



**VETERANS ASSISTANCE COMMISSION OF ROCK ISLAND COUNTY**

4000 46th Avenue, Rock Island, IL 61201

Phone: (309) 558-3546 or (309) 558-3547 Fax: (309) 558-3548

Todd Harlow - Superintendent

**VAC OF ROCK ISLAND COUNTY  
MARCH 12, 2025 AT 7:00 PM  
AGENDA**

Meeting called to order -----PRES. GOODWIN

Salute and Pledge to the Flag -----PRES. GOODWIN

Prayer -----BRIAN HABEL

Moment of silence for those in harm's way -----BRIAN HABEL

Reading of the Preamble of the Constitution-----PRES. GOODWIN

Roll Call -----SEC. BROWN

Minutes of the Monthly Meeting -----SEC. BROWN

Reading of Monthly Reports -----PRES. GOODWIN

County Monies Budget Report -----KEVIN KILKENNY

Emergency Relief & Medical Equipment Fund -----KEVIN KILKENNY

Relief Report -----SUPT. HARLOW

Report of members on sick list ----- SUPT. HARLOW

**AMERICAN LEGION**

Rock Island Post No. 200  
East Moline Post No. 227  
Moline Post No. 246  
Milan Post No. 569  
Port Byron Post No. 421  
Cordova Post No. 1033  
Community Post No. 1166

**VIETNAM VETERANS OF AMERICA**

Vietnam Veterans of America, Chapter 299  
Vietnam Veterans of America, Chapter 669

Korean War Veterans Association, Chapter 168

**MARINE CORPS LEAGUE**

Lincoln Detachment

**VETERANS OF FOREIGN WARS**

Willard L. Velie Jr. Post No. 2153  
Ybarra-Gomez Post No. 8890

**AMVETS**

Silvis - E. Moline Post No. 145

## **OLD BUSINESS**

Survey for IAVAC 2024 Annual Report – Harlow

VETPRO Numbers – Bigford

2024 Annual review - Silvis

IACVAC Winter meeting – East Peoria, IL – Harlow / Silvis

Review / update Organization Data Sheets (Presidents / Delegates / Alternates)

Off boarding of Administrative Assistant

Administrative Assistant job requisition / hiring

Open Meetings Act & Freedom of Information Act online training (**if needed, schedule a date / time with Erlinda to use VAC office computer**)

## **NEW BUSINESS**

Todd Harlow retirement – Harlow

New Superintendent due to retirement of Harlow -- Harlow

Budget amendment (Increasing the overall budget from \$824,813 to \$874, 813 which will include \$500,560 for staff salaries). – Harlow

Vietnam Veterans Day observance 29 MAR 2025 930AM -- Harlow

VETPRO Numbers – Silvis

Administrative Assistant job requisition / hired – Bigford

VSO position hiring – Bigford

Anonymously Grateful -- Silvis

VEAC EVENT - 27-28 JUNE 2025 Black Hawk College

Open Meetings Act & Freedom of Information Act online training (**if needed, schedule a date / time with Erlinda to use VAC office computer**)

## **OTHER BUSINESS**

None at this time

## **ADJOURN**

MINUTES OF THE MONTHLY MEETING OF THE VETERANS  
ASSISTANCE COMMISSION OF ROCK ISLAND COUNTY

**January 8, 2025**

The Veterans Assistance Commission of Rock Island County met on Wednesday January 8, 2025, at the American Legion Post 569, Milan, IL.

Treasurer Kilkenny called the meeting to order.

Treasurer Kilkenny led in Salute and Pledge of Allegiance.

Secretary Brown led the Prayer.

Secretary Brown led a moment of silence for those in harm's way.

Treasurer Kilkenny read the Preamble of the Constitution.

**ROLL CALL**

Roll call taken by Secretary Brown, showing the following members absent / present / excused:

**AMERICAN LEGION:**

AM Legion – Rock Island Post 200: No attendees this month

AM Legion – East Moline Post 227: Goodwin – Excused / Billings – Absent

AM Legion – Moline Post 246: Kastelice – Absent / Marsho – Absent

AM Legion – Port Byron Post 421: Roger Oliver – Present

AM Legion – Milan Post 569: Thompson – Present / Freymann – Present

AM Legion – Cordova Post 1033: Young – Present / Klundt – Present

AM Legion – Reynolds Post 1166: Kilkenny – Present / no alternate

**VETERANS OF FOREIGN WARS:**

Gustaf C Lannoo Post 1303 – MERGED WITH POST 2153

Willard L. Velie Post 2153: Habel – Excused / Traman - Present

Ybarra Gomez Post 8890: Ortiz – Present / no alternate

**KOREAN WAR VETERANS OF AMERICA:**

Chapter 168: Johnson - Present / no alternate

**AMVETS:** Silvis-East Moline Post 145: no primary / no alternate

**MARINE CORPS LEAGUE:**

Lincoln Del – Pollock – Excused / Meincke – Absent

**VIETNAM VETERANS OF AMERICA:**

Chapter 299: Bradley – Present / Courtney – Present

Chapter 669: Pattison – Present / Jack Brown – Present

**VETERANS ASSISTANCE COMMISSION (VAC):**

Superintendent Harlow – Present / VSO: Bradley Bigford – Present / Parris Silvis – Present / Anthony Clifford – Present.

Administrative Assistant: Erlinda Comstock – Excused.

**Treasurer Kilkenny** inquired whether everyone had reviewed November's meeting minutes. Then asked for a motion to approve. **Delegate Young** motioned to approve minutes. **Delegate Ortiz** seconded. **Treasurer Kilkenny** asked all in favor: **Aye:** All; **Nay:** 0; **Abstain:** 0. **Motion passed.**

**Treasurer Kilkenny** reviewed the November and December 2024 County Monies Budget Report, as well as the Emergency Relief and Medical Equipment Fund Reports. Also, relayed that there were no changes to the funds.

**Superintendent Harlow** went over November and December 2024 Relief Report.

**Superintendent Harlow** relayed that **Danny Newell** was hospitalized and is the only member known to be on the sick list.

**Treasurer Kilkenny** requested a motion to approve the reports. **Alternate Klundt** motioned to approve reports. **Delegate Ortiz** seconded. **Treasurer Kilkenny** asked all in favor: **Aye:** All; **Nay:** 0; **Abstain:** 0. **Motion passed.**

In review of November, 2024 VETPRO numbers, **Brad Bigford** provided the following analysis:

VETPRO #s BREAKDOWN – NOV 2024	FORM NUMBER / REPORT	TOTAL
VA HEALTH CARE	VHA 10-10EZ / EZR & d	6
APPEALS	VBA 20-0995 / 6	23
FUNERAL / DIC / PENSION	VBA 21P- 530EZ / 534EZ / 527EZ	0 / 0 / 0
INTENT TO FILE	VBA 21-0966	18
POA	VBA 21-22	29
DEPENDENTS	VBA 21-686c	7
DUTY TO ASSIST	VBA 21-4142 & a	8
FULLY DEVELOPED CLAIMS	VBA 21-526EZ	34
FILES UPLOADED	ACTIVITY & WORKLOAD REPORT	278
NEW CLIENTS	ACTIVITY & WORKLOAD REPORT	53
VA FORMS SUBMITTED	+ FAX & # OF FORMS ELECTRONIC	138
INTERACTIONS	ACTIVITY & WORKLOAD REPORT	311

*Total Award November, 2024: \$188,046.32*  
*Retroactive Pay November, 2024: \$639,114.15*

In review of December, 2024 VETPRO numbers, **Brad Bigford** provided the following analysis:

VETPRO #s BREAKDOWN – DEC 2024	FORM NUMBER / REPORT	TOTAL
VA HEALTH CARE	VHA 10-10EZ / EZR & d	10
APPEALS	VBA 20-0995 / 6	23
FUNERAL / DIC / PENSION	VBA 21P- 530EZ / 534EZ / 527EZ	2 / 3 / 0
INTENT TO FILE	VBA 21-0966	27
POA	VBA 21-22	27
DEPENDENTS	VBA 21-686c	5
DUTY TO ASSIST	VBA 21-4142 & a	14
FULLY DEVELOPED CLAIMS	VBA 21-526EZ	30
FILES UPLOADED	ACTIVITY & WORKLOAD REPORT	191
NEW CLIENTS	ACTIVITY & WORKLOAD REPORT	42
VA FORMS SUBMITTED	+ FAX & # OF FORMS ELECTRONIC	160
INTERACTIONS	ACTIVITY & WORKLOAD REPORT	302

*Total Award December, 2024: \$220,670.31*  
*Retroactive Pay December, 2024: \$893,246.63*

**Brad Bigford** announced there was an increase in Intent to File (ITF) and then inquired if there were any questions. None were raised.

**Superintendent Harlow** provided an explanation of the VA Claims appeal and Higher-Level Review (HLR) Process, indicating that Veteran Service Officers (VSOs) will notify the VA of the selected option on behalf of clients.

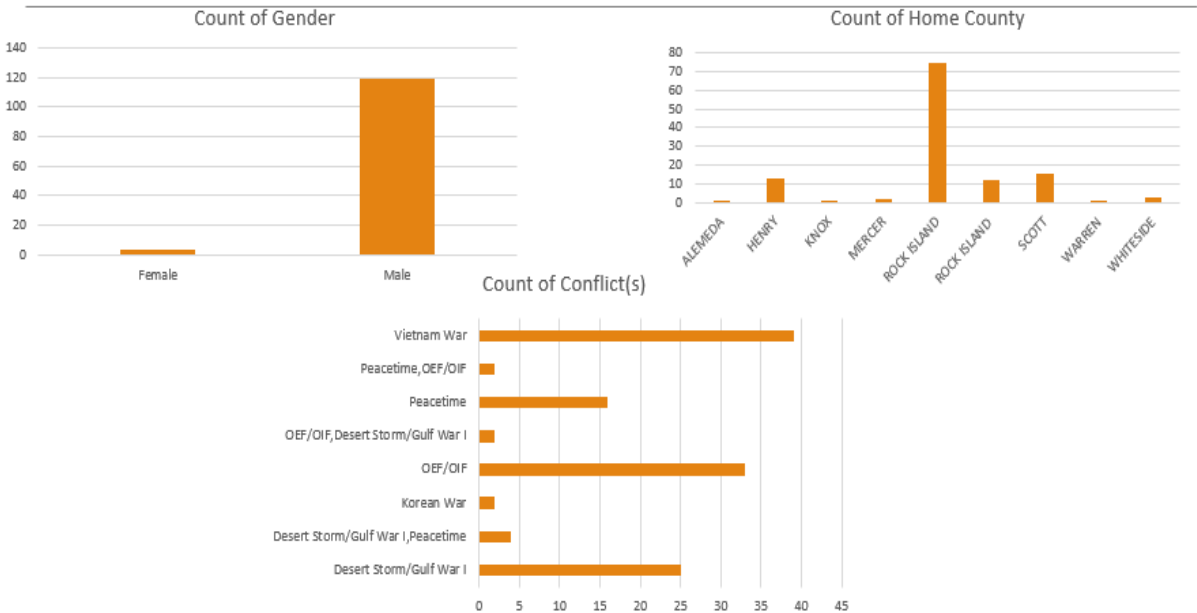
**Alternate Freeman** inquired why certain reports and information were not included in the handouts, with **Treasurer Kilkenny** expressing confusion over the matter. **Brad Bigford** responded, noting that the VETPRO numbers were omitted from the handout but assured that they will be included and illustrated in future monthly meeting handouts and minutes.

Additionally, a VAC commission member requested that all pages of the handouts be numbered to eliminate any confusion.

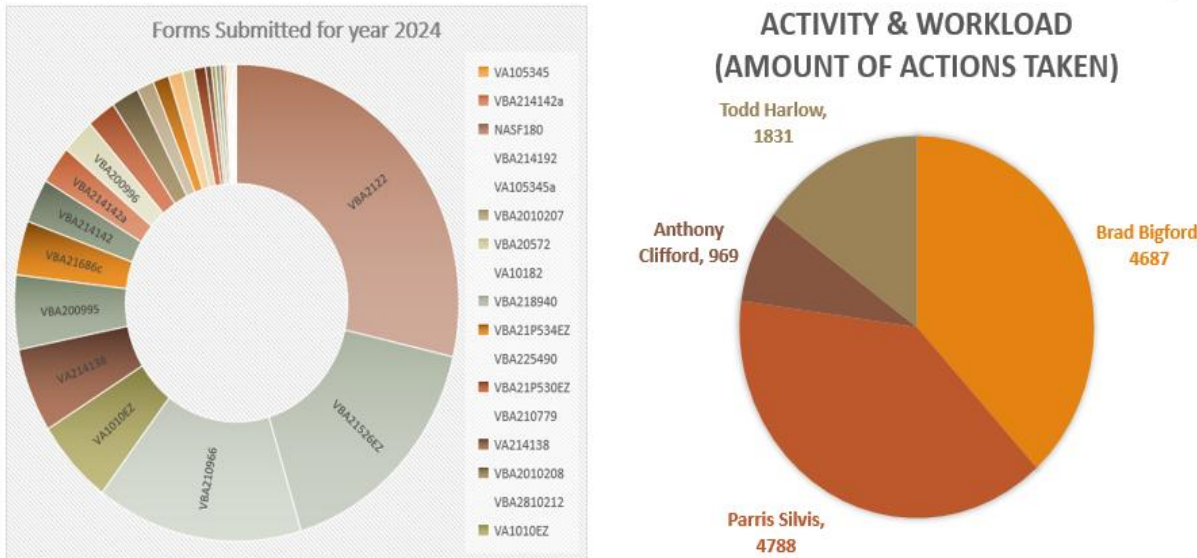
**Parris Silvis** delivered a presentation on the Annual Review and performance of the Rock Island County, IL VAC, as detailed on **pages 4 and 5**.

# Client Demographic

#'s are count (Not %)



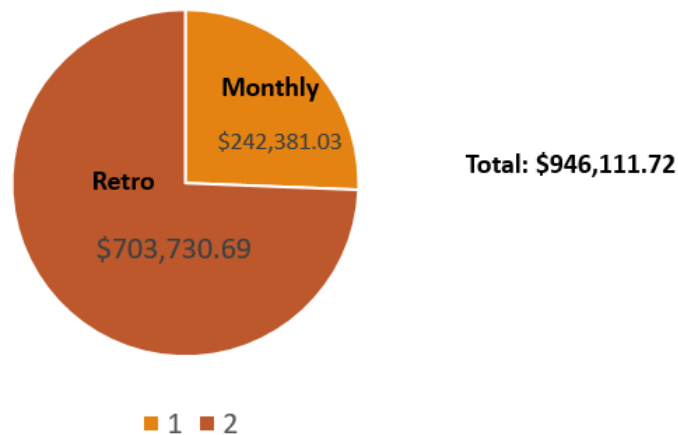
# 2024 Actions



# Compensation 2024

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## Monthly and Retro/Back Pay Comparison



**Parris Silvis** inquired if there were any questions. None were raised.

**Delegate Johnson** inquired about the omission of **John Turkal** from Rapids City, IL, in the Obituary report. **Parris Silvis** explained that the exclusion of a veteran from the obituary report is not intentional. Sometimes, the publication of an obituary may be delayed, and in some cases, indigent veterans may not have friends or relatives to provide a summary of their life for the obituary.

**Superintendent Harlow** emphasized that local funeral homes will bury indigent veterans and may request assistance from the VAC to cover a portion of the funeral expenses. Additionally, **Alternate Courtney** mentioned that there is a funeral home in Wisconsin that can facilitate burial proceedings for indigent veterans, and he plans to contact the Funeral Director in the upcoming days.

**Treasurer Kilkenny** requested to proceed to the old business agenda.

**Superintendent Harlow** delivered a detailed overview following his attendance at the November 2024 Quad Cities Fall Success Fair.

**Superintendent Harlow** emphasized the importance for all commission members to complete the Open Meetings Act and Freedom of Information Act training. He also noted that one of the

VAC's office computers is available for use, and if necessary, members should arrange a date and time with the Administrative Assistant – Erlinda Comstock.

**Superintendent Harlow** notified the commission members about his and Parris Silvis' forthcoming attendance at the IACVAC meeting in East Peoria, IL.

**Superintendent Harlow** advised commission members to review and update their Organizational Data Sheet, which includes information on Presidents, Delegates, and Alternates.

**Superintendent Harlow** informed commission members that Administrative Assistant Marvin Hudson will be relocating with his family. Furthermore, the VAC will proceed with hiring additional staff as permitted within the constraints of its approved budget.

At 7:53 PM, **Treasurer Kilkenny** asked for a motion to adjourn the meeting. **Delegate Johnson** motioned. **Alternate Courtney** seconded. **Treasurer Kilkenny** asked all in favor: **Aye:** All; **Nay:** 0; **Abstain:** 0. **Motion passed.**

Respectfully submitted,  
Jack Brown





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Todd Harlow - Superintendent

### **FEBRUARY 2025 COUNTY MONIES BUDGET PERFORMANCE REPORT 12/01/2024-11/30/2025**

**2025 VAC Annual Budget                   \$       1,069,584.00**

#### **Revenue**

Property Taxes	\$	-
Investment Earnings	\$	3,991.03
	\$	<u>3,991.03</u>

#### **Expense**

##### **Administrative Costs**

	Approved Budget	YTD Received	YTD%
Salaries/Benefits	\$ 567,021.00	\$ 91,270.24	16%
Supplies	\$ 7,500.00	\$ 269.08	4%
Services	\$ 21,100.00	\$ 1,709.79	8%
Insurance	\$ 4,700.00	\$ 3,004.00	64%
Capital Projects	\$ 5,000.00	\$ -	0%
General Fund (Maximus)	\$ 23,763.00	\$ -	0%
Dues & Memberships	\$ 1,000.00	\$ 400.00	40%
Office Rent	\$ 30,000.00	\$ 17,886.00	60%
Utilities	\$ 4,000.00	\$ 969.24	24%
PROFESSIONAL SERVICES	\$ 5,000.00	\$ 179.68	4%
<b>Total</b>	<b>\$ 669,084.00</b>	<b>\$ 115,688.03</b>	<b>17%</b>

##### **Veteran's Relief**

	Approved Budget	YTD Received	YTD%
Food	\$ 35,000.00	\$ 4,678.75	13%
Utilities	\$ 12,000.00	\$ 3,878.65	32%
Rentals	\$ 90,000.00	\$ 21,426.45	24%
Personal Hygiene	\$ 15,000.00	\$ 3,241.47	22%
Professional Services (Burials)	\$ 5,000.00	\$ -	0%
<b>Total</b>	<b>\$ 157,000.00</b>	<b>\$ 33,225.32</b>	<b>21%</b>

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Community Post No. 1166

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Vietnam Veterans of America, Chapter 669

Korean War Veterans Association, Chapter 168

#### MARINE CORPS LEAGUE Lincoln Detachment

#### VETERANS OF FOREIGN WARS

Willard L. Velie Jr. Post No. 2153  
Ybarra-Gomez Post No. 8890

#### AMVETS

Silvis - E. Moline Post No. 145



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# FINANCIAL REPORTS OF VAC FUNDS

**FEBRUARY 1 – 31, 2025**

### EMERGENCY RELIEF FUND

**BEGINNING BALANCE** ----- \$1,141.42  
*CHECKS ISSUED:* ----- \$000.00  
*DEPOSIT:* ----- \$000.00  
**ENDING BALANCE** ----- **\$1,141.42**

### MEDICAL EQUIPMENT FUND

**BEGINNING BALANCE** ----- \$538.44  
*CHECKS ISSUED:* ----- \$000.00  
*DEPOSIT:* ----- \$000.00  
**ENDING BALANCE** ----- **\$538.44**

### CD ACCOUNT (IHMVCU)

**BALANCE AS OF December 31, 2024** ----- **\$3,419.64**

**VAC FUNDS TOTAL** ----- **\$5,099.50**

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### **MONTHLY COUNTY RELIEF REPORT –FEBRUARY 2025**

<b>VOUCHERS</b>	<b>ISSUED 2025</b>	<b>ISSUED 2024</b>	<b>PAID 2025</b>
RENTALS	\$8,924.45	\$6,663.00	\$8,378.45
UTILITIES	\$741.70	\$1,012.65	\$681.70
FOOD	\$1,715.00	\$2,260.00	\$1,672.45
PERSONAL ITEMS	\$1,570.00	\$1,222.33	\$1,063.64
<b>TOTAL ASSISTANCE</b>	<b>\$12,951.15</b>	<b>\$11,157.98</b>	<b>\$11,796.24</b>
NUMBER OF VETERANS ASSISTED	116	94	
NON – FINANCIAL ASSISTANCE	17	87	
VA CLAIMS	120	207	
VETERANS DISABILITY PERCENTAGE LETTER REQUEST.	75	0	
FUNERALS	0	0	
RECEIVED MEDICAL EQUIPMENT	0	0	
<b>TOTAL ASSISTANCE</b>	<b>328</b>	<b>388</b>	

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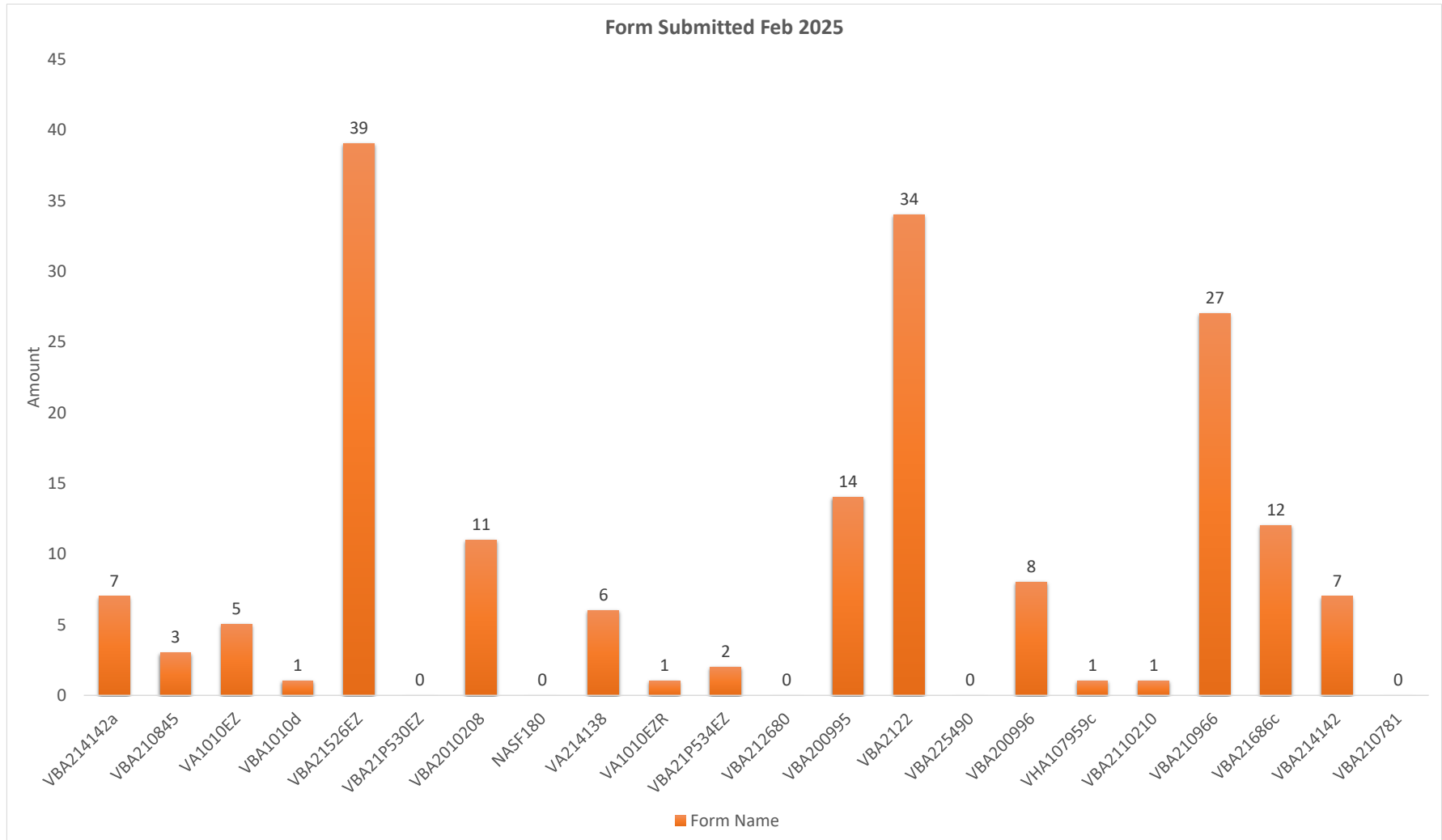
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February 2025 Vetpro Data

Added New Person	Created Actions	Created Forms	Submissions	Uploaded Files	Entered Decisions	Entered Interactions	Total
63	102	210	142	226	38	352	1133



Monthly Award Amount  
\$45,063.60

Retroactive Award Amount  
\$135,547.63



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Todd Harlow - Superintendent

### **VAC OF ROCK ISLAND COUNTY**

**MARCH 12, 2025 AT 7:00 PM**

#### **Meeting Minutes**

**Will be approved at April 2025 Meeting**

Meeting called to order -----PRES. GOODWIN

Salute and Pledge to the Flag -----PRES. GOODWIN

Prayer -----BRIAN HABEL

Moment of silence for those in harm's way -----BRIAN HABEL

Reading of the Preamble of the Constitution-----PRES. GOODWIN

Roll Call -----SEC. BROWN

January 2025 Minutes of the Monthly Meeting -----SEC. BROWN

Approve:

Motioned: Ed Klundt

Second: Brian Habel

Outcome: Passed

February 2025 Minutes of the Monthly Meeting -----SEC. BROWN

Motioned: No Meeting

Second: No Meeting

Outcome: No Meeting

January 2025 Reading of Monthly Reports -----PRES. GOODWIN

Motioned: Ed Klundt

Second: Brian Habel

Outcome: Passed

February 2025 Reading of Monthly Reports -----PRES. GOODWIN

Motioned: Terry Young

Second: Ed Klundt

Outcome: Passed

January 2025 County Monies Budget Report -----KEVIN KILKENNY

Approve:

Motioned: Ed Klundt

Second: Brian Habel

Outcome: Passed

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#### **AMVETS**

Silvis - E. Moline Post No. 145



February 2025 County Monies Budget Report -----KEVIN KILKENNY

Approve:

Motioned: Terry Young

Second: Ed Klundt

Outcome: Passed

January 2025 Emergency Relief & Medical Equipment Fund -----KEVIN KILKENNY

Approve:

Motioned: Ed Klundt

Second: Brian Habel

Outcome: Passed

February 2025 Emergency Relief & Medical Equipment Fund -----KEVIN KILKENNY

Approve:

Motioned: Terry Young

Second: Ed Klundt

Outcome: Passed

January 2025 Relief Report -----SUPT. HARLOW

Motioned: Ed Klundt

Second: Brian Habel

Outcome: Passed

February 2025 Relief Report -----SUPT. HARLOW

Motioned: Tom Courtney

Second: Alfred Bradley

Outcome: Passed

Report of members on sick list ----- SUPT. HARLOW

Mr. John Chow spoke about the Veteran home development project to reintroduce and/or update the commission on the progress. End of April 2025 financial work should be complete and start of utility construction should start. Estimation completion date April 2026. Mr. Chow mentioned they have not yet started taking a list of names for tenants of housing. VA has been asked to assist in the development of criteria to qualify for housing. Question was answered that all housing will be handicapped accessible and/or adaptable. There are two bedroom and one bedroom homes. Todd H mentioned that with the Veterans we see here at the VAC, the homes could be filled pretty fast. Ground breaking ceremony April 26, 2025 @ 2pm. Invitations will be sent.

John chow requested ideas of a name for the development. VAC agreed to develop a name for the development.

## **OLD BUSINESS**

Survey for IAVAC 2024 Annual Report – Harlow

VETPRO Numbers – Bigford

2024 Annual review - Silvis

IACVAC Winter meeting – East Peoria, IL – Harlow / Silvis

Review / update Organization Data Sheets (Presidents / Delegates / Alternates)

Off boarding of Administrative Assistant

Administrative Assistant job requisition / hiring

Open Meetings Act & Freedom of Information Act online training (***if needed, schedule a date / time with Erlinda to use VAC office computer***)

Tom Courtney completed training in Feb 2025 and certs are on file.

## **NEW BUSINESS**

Todd Harlow retirement – Harlow announced June 2025 will be last month.

New Superintendent needed due to retirement of Todd Harlow is needed.

Motion made to nominate and appoint Brad Bigford as the next Rock Island VAC Superintendent:  
Effective date TBD approx. June 2025

Approve:

Motion: Brian Habel

Second: Dennis Johnson

Outcome: Passed

Budget amendment request to Increase the overall 2025 budget from \$824,813 to \$874,813 which will include \$500,560 for staff salaries.

Approve:

Motion: Brian Habel

Second: Dennis Johnson

Outcome: Passed

Vietnam Veterans Day observance 29 MAR 2025 930AM -- Harlow

VETPRO Numbers read by Silvis

Brad Bigford spoke on Administrative Assistant job requisition hired – Jason Willetts (Combat Veteran) has been hired and will start March 17, 2025. Combat Veteran.

VSO position hiring plan explained by Brad Bigford and informed the board that 2 VSO position was opened this week and closes 3/20/25. Advertised on LINKDEN.

Anonymously Grateful -- Silvis

Quad City Veterans Action Experience Center will be on 27-28 JUNE 2025 Black Hawk College

Open Meetings Act & Freedom of Information Act online training (**if needed, schedule a date / time with Erlinda to use VAC office computer**)

Dennis Johnson Spoke about National Cemetery Association needing help with donation to keep on the mission of supporting Arsenal cemetery and events.

**OTHER BUSINESS** None at this time

**ADJOURN**

Motioned: Dennis Johnson Second: Ed Klundt

Outcome: Passed

Completed submitted meeting minutes:

These minutes will be approved during April 2025 meeting