



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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Email: vsccmail@cuyahogacounty.us
1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

MINUTES

DATE/TIME: June 16, 2021 9:30 a.m.

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

EXCUSED: None.

VISITORS: None.

PURPOSE: GENERAL MONTHLY MEETING

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

A motion was made by Frank Pocci 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. One item was set aside for discussion in Executive Session (All Commissioners have a copy of the minutes.)

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

OLD BUSINESS:

Per the county updated COVID protocol, clients and staff are required to check their temperature and wear a mask as they enter the building and in the lobby. Clients and staff are permitted to remove their masks in individual offices if both parties are comfortable.

Action Items:

1. Board room upgrade – on hold.
2. Re-key building – the landlord has signed off on the use of the contingency fund. Moving forward with the re-keying.
3. Website electronic submissions – there has been problems during the dry run. F. Williams will work with Linear to complete the process.
4. Holiday ham/turkey coupon – no update at this time. The Board is requesting this be finalized by September.

5. Advertising/Marketing/Social Media - M. Musson and J. Reiss have completed the RFQ/RFP and it is now in the review stage.
6. Direct mail to veterans – now is the time to get quotes for the mailings. J. Reiss hopes to have the quotes by the first meeting in July.
7. Outreach items – F. Williams will meet with the outreach team to determine what items are needed. Mr. Williams will also look at VSC dress items for the outreach team, to include a blazer for the Deputy Director if needed.
8. Contract with Clemans, Nelson and Associates – M. Musson is working on the language. Contract will be presented for approval when finished.

NEW BUSINESS:

First time aid is not available to employees or former employees due to their knowledge of the process.

Employees are permitted to require the client to supply all documents necessary to make sense of the client’s statements. An application should not be completed without the necessary supporting documents. This will prevent incomplete applications from being pushed to Level II or III.

J. Yan sent screen shots for the new auto check-in process which will enable the Office Support Specialist to phone calls and assist with other things.

GOOD OF THE ORDER:

C. Uzell mentioned that the VFW State Convention is this week.

C. Grau announced that the DAV State Convention is next week.

EXECUTIVE SESSION:


A motion was made by Mel Baher and seconded by Frank Pocci to go into Executive Session to discuss a personnel matter and a financial assistance application for a former employee.

AYES: Baher, Grau, Pocci, Potts, Uzell. NAYS: None. Motion carried. (10:22 a.m.)


The Board came out of Executive Session and returned to the regular order of business at 10:59 a.m. In Executive Session the Board discussed certain personnel matters and financial assistance for a former employee.

With no further business, a motion was made by Bob Potts and seconded by Frank Pocci to adjourn the meeting at 11:01 a.m.

AYES: Baher, 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)