



American Legion
MEL BAHER
COMMISSIONER



American Veterans
FRANK POCCI
COMMISSIONER



Disabled American Veterans
DANIEL T. WEIST
COMMISSIONER



Veterans of Foreign Wars
CLAYTON E. UZELL
COMMISSIONER

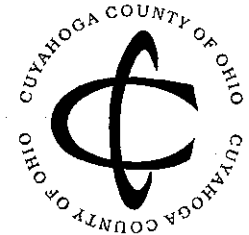


Vietnam Veterans of America
BOB POTTS
COMMISSIONER

ROBERT SCHLOENDORN
EXECUTIVE DIRECTOR

Cuyahoga County Veterans Service Commission

Ph: (216) 698-2600 • Fax: (216) 698-2650
Email: vsc_mail@cuyahogacounty.us
1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115



MINUTES

DATE: February 15, 2012 9:32 a.m.

PRESENT: Frank Pocci, President
Clayton E. Uzell, Secretary
Mel Baher, Commissioner
Robert E. Schloendorn, Executive Director
Brian Gutkoski, Asst. County Prosecutor
Lorri Slivka, Executive Secretary

ABSENT: Bob Potts, Vice President
Daniel T Weist, Commissioner

VISITORS: Mick Panek, Mel Davis

PURPOSE: GENERAL MONTHLY MEETING

The meeting was called to order by the President, Frank Pocci, followed by the Pledge of Allegiance.

A motion was made by Mel Baher and seconded by Clay Uzell to dispense with the reading of the Consent Agenda and to accept the agenda with the necessary corrections and/or additions. (All Commissioners have a copy of the minutes.)

AYES: Baher, Pocci, Uzell. NAYS: None. Motion carried.

STATE OF THE COMMISSION AND FINANCE REPORT (Attached)

A motion was made by Mel Baher and seconded by Clay Uzell to accept the report of the Executive Director as given.

AYES: Baher, Pocci, Uzell. NAYS: None. Motion carried.

OLD BUSINESS:

A minor revision to the Utility Policy was considered. A motion was made by Mel Baher and seconded by Clay Uzell to accept the revised Policy for Payment of Utility Bills dated February 15, 2012 as submitted by the Executive Director.

AYES: Baher, Pocci, Uzell. NAYS: None. Motion carried.

A motion was made by Mel Baher and seconded by Clay Uzell to accept the updated Policy on the Schedule of Record Retention and Destruction dated February 15, 2012 as submitted by the Executive Director.

AYES: Baher, Pocci, Uzell. NAYS: None. Motion carried.

The Executive Director submitted three resolutions for the Board's review and approval.

A motion was made by Mel Baher and seconded by Clay Uzell to approve Resolution 2012-04, a resolution providing for the purchase of twenty 15-second radio commercials per week for 26 weeks on WMJI Majic 105.7 radio with Clear Channel Radio not to exceed \$24,960.00.

AYES: Baher, Pocci, Uzell. NAYS: None. Motion carried.

A motion was made by Mel Baher and seconded by Clay Uzell to approve Resolution 2012-05, a resolution providing for the purchase of 1,032 15-second television commercials for 25 weeks on WOIO Channel/This TV/ME TV sitcoms with Raycom Media not to exceed \$24,900.00.

AYES: Baher, Pocci, Uzell. NAYS: None. Motion carried.

A motion was made by Mel Baher and seconded by Clay Uzell to approve Resolution 2012-06, a resolution providing for the renewal of RTA bus ads for the Cuyahoga County Veterans Service Commission for 12 months, March 2012 through February 2013, with Advertising Vehicle, not to exceed \$70,383.00.

AYES: Baher, Pocci, Uzell. NAYS: None. Motion carried.

NEW BUSINESS:

The State Employment Relations Board (SERB) conducted a mail-ballot election for Teamsters Union Local 436 employees of the CCVSC during the polling period of January 4, 2012 through January 17, 2012. On February 9, 2012, SERB certified the election results and affirmed the union is decertified.

District 2 training of the Ohio State Association of Veterans Service Commissioners will be held on March 3, 2012 at American Legion Post 68, 1901 Sylvan Rd., in Wooster, Ohio at 10:00 a.m.

A motion was made by Mel Baher and seconded by Clay Uzell to instruct the Executive Director to proceed with the purchase of a portable battery operated paging unit with a microphone to better understand our clients during the Board's Level III Appeal hearings.

AYES: Baher, Pocci, Uzell. NAYS: None. Motion carried.

GOOD OF THE ORDER:

Bob Schloendorn advised the Board that he intends to redo the 2013 Budget by breaking down the numbers by department to better explain our operations. The CCVSC Budget is due by the end of May.

The addendum to the Guideline for Restrictive Assistance, (Assistance is Requested for Child or Children Only) was discussed. The Executive Director will make necessary changes and the revised addendum will be presented to the Board at the next public meeting for approval.

President Pocci opened the floor to visitors for any comments. The following bullet points were topics of discussion.

Mick Panek

- Revision to the Utility Policy – more flexible
- Feasibility Study on the Northeast Ohio Veterans Home
- Habitat for Humanity – dorms for vets in Summit County
- Advertise with Cleveland Public Power

Mel Davis

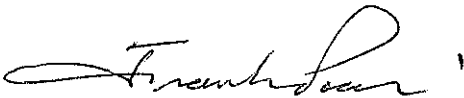
- Veterans Preference – jobs for veterans in Cuyahoga County

EXECUTIVE SESSION:

There were no items for Executive Session.

With no further business, a motion was made by Mel Baher and seconded by Clay Uzell to adjourn the meeting at 10:50 a.m.

AYES: Baher, Pocci, Uzell. NAYS: None. Motion carried.



Frank Pocci, President



Clayton E. Uzell, Secretary

CONTACT INFORMATION

Requests for Financial Assistance:	Jennifer Mazzeo, Manager/Senior Investigator (216-698-2621)
Filing claims with the Dept. of Veterans' Affairs:	Melinda Halliburton, Service Office Manager (216-698-2639)
Memorial Affairs:	Laurene Rutkowski, Manager (216-698-2655)
Social Work Dept.:	Terry Walker, Manager, Social Worker/Case Management (216-698-2379)
Executive Director:	Bob Schloendorn (216-698-2611)
Commissioners:	Lorri Slivka, Secretary to the Board (216-698-2646)

CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

Progress Report on the State of the Commission

January, 2012

Issued by:

The CCVSC Commissioners

Frank Pucci –President, AMVETS

Bob Potts – Vice President, VVA

Clayton E. Uzell – Secretary, VFW

Mel Baher –American Legion

Daniel Weist –DAV

February 15, 2012

Submitted By: Robert E. Schloendorn – Executive Director

The following report summarizes the progress and state of the Cuyahoga County Veterans Service Commission as of January 31, 2012:

Executive:

The Executive Director

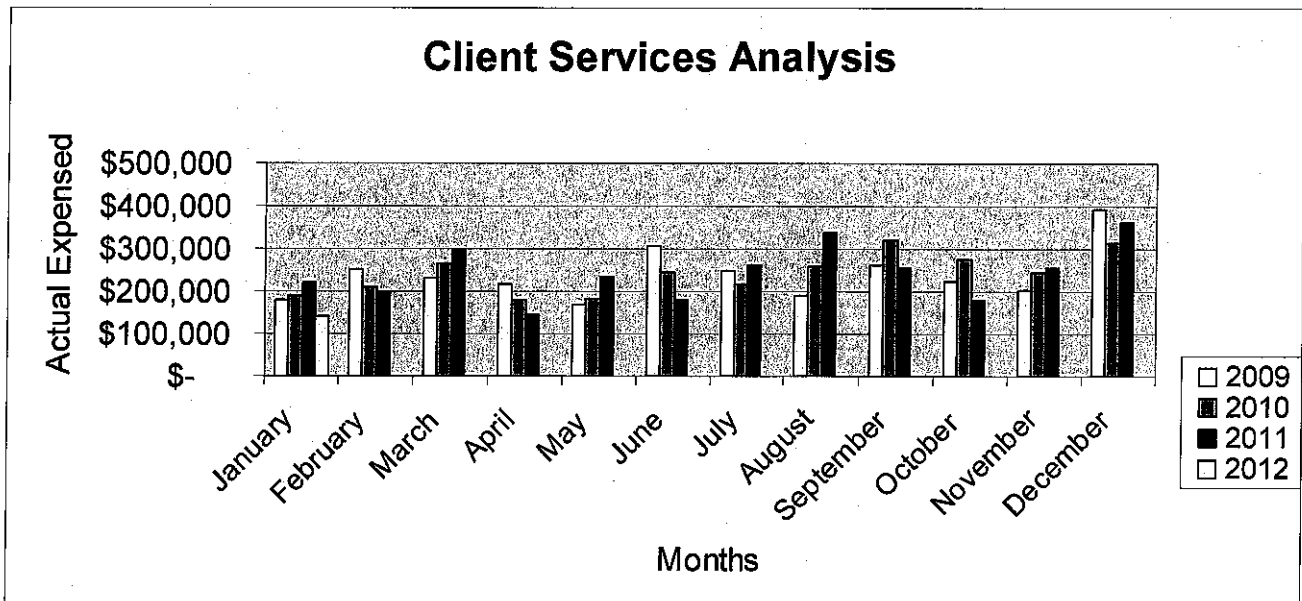
- Met with Judge Nancy Fuerst.
- Met with Tom Sweeney on the Fisher House.

Finance Department

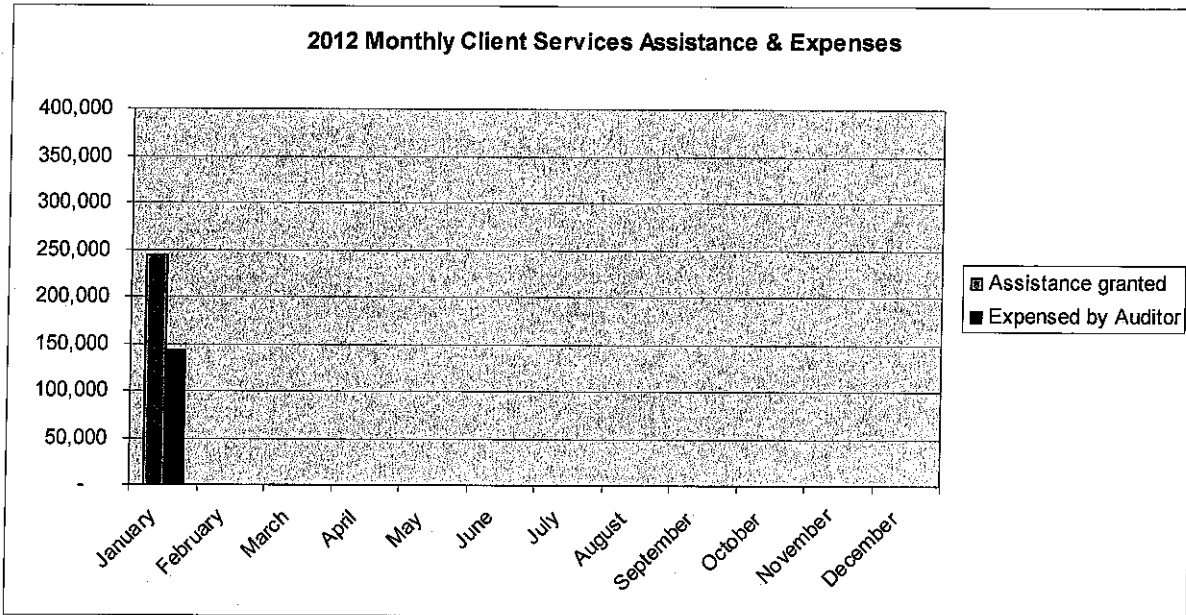
Below are selected January reports from the CCVSC Finance Department. The following charts/graphs depict the overall expenditures by area and type.

Client services include: Financial Assistance for Medical, Food, Mortgage, Rent, Utilities, Infant Layette, Personal Hygiene, Shoes & Clothing

Comparative Chart Analysis



Actual 2011 Expenses



Total 2011 Expense Analysis

	Total Budget	YTD Expenditure	YTD Encumbr	Remaining Expenditures	2011 Projection	Budget Variance
Salaries	1,853,612	135,034	-	1,668,578	1,803,612	50,000
Fringe Benefits	648,764	48,819	-	556,923	605,742	43,022
Commodities	23,000	-	-	23,000	23,000	-
Contract Services	575,849	150	41,349	534,350	534,500	41,349
Controlled Expenditures	355,308	1,854	-	353,454	355,308	-
Client Services	4,248,368	142,052	500,000	3,410,000	3,552,052	696,316
Other Expenditures	406,644	70,875	85,473	239,296	310,171	96,473
Capital Outlay	14,628	-	128	8,500	8,500	6,128
Total Expenditures	8,126,173	398,784	626,950	6,794,101	7,192,885	933,288

Assistance Department:

January financial assistance totaled \$142,052, down from \$362,060 issued during December and down from \$220,527 issued in January of 2011. Year to date client assistance for 2012 is \$142,052 and YTD for 2011 was \$78,475, down.

The January Financial Assistance Department activity report follows below.

Indicator	Jan. 2012	Jan. 2011	% Change		
Number of clients seeking hardship assistance	892	889	.3%		
Total applications taken	750	769	-2.5%		
Applications Withdrawn	(37)	(69)	-46.4%		
Applications Denied	(52)	(58)	-10.3%		
Total applications approved for hardship assistance (with trans.)	661	642	3.0%		
Transportation only approvals	(434)	(403)	7.7%		
F/A applications approved	227	239	-5.0%		

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During January, 2012, 37 veterans applied for assistance for the first time bringing the 2012 YTD total to 37. Of the 37 new claims, 33 were approved, 1 was partially approved, 1 was denied and 2 were withdrawn. In January, 2011, 50 veterans applied for assistance for the first time bringing the 2011 YTD total to 50.

Listed below is a breakdown of appeals for the month of January, 2012.

Appeal Officer work days	11
Cases on hand beginning of month	14
Cases received	+43
Cases worked	<u>-49</u>
Cases on hand end of month	8

<u>Appeal Officer Appeals</u>	<u>Jan.</u> <u>2012</u>	<u>YTD</u>
Cases approved	9	9
Cases denied	26	26
Cases denied/withdrawn, no show	7	7
Cases withdrawn	<u>7</u>	<u>7</u>
Total	49	49

<u>Board Appeals</u>	<u>Jan.</u> <u>2012</u>	<u>YTD</u>
Cases approved	13	13
Cases denied	5	5
Cases withdrawn	0	0
Cases verifying fraud	1	1
Client is eligible (Review DD-214)	0	0
Fraud not verified	<u>0</u>	<u>0</u>
Total	19	19

Medical and Other Transportation:

January assistance expensed for transportation totaled \$10,948 for the month, \$10,288 for medical bus tickets and \$660 for other transportation. Year to date transportation totaled \$10,948. Year to date medical transportation totaled \$10,280 and needs based transportation totaled \$660.

Medical and Dental Programs:

Medical payments for January amounted to \$2,575 with \$1,725 expensed for Dental and \$850 for Vision. Year to date medical expenses totaled \$2,575. Dental payments year to date are \$1,725 and Vision year to date payments are \$660.

\$0 Hearing Aid payments were expensed in January. Year to date Hearing Aid payments totaled \$0.

Memorial Affairs Department:

\$5,525.02 was expensed during January, 2012 for indigent veteran funeral expenses, down \$6,196.47 from January, 2011. During January, 7 indigent burials were approved. The burials were for 1 Air Force, 2 Marines, 0 Navy and 4 Army veterans.

Following are the 2012 Year to Date statistics for Memorial Affairs:

	Jan.	2012 YTD	Jan.	2011 YTD
DD-214 Search	108	108	125	125
Benefits Counseling	868	868	924	924
Undelivered-Incorrect Headstone/Research	6	6	6	6
Presidential Memorial Certificates	112	112	127	127
National Cemetery Referrals	66	66	47	47
Blue Star Service Banners	0	0	0	0
Indigent Burials	7	7	12	12

Veterans Service Officers:

Following are some of the major statistics reported by VSO Randy Stevenson for the month of January, 2012 for the Parma satellite office.

	<u>Jan.</u>	<u>YTD</u>
Compensation DIC Claims & Follow ups	0	0
Pension claims and follow ups	0	0
Medical	0	0
Power of Atty. to Service Organizations	0	0
Misc. Applications/Correspondence	0	0
All Other	<u>0</u>	<u>0</u>
Total	0	0

Following are some of the major statistics reported by VSO's Iris DeHart and Libby Jenkins for the month of January, 2012 for the Wade Park satellite office.

	<u>Jan.</u>	<u>YTD</u>
Compensation DIC Claims & Follow ups	103	103
Pension claims and follow ups	50	50
Medical	10	10
Power of Atty. to Service Organizations	57	57
Misc. Applications/Correspondence	365	365
All Other	<u>114</u>	<u>114</u>
Total	699	699

January performance indicators report for the VSO division indicates the following activities were accomplished:

January
2012

	VETERAN				DEPENDENT			
	Jan.. 2011	YTD '11	Jan.. 2012	YTD '12	Jan. 2011	YTD '11	Jan. 2012	YTD '12
Compensation/DIC Claims	69	69	81	81	10	10	4	4
Follow-up Pending Claims	154	154	232	232	27	27	15	15
Pension Claims	24	24	30	30	12	12	9	9
Follow-up Pending Claims	93	93	101	101	57	57	69	69
Medical	30	30	32	32	4	4	3	3
Notice of Disagreements	0	0	1	1	0	0	1	1
Appeals & Waivers	11	11	17	17	0	0	6	6
Eligibility Verification Reports	28	28	25	25	16	16	12	12
Change of Address	9	9	6	6	2	2	0	0
Education Assistance	20	20	15	15	1	1	3	3
Cert. Eligibility - Home Loan	3	3	2	2	0	0	0	0
Insurance	1	1	4	4	0	0	0	0
Discharges, Request for copy	114	114	96	96	8	8	12	12
Headstone/Marker Application					0	0	0	0
Referrals to Other Agencies	77	77	96	96	5	5	6	6
P of A Service Organization	73	73	98	98	18	18	8	8
Misc. Application/Corresp.	849	849	805	805	134	134	104	104
Ohio Veterans Home	5	5	4	57				
Burial Benefits					3	3	2	2
High School Diploma Applications	0	0	1	1				
Discharge Upgrades	9	9	8	8				
10-10 EZ Forms	20	20	7	7				
TOTAL	1589	1589	1661	1661	297	297	254	254

**%
Chg
1.5%**

**%
Chg.
YTD
1.5%**

TOTAL (Vet + Dep)

	YTD '10	'11	YTD' 11
1609	1609	1657	1657
0	0	0	0
1609	1609	1657	1657

Interviews: Service Dept. Clients	1609	1609	1657	1657	0	0	0	0
Fin. Asst. Referrals	0	0	0	0	0	0	0	0
Office YTD	1609	1609	1657	1657	0	0	0	0
Phone Calls	2777	2777	2974	2974				

Information Systems:

Online file backups

Received disks for three different computer “clients” to allow online backups over the network to be tested. Have not yet installed these until some questions are answered about how to conduct the tests safely without harming the network.

Parma Clinic

Listened to weekly status reports from Wade Park on progress on the clinic. So far the installation of hardware, software and networks is targeted to February 23rd/24th. Have been in contact with network personnel to ensure our connections to the VA network can be made on those days.

VAMC CCTV

Discussed with VA networking personnel the possibility of showing our introductory DVD on the VA’s closed circuit channel. Suggested breaking up the presentation into smaller “chunks” to make it easier to show. Will follow up with VA personnel when that is completed.

VSC DVD Showing on Lobby TV’s

Put DVD presentation on a USB stick for possible use with Lobby TV’s. Lobby TV’s have no access possible for a DVD player to display the presentation. Lobby TV’s don’t have the capability to play the presentation from a USB stick. New control units ordered from Dish network to be able to play the DVD on those TV’s.

Paper File Backup

Discussed the possible ways to back up permanent paper files with a staff member from the County Archives. Suggested scanning and/or microfilming same as the best possible solution. Appears that a fireproof safe is the most feasible solution involving the least amount of labor.

KnowledgeTree

The KnowledgeTree license was purchased through a resolution voted on by the VSC Commissioners. Payment was successfully made directly from the County Fiscal Officer’s office to the vendor and the license will be available prior to February 19th. This will allow us time to review the “Cloud” option available, and recommended, by KnowledgeTree staff.

Commissioner pictures

Created several copies of Commissioner pictures, both current and former, for hanging in the lobby area.

Evolution for Netware 6.5

Met with county network engineer to discuss alternatives to replacing the current NetWare server and software installation as it is no longer supported by Novell. There are multiple options available for a replacement and these need a more detailed review.

Ohio Veterans Home Network:

In January, no veterans were transported to the Sandusky home for tours and admission evaluations.

The waiting list for the Ohio Veterans Home includes 13 veterans waiting for nursing home standard care, 14 veterans for nursing home special care, 0 veterans for the domiciliary and 13 for the domiciliary plus.

Submitted by:

**Robert E. Schloendorn
Executive Director**