



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

JON REISS
EXECUTIVE DIRECTOR

Cuyahoga County Veterans Service Commission

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1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

MINUTES

DATE: December 7, 2016 9:30 a.m.

PRESENT: Mel Baher, President
Frank Pocci, Vice President
Bob Potts, Secretary
Clayton E. Uzell, Commissioner
Daniel T. Weist, Commissioner
Lorri Slivka, Executive Secretary
Jon Reiss, Executive Director

EXCUSED: Brian Gutkoski, Asst. County Prosecutor

PURPOSE: GENERAL MONTHLY MEETING

The meeting was called to order by President Mel Baher followed by the Pledge of Allegiance. Commissioner Baher asked for a moment of silence in remembrance of Pearl Harbor Day and to honor the 3,500 lives taken that day and its survivors.

A motion was made by Dan Weist and seconded by Bob Potts 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, Potts, Uzell, Weist. NAYS: None. Motion carried.

COMMISSIONERS' REPORTS:

Bob Potts – VVA

- November 2nd – I attended the CCVSC open public meeting.
- November 9th – I attended the CCVSC Level III appeals hearings.
- November 10th – We celebrated the 241st Marine Corps birthday.
- November 11th – I attended the Post 91 Veteran's Day dinner with my neighbor.
- November 16th – I attended the CCVSC open public meeting.
- November 18-19th – I attended the OSAVSC Fall Conference in Dublin, Ohio for training.
- December 6th – The VVA 249 board and membership meetings were held. A CCVSC veteran's service officer came to our meeting to go over the benefits available to veterans.

- I talked with a lady whose husband is interested in going to the Ohio Veteran's Home in Sandusky.
- I talked with a veteran regarding his claims and gave him some advice.
- I attended the funeral of a Chapter member who passed away from heart disease related to Agent Orange. I talked with her about benefits available to her and gave her a flag case.

Dan Weist – DAV

- I attended both CCVSC open public meetings and both Level III appeal hearings during the month of November.
- Veteran's Day, November 11th, I attended a breakfast at N. Olmsted High School and afterward proceeded to the gymnasium for a recognition ceremony. CCVSC employee Jeanne Bell was there passing out informational brochures of the commission.
- I was contacted by the principle of St. Ignatius High School regarding two students interested in the ROTC program. I suggested that the students contact the local recruiter.
- I also transported a friend of mine to the Wade Park VA Hospital.

Clay Uzell – VFW

- November 2nd – I attended the CCVSC open public meeting.
- November 9th – I attended the CCVSC Level III appeal hearings.
- November 12th & 13th – I distributed VFW buddy poppies at Dave's Supermarket in Richmond Hts.
- November 16th – I attended the CCVSC open public meeting.
- November 18th & 19th – I attended OSAVSC Commissioner training in Dublin, Ohio. Topics discussed covered homeless veterans, Ohio Legal Aid Services for veterans and Dial 2-1-1 United Way help for veterans.
- November 19th – I attended the District 7 Military Ball held at VFW Post 1974 in Parma, Ohio. The doors opened at 5:30 p.m. and dinner was served at 6:30 p.m. The event was well attended. State VFW Comdr. Davis and Auxiliary State President Moore-Morris were also present.
- November 21st – I attended the VFW Post 7536 Lyndhurst meeting – District 7 inspection and reviewed Christmas party arrangements for December 11th.
- November 23rd – I attended the CCVSC Level III appeal hearings.
- November 26th – I conducted judging for District 7 and the State to select Law Enforcement Firefighter and EMT Officer of the Year. A total of 23 entries were judged.
- I referred two veterans to the Parma CBOC and passed out veteran benefit books to veterans at the local coffee shop.

Frank Pocci – AMVETS

- I attended the December 6th meeting and gave my financial report.
- The honor guard served their monthly duty at the Ohio Western Reserve Cemetery.
- A number of Post 80 members visited the AF Museum in Dayton.

Other Activities:

- During November, I attended all of the schedule meetings for the CCVSC.
- I attended the Commissioner's training in Dublin, Ohio.
- I was, again, installed as the Finance Officer for the State Dept. of the Italian American War Veterans.
- I stopped for a visit to our employees at the Parma CBOC location.
- Veteran's Day, I attended the ceremony at the Strongsville VFW and later in the day, I met with veterans at the American Legion in Berea, where we advised a veteran on how to file a claim.

VA NEWS:

VA lauded by National Colorectal Cancer Roundtable for Screening Rates – The Department of Veterans Affairs (VA) has received Hall of Fame recognition by the National Colorectal Cancer Roundtable (NCCR) for achieving an 82 percent colorectal cancer screening rate, which exceeds the NCCR goal of 80 percent and the national average, which is in the 60 percent range. NCCR was established in 1997 by the American Cancer Society and the Centers for Disease Control and Prevention as a national coalition of public, private and voluntary organizations along with invited individuals. (11/22/16) See more at: <http://www.va.gov/opa/pressrel/#sthash.aNWSUvRD.dpuf>

Mel Baher – American Legion

- Thursday, November 10th – I attended the American Legion Post 91 membership meeting at 7:00 p.m.
- Friday, November 11th – I attended the Post 91 Auxiliary luncheon and the S.A.L. dinner.
- Monday, November 28th – I attended the American Legion 13th District Council executive board meeting held at the American Legion Post 196 in Brecksville, Ohio at 7:30 p.m. I presented the October financial reports for executive board approval, as District Finance Officer.
- Friday, November 18th & 19th – I attended required mandatory Commissioner’s training in Dublin, Ohio. The training program had nothing to do with training Commissioners on the operation of the CCVSC office, or any regard to Title 59.01.
- Thursday, November 22nd – I attended the American Legion Post 91 executive board meeting at 7:00 p.m. I serve on the board as an elected board member.
- Sunday, December 4th – I attended the 13th District Winter Conference held at American Legion Post 91. The conference began at 10:00 a.m. I presented the Executive Board approved financial reports for October 2016, as District Finance Officer.
- A very Merry Christmas and Happy New Year to all!

Asst. County Prosecutor Brian Gutkoski joined the meeting at 9:40 a.m.

A motion was made by Bob Potts and seconded by Dan Weist to go out of the regular order of business and into Executive Session to meet and greet two candidates for potential employment.

AYES: Baher, Pocci, Potts, Uzell, Weist. NAYS: None. Motion carried. (9:47 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 10:09 a.m.

OLD BUSINESS:

Action Items:

- 1) **Records Retention Schedule Addendum (RC-2):** The addendum is a work in progress and will be finalized at the next Board meeting on December 21, 2016.
- 2) **Position Descriptions:** Work in progress
- 3) **Organizational Chart:** Current, but will be revised in January 2017 with new hires.
- 4) **Financial Assistance Handbook:** The 2015 handbook is in the process of being revised and is scheduled for Board approval at the next Board meeting on December 21, 2016. The **Employee Handbook** will also be updated and available the first of the year. It was a recommendation of the Board to include an employee signature sheet acknowledging receipt of this manual for each new employee during the hiring process.
- 5) **Handicapped van services:** The Executive Director passed this task on to Terry Walker for a solution and will provide the Board with an update when information is available.
- 6) **Veteran’s Career Expo, November 3, 2016:** Due to miscommunication between ABM Parking and Ohio Means Jobs, free parking for veterans provided by the CCVSC did not take place and the funds are still available in client services.

- 7) **Kronos Time Management System:** The equipment is in and we are waiting for the county to program and install the units. The Executive Director is to contact the director of the County IT Dept. to explain the urgency of having this equipment up and running as soon as possible.
- 8) **CCVSC Domain Names:** The following four domain names have been chosen and will be available in January 2017.
 - a. www.cuyahogaveterans.com
 - b. www.cuyahogaveterans.org
 - c. www.cuyahogavets.com
 - d. www.cuyahogavets.org
- 9) **Website:** The Executive Director met with Linear Creative on Monday; a goal was set to have the website fully functional by January 2017. The video should be ready to view in a few weeks.
- 10) **Cameras/Garage Door:** The digital camera affects the garage door from opening. The Executive Director is to look into installing a remote antenna outside the building.
- 11) **Lighting:** Update at next meeting.
- 12) **D.O.L.:** Finalization to be made by the end of the year.
- 13) **Notaries:** The Executive Director will look into having several notaries available on staff.

NEW BUSINESS:

The Board recessed at 10:45 a.m. and reconvened at 10:55 a.m.

Budget Adjustment: The budget allows Network Administrator, Sylvester Byers, to attend VSO school, so he could function as a back-up service officer when needed.

G & B Electric Company has submitted a proposal of \$13,800 to provide a new JACE-8000 Web Server Controller for heating and cooling, because it is outdated. The Board recommended checking the lease to see if this may be the responsibility of the building owner.

A motion was made by Dan Weist and seconded by Bob Potts to approve Resolution 2017-03 annually adjusting employee mileage and per diem travel reimbursement rates in accordance with standard federal rates for the CCVSC for Year 2017.

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

A motion was made by Dan Weist and seconded by Bob Potts to approve Resolution 2017-04 requesting authority for five CCVSC Commissioners and Executive Director to attend various conferences and training to maintain accreditation with the Ohio State Association of Veterans Service Commissioners in 2017, expenses not to exceed \$8,316.00. Under discussion, Mel Baher suggested having a discussion on how the new four training sessions are going to be conducted when the information becomes available.

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

A motion was made by Dan Weist and seconded by Bob Potts to approve Resolution 2017-05 providing for the purchase of bus advertising to include a full bus wrap, kiosk, and two sheet billboards for the CCVSC. The new production ads and full bus wrap is with Advertising Vehicles and expenses are not to exceed \$22,850.00. Under discussion, it was recommended changing the resolution number to 2016-41 so the cost would be taken from this year's budget. Dan Weist made a motion to approve amended Resolution 2016-41, seconded by Bob Potts.

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

GOOD OF THE ORDER:

Asst. County Prosecutor, Brian Gutkoski, will be performing at the West Side Market on Saturday, December 17th from 10:00 a.m. to 1:00 p.m.

EXECUTIVE SESSION:

A motion was made by Clay Uzell and seconded by Bob Potts to go into Executive Session to discuss employee compensation.

AYES: Baher, Pocci, Potts, Uzell, Weist. NAYS: None. Motion carried. (11:14 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 12:28 p.m.

In Executive Session, the Board spoke to two applicants for the position of Benefits Coordinator; one in person and one via teleconference. The Executive Director was given instructions on how to proceed.

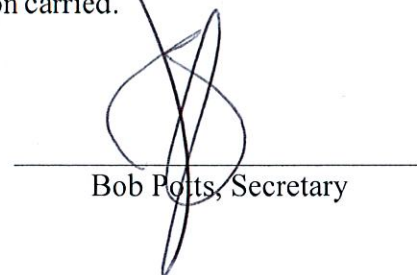
Employee compensation was also discussed. A motion was made by Bob Potts and seconded by Frank Pocci to approve the recommendation of the Executive Director to initiate employee longevity and bonuses for the staff. The Board also authorized a bonus for the Executive Director.

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

With no further business, a motion was made by Bob Potts and seconded by Dan Weist to adjourn the meeting at 12:30 p.m.

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


Mel Baher, President


Bob Potts, Secretary

CONTACT INFORMATION

Requests for Financial Assistance:

Filing claims with the Dept. of

Veterans' Affairs/Memorial Affairs:

Social Work Dept.:

Executive Director:

Commissioners:

Steve Fernandez, Finance Operations Mgr. (216-698-2391)

Melinda Halliburton, Service Office Mgr. (216-698-2639)

Terry Walker, Social Worker/Case Mgmt.) (216-698-2379)

Jon Reiss (216-698-2611)

Lorri Slivka, Secretary to the Board (216-698-2646)