



American Legion
MEL BAHER
COMMISSIONER



American Veterans
FRANK POCCHI
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: November 2, 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: None.

PURPOSE: GENERAL MONTHLY MEETING

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

A motion was made by Mel Baher and seconded by Chris Grau 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).

OLD BUSINESS

Changes in the Mission and Vision Statements were discussed. The Executive Director will make the suggested changes and the statements will be reviewed at an upcoming meeting.

The need for climate-controlled storage units was discussed. Several units are needed to store flags for Memorial Day and items needed for VSC sponsored events.

NEW BUSINESS:

A policy will be drafted regarding documentation for military orders. The draft will be reviewed at an upcoming meeting.

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-19 to reimburse the staff for gym memberships at gyms/fitness centers, not to exceed \$65 per month, per employee, not to exceed and agency total of \$25,000.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-20 for the purchase agreement with Enterprise Resource Partners for the eVetAssist veteran software program for the 2023 fiscal year for Cuyahoga County Veterans Service Commission, not to exceed \$7,000.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-21 adjusting employee mileage and per diem travel reimbursement rates in accordance with standard federal rates for year 2023.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-22 requesting authority for five Cuyahoga County Veterans Service Commissioners, Executive Director, and Deputy Director to attend various conferences and training to maintain accreditation with the Ohio Association of Veterans Service Commissioners (OSAVSC) in 2023, expenses not to exceed \$10,000.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-23 requesting authority for twenty-two Cuyahoga County Veterans Service Officers and Commissioners to attend training and maintain membership and accreditation with the Ohio State Association of County Veterans Service Officer (OSACVSO) and National Association of County Veterans Service Officer (NACVSO) in 2023, not to exceed 108,477.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-24 providing for the purchase of an advertising agreement with DD214 Chronicle for the Cuyahoga County Veterans Service Commission for one (1) year of advertising, not to exceed \$8,000.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-25 providing for the annual maintenance of CCVSC call center/call management communication software from five9, expenses not to exceed \$50,000 per year.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-26 requesting authority for the Executive Director of the Cuyahoga County Veterans Service Commission to utilize funds as necessary to prepare for an emergency, expenses not to exceed \$15,000.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-27 providing for the purchase of up to 5,000 military service pins for the clients of the Cuyahoga County Veterans Service Commission in recognition for their service, not to exceed \$7,000.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-28 providing for the purchase of uniform shirts/coats as the new uniform for the Cuyahoga County Veterans Service Commission, not to exceed \$10,000.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-29 for the renewal of services with Feedback Now, a feedback system for the clients of the Cuyahoga County Veterans Service Commission to provide real-time customer feedback in an effort to improve customer service, not to exceed \$5,500.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-30 requesting authority for the Executive and Deputy Director to attend conferences and training seminars as necessary to enhance veteran services throughout Cuyahoga County for the years 2022-2023, expenses not to exceed \$20,000.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve Resolution 2022-31 providing for the rental agreement with U-Haul Self-Storage of Parma for storage units need for excess items, not to exceed \$10,835.20.

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

GOOD OF THE ORDER:

Jim Riley will be at an event at City Hall at 11:00 a.m. in the Rotunda that will kick off the parade. He will also be performing at a Guitars for Vets event at 6:00 p.m. Saturday at the VFW Post located at 3791 W. 150th. Finally, he and Executive Director Reiss will be guests on the Gerry Quinn show on Sunday, November 13th, at 10:00 a.m. speaking about the Veterans Service Commission.

Frank Pocci will be speaking at Whitney Middle School in Strongsville on Veterans Day. He will have promotional items to share with the students and new flags for the classrooms. Mr. Pocci will also be meeting with groups of veterans and plans to review flag protocol and services provided by the Veterans Service Commission.

Bob Potts again mentioned the grant that is available for a needy family through his VVA Post. He asked to be notified if a veteran with a family is identified.

Mel Baher announced that Post 91 will once again be providing lunch for Veterans Day. Lunch will be served from 11 a.m. to 1 p.m. at no charge.

Chris Grau mentioned the Cuyahoga Valley Scenic Railroad will once again be offering a free train ride for veterans. The train ride will take place on November 10th. Also, many restaurants and stores in the area are offering freebies on Veterans Day.

EXECUTIVE SESSION:

A motion was made by Mel Baher and seconded by Bob Potts to go into Executive Session to meet a potential candidate for Veterans Service Officer and to discuss certain personnel matters – compensation.

AYES: Baher, Grau, Pocci, Potts, Riley. NAYS: None. Motion carried. (10:28 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 11:22 a.m. In Executive Session the Board met with a potential candidate and discussed certain personnel matters – compensation.

A motion was made by Mel Baher and seconded by Bob Potts to authorize the Director to bring on Rebecca Stacy 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 Mel Baher and seconded by Bob Potts to approve equity adjustments for eligible employees.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve cost of living increases for eligible employees.

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

A motion was made by Mel Baher and seconded by Bob Potts to approve performance bonuses for eligible employees as outlined in discussions.

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

With no further business, a motion was made by Mel Baher and seconded by James Riley to adjourn the meeting at 12:06 p.m.

AYES: Baher, 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)