



American Legion
MEL BAHER
 COMMISSIONER



American Veterans
FRANK POCCHI
 COMMISSIONER



Disabled American Veterans
CHRISTOPHER GRAU
 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/TIME: July 17, 2019 9:30 a.m.

PRESENT: Clay Uzell, President
 Mel Baher, Vice President
 Christopher Grau, Secretary
 Frank Pocci, Commissioner
 Bob Potts, Commissioner
 Jon Reiss, Executive Director
 Mary Kitko, Executive Secretary

EXCUSED: Brian Gutkoski, Asst. County Prosecutor

VISITORS: None.

PURPOSE: GENERAL MONTHLY MEETING

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

A motion was made by Mel Baher and seconded by Chris Grau 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, Grau, Pocci, Potts, Uzell. NAYS: None. Motion carried.

STATE OF THE COMMISSION AND FINANCE REPORT (Attached)

A motion was made by Bob Potts and seconded by Frank Pocci to accept the report of the Executive Director with the necessary corrections and/or additions.

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

OLD BUSINESS:

The Executive Director presented the updated FA Procedures and Training Manual. A new triage application was also presented.

A motion was made by Frank Pocci and seconded by Chris Grau to accept the FA Procedures and Training Manual and the triage application, with the necessary corrections and/or additions, for a three month trial period.

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

Action Items – Update:

- 1) **Employee Overpayments** – Two former employees are expected to make monthly payments until the overpayment is completely paid back. One continues to make the monthly payment and the other has made no payments. Brian Gutkoski will again reach out to the second employee.
- 2) **Emergency Plan for Files.** – For the same price currently being paid for shredding, Iron Mountain will handle the shredding and store retention documents off-site.
- 3) **Dental Trial Program** – Work in progress.
- 4) **Resolution 2018-13: VVA Compensation** – Council is considering a change in Commissioner’s pay at the next meeting.
- 5) **New Schedule Report** – Next update in October.
- 6) **Memorandum of Understanding** – Work in progress.
- 7) **Job Description Review** – The job description for Social Worker and Network Administrator have been updated and approved.

A motion was made by Frank Pocci and seconded by Bob Potts to adopt the job descriptions for Social Worker and Network Administrator with the necessary corrections and/or additions.

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

- 8) **Overtime Impact Study** – Work in progress. Military hours will be considered ‘working hours’ for overtime purposes.

NEW BUSINESS:

The Executive Director proposed re-assigning an Eligibility Specialist to the CCRRC. The hours will be 8:00 a.m. to 4:00 p.m. Monday through Friday. Jeanne Bell will once again be stationed at the CRRC. The Board agreed to honor Jeanne’s current schedule of four days at ten hours per day until September 30, 2019. The new schedule will begin October 1, 2019.

The Executive Director presented the triage application during Old Business. The application has been adopted along with the FA Procedures and Training Manual for a three month trial period.

GOOD OF THE ORDER:

Commissioner Pocci was contacted by an interior decorator who would like to offer her services to veterans. The Board will not consider this option at this time.

EXECUTIVE SESSION:

A motion was made by Mel Baher and seconded by Frank Pocci to go into Executive Session to discuss employee compensation and collective bargaining matters.

AYES: Baher, Grau, Pocci, Potts, Uzell. NAYS: None. Motion carried. (11:42 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 12:11 p.m.

In Executive Session the Board discussed ending the probationary period for Feronne Williams, Charlene Amos, and Larry Amato. The status of the collective bargaining process was also discussed.

A motion was made by Bob Potts and seconded by Frank Pocci to end the probationary period for Feronne Williams, Charlene Amos, and Larry Amato. Employee compensation was discussed effective July 17, 2019. A memorandum will be given to the Executive Director on how to proceed.

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

With no further business, a motion was made by Bob Potts and seconded by Frank Pocci to adjourn the meeting at 12:13 p.m.

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


Mel Baher, Vice President


Chris Grau, Secretary

CONTACT INFORMATION

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

Veterans' Affairs/Memorial Affairs:

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

Charlene Amos, Service Office Mgr. (216-698-3831)

Lawrence Amato, Financial Operations Mgr. (216-698-2391)

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

Jon Reiss (216-698-2611)

Mary Kitko, Secretary to the Board (216-698-2652)

Finance Dept.:

Social Work Dept.:

Executive Director:

Commissioners: