



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
1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

MINUTES

DATE: April 18, 2018 9:30 a.m.

PRESENT: Bob Potts, President
Clayton E. Uzell, Vice President
Mel Baher, Secretary
DAV Commissioner, Vacant
Jon Reiss, Executive Director
Brian Gutkoski, Asst. County Prosecutor
Mary Kitko, Administrative Assistant

EXCUSED: Frank Pocci, Commissioner

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 Mel Baher 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, Potts, 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, Potts, Uzell. NAYS: None. Motion carried.

OLD BUSINESS:

Action Items – Update:

- 1) **Kronos Migration** – Expected to be system ready by July. Work in progress.
- 2) **Linear** – Jon Reiss has scripts for “How to Videos” and will meet with Linear in the next few weeks. Work in progress.
- 3) **Elevator Sensor** – Work in progress.

- 4) **Rent Voucher Disclaimer Clause** – Bryan Gutkoski will update the language of the rent voucher disclaimer to clarify that once the landlord accepts the voucher there will be no late fees for the next 21 days while the voucher is being processed.
- 5) **Ohio Means Jobs; MOU** – Work in progress.
- 6) **Veteran I.D.** – Software has been installed and staff training will begin today. The data is device specific and the County will not have the VSC data. Sylvester Byers will take the data from each laptop and load it on one computer so all data is centrally located.
- 7) **Employee Overpayments** – Bryan Gutkoski will send a 2nd notice requesting repayment.
- 8) **Emergency Plan for Files** – All data will be stored on a separate server. Jon Reiss will investigate a fireproof storage option for all files that require a paper copy be retained.
- 9) **RTA Bus Tickets** – Jon Reiss met with RTA yesterday. Work in Progress.
- 10) **Wrapped Vehicle** – Jon Reiss will compile a list of problems and contact the vendor. Work in progress.
- 11) **Budget** – Copies of the 2019 Budget and Payroll Projection Spreadsheets were distributed for the Commissioners to review. A vote to accept the budget will take place at the next Board Meeting.

NEW BUSINESS:

The Director was instructed to ensure that all commission computers use the VSC logo screensaver.

GOOD OF THE ORDER:

None.

EXECUTIVE SESSION:

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

AYES: Baher, Potts, Uzell. NAYS: None. Motion carried. (11:17 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 12:42 p.m.

In Executive Session, outreach and the replacement for the Executive Secretary were discussed. The Director was given instructions on how to proceed.

With no further business, a motion was made by Clay Uzell and seconded by Mel Baher to adjourn the meeting at 12:43 p.m.

AYES: Baher, 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

MARCH 2018

State of the Commission and Finance Report



Submitted By:
Jon Reiss
Executive Director
April 18, 2018



Frank Pocci
Commissioner
AMVETS



Bob Potts
President
VVA



Clayton E. Uzell
Vice-President
VFW



Vacant
Commissioner
DAV



Mel Baher
Secretary
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 vsccmail@cuyahogacounty.us

www.CuyahogaVets.org

STATE OF COMMISSION AND FINANCE REPORT (MARCH)

Executive Report

DIRECTOR'S OUTREACH

- Attended CVEB Task Force Meeting in Washington, DC
- Attended the NEOPAT Gala
- Attended meeting regarding SNAP
- Attended Breaking Down Barriers Planning Meeting
- Attended The WAVE's Small Business Summit
- Met with William Moore from OMJ
- Met with Joel Freilich regarding Veterans RTA Pass
- United Way 2-1-1 Data Strategy Workgroup
- Attended the Fisher House Ground Breaking Ceremony
- Met with Neil from IHEART Radio

OUTREACH TEAM

- VOA Outreach – homeless
- Stella Marris – homeless
- Westlake Rehab and Nursing – benefits counseling
- Parma Vet Center – benefits counseling

UPCOMING EVENTS

- Veterans Resource Fair – Parma/Snow Library
- Westlake Nursing and Rehab – Benefits Counseling
- McGregor Home
- Hyland's Military Meeting – NEOMECE
- Veterans Service Day – Tri-C Metro
- Lakeside Men's Shelter – Homeless Outreach

NEW CLIENT REPORT

- Total New Clients for March 2018: 314 (YTD: 878)
- Financial Assistance New Clients for March 2018: 32 (Up from 30 in 2017)
23 approved, 0 at Level III, 0 partial, 2 denied, 7 incomplete
- Financial Assistance New Clients Year-to-Date: 84 (Down from 110 in 2017)

CUSTOMER SATISFACTION SURVEYS

There were 32 surveys completed; all positive.

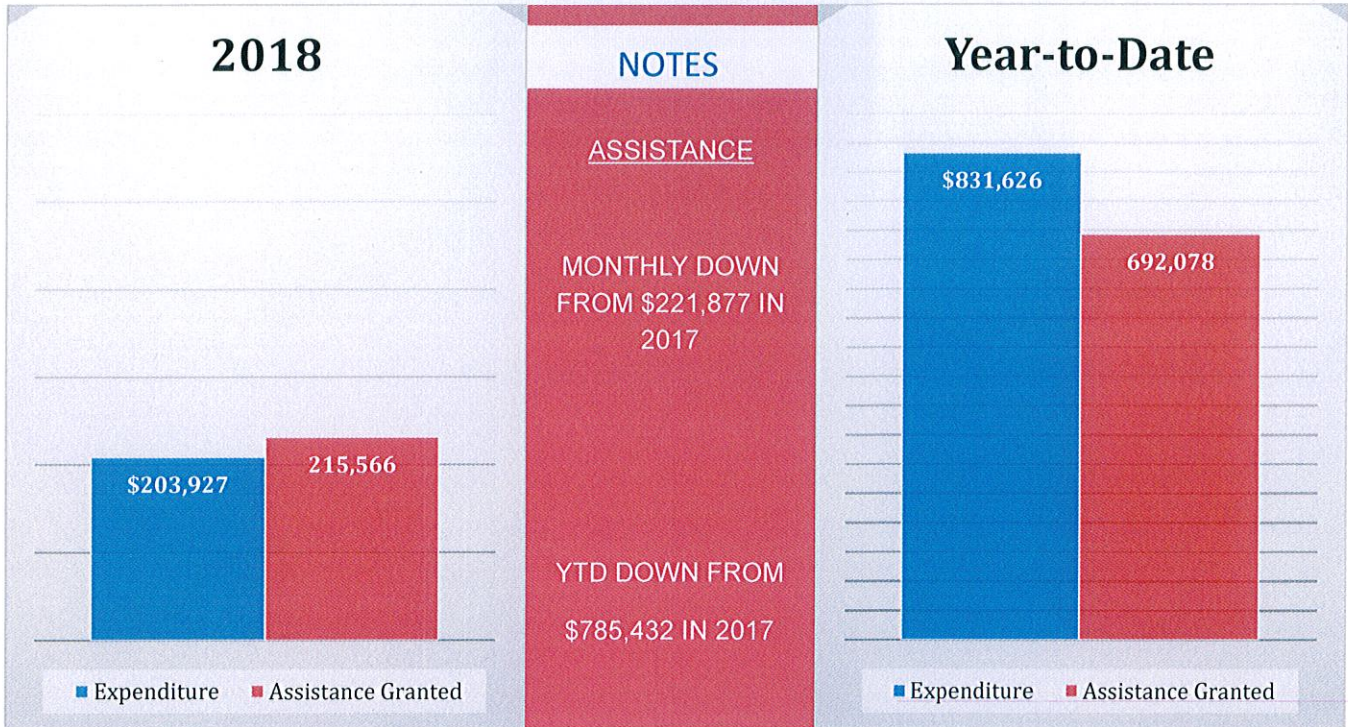
RE-OCCURRING OUTREACH

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

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
Salaries	1,775,260	402,114	1,348,146	1,750,260	25,000
Fringe Benefits	727,230	182,086	535,521	717,607	9,623
Commodities	29,258	4,625	21,361	25,986	3,272
Contract Svcs	404,123	39,050	219,506	258,556	145,567
Controlled Exp.	149,536	47,214	198,023	245,237	(95,701)
Client Svsc	3,548,680	831,626	2,634,048	3,465,674	83,006
Other Exp	395,697	80,313	282,975	363,288	32,409
Capital Outlay	13,414	288	9,566	9,854	3,560
Total	7,043,198	1,587,316	5,249,146	6,836,462	206,736

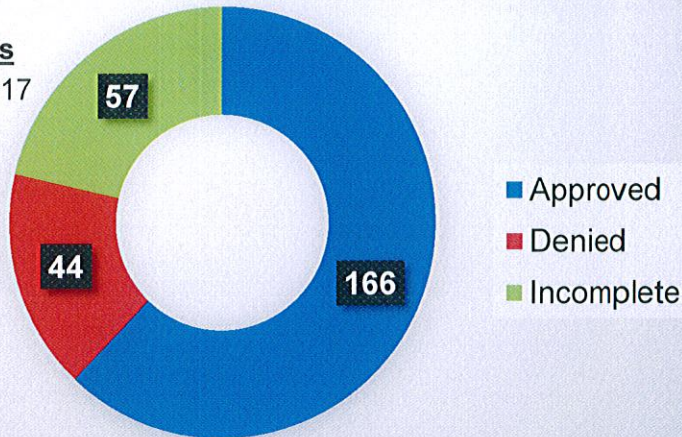
STATE OF COMMISSION AND FINANCE REPORT (MARCH)

Financial Assistance Department

FINANCIAL ASSISTANCE ACTIVITY REPORT

Monthly Application Outcome

267 Applications
Up 13.6% from 2017

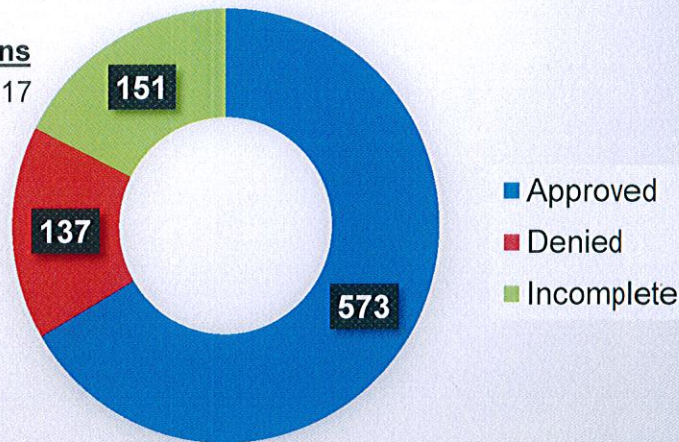


APPEALS

➤ Appeals Officer
Total: 32 (118)
Approved: 9 (39)
Partial: 1 (6)
Denied: 17 (63)
Incomplete: 5 (10)

YTD Application Outcome

861 Applications
Up .4% from 2017



➤ Board Appeals
Total: 12 (36)
Approved: 1 (15)
Partial: 0 (0)
Denied: 11 (21)
Incomplete: 0 (0)
Other: 0 (0)

* Current Month (year-to-date)

NOTES

- Application Approval Rate: 66.3% (includes levels I, II, and III)
- Completed Application Approval Rate: 84.3% (includes levels I, II, and III)

STATE OF COMMISSION AND FINANCE REPORT (MARCH)

Transportation / Memorial Affairs / Social Work

MEDICAL AND OTHER TRANSPORTATION

DESCRIPTION	MONTH	YEAR-TO-DATE
Medical Bus Tickets	\$16,036.50	\$48,375.50
Other	\$215.00	\$473.00
Total	\$16,251.00	\$48,848.50
Applicants	594	1,882

MEDICAL AND DENTAL PROGRAMS

DESCRIPTION	MONTH	YEAR-TO-DATE
Dental	\$0	\$4,717.00
Vision	\$790.00	\$2,735.00
Hearing Aids	\$0	\$0
Total	\$790.00	\$7,452.00

INDIGENT BURIALS

DESCRIPTION	MONTH	YEAR-TO-DATE
Total (#)	6	15
Total (\$)	\$5,379.53	\$14,370.53

STATE OF COMMISSION AND FINANCE REPORT (MARCH)

SOCIAL WORK ACTIVITY

DESCRIPTION	MONTH	YEAR-TO-DATE
Seen	155	465
Not Seen	49	165
Offline	16	36
Total	220	642
Consultation	39	125
Follow-ups	82	202
Ohio Veterans Home Tours	0	0

SOCIAL WORK REFERRALS

DESCRIPTION	MONTH	YEAR-TO-DATE
VA Medical	1	2
Employment	1	2
Debt Counseling	0	0
Other	5	5

FINANCIAL WORKSHOP

DATE	SCHEDULED	ATTENDED	RESCHEDULED	NO-SHOW	LEFT
3/1/2018	18	11	2	5	0
3/15/2018	16	12	0	4	0
3/22/2018	13	8	1	4	0
TOTAL	47	31	3	13	0
YTD	145	86	9	50	0

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

NUTRITION WORKSHOP

DATE	SCHEDULED	ATTENDED	RESCHEDULED	NO-SHOW	LEFT
3/5/2018	46	36	6	4	0
3/12/2018	40	32	4	4	0
3/19/2018	35	25	4	6	0
TOTAL	121	93	14	14	0
YTD	390	298	30	62	0

STATE OF COMMISSION AND FINANCE REPORT (MARCH)

Service Department

	Compensation	Pension	DIC	Follow-up	Medical	POA	Misc. Coor.	DD214	Headstone (New and Replacement)	PMC	Other
Wade Park	65	14	-	320	7	76	274	53	1	-	122
Parma	47	4	2	278	8	51	182	45	2	2	139
Main Office	19	21	1	126	18	44	238	224	17	18	98
Fed. Bldg.	-	-	-	-	-	-	-	-	-	-	-
CRRC	-	-	-	-	-	-	-	-	-	-	-
Mobile Benefits Team	2	-	1	11	-	6	16	6	-	-	11
Total (Month)	133	39	4	735	33	177	710	328	20	20	370
Total (YTD)	417	111	14	2034	63	534	1989	874	40	29	1140