



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

CHAMPAIGN COUNTY VETERANS ASSISTANCE COMMISSION (CCVAC)

Board of Directors Meeting Minutes

Date: Wednesday, July 16, 2025

Time: 6:00 PM

Location: Bennett Administrative Building, Veterans Assistance Commission Office
102 E. Main Street, Urbana, IL 61802

1. Call to Order

Board President Timothy T. Tyler called the meeting to order at 6:04 PM.

President Tyler advised the Board that Mark Friedman, Board Vice President, sent him a resignation on Monday, July 14, 2025, at 6:35 that stated verbatim, “Effective immediately, due to health and other concerns, I need to resign as your XO”.

2. Pledge of Allegiance

The Board stood and recited the Pledge of Allegiance.

3. Roll Call

Roll was conducted, and a quorum was declared. Members present included:

- Timothy T. Tyler (President)
- Cheryl Walker (Superintendent)
- Robbie Walker (Board Member)
- Sarah Smith (Board Member)
- David Murphy (Board Member)
- John Dwyer (Board Member)
- Mattie Gray (Board Member)
- Leonard Gray (Board Member)
- Mike Cornwell (Board Member)
- Ray Elliot (Board Member)
- No additional attendees
- No public guests.



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4. Introduction of Guests and First-Time Attendees

Guests and first-time attendees were welcomed. No formal introductions were noted for the record.

5. Approval of Minutes (April 2025)

President Tyler expressed that despite several efforts, procuring the April 2025 meeting minutes from former Vice President Mark Friedman proved challenging. He formally acknowledged that the minutes were yet to be received.

Motion: Robbie Walker moved to approve the minutes despite their absence; Sarah Smith seconded.

Vote: Motion carried.

6. Approval of Agenda

The agenda was presented for approval. Corrections were made so that Fiscal Year 2026 was annotated. Under “unfinished business”, consider, take action, and approve the Fiscal 2025 Budget” was a typo and was removed.

Motion: Moved by Mike Cornwell, seconded by Sarah Smith.

Vote: Approved unanimously.

7. Superintendent’s Report

Superintendent delivered the following statistics for July (to date):

- **137** phone calls
- **54** office visits
- **Total Assistance Disbursed:** \$6,243.73
 - Rent: \$4,364.00
 - Mortgage: \$250.00
 - Utilities: \$1,629.73
 - Food: \$50.00
- **Services Rendered:**
 - 1 burial claim
 - 9 DD-214 assists
 - 13 medical record assists
 - 44 general assists



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- 42 informational assists
- 6 denials

The Superintendent elaborated on DD-214 review challenges and noted several discrepancies including:

- “Uncharacterized” discharges
- Discharges for misconduct related to drug abuse
- DD-214s indicating “other than honorable” yet listing “benefits of honorable discharge”
- Illegible or physically damaged forms (e.g., due to water damage)

Superintendent Walker stated each case is researched thoroughly using separation codes and discharge regulations before disbursing benefits. Superintendent Walker explained that claimants are respectfully informed in writing if they are ineligible, and they are also advised on how to appeal through the board.

Motion: Robbie Walker moved to approve the Superintendent’s Report; seconded by Sarah Smith.

Vote: Approved unanimously.

8. Treasurer’s Report

The Treasurer, John Dwyer, presented the financial report, highlighting the following budget usage:

- 42% of salary and Social Security funds used
- 46–47% of IMF and related employer costs used
- Only 21% spent on office equipment
- 47% of client mental health and tuition assistance funds utilized (approx. \$30,530 remaining)
- Software licensing and Microsoft Suite costs discussed
- Noted increased costs in dues/licensing primarily due to Adobe, Microsoft, and IT expenses

Motion: David Murphy moved to approve the Treasurer’s Report; seconded by Sarah Smith.

Vote: Motion carried.

9. Unfinished Business

A. FY2026 Budget

The board clarified that the budget under discussion was for **Fiscal Year 2026**, not 2025



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(correcting a typographical error on the agenda).

Changes included:

- Software License would increase from \$450 to \$600
- Telephone expenses increased by \$50 due to hearing-impaired line
- Continued allocation for an Administrative Assistant
- Phone/Internet would increase \$500 to \$575
- No major reallocations: budget essentially carried over from FY2025

Motion: Sarah Smith moved to approve the Treasurer's Report; seconded by David Murphy.

Vote: Motion carried.

B. Bylaw Review – Treasurer Language

President Tyler stated updated bylaw language regarding the Treasurer's role had been sent to the Executive Committee. Hard copies will be printed and distributed at the next meeting.

Sent via to Executive Board on May 5, 2025:

Proposed Language: The Champaign County Veteran Assistance Commission (VAC) may establish the office of Treasurer to ensure responsible management and oversight of all financial matters.

The Treasurer shall be appointed by the Commission and serve at its pleasure. The Treasurer's primary duties shall include: receiving and safeguarding all funds of the Commission; maintaining accurate books of account; preparing regular financial reports; overseeing the disbursement of funds as authorized by the Commission; and ensuring compliance with all applicable local, state, and federal financial regulations.

The Treasurer shall report directly to the Commission, submit an annual financial statement for review and audit, and perform any additional duties as prescribed by the Commission's bylaws or as directed by the Chairperson. The Treasurer may be required to be bonded as determined by the Commission.

The board agreed that voting could occur via email once members have reviewed the language.



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10. New Business

C. Superintendent Pay Increase

The board discussed a proposed pay raise for the Superintendent:

- 10% increase = \$3.00/hour
- 20% increase = \$6.00/hour

The Superintendent explained she currently earns less than \$30/hour and requested the \$6/hour raise to offset losses in tax-exempt income from her previous military position.

The information was confirmed by John Dwyer, Treasurer, that the increase:

- Remain within the County's approved salary range
- Not impact the budget for a future Administrative Assistant
- Comply with previously adopted Champaign County pay policies

Motion: Mattie Gray motioned to approve a \$6/hour increase.

Second: Mike Cornwell

Abstention: Robbie Walker

Vote: Motion carried.

D. Hiring a Veteran Service Officer (VSO)

The board discussed the need to add an additional VSO.

E. Secretary Search

There was brief discussion on the continued need to appoint a Secretary for the VAC Board.

Mattie Gray expressed interest.

Motion: Robbie Walker motioned to approve.

Second: David Murphy

Vote: Motion carried.

F. Vice President Search

There was brief discussion on the continued need to appoint a Vice President for the VAC Board.

David Murphy expressed interest.

Motion: Mike Cornwell motioned to approve.

Second: John Dwyer

Vote: Motion carried.



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F. Good of the Commission

* John Dwyer advised that St. Joe Post 364 is having a fish fry on the dates between August 7-9, from 4:00 PM-4:30 PM at the Civil Center.

* President Tyler stressed the importance of hiring a CCVAC Administrative Assistance within 90 days.

G. Public Comments

No public comments were made.

11. Next Meeting Date

Tuesday, September 16, 2025, at 6:00 PM

Location: Bennett Administrative Building, Veterans Assistance Commission Office
102 E. Main Street, Urbana, IL 61802

12. Adjournment

Motion to adjourn made and seconded.

Time Adjourned: 6:55 PM

Prepared by:

Timothy T. Tyler

CCVAC Board President