



American Legion  
**MEL BAHER**  
COMMISSIONER



American Veterans  
**FRANK POCCHI**  
COMMISSIONER



Disabled American Veterans  
**VACANT**  
COMMISSIONER



Veterans of Foreign Wars  
**CLAYTON E. UZELL**  
COMMISSIONER



Vietnam Veterans of America  
**BOB POTTS**  
COMMISSIONER

## Cuyahoga County Veterans Service Commission

Ph: 216.698.2600 • Fax: 216.698.2650

Email: [vscmail@cuyahogacounty.us](mailto:vscmail@cuyahogacounty.us)

1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

JON REISS  
EXECUTIVE DIRECTOR

### MINUTES

DATE: January 17, 2018 9:30 a.m.

PRESENT: Bob Potts, President  
Clayton E. Uzell, Vice President  
Mel Baher, Secretary  
Frank Pocci, Commissioner  
DAV Commissioner, Vacant  
Jon Reiss, Executive Director  
Kelli Perk, Asst. County Prosecutor  
Lorri Slivka, Executive Secretary

VISITORS: None.

PURPOSE: GENERAL MONTHLY MEETING

The meeting was called to order by President Potts followed by the Pledge of Allegiance.

A motion was made by Mel Baher and seconded by Frank Pocci 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. NAYS: None. Motion carried.

#### **STATE OF THE COMMISSION AND FINANCE REPORT (Attached)**

A motion was made by Mel Baher and seconded by Frank Pocci to accept the report of the Executive Director, with minor changes. In discussion, the Board authorized the Executive Director to procure \$10.00 gas cards to be issued to clients attending the financial workshops, as an incentive to complete the program.

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

#### **OLD BUSINESS:**

Action Items – Update:

- 1) **Kronos Migration** – Clocks have been installed. The County now needs to program the clocks and train staff. Work in progress.
- 2) **Linear Creative** – Jon Reiss will be submitting the scripts for the “How to Videos” by next week’s deadline. Work in progress.

- 3) **Elevator/Garage Door Keys** – We are waiting for an update following discussions between the building landlord and LLS.
- 4) **Voucher Disclaimer** – The Asst. County Prosecutor will provide the language by the next open public meeting.
- 5) **Ohio Means Jobs (OMJ)** – The Executive Director is in the preliminary stages of preparing the MOU. The process here at the Commission will be formalized after re-engaging in discussion with OMJ after January 22, 2018.
- 6) **Board Outreach meetings for 2018** – Tentative dates have been set for March 21, 2018 and October 17, 2018 at 7:00 p.m. Locations to be determined.
- 7) **Handicapped Transportation** – Jon Reiss will provide the SOP.
- 8) **Security** – The Executive Director will provide quotes for services provided by Protective Services by February 21, 2018.
- 9) **Office Closure; Holiday week** – The office will be closed Monday through Wednesday, December 24-26, 2018. A skeleton crew will be scheduled to work Thursday and Friday, December 27-28, 2018 to provide service to clients.
- 10) **Vehicle Wrap** – There was a change to our point-of-contact at Ohio Wrap which delayed the process. Designs should be available by the next open public meeting.

**NEW BUSINESS:**

Temporary aid will be extended to 9 months for financial assistance and 12 months for a medical, on a trial basis for the next nine months, followed by a review.

**GOOD OF THE ORDER:**

Commissioner Uzell will be attending the VFW State Convention at the Holiday Inn in Independence, Ohio from January 18-21, 2018. A CCVSC service officer will be staffing the event on the 19<sup>th</sup>.

Commissioner Baher will be attending the American Legion Mid-Winter Conference in Columbus, Ohio from January 18-20, 2018.

**EXECUTIVE SESSION:**

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

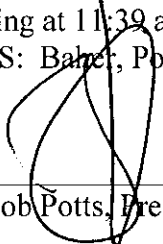
AYES: Baher, Pocci, Potts, Uzell. NAYS: None. Motion carried. (10:55 a.m.)

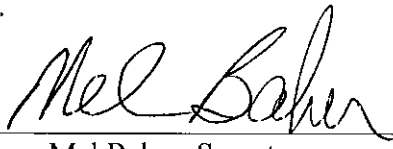
The Board came out of Executive Session and returned to the regular order of business at 11:38 a.m.

In Executive Session, the Board discussed a personnel matter and advised the Director on how to proceed.

With no further business, a motion was made by Clay Uzell and seconded by Frank Pocci to adjourn the meeting at 11:39 a.m.

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

  
\_\_\_\_\_  
Bob Potts, President

  
\_\_\_\_\_  
Mel Baher, Secretary

## **CONTACT INFORMATION**

Requests for Financial Assistance/  
Filing claims with the Dept. of

Veterans' Affairs/Memorial Affairs:

Social Work Dept.:

Executive Director:

Commissioners:

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)

# CUYAHOGA COUNTY VETERANS SERVICE COMMISSION

DECEMBER 2017

## *State of the Commission and Finance Report*



Submitted By:  
**Jon Reiss**  
Executive Director  
January 17, 2018



**Frank Pocci**  
President  
AMVETS



**Bob Potts**  
Vice President  
VVA



**Clayton E. Uzell**  
Secretary  
VFW



**Vacant**  
Commissioner  
DAV



**Mel Baher**  
Commissioner  
American Legion

# TABLE OF CONTENTS

## Contents

Executive Report _____	1
Financial Summary _____	2
Financial Assistance Department _____	3
Transportation / Memorial Affairs / Social Work _____	4
Service Department _____	6

## CONTACT INFORMATION

Cuyahoga County Veterans Service Commission

1849 Prospect Ave. Suite 150

**Tel** 216-698-2600

**Fax** 216-268-2652

**Email** [vscmail@cuyahogacounty.us](mailto:vscmail@cuyahogacounty.us)

[www.CuyahogaVets.org](http://www.CuyahogaVets.org)

# STATE OF COMMISSION AND FINANCE REPORT (DECEMBER)

## Executive Report

### DIRECTOR'S OUTREACH

- Attended meeting regarding record retention
- Attended NEOVCTF meeting to discuss third party offers
- Attended the JVCOCC Holiday party
- Participated in the after action review for StorytellersX
- Conducted the All Staff Meeting
- Met with Lester Wicks from New Horizons
- Attended NEOVCTF end of the year review meeting
- Participated in the Identiphoto conference call
- Met with Bonnie Phillips from Entercom

### OUTREACH TEAM

- Wounded Warrior Project event
- University Hospitals (Richmond) Community Event
- Westlake Nursing and Rehab. Veterans Recognition event

### UPCOMING EVENTS

### NEW CLIENT REPORT

- Total New Clients for December 2017: 270 (YTD: 3,548)
- Financial Assistance New Clients for December 2017: 47 (Up from 45 in 2016) 44 approved, 0 at Level III, 1 partial, 0 denied, 2 withdrawn
- Financial Assistance New Clients Year-to-Date: 486 (Up from 435 in 2016)

### CUSTOMER SATISFACTION SURVEYS

There were 2 surveys completed; both positive.

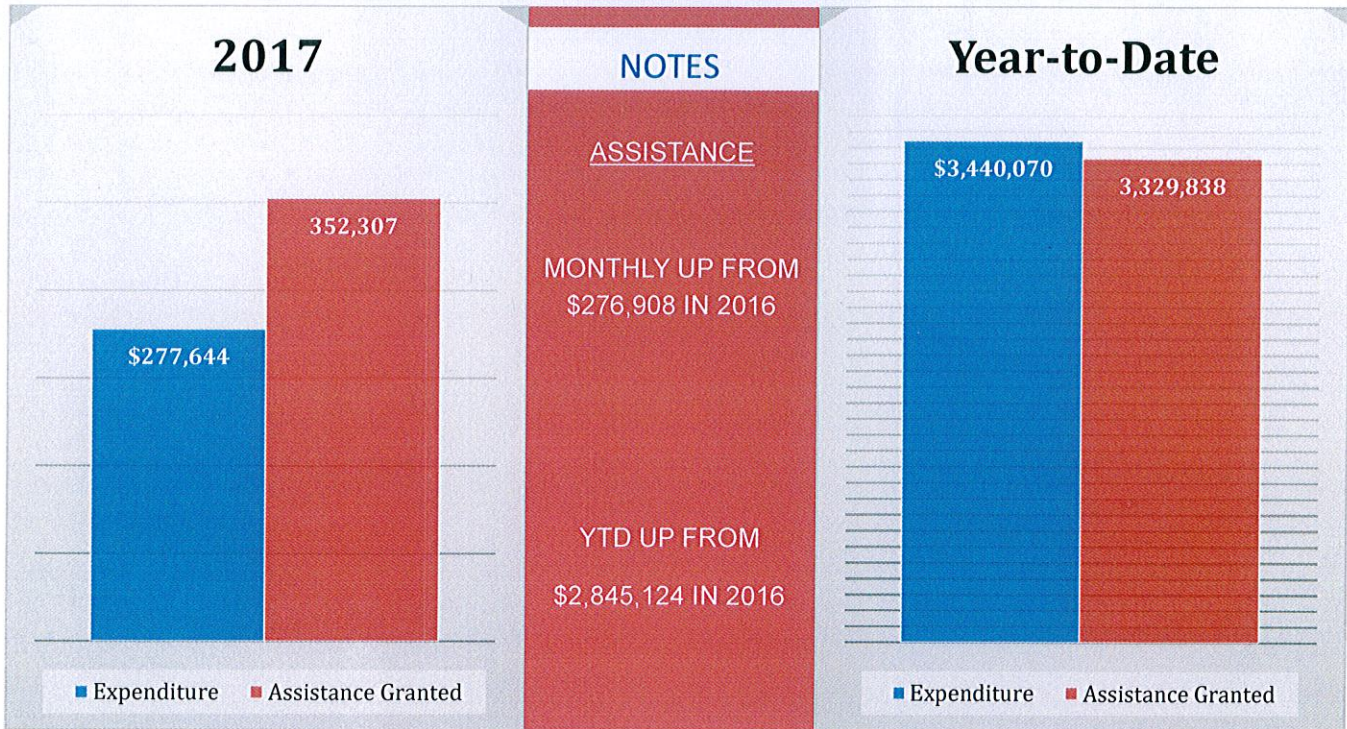
### RE-OCCURRING OUTREACH

- LIBRARY OUTREACH
  - South Euclid Library  
1<sup>st</sup> Week of each month  
M-W 9am to 3pm
  - North Royalton Library  
2<sup>nd</sup> Week of each month  
M-W 9am to 3pm
  - Mayfield Library  
3<sup>rd</sup> Week of each month  
M-W 9am to 3pm
  - Fairview Park Library  
4<sup>th</sup> Week of each month  
M-W 9am to 3pm
- HOMELESS OUTREACH
  - Stella Maris
  - VOA
  - 2100 Lakeside
- OMJ ORIENTATION
- COUNTY JAIL VETS POD
- NEOCH

# STATE OF COMMISSION AND FINANCE REPORT (DECEMBER)

## Financial Summary

Below are selected reports from the CCVSC Finance Department.



Client Assistance includes: Financial Assistance for Medical, Food, Mortgage, Rent, Utilities, Infant Layette, Personal Hygiene, Shoes, and Clothing

## Expense Analysis

	Total Budget	YTD Expenditure	Remaining Expenditures	2017 Projection	Budget Variance
<b>Salaries</b>	1,751,773	1,650,672	-	1,650,672	101,101
<b>Fringe Benefits</b>	689,041	683,139	-	683,139	5,902
<b>Commodities</b>	32,810	31,940	-	31,940	870
<b>Contract Svcs</b>	439,163	265,831	136,119	401,950	37,213
<b>Controlled Exp.</b>	382,400	370,589	-	370,589	11,811
<b>Client Svcs</b>	3,474,154	3,440,070	-	3,440,070	34,084
<b>Other Exp</b>	413,363	408,066	3,327	411,393	1,970
<b>Capital Outlay</b>	73,822	68,754	3,414	72,168	1,654
<b>Total</b>	7,256,526	6,919,061	142,860	7,061,921	194,605

# STATE OF COMMISSION AND FINANCE REPORT (DECEMBER)

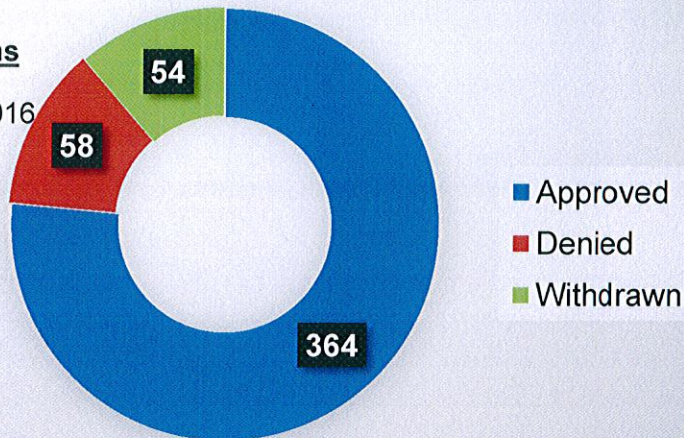
## Financial Assistance Department

### FINANCIAL ASSISTANCE ACTIVITY REPORT

#### Monthly Application Outcome

**476 Applications**

Up 11.2% from 2016

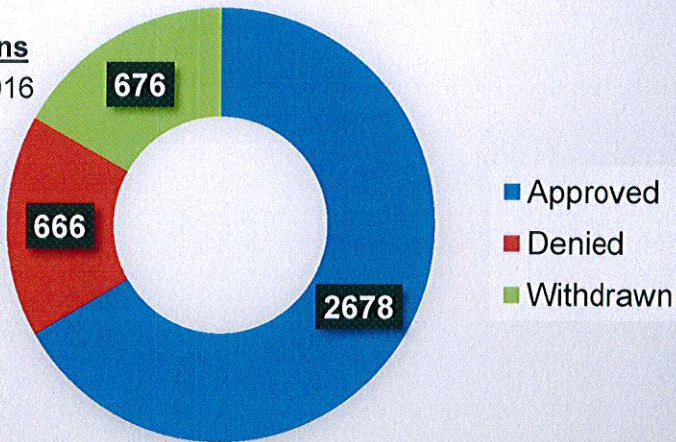


**505 Clients Seeking Assistance** (down 16.5% from 2016)

#### YTD Application Outcome

**4,048 Applications**

Up 13.4% from 2016



**5010 Clients Seeking Assistance** (up 6.1% from 2016)

#### APPEALS

➤ Appeals Officer  
Total: 53 (567)  
Approved: 22 (235)  
Partial: 3 (43)  
Denied: 25 (261)  
Withdrawn: 3 (28)

➤ Board Appeals  
Total: 11 (170)  
Approved: 2 (70)  
Partial: 0 (1)  
Denied: 7 (93)  
Withdrawn: 0 (1)  
Other: 2 (5)

\* Current Month (year-to-date)

#### NOTES

- 31 of 56 withdrawn applications from November unresolved
- Application Approval Rate: 82.1% (includes level I, II, and III)



# STATE OF COMMISSION AND FINANCE REPORT (DECEMBER)

## Transportation / Memorial Affairs / Social Work

### MEDICAL AND OTHER TRANSPORTATION

DESCRIPTION	MONTH	YEAR-TO-DATE
Medical Bus Tickets	\$13,375.50	\$186,616.00
Other	\$242.00	\$2,244.00
<b>Total</b>	<b>\$13,617.50</b>	<b>\$188,860.00</b>
Applicants	575	7246

### MEDICAL AND DENTAL PROGRAMS

DESCRIPTION	MONTH	YEAR-TO-DATE
Dental	\$0	\$67,132
Vision	\$490	\$2,480
Hearing Aids	\$0	\$5,235
<b>Total</b>	<b>\$490</b>	<b>\$74,847</b>

### INDIGENT BURIALS

DESCRIPTION	MONTH	YEAR-TO-DATE
Total (#)	10	82
Total (\$)	\$9,990.00	\$74,985.07

# STATE OF COMMISSION AND FINANCE REPORT (DECEMBER)

## SOCIAL WORK ACTIVITY

DESCRIPTION	MONTH	YEAR-TO-DATE
Seen	134	1212
Not Seen	42	292
Offline	14	149
<b>Total</b>	<b>190</b>	<b>1639</b>
Consultation	45	404
Follow-ups	89	602
Ohio Veterans Home Tours	0	0

## SOCIAL WORK REFERRALS

DESCRIPTION	MONTH	YEAR-TO-DATE
VA Medical	1	13
Employment	0	18
Debt Counseling	0	39
Other	3	57

## FINANCIAL WORKSHOP

DATE	SCHEDULED	ATTENDED	RESCHEDULED	NO-SHOW	LEFT
12/7/2017	12	7	1	4	0
12/21/2017	13	7	1	5	0
12/28/2017	10	9	0	1	0
<b>YTD</b>	<b>243</b>	<b>159</b>	<b>10</b>	<b>74</b>	<b>0</b>

## NUTRITION WORKSHOP

DATE	SCHEDULED	ATTENDED	RESCHEDULED	NO-SHOW	LEFT
12/4/2017	30	18	0	12	0
12/11/2017	41	34	2	5	0
12/18/2017	45	38	1	6	0
<b>YTD</b>	<b>872</b>	<b>660</b>	<b>27</b>	<b>184</b>	<b>1</b>

# STATE OF COMMISSION AND FINANCE REPORT (DECEMBER)

## Service Department

	Compensation	Pension	DIC	Follow-up	Medical	POA	Misc. Coor.	DD214	Headstone (New and Replacement)	PMC	Other
Wade Park	49	9	-	264	3	63	239	41	-	-	114
Parma	35	5	1	212	6	37	129	23	-	1	120
Main Office	17	12	1	84	12	25	198	176	15	19	77
Fed. Bldg.	-	-	-	-	-	-	-	-	-	-	-
CRRC	-	-	-	-	-	-	-	-	-	-	-
Mobile Benefits Team	-	-	-	4	-	2	7	2	-	-	3
<b>Total (Month)</b>	<b>101</b>	<b>26</b>	<b>2</b>	<b>564</b>	<b>21</b>	<b>127</b>	<b>573</b>	<b>242</b>	<b>15</b>	<b>20</b>	<b>314</b>
<b>Total (YTD)</b>	<b>1343</b>	<b>344</b>	<b>35</b>	<b>6895</b>	<b>230</b>	<b>1795</b>	<b>8339</b>	<b>3518</b>	<b>167</b>	<b>258</b>	<b>4048</b>