



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

Ph: 216.698.2600 • Fax: 216.698.2650
 Email: vscmail@cuyahogacounty.us
 1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

MINUTES

DATE: December 21, 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.

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.

STATE OF THE COMMISSION AND FINANCE REPORT (Attached):

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

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

OLD BUSINESS:

Action Items:

1) **Records Retention Schedule Addendum (RC-2)**

A motion was made by Bob Potts and seconded by Dan Weist to approve the finalized Records Retention Schedule (RC-2) – Part 1, dated December 21, 2016.

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

The Board recessed at 10:55 a.m. and reconvened at 11:05 a.m.

2) **Position Descriptions**

A motion was made by Bob Potts and seconded by Clay Uzell to accept the completed CCVSC Position Descriptions with attached job postings, effective January 1, 2017.

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

3) **Organizational Chart**

An updated organizational chart containing new hires will be provided at the January 4, 2017 public meeting.

4) **Financial Assistance Procedures and Training Manual**

The Executive Director provided the Board with a draft copy of the revised financial assistance manual. Following discussion and a review of the manual, minor changes were recommended and a finalized copy will be presented to the Board for approval at the January 4, 2017 public meeting.

5) **Handicapped Van Services**

Terry Walker and Steve Fernandez have identified three potential vendors and will provide the Executive Director with specific information before the next Board meeting.

6) **Kronos Time Management System**

Jon Reiss contacted the County IT Director, Mike Young, and arranged to have the installation of the system listed as a priority. Jon will follow up in one week.

7) **Cameras/Garage Door**

We are in the process of researching the cost of a new garage door system to correct the problem of the digital camera affecting the garage door from opening.

8) **Lighting**

Bulbs have been replaced at the first floor entrance. There are no lighting fixtures at the base of the stairwell.

9) **Notaries**

Sixteen staff members have expressed an interest to become a notary for the CCVSC. The Executive Director will authorize those individuals to take the class and apply for reimbursement.

10) **Letter to OSAVSC – Commissioner Training**

A letter has been sent to the OSAVSC Chairman of the Education Committee stating that the CCVSC Board believes that training should be primarily focused on working knowledge of the ORC 5901 and knowledge, skills and tools to better and more efficiently run the veterans service commissions.

11) **Boardroom TV Sets**

Work in progress. An update will be provided at the next open public meeting.

Due to an oversight, a motion was made by Bob Potts and seconded by Frank Pocci to authorize the Executive Director to modify an employee's performance evaluation and grant an additional \$500 to the bonus amount.

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

NEW BUSINESS:

Dental, vision and hearing assistance has been added to the revised Financial Assistance Procedures and Training Manual.

GOOD OF THE ORDER:

Commissioner Potts mentioned that a black flag with a gold line running across it is being flown under the American flag at Corrigan’s Funeral Home on Lorain Ave. Jon Reiss will contact the funeral home to find out what it represents.


EXECUTIVE SESSION:

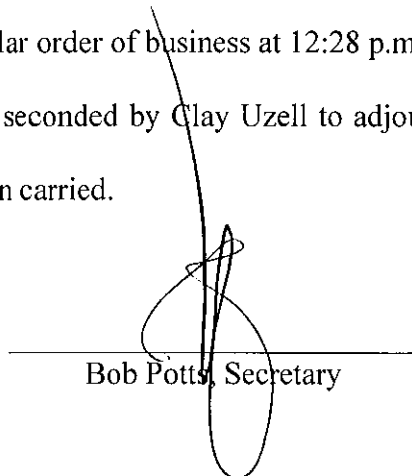
There were no items for executive session.

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

With no further business, a motion was made by Dan Weist and seconded by Clay Uzell to adjourn the meeting at 12:05 p.m.

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


Mel Baher, President


Bob Potts, Secretary

CONTACT INFORMATION

Requests for Financial Assistance:

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

Filing claims with the Dept. of

Veterans’ Affairs/Memorial Affairs:

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

Social Work Dept.:

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

Executive Director:

Jon Reiss (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

November, 2016

Issued by:

The CCVSC Commissioners

Mel Baher –President, American Legion

Frank Pucci –Vice President, AMVETS

Bob Potts – Secretary, VVA

Clayton E. Uzell - VFW

Daniel Weist –DAV

December 21, 2016

Submitted By: Jon Reiss – Executive Director

The following report summarizes the progress and state of the Cuyahoga County Veterans Service Commission as of November 30, 2016:

Executive:

The Executive Director

- Met with Anson Hall from ESPN
- Interviewed for America's Workforce
- Interviewed with Iheart Radio
- Played Morning Show Feud on WMJI
- Spoke at the USPS
- Attended Faces of Hope breakfast
- Spoke at Lakewood Park for Veterans Day
- Attended a meeting for NEO Employment at the Goodyear facility
- Attended the Vet Pod meeting at Judge Jackson's jury room
- Attended the CVEB meeting
- Met with Terry Kay from Advertising Vehicles
- Met with County Health and Human Services about improving referral relationships
- Met with Keith Kozer regarding email migration
- Interviewed applicants for Benefits Coordinator
- Hosted the Community Employment Collaborative
- Attended Veterans Treatment Court

Customer Satisfaction Surveys

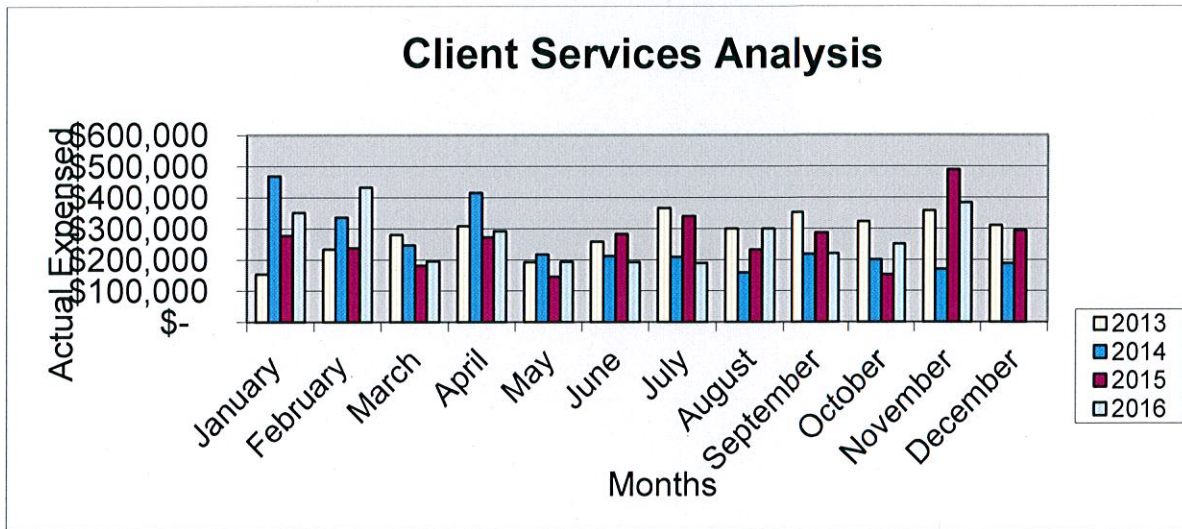
- Submitted: 31
- Positive: 31

Finance Department

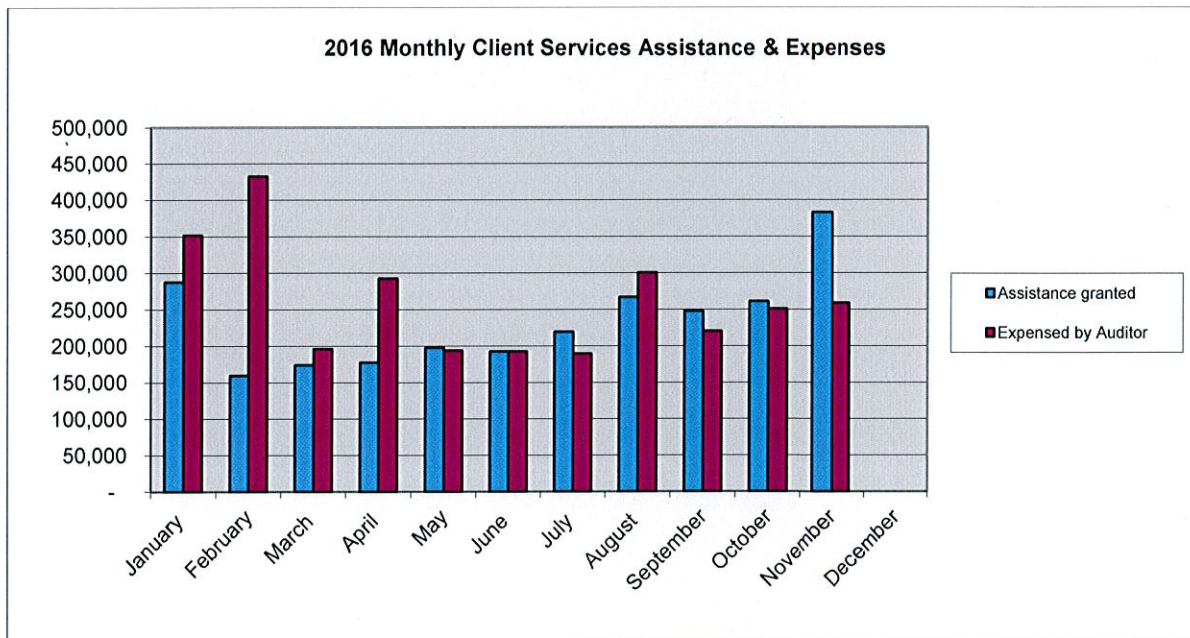
Below are selected November reports from the CCVSC Finance Department. The following charts/graphs depict the overall expenditures by area and type.

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

Comparative Chart Analysis



Actual 2016 Expenses



Total 2016 Expense Analysis

	Total	YTD	YTD	Remaining	2016	Budget
	Budget	Expenditure	Encumbr	Expenditures	Projection	Variance
Salaries	1,797,426	1,520,650	-	232,237	1,752,887	44,539
Fringe Benefits	729,876	623,833	-	78,452	702,285	27,591
Commodities	30,776	21,556	-	3,014	24,570	6,206
Contract Services	473,765	250,752	204,126	223,013	473,765	-
Controlled Expenditures	225,081	107,768	-	117,313	225,081	-
Client Services	3,778,646	3,003,707	-	320,413	3,324,120	454,526
Other Expenditures	367,290	328,716	3,279	23,456	352,172	15,118
Capital Outlay	117,006	36,800	3,962	38,257	75,057	41,949
Total Expenditures	7,519,866	5,893,782	211,367	1,036,155	6,929,937	589,929

Assistance Department:

- November, 2016: \$383,059 (Down from \$398,567 in 2015)
- YTD 2016: \$2,568,216 (Down from \$2,632,045 in 2015)

The November Financial Assistance Department activity report follows below.

Indicator	Nov. 2016	Nov. 2015	% Change
Clients seeking assistance	595	962	-38.2%
Applications taken	439	762	-42.4%
Applications withdrawn	(64)	(83)	-22.9%
Applications denied	(60)	(83)	-27.7%
Applications approved	315	596	-47.1%

Indicator	YTD 2016	YTD 2015	% Change
Clients seeking assistance	4118	3571	15.3%
Applications taken	3142	3267	-3.8%
Applications withdrawn	(503)	(575)	-12.5%
Applications denied	(583)	(634)	-8.0%
Applications approved	2056	2058	-.1%

- First Time Assistance
 - November, 2016: 51 (Down from 75 in 2015)
 - 43 approved, 0 at Level III, 0 partial, 2 denied, 6 withdrawn
 - YTD 2016: 325 (Down from 448 in 2015)
- Withdrawn applications from October that were unresolved: 21 of 33

In November, **78.8%** of all applications for assistance were approved, at Level I, II, or III.

Listed below is a breakdown of appeals for the month of November, 2016.

<u>Appeal Officer Appeals</u>	Nov. 2016	YTD
Cases Approved	23	239
Cases Partially Approved	4	37
Cases Denied	14	207
Cases Withdrawn	<u>2</u>	<u>21</u>
Total	43	504

<u>Board Appeals</u>	Nov. 2016	YTD
Cases Approved	4	70
Cases Denied	5	58
Cases Partially Approved	0	0
Cases Withdrawn	0	0
Cases Verifying Fraud	0	3
Fraud Not Verified	0	0
Attempted Fraud	0	0
Fraud expunged	<u>0</u>	<u>0</u>
Total	9	131

Medical and Other Transportation:

- November, 2016: \$13,798.50 (YTD: \$155,494.00)
- Medical Bus Tickets: \$13,738.50 (YTD: \$154,004.00)
- Other: \$60 (YTD: \$1,490)
- Transportation Approved: 553 applicants (YTD: 6,052)

Medical and Dental Programs:

- November, 2016: \$10,195 (YTD: \$68,201)
 - Dental: \$3,490 (YTD: \$51,620)
 - Vision: \$755 (YTD: \$4,790)
 - Hearing Aid: \$5,950 (YTD: \$11,791)

Memorial Affairs Department:

- November, 2016: \$7,512.00 (YTD: \$87,279.40)
- 8 Indigent burials
 - Air Force: 1
 - Marine: 2
 - Navy: 1
 - Army: 4

Social Work

- November, 2016: Total Signed In: 76 (YTD: 819)
 - Seen: 52 (YTD: 635)
 - Not Seen: 13 (YTD: 63)
 - Offline: 11 (YTD: 121)
 - New Veterans: 1 (YTD: 10)

- Veterans Receiving Consultation: 28 (YTD: 335)
- Veterans receiving follow-up: 24 (YTD: 300)
- In November, 0 veterans were taken to the Ohio Veterans Home.

Referrals

- VA Medical: 2
- Employment: 1
- Debt Counseling: 11
- Other: 6
- Financial Workshop: 22 - 9 no-shows/late are included in the 'Not Seen' number
- Nutrition Workshop: 0 in 4 sessions – 1 no show included in the 'Not Seen' number

Submitted by:

**Jon Reiss
Executive Director**