioners when appropriate.

2.0 COUNTY RESPONSIBILITIES

The COUNTY shall conform to its statutory requirements by providing the VAC with the following:

- 2.1 The COUNTY shall provide the FAC with adequate office facilities in the primary administration building of the COUNTY that are necessary to successfully operate the VAC program, including, but is not limited to, office supplies, office furnishings, computer equipment and software, stationery, postage and printing services, as provided in the Act. Any goods provided by the COUNTY for VAC use shall be made in accordance with the Champaign County Purchasing Policy and all applicable purchasing laws of the State.
- 2.2 The COUNTY shall arrange for the office to be clearly marked as being the office of the Champaign County Veterans Assistance Commission.
- 2.3 The COUNTY shall maintain the resources provided pursuant to this Agreement in the same manner and custom as the COUNTY maintains all of its administrative office facilities.

3.0 COMPENSATION & BUDGET

The COUNTY, in recognition of the VAC's performance of the services and responsibilities delineated in this Agreement, shall provide compensation on the following basis:

- 3.1 The VAC Superintendent and employees required to administer the VAC program shall be compensated as provided for in the Act. The Superintendent and other employees of the VAC shall be employees of the VAC, and are not employees of the COUNTY. The managing of payroll and benefits by the COUNTY shall not make the VAC employees of the COUNTY, in accordance with the Act. The VAC employees will be eligible for the Illinois Municipal Retirement Fund (IMRF).
- 3.2 The VAC shall present a budget request to the COUNTY that represents the expenditures for the upcoming fiscal year in accordance with the budget schedule as followed by other COUNTY departments.

4.0 GENERAL PROVISIONS

- 4.1 The laws of the State of Illinois shall govern this Agreement. Venue for the resolution of any disputes or the enforcement of any rights pursuant to this agreement shall be in the 6th Judicial Circuit Court of Champaign County, Illinois.
- 4.2 This Agreement shall be in full force and effect for a period of four (4) years, upon which it shall renew upon written consent of the parties. This Agreement may be terminated by either party with or without cause by providing sixty (60) days written notice to the other party.
- 4.3 The invalidity or enforceability of any of the provisions of this Agreement shall not affect the validity or enforceability of the remainder of this Agreement.
- 4.4 This Agreement represents the entire agreement between the COUNTY and VAC and supersedes all prior negotiations, representations or agreements, either written or oral.
- 4.5 All notices, approvals or other communications that either party desires or is required to give to the other party under the terms of this Agreement shall be in writing and shall be considered to be properly given (i) if delivered by messenger; (ii) if mailed in the United States via certified or registered mail, postage prepaid, return receipt requested; (iii) if telefaxed or telegraphed or telecopied during normal business hours; (iv) if delivered by reputable express carrier, prepaid, the next business day after delivery to such carrier; or (v) by electronic mail with a return confirmation that the electronic message was received by the user during normal business hours, addressed to such party as follows below. Either party may at any time give notice in writing to the other party of a change of name, address, or telephone or facsimile number. Notice shall be given to the parties as follows:

To COUNTY:

Champaign County Board
 Attn: County Administrator
 Brookens Administrative Center
 1776 East Washington
 Urbana, IL 61802
dbusey@co.champaign.il.us

To VAC:

Champaign County VAC
 c/o Ron Hubert, Board President
 1303 Christopher Circle #4
 Urbana, IL 61802
Ronald.Hubert@comcast.net

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first indicated above by their duly authorized representatives.

FOR the COUNTY:

C. Pius Weibel, Chair
Champaign County Board

Date: _____

ATTEST:

Gordy Hulten, County Clerk and
Ex Officio Clerk of the County Board

FOR the VAC:

Ronald Hubert, President
Champaign County Veterans Assistance Commission

Date: _____

VAC - COUNTY BUDGETING ESTIMATES

START-UP COSTS - ONE TIME EXPENDITURE	
Vetra Spec Software Program	\$2,000.00
Phone - Purchase, Setup & Installation	\$350.00
Signage	\$50.00
Computer & Printer	\$2,300.00
Office Furniture	\$2,200.00
Training	\$2,500.00
Books, Training Materials	\$500.00
TOTAL	\$9,900.00

VAC - ANNUAL General Corporate Department BUDGET	
PERSONNEL	
Superintendent	\$40,500.00
PERSONNEL TOTAL	\$40,500.00
COMMODITIES	
Office Supplies	\$150.00
COMMODITIES TOTAL	\$150.00
SERVICES	
Software Maintenance	\$1,050.00
Mileage Reimbursement	\$350.00
Dues & Memberships - IAVVAC & NACVSO	\$350.00
Relief Fund	\$80,000.00
SERVICES TOTAL	\$81,750.00
TOTAL GEN CORP FUND DEPARTMENT BUDGET	\$122,400.00
Total Annual for Other Fund Budgets	\$15,547.91
TOTAL VAC ANNUAL OPERATING EXPENSE	\$137,947.91

Impact of New Department on Other Budgets	
Health & Life Insurance	\$6,607.20
IMRF	\$4,418.55
Social Security	\$3,098.25
Self-Funded	\$923.91
Postage	\$500.00
Other Budgets Total	\$15,547.91