



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

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/TIME:** March 17, 2021 9:30 a.m.

**PRESENT:** Christopher Grau, President  
Frank Pocci, Vice President  
Bob Potts, Secretary  
Clay Uzell, Commissioner  
Jon Reiss, Executive Director  
Feronne Williams, Deputy Director  
Mary Kitko, Executive Secretary  
Mark Musson, Assistant County Prosecutor - Zoom

**EXCUSED:** Mel Baher, Commissioner

**VISITORS:** Rahmin Wright  
Jennifer Olp

**PURPOSE:** GENERAL MONTHLY MEETING

The meeting was called to order by Chris Grau, President.

A motion was made by Frank Pocci and seconded by Clay Uzell 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: Grau, Pocci, Potts, Uzell. NAYS: None. Motion carried.

#### **OLD BUSINESS:**

##### Action Items:

1. Board room upgrade – waiting on quote for current vendor and looking for additional vendors. The cost of the upgrades will come out of the contingency fund with the landlord.
2. Re-key building – the change has been authorized by the landlord. Working with vendors.
3. Website electronic submissions – sent to web designer for coding. Waiting on update.
4. Holiday ham/turkey coupon – no update. Other holidays are being considered.
5. Gift card sanctions – misuse of gift cards will be treated like all fraud. The client will be sanctioned until restitution is made. The manager may make a onetime exception to the sanction if appropriate.
6. Advertising/Marketing/Social Media – an RFP is being drafted. The budget for 2021 is \$75,000 and the future budget will be up to \$150,000.

7. Direct mail to veterans – report with client addresses and emails has been obtained. Quotes are needed.
8. County surplus – meeting with County Council and Public Works on March 18<sup>th</sup>.
9. Review Medina County Website – reviewed. Will begin working on ideas for a newsletter.
10. Dental/Vision/Hearing providers – SOP has been completed and distributed. Metrohealth continues to be the preferred provider, but veterans may use their own dentist. Claims will be reviewed on a case-by-case basis.
11. Outreach items – no update.
12. Boardroom chairs and wardrobes – moving forward with the wardrobes. The quote has not yet been received for the chairs.

**NEW BUSINESS:**

The Executive Director presented a draft of the 2022 Budget. General items were discussed with personnel items to be discussed in Executive Session. The Commissioners will review the budget for discussion at the next board meeting.

**GOOD OF THE ORDER:**

None.

**EXECUTIVE SESSION:**

A motion was made by Frank Pocci and seconded by Bob Potts to go into Executive Session to discuss a certain personnel matter, employment.

AYES: Grau, Pocci, Potts, Uzell. NAYS: None. Motion carried. (10:34 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 11:32 a.m. In Executive Session the Board discussed a certain personnel matter regarding employment and compensation.

A motion was made by Frank Pocci and seconded by Clay Uzell to increase the salary of the Quality Assurance Coordinator, effective March 15, 2021.

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

A motion was made by Frank Pocci and seconded by Clay Uzell to increase the salary of the Deputy Director, effective March 15, 2021, due to performance and increased job responsibilities.

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

The Executive Director is authorized to post the Quality Assurance Coordinator for Service position externally.

A motion was made by Frank Pocci and seconded by Clay Uzell to offer Albert Mitchell and Briana Easterling the position of Outreach Coordinators, a classified position, effective March 15, 2021, with a probationary period of 120 days. The position comes with an initial two-step increase from the current salary (a minimum of 5%).

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

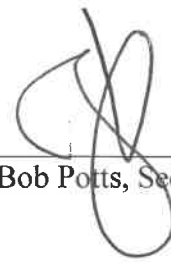
With no further business, a motion was made by Bob Potts and seconded by Clay Uzell to adjourn the meeting at 11:36 a.m.

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



---

Chris Grau, President



---

Bob Potts, 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)  
Terrance Ness, Financial Supervisor (216-698-2391)  
Jon Reiss (216-698-2611)  
Feronne Williams (216-698-3845)  
Mary Kitko, Secretary to the Board (216-698-2651)