



American Legion  
**MEL BAHER**  
COMMISSIONER



American Veterans  
**FRANK POCCHI**  
COMMISSIONER



Disabled American Veterans  
**VACANT**  
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:** January 18, 2023 9:30 a.m.

**PRESENT:** Bob Potts, President  
Mel Baher, Vice President  
James Riley, Secretary  
Frank Pocchi, President  
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 Bob Potts, President.

A motion was made by Mel Baher 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). Motion seconded by Frank Pocchi. Discussion: None.

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

#### **OLD BUSINESS**

Executive Director Reiss stated that there are no updates on the new headquarters building. We are still waiting on updates from the design team.

J. Reiss gave an update regarding P-cards. The credit card has limitations. A P-card cannot be used for hotels, food or gasoline. It would mainly be used for online purchases and preloaded with funds from a specific budget line item. Any balance on the card at the end of the budget year is returned to the general fund.

Position descriptions for the Executive Director, Deputy Director, and Mentor Coordinator were discussed. The descriptions will be reviewed and finalized at the next meeting.

Bidding for the purchase of Memorial Day flags ends on February 13, 2023. Delivery date for the flags is scheduled for mid to late April.

**NEW BUSINESS:**

VSC outreach event, VetConnect, was discussed. A decision was made to have the event twice a year. Dates for 2023 are May 20<sup>th</sup> and September 30<sup>th</sup>. The planning process is underway.

**GOOD OF THE ORDER:**

Commissioner Riley mentioned that Guitars for Vets will be having its annual fundraiser. Veterans in the program participate in 10 weeks of lessons and are given a guitar upon completion of the program. Commissioners Baher and Potts suggested that Mr. Riley send requests for donations to area posts.

**EXECUTIVE SESSION:**

A motion was made by Mel Baher to go into Executive Session to discuss certain personnel matters regarding employment. Motion seconded by Frank Pocci.

AYES: Baher, Pocci, Potts, Riley. NAYS: None. Motion carried. (10:07 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 11:28 a.m. In Executive Session the Board discussed certain personnel matters regarding employment. The Executive Director was advised on how to proceed.

A motion was made by Frank Pocci to authorize the Director to bring on Chris Grau in the roll of IT Manager, with a probationary period of six (6) months. Motion seconded by Bob Potts. Discussion: None.

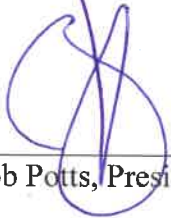
AYES: Baher, Pocci, Potts, Riley. Abstain: None. NAYS: None. Motion carried.

A motion was made by James Riley to authorize the Director to promote JoAnne Boulter to the role of Outreach Coordinator, with a probationary period of 120 days. Motion seconded by Mel Baher. Discussion: None.

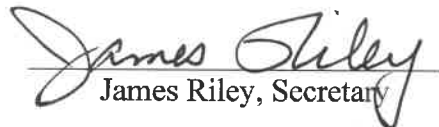
AYES: Baher, Pocci, Potts, Riley. Abstain: None. NAYS: None. Motion carried.

With no further business, a motion was made by James Riley to adjourn the meeting at 11:29 a.m. Motion seconded by Mel Baher.

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



Bob Potts, President



James Riley, 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)