



Veteran's Assistance Commission
Cheryl Walker, Superintendent
VETERANS ASSISTANCE COMMISSION OF CHAMPAIGN COUNTY
EMERGENCY SPECIAL MEETING MINUTES

Date: Thursday, July 9, 2026
Time: 6:00 p.m.
Location: Putnam Room, Scott Bennett Administration Building, 102 East Main Street, Urbana, Illinois
Purpose: To review, discuss, and take final administrative action on the Fiscal Year 2027 departmental budget and personnel matters.

Present

Board Members Present: Timothy T. Tyler, Board President; David Murphy, Board Vice President; Mattie Gray, Board Secretary; John Dwyer, Board Treasurer; Mike Lueth; and Leonard Gray, Adam Yau.

Also Present: Cheryl Walker, CCVAC Superintendent and Jeff Wilson, Champaign County Board Liaison.

1. Call to Order

Board President Timothy T. Tyler called the Emergency Special Meeting of the Veterans Assistance Commission of Champaign County to order at 6:00 p.m. President Tyler advised everyone that the meeting was being recorded.

2. Pledge of Allegiance

The members and guests stood and recited the Pledge of Allegiance.

3. Roll Call and Declaration of Quorum

The Commission used the meeting sign-in sheet instead of a spoken roll call. Six Board members were present, and President Tyler declared that a quorum was established.

4. Approval of the Agenda

President Tyler asked for approval of the agenda. A motion was made and seconded to approve the agenda as presented. The motion carried.

5. Public Participation

President Tyler asked for public comments. No one asked to speak, and the meeting moved to old business.



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6. Old Business/Unfinished Business: Review and Discussion of the FY2027 Budget Proposal

President Tyler opened the continued discussion of the proposed Fiscal Year 2027 budget. The Commission reviewed the amounts discussed at the prior meeting. Stationery and printing remained at \$625. Office supplies remained at \$1,000. Medical supplies remained at \$100. Uniforms and clothing remained at \$200. Equipment costing less than \$5,000 remained budgeted at \$5,000.

The proposed client-rent line was increased from \$40,000 to \$46,000 because of emergency eviction trends. The proposed client-utilities line was also increased from \$40,000 to \$46,000. Software, licenses, and software-as-a-service costs remained at \$800. Travel remained at \$1,000. Conference and training costs remained at \$1,000. Dues, licenses, and membership remained at \$400. No Board member requested a change to those amounts.

FY2027 Budget Account	Original Meeting Document Amount	Meeting Discussion / Adjustment	Amount After Discussion
501001 Stationery and Printing	\$625	No change recorded	\$625
501002 Office Supplies	\$1,000	No change recorded	\$1,000
501006 Medical Supplies	\$100	No change recorded	\$100
501012 Uniform/Clothing	\$200	No change recorded	\$200
501017 Equipment Less Than \$5,000	\$5,000	No change recorded	\$5,000
502039 Client Rent	\$40,000	Increase by \$6,000 based on emergency eviction trend	\$46,000
Client Utilities	\$40,000	Increase by \$6,000 based on emergency assistance trend	\$46,000
Software and License & SAAS	\$800	No change recorded	\$800
502003 Travel Costs	\$1,000	No change recorded	\$1,000
502004 Conference and Training	\$1,000	No change recorded	\$1,000
502021 Dues, License & Membership	\$400	No change recorded	\$400



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Cost Analysis and Personnel Realignment Review

President Tyler presented the main points from the 39-page Cost Analysis and Personnel Realignment Review. President Tyler said the main question was not only whether Superintendent Cheryl Walker should receive a pay increase. The larger question was what type of Superintendent position and level of veteran service the Commission wanted to approve. President Tyler said the salary should match the work hours, duties, office coverage, and supervisory responsibility assigned to the position.

President Tyler recommended Course of Action 2. Under that option, the Superintendent salary would be \$70,000 only if the position changed from a 32-hour, four-day schedule to a 37.5-hour, five-day schedule. The position would also have written service and performance expectations. The Commission would keep reviewing the need for a Veterans Service Officer, an assistant, or another support position.

The review stated that the current Superintendent salary was \$54,928.64 for a 32-hour work week, or about \$33.01 per hour. The office currently has one employee and no direct reports. President Tyler recognized that Superintendent Walker had kept the office running without an assistant. President Tyler also noted that one person cannot stay in the office, answer telephone calls, attend training, conduct outreach, visit veterans, and complete claims work at the same time.

President Tyler explained that a \$70,000 salary at 32 hours per week would equal about \$42.07 per hour. That would be a 27.44 percent salary increase without more weekly hours, five-day office coverage, or direct supervision. At 37.5 hours per week, the \$70,000 salary would equal about \$35.90 per hour and would provide about 286 more work hours each year. Keeping the current hourly rate and moving the position to 37.5 hours would result in a salary of about \$64,369.50. The difference of \$5,630.50, or about 8.75 percent, could be supported by added duties, market factors, and readiness to supervise future staff.

The Commission also discussed Vermilion County. President Tyler said Vermilion County was a useful reference, but it was not a direct match. Vermilion County uses a staffed office with a Superintendent, an Assistant Superintendent, and a Veterans Service Officer, along with a Monday-through-Friday schedule. Champaign County currently uses a one-person, 32-hour model. President Tyler said a Superintendent who leads staff is responsible for assignments, schedules, training, policy compliance, performance, service quality, leave coverage, and continued operations.

The review estimated Champaign County's population at 209,972, with about 8,900 veterans. Vermilion County's population was estimated at 71,259, with about 5,600 veterans. President



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Tyler said population alone does not set a salary, but it shows the size of the service area. The Commission should continue tracking appointments, walk-ins, claims, telephone calls, outreach, facility visits, pending work, missed contacts, and periods when the office is not covered.

President Tyler reviewed the budget effect. The approved personnel budget was \$93,454.56. A \$70,000 Superintendent salary would leave \$23,454.56 in the personnel budget. A larger staffing plan that included the \$70,000 salary and restored support staff was estimated at \$108,525.92, or about \$15,071.36 more than the current personnel allocation. President Tyler said Course of Action 2 was the best immediate choice because it increased service hours, stayed within the current personnel budget, and kept open the option of adding staff later.

Board Discussion

Board members asked whether Course of Action 2 would allow the Commission to add a Veterans Service Officer or other staff member later. President Tyler said it would. Several members agreed that one person could not handle every part of the office for the long term. The Commission would need workload numbers and service records to support a later request for added staff and office space.

Superintendent Walker said the office was operating and that Superintendent Walker was doing the best possible work alone. Superintendent Walker also described problems caused by having only one employee. When the Superintendent is away, veterans may have to wait for service. Superintendent Walker also explained that the current office layout does not provide enough privacy when veterans discuss medical information, disability claims, or other private matters. Any added employee would need a separate work area or another office arrangement.

Board members praised the details in the cost review. The discussion included Champaign County's high veteran population, the possible effect of a new local veterans clinic, and the need to plan for more service requests. Members discussed using the next several months to collect clear workload data and then return to the County with facts supporting a Veterans Service Officer and any needed changes to the office space.

The Commission also discussed the number of veterans who may arrive for rent or utility assistance at the same time. Superintendent Walker described long lines, limited seating, families waiting in the hallway, and noise near other County offices. Members agreed that the public building must remain open and welcoming, but the process should be less crowded and less disruptive for veterans and other visitors. The Commission discussed whether approved clients could be reviewed less often when their financial situation had not changed.

Several members said the next position should be a Veterans Service Officer rather than an administrative assistant. A Veterans Service Officer could answer calls and complete office tasks



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but could also provide qualified veteran services when the Superintendent was sick, on leave, or attending training. An administrative employee could help with office work but could not fully replace the Superintendent's service role.

7. Action Items: Personnel Resolutions and Budget Approval

7.1 Superintendent Salary Resolution

John Dwyer moved to approve Resolution No. 2026-VAC-01 as written and presented. The resolution replaced prior personnel actions, adopted the cost analysis, and approved a \$70,000 annual salary for the Superintendent position. The salary was conditioned on changing the position to 37.5 hours per week across five service days, with written service expectations and continued review of the need for a Veterans Service Officer or other support staff. Mike Lueth seconded the motion.

President Tyler called the roll. Timothy T. Tyler, Mike Lueth, David Murphy, Leonard Gray, Mattie Gray, John Dwyer, Adam Yau each voted yes. The motion passed 7-0.

7.2 Administration Position Resolution

The Commission did not take a separate vote on an administrative position. The approved course of action did not add an administrative employee at this time. The Commission agreed to collect workload and service data and continue reviewing the need for a Veterans Service Officer, assistant, or other support position.

7.3 Approval and Finalization of the FY2027 Budget Submission

John Dwyer moved to approve and finalize the Fiscal Year 2027 budget submission as presented. The motion was seconded. President Tyler called the roll. Timothy T. Tyler, Mike Lueth, David Murphy, Leonard Gray, Mattie Gray, John Dwyer, and Adam Yau each voted yes. The motion passed 7-0.

8. Salute to the Flag

The Commission completed the salute to the flag.

9. Adjournment

David Murphy moved to adjourn the meeting. Leonard Gray seconded the motion. The motion carried, and President Tyler adjourned the meeting at 6:38 p.m.

Prepared by: _____ Mattie Gray, Board Secretary



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Review by: _____ David Murphy, Board Vice President

Approved by: _____ Timothy T. Tyler, Board President