



American Legion
MEL BAHER
COMMISSIONER



American Veterans
FRANK POCCI
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

Ph: 216.698.2600 • Fax: 216.698.2650
Email: vscmail@cuyahogacounty.us
1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

MINUTES

DATE/TIME: January 17, 2024 9:30 a.m.

PRESENT: Mel Baher, President
James Riley, Vice President
Frank Pocci, Secretary
Bob Potts, Commissioner
Jon Reiss, Executive Director
Feronne Williams, Deputy Director
Mary Kitko, Executive Secretary
Craig Morice, Assistant County Prosecutor

EXCUSED: None.

VISITORS: None.

PURPOSE: GENERAL MONTHLY MEETING

The meeting was called to order by Mel Baher, President.

A motion was made by Jim Riley 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 Pocci. Discussion: None.

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

OLD BUSINESS

Executive Director Reiss briefed the board on current and future building updates.

Current building:

- The new fire system has been installed and is operational.
- The cleaning company started. Quality concerns have been addressed.
- Temporary heaters were rented and have been installed. The boiler is now working. The rented heaters will remain in place until the end of the rental period to ensure the boiler is functioning properly.
- The extended lease has been signed by both parties and is awaiting County Council approval.
- The garage door will not be replaced until the landlord settles outstanding debts with the company.
- Cleaning staff will be interviewed and hired in the coming months.

New headquarters:

- It was discovered that wiring was not included in the final design. The plans will be updated and approved prior to the job going out for bid, hopefully by the end of the month. Bids are expected by the end of February.
- There is no update on the RTA stop at the new building.
- The boiler is not under warranty; however, the county is responsible for any issues with the boiler so it is no longer of concern.

The mobile vehicle is parked at the Parma CBOC. Employees stationed in the vehicle have been productive in assisting the Service Officers at the CBOC.

Mr. Reiss provided clarification regarding VetConnect. The event will be held annually, in the month of September. This will ensure plenty of time to plan which will result in securing space and advertising and a better commitment with community partners. This event will also be a stand down. Winter coats, boots and clothing will be available to Cuyahoga County veterans prior to the colder months.

NEW BUSINESS

The VSC transportation program was discussed further. The director continues to research what other counties are providing in order to develop a plan. The Board will also consider providing rides to veterans for reasons other than medical appointments once the plan is presented.

A motion was made by Bob Potts to approve Resolution 2024-14 granting authority for the Executive Director of the CCVSC to pay retention bonuses of \$2,000 to all employees.

Motion seconded by Jim Riley. Discussion: None.

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

A motion was made by Bob Potts to approve Resolution 2024-15 granting authority for the Executive Director of the CVSC to pay referral bonuses of \$50 per referral to eligible employees, not to exceed \$500/month.

Motion seconded by Frank Pocci. Discussion: Discussion held.

After discussion the resolution for referral bonuses was postponed for further review and discussion.

A motion was made by Bob Potts to adopt the updated Records Retention Policy with the necessary corrections and/or additions. Motion seconded by Frank Pocci. Discussion: None.

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

A motion was made by Frank Pocci to adopt the updated Key Control Policy with the necessary corrections and/or additions. Motion seconded by Bob Potts. Discussion: None.

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

A motion was made by Frank Pocci to adopt the updated Garage Parking Policy with the necessary corrections and/or additions. Motion seconded by Bob Potts. Discussion: None.

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

A motion was made by Frank Pocci to adopt the updated Tuition Reimbursement Policy with the necessary corrections and/or additions. Motion seconded by Bob Potts. Discussion: None.

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

A motion was made by Frank Pocci to adopt the updated Public Records Request Policy with the necessary corrections and/or additions. Motion seconded by Bob Potts. Discussion: None.

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

A motion was made by Frank Pocci to adopt the updated Premises Admittance Policy with the necessary corrections and/or additions. Motion seconded by Bob Potts. Discussion: None.

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

A motion was made by Bob Potts to adopt the updated Family Medical Leave Act (FMLA) Policy with the necessary corrections and/or additions. Motion seconded by Jim Riley. Discussion: None.

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

A motion was made by Bob Potts to adopt the updated News Media Policy with the necessary corrections and/or additions. Motion seconded by Jim Riley. Discussion: None.

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

A motion was made by Bob Potts to adopt the updated Holiday Policy with the necessary corrections and/or additions. Motion seconded by Frank Pocci. Discussion: None.

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

A motion was made by Bob Potts to adopt the updated Records Retention Policy with the necessary corrections and/or additions. Motion seconded by Frank Pocci. Discussion: None.

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

GOOD OF THE ORDER:

Commissioner Riley presented the Clayton Uzell, Ralph Arms, Larry Thall First Responders Awards, along with Sandra Uzell. The award went to the top policeman, firefighter and EMT/paramedic, 911 dispatcher, and EOD technician in the state.

EXECUTIVE SESSION:

A motion was made by Bob Potts to go into Executive Session to consider employment of a public employee. Motion seconded by Frank Pocci.

AYES: Baher, Pocci, Potts, Riley. NAYS: None. Motion carried. (10:43 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 10:45 a.m. In Executive Session the Board discussed employment of a public employee updates and release from probation. The Executive and Deputy Directors were advised on how to proceed.

A motion was made by Frank Pocci to remove John Rosine from probation effective January 2, 2024. Motion seconded by Frank Pocci. Discussion: None.

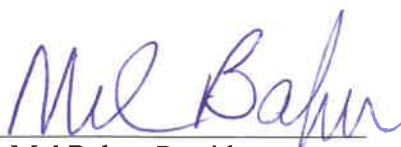
AYES: Baher, Pocci, Potts, Riley. NAYS: None. Motion carried.

A motion was made by Jim Riley to remove Mercedes Hester from probation effective December 12, 2023. Motion seconded by Frank Pocci. Discussion: None.

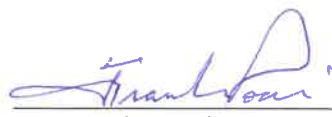
AYES: Baher, Pocci, Potts, Riley. NAYS: None. Motion carried.

With no further business, a motion was made by Frank Pocci to adjourn the meeting at 10:47 a.m. Motion seconded by Jim Riley. Discussion: None.

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



Mel Baher, President



Frank Pocci, Secretary

CONTACT INFORMATION

Filing claims with the Dept. of

Veterans' Affairs/Memorial Affairs:

Financial Assistance Manager:

Financial Operations Manager:

Executive Director:

Deputy Director:

Commissioners:

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

Jeanne Bell (216-698-2635)

Colleen Kehoe (216-698-2392)

Jon Reiss (216-698-2611)

Feronne Williams (216-698-3845)

Mary Kitko, Secretary to the Board (216-698-2651)