



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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JON REISS
EXECUTIVE DIRECTOR

FERONNE WILLIAMS
DEPUTY DIRECTOR

MINUTES

DATE/TIME: September 14, 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

EXCUSED: None.

VISITORS: None.

PURPOSE: GENERAL MONTHLY MEETING

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

NEW BUSINESS:

The position description for Office Support Specialist has been updated to include check-out for clients, scheduling, and issuing of financial assistance and transportation.

The Executive Director proposed a change to staffing levels due to the increase in duties for the Office Support Specialist. In addition to additional duties, the Office Support position has not had a specified 'back-up' and it required staff from other departments to fill in when needed. In order to alleviate staffing issues and additional duties, the Executive Director proposed hiring three Office Support Specialists.

A motion was made by Chris Grau and seconded by Bob Potts to accept changes in the Office Support position description and increased staffing levels.

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

GOOD OF THE ORDER:

Commissioner Pocci received positive feedback from the event at the Southwest IAC (Italian American Club).

EXECUTIVE SESSION:

A motion was made by Mel Baher and seconded by Bob Potts to go into Executive Session to meet potential new hires and to discuss client cases and appeals.

AYES: Baher, Grau, Pocci, Potts, Riley. NAYS: None. Motion carried. (9:57 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 12:10 p.m. In Executive Session the Board met potential new hires and addressed client cases and appeals.

The votes for further assistance, recorded by the Secretary, of the client appeal and fraud case that were discussed in Executive Session, are attached,

A motion was made by Jim Riley and seconded by Bob Potts to authorize the Director to bring on Adam Boey in the roll of Veterans Service Officer, with a probationary period of one (1) year.

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

A motion was made by Jim Riley and seconded by Bob Potts to authorize the Director to bring on Felicia Williams in the roll of Office Support Specialist at grade 1, step 2, with a probationary period of 180 days.

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

A motion was made by Jim Riley and seconded by Bob Potts to authorize the Director to bring on Darness Holden in the roll of Office Support Specialist at grade 1, step 2, with a probationary period of 180 days.

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

A motion was made by Jim Riley and seconded by Bob Potts to authorize the Director to bring on Carolyn Webb in the roll of Office Support Specialist at grade 1, step 2, with a probationary period of 180 days.

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

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



Frank Pocci, President



Mel Baher, Secretary

CONTACT INFORMATION

Filing claims with the Dept. of
Veterans' Affairs/Memorial Affairs:
Financial Assistance Manager:
Finance/Operations Manager:
Executive Director:
Deputy Director:
Commissioners:

Melinda Halliburton, Service Office Mgr. (216-698-2639)
Jeanne Bell (216)-698-2635
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)