



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 16, 2020 9:30 a.m.

PRESENT: Mel Baher, President  
Christopher Grau, Vice President  
Frank Pocci, Secretary  
Bob Potts, Commissioner  
Clay Uzell, Commissioner  
Jon Reiss, Executive Director  
Feronne Williams, Deputy Director  
Mary Kitko, Executive Secretary  
Brian Gutkoski, Asst. County Prosecutor

EXCUSED: None.

VISITORS: None.

PURPOSE: GENERAL MONTHLY MEETING

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

A motion was made by Frank Pocci 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)**

Next Report November 2020. The Commission is converting to quarterly reports.

#### **OLD BUSINESS:**

The new safe has been delivered and is set up for use.

The purchase process of the new vehicle has changed. The dealer is not under state contract. L. Amato has acquired three quotes and the best price was found at Guillian Ford. The process will take another five to six weeks.

#### **NEW BUSINESS:**

Resolution 2020-14, for vehicle wraps, has been delayed. L. Amato is still obtaining quotes.

Position Descriptions were updated and reviewed. Further discussion took place in Executive Session.

Updates to Policies and Guidelines were discussed. Additional discussions were set aside for Executive Session.

A Travel Guideline (Now COVID 19 Guideline) was discussed. It was decided that a memo will be drafted and sent to staff regarding travel while COVID 19 state guidelines are still in place. The Executive Director will draft the memo and include that employees will be required to declare any travel plans. If the plans include travel to a location that is under Ohio's travel advisory, the employee will be required to quarantine for fourteen (14) days.

The Executive Director proposed the purchase of new uniform shirts for new employees and employees who have not received the standard number of shirts. Additional shirts will be stored and employees with shirts that need replacement can exchange them for a new shirt.

**GOOD OF THE ORDER:**

Frank Pocci gave a flag case to the spouse of a deceased veteran.

Bob Potts found the WWI draft card for his great-great grandfather on Ancestry.com. Mr. Potts will bring the document in for anyone who would like to see it.

Mel Baher shared information about a Veterans Service Organization's post on Facebook.

Frank Pocci requested a binder with all updated policies and procedures, job descriptions, the ORC, etc. All documents will be copied and placed in a binder for each Commissioner and a copy will be placed in the Board Room.

**EXECUTIVE SESSION:**

A motion was made by Frank Pocci and seconded by Bob Potts to go into Executive Session to discuss certain personnel matters – employment compensation, position descriptions, and policies and guidelines. AYES: Baher, Grau, Pocci, Potts, Uzell. NAYS: None. Motion carried. (10:37 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 11:27 a.m. In Executive Session the Board discussed certain personnel matters regarding employment compensation, policies and position descriptions.

A motion was made by Frank Pocci and seconded by Bob Potts to increase the salary of the Executive Secretary due to increased job responsibilities.

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

A motion was made by Frank Pocci and seconded by Clay Uzell to increase the maximum salary of the Executive Secretary due to increased job responsibilities.

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

A motion was made by Frank Pocci and seconded by Clay Uzell to establish the maximum salary for the Deputy Director.

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

A motion was made by Frank Pocci and seconded by Bob Potts to adopt all policies that were discussed and updated.

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

A motion was made by Frank Pocci and seconded by Clay Uzell to adopt all position descriptions that were discussed and updated.

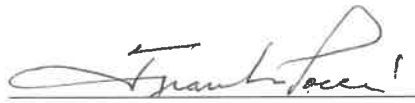
AYES: Baher, Grau, Pocci, Potts, Uzell. NAYS: None. Motion carried.

With no further business, a motion was made by Bob Potts and seconded by Clay Uzell to adjourn the meeting at 11:33 a.m.

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



Mel Baher, President



Frank Pocci, Secretary

**CONTACT INFORMATION**

Requests for Financial Assistance/

Filing claims with the Dept. of

Veterans' Affairs/Memorial Affairs:

Finance Dept.:

Executive Director:

Deputy Director:

Commissioners:

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

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

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

Jon Reiss (216-698-2611)

Feronne Williams (216-698-3845)

Mary Kitko, Secretary to the Board (216-698-2651)