



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:** September 18, 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  
 Feronne Williams, Administrative Coordinator  
 Brian Gutkoski, Asst. County Prosecutor

**EXCUSED:** None.

**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 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, 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 dispense with the reading of the Executive Director's report with the necessary corrections and/or additions.

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

A motion was made by Frank Pocci and seconded by Clay Uzell to go out of the regular order of business and into Executive Session to discuss collective bargaining matters, a matter to be kept confidential, and to interview a job applicant.

AYES: Baher, Grau, Pocci, Potts, Uzell. NAYS: None. Motion carried. (9:43 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 10:50 a.m.

In Executive Session, collective bargaining and a matter to be kept confidential were discussed and the Executive Director was instructed as to how to proceed.

A motion was made by Bob Potts and seconded by Chris Grau to extend an offer to Chad Laubenthal as County Veterans Service Officer and to bring him on board on October 14, 2019.

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

#### **OLD BUSINESS:**

A motion was made by Mel Baher and seconded by Chris Grau to approve Resolution 2019-19 for the purchase of a dog tag plate stamping machine that will produce military style dog tag plates, in order to distribute to our clients for promoting/ advertising the services of the Veterans Service Commission. The purchase agreement will not exceed \$15,000.

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

The Executive Director proposed a possible scheduling change to include limited services at the main office on Fridays. Beginning the first of the year the office will be at full staff and will be capable of covering Friday hours.

All offices will provide financial assistance and all CVSO's will provide this service. Clients will be served on a first come first served basis.

The October outreach meeting will be held on October 16, 2019 at 7:00 p.m. in the cafeteria at Baldwin Wallace. Notices will be published in October.

Holiday food cards will not be ordered this year. The current inventory will be depleted, but not replaced.

#### Action Items – Update:

- 1) **Employee Overpayments** – The Executive Director updated on the re-payment status of Ms. Smith.
- 2) **Dental Trial Program** – Work in progress.
- 3) **Resolution 2018-13: VVA Compensation** – The Executive Director will meet with Council to update.
- 4) **New Schedule Report** – Next update in October.
- 5) **Overtime Impact Study** – Next update in October.

#### **NEW BUSINESS:**

The Executive Director discussed creating a CCVSC internal military leave policy due to employee's various schedules. More research will be completed and the policy will be presented at a later date.

The review of all internal employee policies was discussed. In the coming months, each policy will be reviewed and revised if necessary. The Bereavement Policy has been rescinded. The CCVSC will now use the county bereavement policy.

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

None.

With no further business, a motion was made by Bob Potts and seconded by Frank Pocci to adjourn the meeting at 11:10 a.m.

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

  
Clay Uzell, President

  
Chris Grau, Secretary

**CONTACT INFORMATION**

Requests for Financial Assistance/  
Filing claims with the Dept. of  
Veterans' Affairs/Memorial Affairs:

Finance Dept.:  
Social Work Dept.:  
Executive Director:  
Commissioners:

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)