



American Legion  
**MEL BAHER**  
COMMISSIONER



American Veterans  
**FRANK POCCI**  
COMMISSIONER



Disabled American Veterans  
**CHRISTOPHER GRAU**  
COMMISSIONER



Veterans of Foreign Wars  
**JAMES RILEY**  
COMMISSIONER



Vietnam Veterans of America  
**BOB POTTS**  
COMMISSIONER

**JON REISS**  
EXECUTIVE DIRECTOR

**FERONNE WILLIAMS**  
DEPUTY DIRECTOR

## Cuyahoga County Veterans Service Commission

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1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

### MINUTES

DATE/TIME: May 4, 2022 9:31 a.m.

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

EXCUSED: None.

VISITORS: None.

PURPOSE: GENERAL MONTHLY MEETING/LEVEL III BOARD APPEALS

The meeting was called to order by Frank Pocci, President.

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, Riley. NAYS: None. Motion carried.

A motion was made by Mel Baher and seconded by Bob Potts to go out of the regular order of business to go into Executive Session to meet with a client.

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

#### **EXECUTIVE SESSION:**

A motion was made by Mel Baher and seconded by Bob Potts to go into Executive Session to discuss a certain personnel matter – employment and discipline, and a client case file.

AYES: Baher, Grau, Pocci, Potts, Riley. NAYS: None. Motion carried. (9:35 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 9:58 a.m. In Executive Session the Board discussed certain personnel matters regarding discipline/employment and a client case. The Executive Director was advised how to proceed.

**OLD BUSINESS:**

Construction at the main office continues. The garage ramp is being repaired and there will be no staff parking in the garage for the next week.

Discussions with Public works and the landlord continue.

During heavy construction the administrative staff will work at the Fulton Pkwy. County facility. Sylvester is working at the building to ensure all IT issues are solved prior to the move.

Changes have been made to the 2023 budget. Staffing and benefits costs have been adjusted and allocations have been made for the option to hire a lawyer and Mentor Coordinator. \$210,000 has been allocated for unexpected maintenance costs due to the unknown maintenance costs of the new building. Utilities for the new building are also unknown. Therefore, the utilities line item has been doubled.

A motion was made by Mel Baher and seconded by Bob Potts to accept the 2023 Budget as presented.

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

New software upgrades are included in the budget but will likely be purchased in 2022. J. Reiss will work with Public Works to propose items for the new building, such as a new roof, be purchased out of 2022 funds.

Executive Director J. Reiss distributed a guideline for the Display of the Flag and Flag Protocol. The guideline will be included with a letter to area cemeteries and funeral homes. Flag protocol pamphlets will be ordered.

Memorial Day flag distribution was discussed. The flags have not yet arrive, but T. Ness is working diligently to get them in time for Memorial Day. In the future flags will be ordered earlier to ensure timely delivery.

**NEW BUSINESS:**

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-06 for the purchase of uniform leather jackets as the new uniform jacket for staff and the Commissioners, expenses not to exceed and agency total of \$11,000.

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

**GOOD OF THE ORDER:**

F. Pocci thanked the Executive Director for putting together the documents for flag protocol. It is important to give a reminder of flag protocol to organizations and the public.

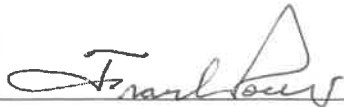
J. Reiss mentioned the flag laying ceremony in Columbus on May 27<sup>th</sup>. Mr. Reiss will attend on behalf of the Commission.

B. Potts mentioned that the flags were out of order at the End of the War Ceremony. J. Riley will mention the order of the flags to the event coordinators.

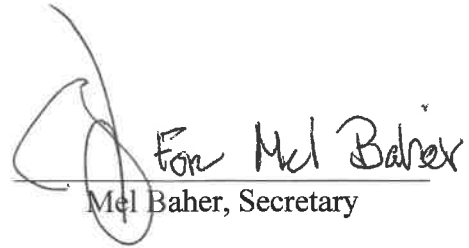
Deputy Director F. Williams mentioned the wreath laying ceremony at Lakeview Cemetery. In the past, Clay Uzzell had always presented the wreath. No Commissioners will be available. Mr. Williams will identify a staff member to take Clay's place.

With no further business, a motion was made by Mel Baher and seconded by Bob Potts to adjourn the meeting at 11:07 a.m.

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



Frank Pocci, President



Mel Baher, Secretary

**CONTACT INFORMATION**

Requests for Financial Assistance/

Filing claims with the Dept. of

Veterans' Affairs/Memorial Affairs:

Finance Dept.:

Executive Director:

Deputy Director:

Commissioners:

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)