



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

## Cuyahoga County Veterans Service Commission

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1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

**JON REISS**  
EXECUTIVE DIRECTOR

**FERONNE WILLIAMS**  
DEPUTY DIRECTOR

### MINUTES

**DATE/TIME:** August 3, 2022 9:30 a.m.

**PRESENT:** Frank Pocci, President  
Bob Potts, Vice President  
Mel Baher, Secretary  
Christopher Grau, Commissioner  
James Riley, Commissioner  
Jon Reiss, Executive Director  
Feronne Williams, Deputy Director  
Mary Kitko, Executive Secretary  
Matthew Convery, Assistant County Prosecutor

**EXCUSED:** None.

**VISITORS:** Melisa Fisco, Clemens, Nelson and Associates

**PURPOSE:** GENERAL MONTHLY MEETING

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

#### **OLD BUSINESS:**

The construction at the main office is on pace. Core drilling in the VSC office space will take three to four weeks. Most staff will be stationed at various locations. The Finance Manager, two Service Officers and security remains.

Executive Director Reiss will stay in communication with the project manager for the new building and ensure they understand the urgency to continue pushing forward with the renovations. Public Works received a design plan, but it was for the whole project. The plans were sent back to have them broken down by area – interior, exterior, etc.

Staff continues to work at VA medical facilities and at the Fulton Rd. County building. Two employees are stationed at the main office with one security guard. Food cards are distributed from the main office.

A motion was made by Mel Baher and seconded by Jim Riley to adopt the new Travel Policy with changes.  
AYES: Baher, Grau, Pocchi, Potts, Riley. NAYS: None. Motion carried

The VetConnect outreach event will be held on Saturday, September 17, 2022, from 11 a.m. - 3 p.m., at the Fulton Parkway location. Vendors will utilize the space in the waiting room. There will be food trucks, tents, and tables and chairs. J. Reiss will arrange for additional security.

The new jackets for staff and the commissioners will be ready for pick-up on Friday or Monday.

The new design for the challenge coins was chosen and 1,000 coins will be ordered.

**NEW BUSINESS:**

Melisa Fisco from Clemens, Nelson and Associates explained the process, pricing, etc. of a contract with Clemens, Nelson and Associates. Matt Convery explained the legal side and clarified parts of the contract. No contract will be signed until the informal RFP process is completed.

All aspects of Memorial Affairs will be handled by a Service Officer from this point forward. This includes DD214 requests from the funeral homes, indigent burials, headstone requests, etc.

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-10 for the advertising agreement with Fox8 to support the CCVSC VetConnect event. The agreement is a multi-platform advertising campaign specifically for the VetConnect Event, not to exceed \$10,000.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-11 for the advertising agreement with Channel 19 to support the CCVSC VetConnect event. The agreement is a multi-platform advertising campaign specifically for the VetConnect Event, not to exceed \$10,000.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-12 for the purchase of lodging kits to assist homeless veterans transitioning to permanent residency by supplying household items for client relief purposes, not to exceed \$40,000.

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

The Executive Director informed the Board that capital project funding was an option and should be considered for the new headquarters project. He explained that rather than transferring the money to a county account to be transferred back to the VSC when the funds were needed is no longer necessary. J. Reiss will check to see if this is an option for other projects.

A motion was made by Bob Potts and seconded by Chris Grau to move \$1,750,000 into the capital fund for the new headquarters project fund.

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

**GOOD OF THE ORDER:**

F. Pocchi announced that there will be an outreach event on September 8, 2022 at 6 p.m. at the Southwest IAC (Italian American Club). Members have been notified of the event and they will advertise to the public.

B. Potts stated that American Legion Post 385 will be hosting their picnic on August 20, 2022 from 12-4 p.m. at the post on Snow Rd.

M. Baher announced that the Post 91 picnic will be held on August 21, 2022 from 1-5 p.m.

**EXECUTIVE SESSION:**

A motion was made by Chris Grau and seconded by Mel Baher to go into Executive Session to discuss certain Personnel Issues.

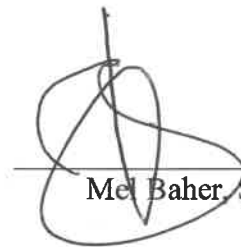
AYES: Baher, Grau, Pocci, Potts, Riley. NAYS: None. Motion carried. (11:22 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 12:17 p.m. In Executive Session the Board discussed certain personnel issues. The Executive Director and Deputy Director were advised on how to proceed.

With no further business, a motion was made by Bob Potts and seconded by Chris Grau to adjourn the meeting at 12:18 p.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:

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)

Finance Dept.:  
Executive Director:  
Deputy Director:  
Commissioners: