



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

## 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: February 21, 2024 9:30 a.m.

PRESENT: Mel Baher, President  
James Riley, Vice President  
Frank Pocchi, 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 President Mel Baher with the Pledge of Allegiance. Secretary Frank Pocchi called roll.

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 Pocchi. Discussion: None.

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

#### STATE OF COMMISSION FINANCE REPORT

Jon Reiss presented the State of Commission Finance Report. The report was discussed, and changes/updates were suggested by the Board.

#### OLD BUSINESS

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

Current building:

- The new garage door has been installed.

#### New headquarters:

- The new headquarters building process is proceeding as expected. The job will go out to bid next month.

The transportation report and recommendations will be presented to the board at a future meeting.

The mobile vehicle continues to be utilized at the Parma CBOC. The director has agreed to allow the VSC to plug a generator into the facility. Public Works has stated that there are no safety concerns storing the generator in the mobile vehicle. The board has directed J. Reiss to look into an exterior storage option for the generator and the gas can.

Active shooter training will be scheduled after all quotes are received and reviewed. Team building/diversity training plans are being made.

#### **NEW BUSINESS**

The Board discussed the policy regarding clients with multiple discharges. After discussion with the Assistant County Prosecutor the current policy stands. The client's final discharge will be used to determine eligibility for financial assistance.

Four position descriptions were presented for board approval.

A motion was made by Frank Pocci to accept the modified position descriptions for VSO (Veteran Service Officer), FSO (Financial Service Officer), IT Assistant – Help Desk and Operations Specialist. Motion seconded by Bob Potts. Discussion: None.

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

Director J. Reiss presented multiple programming plans to increase assistance to veterans in need. Programs included occupational training, widow/elderly/disabled assistance, lawn care and snow removal, service animals, Spring cleaning, and land bank homes for veterans. Mr. Reiss will re-work the widow/elderly/disabled details before final approval. All others have been approved with corrections and/or additions.

A motion was made by Bob Potts to programming plans 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:**

J. Reiss notified the Board the Tom Sweeney passed away. Mr. Sweeney was very active with the Fisher House. Services will be held on March 9<sup>th</sup>.

Commissioner Riley mentioned that they have guitars to give to veterans in the Guitar for Vets program. He asked about displaying a guitar in the VSC waiting room to create awareness. The decision was made to display a sign instead.

#### **EXECUTIVE SESSION:**

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

AYES: Baher, Pocci, Potts, Riley. NAYS: None. Motion carried. (11:46 a.m.)

The Board came out of Executive Session and returned to the regular order of business at 12:19 p.m. In Executive Session the Board discussed employment of a public employee release from probation. The Executive and Deputy Directors were advised on how to proceed.

A motion was made by Bob Potts to remove Kimberly Dumas from probation effective February 12, 2024. Motion seconded by Jim Riley. Discussion: None.

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

A motion was made by Frank Pocci to remove Teresa Delaney from probation effective February 12, 2024. Motion seconded by Bob Potts. Discussion: None.

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

With no further business, a motion was made by Bob Potts to adjourn the meeting at 12:22 p.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 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)