



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

**JON REISS**  
EXECUTIVE DIRECTOR

## 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

### MINUTES

DATE: February 21, 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  
Brian Gutkoski, 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 Clay Uzell 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.

A motion was made by Mel Baher and seconded by Frank Pocci to go out of the regular order of business to address two items under old business that may require input from the Asst. County Prosecutor, who had to leave to attend a previously scheduled appointment. (9:32 a.m.)

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

The Director will investigate whether a disclaimer clause can be added to the current rent voucher. The clause will state that once a landlord endorses the voucher, he/she waives any accrued late charges on the tenant/veteran's account.

A motion was made by Mel Baher and seconded by Frank Pocci to write off the overpayment amount of a former employee due to the fact that the employee moved out of state and the address is unknown.

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

The Executive Director was also instructed to send a certified letter to another former employee regarding their overpayment.

A motion was made by Mel Baher and seconded by Frank Pocci to return to the regular order of business. AYES: Baher, Pocci, Potts, Uzell. NAYS: None. Motion carried. (9:38 a.m.)

#### **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 as given.

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

#### **OLD BUSINESS:**

Action Items – Update:

- 1) **Kronos Migration** – Training is scheduled to begin in 3/18. Work in progress.
- 2) **Linear Creative** – Work in progress.
- 3) **Elevator Sensor** – Work in progress.
- 4) **Ohio Means Jobs; MOU** - Postponed due to a re-alignment of the program.
- 5) **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.
- 6) **Handicapped Transportation** – Jon Reiss will provide the SOP.
- 7) **Security** – Preliminary conversations are proving to have similar challenges as we are currently experiencing. It was decided to continue with services provided by the County.
- 8) **Veteran I.D. Printers/Training** – The software has been approved by the County. Target date is set for 4/18.
- 9) **Vehicle Wrap** - Updated versions were approved by the Board. The Director will now move forward with wrapping the new vehicle and jeep.
- 10) **Food Cards** – The Director will work with the County Procurement Dept. to discuss procedure and prepare a resolution for the Board’s approval at the next public meeting.
- 11) **Gym Membership** – Resolution 2018-05 was submitted to the Board for approval.

A motion was made by Mel Baher and seconded by Clay Uzell to approve Resolution 2018-05 requesting authority for the Executive Director to reimburse the staff for memberships at gym/fitness centers, not to exceed \$65 per month, per employee, and not to exceed an agency total of \$25,000.

AYES: Baher, Potts, Uzell. NAYS: Pocci. Motion carried.

#### **NEW BUSINESS:**

Jon Reiss displayed a sample Lodging Kit obtained from the SAM (Serving Area Military) Center and recommended they be available for use by CCVSC veterans transitioning from homelessness.

A motion was made by Mel Baher and seconded by Frank Pocci to approve Resolution 2018-06 providing for the purchase of lodging kits for transitioning homeless veterans. The equipment will be purchased from the SAM Center; no competitive bids were solicited because the SAM Center already builds the kits to exact specification and has established discount relationships with multiple vendors. The purchase agreement with The SAM Center will not exceed \$24,750.

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

#### **GOOD OF THE ORDER:**

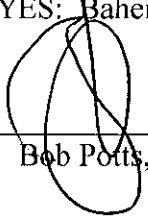
None.

**EXECUTIVE SESSION:**

There were no items for Executive Session.


With no further business, a motion was made by Frank Pocci and seconded by Clay Uzell to adjourn the meeting at 11:15 a.m.

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



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Bob Potts, President



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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

JANUARY 2018

*State of the Commission and Finance Report*



Submitted By:  
**Jon Reiss**  
Executive Director  
February 21, 2018



**Frank Pocci**  
Commissioner  
AMVETS



**Bob Potts**  
President  
VVA



**Clayton E. Uzell**  
Vice-President  
VFW



**Vacant**  
Commissioner  
DAV



**Mel Baher**  
Secretary  
American Legion

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## CONTACT INFORMATION

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# STATE OF COMMISSION AND FINANCE REPORT (JANUARY)

## Executive Report

### DIRECTOR'S OUTREACH

- Met with Mike from Linear
- Met with Christopher Flores from MicroPact
- Attended VCTF Executive Board Discussion with Mr. Herm Breuer
- Attended meeting at OMJ in Parma
- Met with Viamedia Digital
- Attended the RISFAC meeting at the Akron VSC
- Attended a meeting at the Fiscal Office regarding Veteran ID Cards
- Attended a 211 Data Strategy meeting
- Attended NEOVCTF Advisory Committee meeting
- Met with Anson Hall from ESPN
- Met with William Moore from OMJ

### OUTREACH TEAM

- Homeless Stand Down
- Motorcycle Show
- West Side Market Planning meeting

### UPCOMING EVENTS

- Brookdale Westlake
- Westlake Rehab and Nursing
- Parma Vet Center

### NEW CLIENT REPORT

- Total New Clients for January 2018: 290 (YTD: 290)
- Financial Assistance New Clients for January 2018: 30 (Down from 48 in 2017) 28 approved, 0 at Level III, 0 partial, 1 denied, 1 withdrawn
- Financial Assistance New Clients Year-to-Date: 30 (Down from 48 in 2017)

### CUSTOMER SATISFACTION SURVEYS

There were 3 surveys completed; all positive.

### RE-OCCURRING OUTREACH

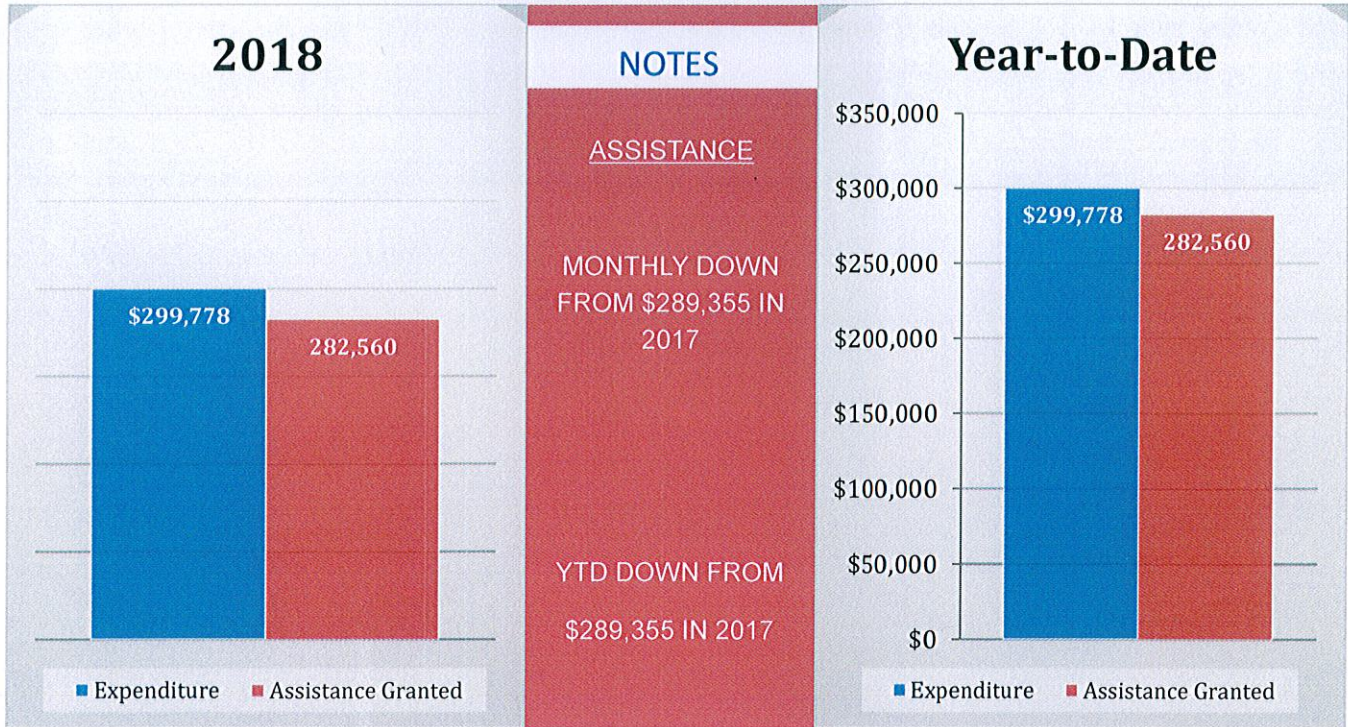
- LIBRARY OUTREACH
  - South Euclid Library  
1<sup>st</sup> Week of each month  
M-W 9am to 3pm
  - North Royalton Library  
2<sup>nd</sup> Week of each month  
M-W 9am to 3pm
  - Mayfield Library  
3<sup>rd</sup> Week of each month  
M-W 9am to 3pm
  - Fairview Park Library  
4<sup>th</sup> Week of 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 (JANUARY)

## 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	2018 Projection	Budget Variance
<b>Salaries</b>	1,775,260	131,530	1,618,730	1,750,260	25,000
<b>Fringe Benefits</b>	727,230	59,943	657,664	717,607	9,623
<b>Commodities</b>	29,258	1,883	20,713	22,596	6,662
<b>Contract Svcs</b>	404,123	3,150	255,406	258,556	145,567
<b>Controlled Exp.</b>	149,536	12,462	137,074	149,536	-
<b>Client Svcs</b>	3,548,680	299,778	3,219,392	3,519,170	29,510
<b>Other Exp</b>	395,697	30,023	333,265	363,288	32,409
<b>Capital Outlay</b>	13,414	-	9,854	9,854	3,560
<b>Total</b>	7,043,198	538,769	6,252,098	6,790,867	252,331



# STATE OF COMMISSION AND FINANCE REPORT (JANUARY)

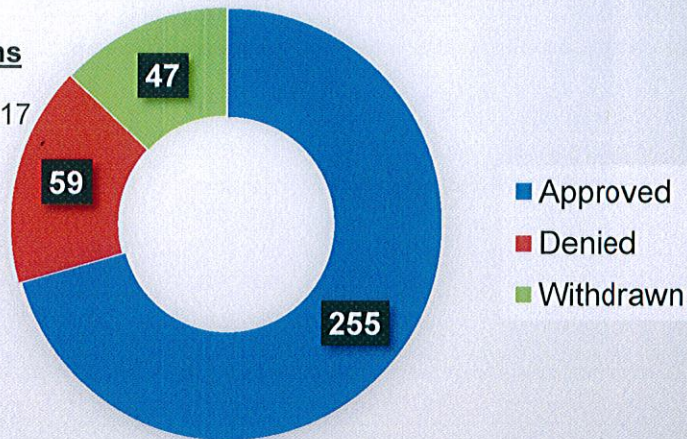
## Financial Assistance Department

### FINANCIAL ASSISTANCE ACTIVITY REPORT

#### Monthly Application Outcome

**361 Applications**

Up 9.1% from 2017

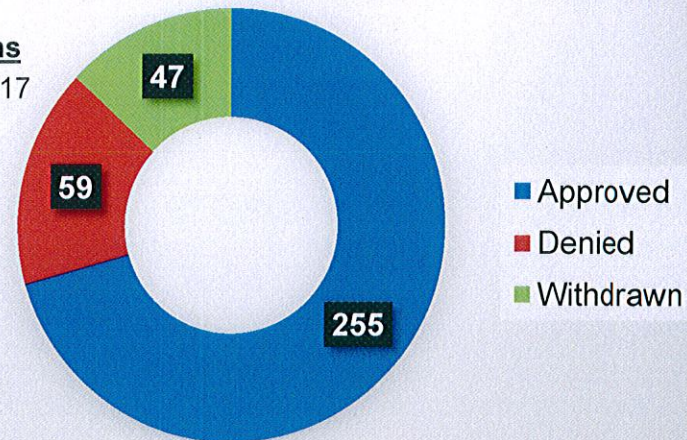


439 Clients Seeking Assistance (down 8.0% from 2017)

#### YTD Application Outcome

**361 Applications**

Up 9.1% from 2017



439 Clients Seeking Assistance (down 8.0% from 2017)

#### APPEALS

➤ Appeals Officer  
Total: 47 (47)  
Approved: 17 (17)  
Partial: 3 (3)  
Denied: 26 (26)  
Withdrawn: 1 (1)

➤ Board Appeals  
Total: 14 (14)  
Approved: 9 (9)  
Partial: 0 (0)  
Denied: 5 (5)  
Withdrawn: 0 (0)  
Other: 0 (0)

\* Current Month (year-to-date)

#### NOTES

- 27 of 45 withdrawn applications from December unresolved
- Application Approval Rate: 77.8% (includes level I, II, and III)



# STATE OF COMMISSION AND FINANCE REPORT (JANUARY)

## Transportation / Memorial Affairs / Social Work

### MEDICAL AND OTHER TRANSPORTATION

DESCRIPTION	MONTH	YEAR-TO-DATE
Medical Bus Tickets	\$15,984.50	\$15,984.50
Other	\$154.00	\$154.00
<b>Total</b>	<b>\$16,138.50</b>	<b>\$16,138.50</b>
Applicants	636	636

### MEDICAL AND DENTAL PROGRAMS

DESCRIPTION	MONTH	YEAR-TO-DATE
Dental	\$2,146.00	\$2,146.00
Vision	\$385	\$385
Hearing Aids	\$0	\$0
<b>Total</b>	<b>\$2,531</b>	<b>\$2,531</b>

### INDIGENT BURIALS

DESCRIPTION	MONTH	YEAR-TO-DATE
Total (#)	9	9
Total (\$)	\$8,991.00	\$8,991.00



# STATE OF COMMISSION AND FINANCE REPORT (JANUARY)

## SOCIAL WORK ACTIVITY

DESCRIPTION	MONTH	YEAR-TO-DATE
Seen	171	171
Not Seen	67	67
Offline	8	8
<b>Total</b>	<b>222</b>	<b>222</b>
Consultation	67	67
Follow-ups	104	104
Ohio Veterans Home Tours	0	0

## SOCIAL WORK REFERRALS

DESCRIPTION	MONTH	YEAR-TO-DATE
VA Medical	0	0
Employment	0	0
Debt Counseling	0	0
Other	0	0

## FINANCIAL WORKSHOP

DATE	SCHEDULED	ATTENDED	RESCHEDULED	NO-SHOW	LEFT
1/18/2018 (S1)	18	7	2	9	0
1/18/2018 (S2)	21	7	3	11	0
1/25/2018	13	10	0	3	0
<b>TOTAL</b>	<b>52</b>	<b>24</b>	<b>5</b>	<b>23</b>	<b>0</b>
YTD	52	24	5	23	0

\*1/25/2018 session cancelled due to boiler repair

## NUTRITION WORKSHOP

DATE	SCHEDULED	ATTENDED	RESCHEDULED	NO-SHOW	LEFT
1/8/2018	54	38	4	12	0
1/22/2018	49	38	2	9	0
1/29/2018	42	35	4	3	0
<b>TOTAL</b>	<b>145</b>	<b>111</b>	<b>10</b>	<b>24</b>	<b>0</b>
YTD	145	111	10	24	0



# STATE OF COMMISSION AND FINANCE REPORT (JANUARY)

## Service Department

	Compensation	Pension	DIC	Follow-up	Medical	POA	Misc. Coord.	DD214	Headstone (New and Replacement)	PMC	Other
Wade Park	78	9	2	351	8	100	329	41	-	-	174
Parma	51	10	-	233	1	57	178	31	-	1	144
Main Office	21	13	1	79	2	28	189	206	10	2	84
Fed. Bldg.	-	-	-	-	-	-	-	-	-	-	-
CRRC	-	-	-	-	-	-	-	-	-	-	-
Mobile Benefits Team	-	-	-	8	-	3	11	3	-	-	2
<b>Total (Month)</b>	<b>151</b>	<b>32</b>	<b>3</b>	<b>672</b>	<b>11</b>	<b>189</b>	<b>708</b>	<b>281</b>	<b>10</b>	<b>3</b>	<b>404</b>
<b>Total (YTD)</b>	<b>151</b>	<b>32</b>	<b>3</b>	<b>672</b>	<b>11</b>	<b>189</b>	<b>708</b>	<b>281</b>	<b>10</b>	<b>3</b>	<b>404</b>